Amendment 01 to RFA 279-10-012
Responsive Governance Project
Issuance date: 01/28/1010
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The purpose of this modification is to:

1- Remove the Section "MIST Portfolio" in its entirety from page 71 to page 72.
2. Answers to questions received are in the attached sheets. The attached answers are considered an integral part of RGP RFA 279-10-012.

1. What is the timeline for producing the rapid assessments of priorities through the Community Livelihoods Project (CLP) (page 9)? How can RGP take advantage of the assessments for planning purposes if the assessments don't come in time for the planning/start-up phase of RGP, especially since the CLP RFA has not yet been formally released?

**The award of the projects has been timed such that work planning for both CLP and RGP can be done at roughly the same time. This takes into account the various initial assessments that will be required that will inform the work planning exercises. Further, USAID/Yemen anticipates the updating of work plans several times per year, to account for the dynamic operational environment. What is not accounted for in the first work plan can be captured in subsequent work plan(s) that year.**

2. Does USAID have in mind a target amount or percentage of project funds to be set aside for grants to CSO and NGO recipients?

**No.**

3. I have a question regarding the Yemen Responsive Governance Project RFA. Page 20 states "USAID intends to award a separate project to coordinate the Mission's monitoring and evaluation efforts." I was hoping you could provide award information for the awardee of this project, including contractor name, award date, value and cooperative agreement/contract number. Please let me know if an award has not yet been made, or if you are unable to provide this information. Many thanks for your help.

**The award has not been made yet, the solicitation has been issued.**

4. Should the technical and cost proposals reflect the 3 year base period only or also the 2 option years?

**All five years.**

5. Are attachments other than CVs and letters of commitment permissible?

**Yes.**

6. Can past performance references be provided as an attachment or are they to be included within the 30 pages limit for the technical proposal?

**They can be added as brief attachment(s).**

7. Could you provide clarification on the maximum number key personnel and proposed senior staff to be included? On page 20 of the RFA it is limited to 3 (three) and on pg 27 there is a limit of 6 (six).

**USAID's policy limits this to a reasonable number of positions, generally no more than five positions or five percent of recipient employees working under the award, whichever is greater.**

8. In the interest of open competition and maximized inclusion of Yemeni capacity, we respectfully request that USAID stipulate that all bidders only request local personnel to commit on a non-exclusive basis.

**We can not require non-exclusivity agreements; however, consistent with good business practice and as part of a transparent and open competitive RFA process, we encourage any employment or teaming arrangements to be non-exclusive in nature.**

9. In the interest of open competition and maximized inclusion of Yemeni capacity, we respectfully request that USAID stipulate that all bidders only request national and community organizations to commit to non-exclusive partnerships.

**We can not require non-exclusivity agreements; however, consistent with good business practice and as part of a transparent and open competitive RFA process, we encourage any employment or teaming arrangements to be non-exclusive in nature.**

10. The RFA refers to a recommended cost share of "25% per activity". We interpret this to mean that 25% cost share is to be generated against direct program implementation funding. Please provide clarification on the definition of "per activity".

**As a guiding rule, the implementer should seek to have a minimum of 25% of non-USAID funding covering the costs of activities. Activities are defined as the efforts implemented under a project. Due to the nature of the RGP, however, the implementer may consider a 25% cost share "generated against direct program implementation funding", in other words 25% of the total value of the project, to be a reasonable interpretation of the RFA guidelines.**

11.Page 33 of the RFA instructs: "All Applicants must submit the application using the SF-424 series, which includes the: **SF-424, Application for Federal Assistance; SF-424 C and SF-424 D for non-construction awards."** However, SF-424C and 424D are to be used for construction award applications, while this solicitation is non-construction. Would you please confirm that offerors should use SF 424, 424A and 424B?

**Forms to be used: SF-424, 424A and 424B only**.

12. Section **IV. Application and Submission Information** (starting on page 23), includes specific instructions on the preparation of the technical, but not of the cost proposal volume. Did USAID have any instructions for the preparation of the cost proposal that may be helpful to offerors, and to help ensure that all offers are responsive?

