

Q&A under RFA-182-17-000004

1. Do we need to apply being a member of a coalition?

Response: No.

2. Do we need to cover all Albania or it can be 2 or more regions. For ex. we are looking to cover the regions of Korca and Elbasan.

Response: The applicant needs to propose the most appropriate geographical coverage based on funding availability as well as the use of statistical based observation, i.e. the geographic coverage that the methodology makes possible.

3. Does USAID have a maximum file size for the submission of email attachments?

Response: Total email size cannot exceed 5 MB including attachments.

4. In Section IV, part C, on pages 11-12, the RFA describes information required about organizational history and experience. Is this to be submitted as part of the technical or cost proposal? If it is part of the technical application, are these documents considered annexes to the technical proposal that are in addition to the 20 page limit? In addition, can USAID confirm that the past performance matrix requested on page 12 is separate from the five bullet points requested on the bottom of page 11 and the top of page 12?

Response: Past Performance and Experience (section IV, part C) is required to be submitted as part of cost proposal. The Past performance matrix requested on page 12 is a separate requirement from the five bullet points requested on the bottom of page 11 and the top of page 12.

5. On page 10 of the RFA, USAID asks applicants to “specify key personnel and all essential personnel under the program and include CVs for all those individuals and salary history.” Does USAID have any specific positions to be designated as key, or is it up to the applicants to identify which positions are key? Should applicants submit CVs as part of the cost application? Should personnel salary history be included on CVs or on a separate form?

Response: The applicant designates which positions should be key personnel and should limit them to those positions that are essential to the successful implementation of the recipient’s program. CVs must be submitted as part of cost application. Include salary history on the CV.

6. Since the technical proposals is limited to 20 pages, which includes a one page cover page, a one page table of contents, a 10page technical approach, a two-page organizational capacity and management plan, and a two-page draft activity monitoring and evaluation plan, does USAID have specific instructions for applicants use of the remaining four pages?

Response: No.