



USAID
FROM THE AMERICAN PEOPLE

ZAMBIA

Amendment #1

RFA Issuance Date:	July 16, 2014
Questions and Answers Posting Date:	August 8, 2014
Application Submission due by:	August 19, 2014 (16:00 hrs, Local Zambia time)

Subject: Request for Applications: Zambia Family Activity (ZAMFAM). Reference Number: RFA-611-14-000005.

The purpose of this amendment to the Request for Application is to respond to the requests for clarification.

All questions and points of clarification received by the due date and time were considered for inclusion in this amendment. If the exact wording of your question(s) cannot be located it is because it is addressed in another similar question or request for clarification.

Edward Acevedo
Agreement Officer

QUESTIONS AND ANSWERS

QUESTIONS	ANSWERS
1. All certifications listed on page 17 of the RFA were submitted as part of the concept note package. Do we need to resubmit all the certifications listed on page 17 as part of the full submission?	No, you do not need to re-submit at this time. The Agreement Officer will notify you in case additional certifications are required.
2. With other USAID-funded projects ending in late 2014/mid-2015, are organizations allowed to put forward people on existing projects as key personnel on ZAMFAM, with measures to ensure adequate coverage during the time of overlap between the start of ZAMFAM and the close out of ongoing projects?	The key personnel for ZAMFAM are required to be available for the entire project at the Level of Effort specified in the RFA. Personnel engaged in projects ending in late 2014 and afterwards should work out an arrangement to transfer their responsibilities in accordance with their original contracts and agreements.
3. Are key personnel expected to sign letters of commitment with one organization, or can there be an overlap of Key Personnel that may be bid on other upcoming projects with different organizations?	Key personnel should sign letters of commitment with one organization only.
4. Are letters of commitment required from sub-grantees or government entities?	Yes, letters of commitment will be required from both sub-grantees and government entities.
5. Is it possible to allow more flexibility in the number of pages allowed in the annex? The current limit is 15 pages, but it seems that at least 20 pages are needed.	See note about Annexes at end of document.
6. Are there an established minimum or maximum number of sub-grantees?	See Section I.C.1 Geographic Scope, page 3. Also, see Section III.2. Limitation on Sub-Awards, page 16.
7. For the expected target of 500,000 OVC, is this under the old PEPFAR definition of children who are directly orphaned as a result of HIV, or is this the wider MER definition of OVC and family members?	It is the MER definition of OVC and family members.
8. The section on Past performance asks for fully completed projects. Is it possible to also reference current contracts (e.g. STEPS OVC, AIDSRelief, Zambia Rising, etc.)	Yes, if the activity has been undertaken for at least 12 months.
9. Please clarify the preferred page limits and contents for the technical application and annexes, as each sub-section seems to exceed the stated limits on p. 18. Total pages for technical application is 22 pages – should applicants ensure they cut 2 pages from their sub-sections and use those as a guide to stay under the 20 page limit, or would USAID increase the technical application page limit to 22 pages?	The “Executive Summary” will not be counted as part of the 20-page limit. However, the Executive Summary is still limited to two pages. See note about Annexes at end of document.
10. Please consider allowing the implementation schedule to be attached as an annex.	The implementation schedule should be attached as an annex that is not subject

	to the 15-page limit. See note about Annexes at end of document.
11. A template for the excel budget was attached in the concept note stage. Presently it is not part of the RFA package. Please confirm if the applicants are free to use another excel line budget template? If we have to use the previously provided excel template please organise an information session to explain, how to fill in this template.	Please do not use the budget template from the concept paper RFA. See Note about Budgets at end of document..
12. Our organisation is working on 2 full proposals. Will it be OK to submit the same set of key personnel in the two proposals?	No, if you apply for two or more proposals, you should have the resources to carry out all of them simultaneously.
13. The RFA states that the applicant shall work on a maximum of 10 districts in the Province. Please state whether there is a preferred minimum number of districts?	See Section I. C.1 Geographic Scope, page 3.
14. On the cover page of the RFA, the text notes that USAID intends to award no more than five cooperative agreements that collectively total approximately \$75 million. Is there an individual budget ceiling for applicants per province, or should applicants assume a \$15 million ceiling per province?	This is subject to the availability of funds, and will depend upon the program and need for each province.
15. On p. 6 the RFA notes that it expects ZAMFAM will reach 500,000 OVC served by all five awards. Does USAID expect applicants in each province to reach at least 100,000 OVC or are individual targets by province based upon the program and need?	Individual targets by province will be based upon the program and need, especially considering the MER definition of OVC and family members.
16. Are applicants expected to indicate specific sub-grantees (per p.3) and provide detailed budgets for each in the application, or can applicants indicate a sub-grantee pool to be used for a competitive sub-granting process when the program begins?	Applicants should indicate specific sub-grantees and submit detailed budgets for those sub-awardees who are receiving more than \$150,000.
17. Please clarify what is needed for submission from the sub-awardees in terms of detailed budget sheets and narrative budget notes.	Regarding the budget submission requirements for sub-awardees, please follow the guidance in Section IV. B. "COST/BUSINESS APPLICATION FORMAT" starting on page 23. This requirement applies only to those sub-awardees who are receiving more than \$150,000. See Note about Budgets at end of document.