**Guideline for Cost proposal submission**
**Other submission requirements for applications submitted in response to this RFA consist of:**

- **Detailed/itemized budget with budget narrative for each budget object class category, including explanation how costs were estimated, for both the requested USAID funding and proposed cost share amounts.**
- **Similar budget detail with narrative is requested for organizational partners teaming with the prime applicant.**
- **Current Negotiated Indirect Cost Rate Agreement (NICRA) negotiated between the applicant and a Federal agency (if available). If a NICRA is not available, the following is required: 1) Copies of the applicant's financial reports for the previous 3-year period, which have been audited by a certified public accountant or other auditor satisfactory to USAID; 2) Projected budget, cash flow and organizational chart; 3) A copy of the organization's accounting manual.**
- **If program income (i.e., cost recovery or other revenues generated under the award) is anticipated, the estimated amount should be reflected in the budget, and the Budget Narrative should describe how the program income is proposed to be treated, i.e., additive, cost sharing, or deductive, or a combination thereof (See 22 CFR 226.24).**

13. Regarding the evaluation factors, page 26 states – "Factor A is more important than factor B, which is more important than factor C. The sub factors are in descending order of importance." Can you clarify how the past performance, (D) under evaluation factors listed on page 27 will be weighted in relation to the other three evaluation factors?

**Factor A is more important than factor B, which is more important than factor C, which is more important than factor D. The sub factors are in descending order of importance.**

**14.Budget Submission Requirements:** On page 17 of the RFA, it states that this program will be a three-year, $27 million program with two $8 million option years. In their cost proposal submissions, are applicants responsible for providing costs for the option years as well as the base period? In addition to the SF-424 forms, budget, budget explanation, and certifications, assurances, and other statements of recipient, are there any additional documents required for cost proposal submission?

**The applicants are responsible for providing costs for the option years as well as the base period. Other than those referenced, no additional documents are required for the cost proposal submission.**

**15. Past Performance:** On page 27 of the RFA, applicants are instructed to provide a list of relevant project references that demonstrate their past experience with similar programs/activities. Does USAID have a specific number of references that should be included in the application, and can these references be included in a proposal annex that is separate from the 30 page limit to the technical proposal?

**No more than 10 references are required. References can be separate from the 30 page technical proposal.**

**16. Work Plan and PMP:** In the substantial involvement section on page 19 of the RFA, USAID requests that applicants submit a draft 12-month work plan and a draft performance monitoring and evaluation plan. However, these documents are not included in the list of technical proposal annexes on page 25. Should these documents be included in the technical application, and, if so, can we assume that they are separate from the 30-page limit?

**The draft work plan and performance monitoring and evaluation plan may be separate from the technical application.**

**17. Substantial Involvement:** On page 20 of the RFA, it states that USAID will exert the right to immediately halt a construction activity if specifications are not met. Are construction activities anticipated as part of the scope of work to be performed under this program?

**No construction work is anticipated under this project.**

**18. Request for Extension:** In light of the size and complexity of this program, can USAID provide an extension to the February 18th due date?

**No extension will be granted.**

**19. Key Personnel:** Can USAID please confirm the number of key personnel to be included in the program? In section F on page 20, the number of key personnel is limited to three positions, while section C on page 27, the RFA states there may be up to six key staff positions.

**USAID's policy limits this to a reasonable number of positions, generally no more than five positions or five percent of recipient employees working under the award, whichever is greater**

**20. Reporting Requirements:** Can USAID please confirm the reporting requirements in Section VI on pages 29-31 of the RFA? Some of the requirements, such as the need for both quarterly and annual reports, as well as the inclusion of financial accruals in quarterly reporting requirements, appear to conflict with 22 CFR 226.51 and 22 CFR 226.52.

**While not required, it would be helpful if the offeror offered to provide this data.**