

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

BPA NO.

1. CONTRACT ID CODE

PAGE

1

OF PAGE

6

2. AMENDMENT/MODIFICATION NO.

1

3. EFFECTIVE DATE

July 12, 2010

4. REQUISITION/PURCHASE REQ. NO.

5. PROJECT NO. (If applicable)

6. ISSUED BY

CODE

Regional Office of Procurement
USAID/RDMA
Athenee Tower, 25th Floor
63 Wireless Road, Lumpini, Pathuwan
Bangkok Thailand 10330

7. ADMINISTERED BY (If other than Item 6)

CODE

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)

To all Offerors/Bidders

(X)

9A. AMENDMENT OF SOLICITATION NO.

USAID-RDMA-486-10-024-RFA

X

9B. DATED (SEE ITEM 11)
06-22-2010

10A. MODIFICATION OF CONTRACT/ORDER NO.

10B. DATED (SEE ITEM 13)

CODE

FACILITY CODE

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☒ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☒ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS,
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

(X)

A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.

B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).

C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:

D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

The purpose of this RFA amendment is to provide answers to questions received regarding this RFA.

Answers are detailed in Attachment A of this Amendment.

All other terms and conditions indicated in the RFA issued on June 22, 2010 remain unchanged.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)

16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)

Craig Riegler
Regional Agreement Officer

15B. CONTRACTOR/OFFEROR

15C. DATE SIGNED

16B. UNITED STATES OF AMERICA

16C. DATE SIGNED

(Signature of person authorized to sign)

BY  (Signature of Contracting Officer)

7/12/2010

ATTACHMENT A:

Q&A

USAID-RDMA-486-10-024-RFA

Behavior Change Communication for Infectious Disease Prevention

Q.1. On page 6 of the RFA under “Past Performance References” it states that “Applications must include the ten most relevant U.S. Governmental and/or privately funded contracts, grants, cooperative agreements, etc. received by your organization in the last three years.” On page 15 the RFA states that “Each applicant is required to provide past performance references for itself and each proposed sub-applicant.” Please confirm that PPRs from subrecipients should be included in the 10 PPRs required for a bid. Please also confirm that:

- a. The past performance references requested can include references for both the prime and proposed sub organizations.
- b. Projects awarded more than three years ago, but currently being implemented (i.e. awarded in 2006 and ending in 2011) may be included as past performance references

A.1. USAID confirms that past references can include references for both prime and proposed sub organizations and projects currently being implemented can be included in the past performance reference.

Q.2. Will USAID/RDMA release the End of Project Review for the current program?

A.2. The current program is made up of several components implemented by different partners (separate original RFAs and SOWs). Only one component, the PSI implemented component, is coming to an end and has been evaluated. The evaluation report was also for the purposes of informing future program designs by USAID, and the report was not provided to PSI. The Mission will not make the PSI End-of-Project Evaluation publicly available. This current RFA, while inclusive of some elements of the past PSI SOW as well as elements from other USAID HIV implementing partners’ past SOWs, is substantially different and is broader in scope than any past single RDMA HIV SOW. The Mission believes that this RFA represents a significant change in focus of past work in the region. The Comprehensive Prevention Package (CPP) (formerly the Minimum Package of Services (MPS)) is a central element in this RFA and a description of this model is already in the RFA. The Mission is looking for new, creative ideas.

Q.3. Could the Mission please define “Social Marketing” and how it is to be interpreted in this RFA? Will the offeror be responsible for putting in place a commodity delivery and distribution mechanism, or does one already exist?

A.3. Definitions used for “social marketing” (whether of commodities and/or of program elements such as VCT) are those commonly used in the field of public health. USAID does not have its own definition. In all countries in the region commodity delivery and distribution mechanisms already exist, though in some countries such mechanisms may not be robust. Any USAID resources utilized under this RFA in connection with commodity procurement, delivery and/or distribution should be linked to service delivery models targeted to HIV MARPs and targeted efforts linked to the TB and malaria objectives in the RFA.

Q.4. Could the Mission please define the percentage of funding by country and percentage of funding by regional activity?

A.4. For HIV: levels will be specified through work planning discussions with USAID and other USAID HIV implementing partners year-to-year with the possibility that in some years there will be no funding for one or more countries and/or the regional program; but for budget estimations purposes the percentage is otherwise approximately 35% for Burma, 25% for China, 15% for Laos, 10% for Thailand, and 15% for regional activities. For TB: funding for pilot sites will be subject to year-to-year funding limitations, with Burma positioned as the priority for TB activities. For malaria: funding will begin in year 2, subject to funding limitations, with Burma, followed by Laos, followed by China, as the priorities.

Q.5. May the offeror include a Deputy Chief of Party in the personnel composition?

A.5. USAID leaves it to the offerors to determine the most appropriate personnel composition for implementing activities under this RFA.