18. Under Section B. Cost/Business Application Format (p. 23-24), how should applicants reflect their 1% in coordinating costs (p.10) and 10% (p.11) in capacity building costs? As line items under training or ODCs, or on a separate tab?	Please reflect these as separate budget line items in the ODC section of the detailed budget.
19. On item 6 on p.25, how should applicants present the management and administrative cost estimates within the budget or narrative?	These costs should appear in the budget and also be explained in the supporting narrative or budget notes.
20. The proposal does not specify how much of the total budget should be allocated to M&E. Please clarify.	Please refer to ADS 203.3.5. It does not provide for USAID to prescribe how much an organization should allocate for M&E but requires to instruct applicants to include M&E costs in their budget. However, as a general rule of thumb, the M&E allocation should not be so small as to compromise the accuracy and credibility of results, but neither should it divert project resources to the extent that programming is impaired.
21. Does this grant/RFA support direct school support in the form of bursaries to OVCs?	The PEPFAR guidance recommends block grants are used to cover these types of support. This will allow support to continue after the end of the project. Bursaries to the OVC will be considered only in rare situations involving small numbers of OVC.
22. On page 19 under ii. Monitoring, Evaluation and Reporting (3 of 12-page limit): Is it acceptable to present this information in a table and narrative format?	Yes.
23. On pages 21-22, key project staff: do we need to have five different key staff for each province?	Each province should have its own dedicated team of key staff.
24. On page 23 No. 8 Past Performance (1 page limit): does past performance only relate to USAID/PEPFAR Grants?	No, any similar or related work can be cited.
25. Please confirm that application is to be single spaced.	Yes.
26. Is past performance to be provided for all subs or only for major subcontractors or recipients (and if the latter, how does USAID define "major" for subrecipients)?	Past performance is to be provided only for major subcontractors or recipients; specifically, those who are receiving more than \$150,000.
27. Page 18 of the RFA limits annexes to 15 pages. However, annexes are also to include a letter of commitment for each of the key personnel (per page 21); a resume of up to two pages for each of the key personnel (page 21); and one information sheet including specified details on three of the applicant's	See Note about Annexes at end of document.

most recent and fully completed related contracts or agreements, plus details on up to five additional related contracts or agreements for the prime and up to three for each sub (page 23). At minimum, this adds up to 26 pages, but with more subs, even more pages would be necessary. To what extent is there flexibility in the page limitation for the annex and how would USAID advise prioritizing the mandated material?	
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Note about Annexes:

The 15-page limit for annexes will be limited to the following items:

- A) Five CVs/resumes, one for each key personnel (2 page limit for each CV): 10 pages total
- B) Professional References for all key personnel: 1 page total
- C) Past Performance Information Sheets: each prime applicant will identify up to four contracts or awards: 4 Pages total

The following items are required but are **not counted** against the 15-page limit:

- A) Letters of Commitment
- B) Implementation Schedule
- C) Additional Past Performance Information Sheets for related activities performed by the prime awardee and major sub-awardees. This data will be evaluated by USAID as needed.

Note about Budgets:

For the tier-two requirement, you shall submit the following: 1) Standard Form (SF) 424; 2) The 1-page summary budget; 3) A detailed budget for the prime applicant; 4) Detailed budgets for major sub-awardees; and, 5) Detailed budget notes/narratives for prime applicants and major sub-awardees. At a minimum, the detailed budgets will include the sections discussed in B.4) of the "COST/BUSINESS APPLICATION FORMAT" on page 24 to 25. You may add additional line items for other areas as necessary.

The types of costs should be organized based on the cost categories in the SF-424. Budget lines such as ODC trainings, M&E costs, Seminars and Conferences, and any other budget lines should go under "Other" when completing the SF-424. Preferably, the budget submission should be presented in one Excel workbook, with separate tabs/sheets for the SF-424, the summary budget, and detailed budgets. As a reminder, the detailed/itemized budgets shall be unlocked/unprotected and show ALL formulas used to derive calculations. The budgets notes/narratives shall be presented in Microsoft Word or PDF form.