Q.6. On page 36 of the RFA it states that “USAID will also require Key Personnel approval for Country Program Managers for Burma, China, and Lao PDR.” Does the Mission intend to include a Country Program Manager for Thailand?

A.6. The COP will reside in Thailand and there will need to be a lead for Thailand but that lead is not required to be key personnel.

Q.7. Can subrecipients be included on multiple bids?

A.7. Applicants must not require, or request, exclusive commitments from any proposed key or non-key professional personnel with the exception of the proposed Chief of Party. In addition, applicants must not require, or request, exclusive partnership agreements with the local organizations and potential partners identified in the RFA. USAID recognizes that there is a limited pool of local organizations and potential partners that possess the demanding skillset required by this RFA and thus instructs applicants as such. Applicants that have already reached exclusive agreements must rescind them and enter into non-exclusive agreements.

Q.8. Could the Mission please clarify whether the proposed program will be social marketing with condom procurement and distribution, or BCC to support or create demand for social marketing products? If the proposed program is BCC driven, who will do the social marketing?

A.8. “Introduction” and “Purpose” (p. 16) specify that the purpose of the RFA is focused on behavior change communication for HIV/AIDS, malaria, and TB, within the overall USAID/RDMA Office of Public Health objective to increase an effective regional response to prevent and mitigate infectious disease. Social marketing is not the main objective. Social marketing can be an important tool for provision of health products to MARPs, as well as behavior change related to accessing of services, and the RFA captures this in the wording of some of the disease-specific objectives found on pp. 16-17. Also see answer to question 3 above.

Q.9. Can USAID please clarify the number of hard copies of the technical proposal are required? The cover letter states that an original and four (4) copies should be submitted, but on page 1, Section A, the RFA states that an original and 3 copies should be submitted.

A.9. Please submit one original and 3 hard copies for the technical proposal and one original and one copy for the cost proposal.

Q.10. Section II page 8 states that there is no minimum cost share requirement. Can USAID please confirm that cost share is not required under this RFA?

A.10. There is no cost share requirement under this RFA. However, USAID policy is that cost sharing is an important element of the USAID-recipient relationship. When used, its application should be flexible, case-specific, and should be used to support or contribute to the achievement of results.

Q.11. Please clarify whether the technical proposal is single or double-spaced (p.7).

A.11. Technical proposals should be double-spaced.

Q.12. Please clarify if exclusive arrangements with local partners is discouraged for this procurement.

A.12. Applicants must not require, or request, exclusive commitments from any proposed key or non-key professional personnel with the exception of the proposed Chief of Party. In addition, applicants must not require, or request, exclusive partnership agreements with the local organizations and potential partners identified in the RFP. USAID recognizes that there is a limited pool of local organizations and potential partners that possess the demanding skillset required by this RFA and thus instructs applicants as such. Applicants that have already reached exclusive agreements must rescind them and enter into non-exclusive agreements.

Q.13. Please clarify if section J.2. Institutional Capability (p. 5) is included in the 25 page requirement of the technical proposal.

A.13. No, this is not a part of the 25 page requirement of the technical proposal.

Q.14. Section A.II.C requests a “draft annual workplan for the first year, including a detailed Implementation Schedule.” Please clarify a) whether the Implementation Schedule is only for the first 12 months or for the entire length of project and b) whether it should be included in the narrative or in the Performance Monitoring Plan (as suggested by section A.II.E).

A.14. The required detailed draft implementation schedule, as part of the draft workplan, is required only for the first 12 months of the project and should be included in the Performance Monitoring Plan. The work plans for the other years will be discussed and finalized annually at the end of each fiscal year (June-September) to prepare for the following year’s activities.

Q.15. The cover letter of the RFA states, “In addition to the submission of applications via email or www.grants.gov, an original and four (4) hard copies of the technical applications, and an original and three (three) hard copies of the cost proposals shall be sent...” In Section A (page 1) the RFA states, “An original and one (3) hard copies of the technical application and an original and three (3) hard copies of the cost application shall be submitted in addition to the electronic submission, as described in the cover letter of this RFA.” Please clarify the number of technical application copies required.

A.15. Please submit one original and 3 hard copies of the technical proposal and one original and one copy for the cost proposal.

Q.16. The objectives outlined on page 16 in section C of the RFA and the objectives described on page 22 and 23 (also in section C of the RFA) are slightly different. Please confirm which objectives are correct.

A.16. Please amend the first bullet objective point under Malaria on page 16 of the RFA to read as follows:

- "To develop behavior change communication approaches that encourage rational therapy (e.g., provision of treatment contingent on parasite-based diagnosis) with high quality medicines (e.g., avoiding fake drugs) and with the overall goal of delaying the development and spread of drug resistance."

Please replace the objective on page 22 and 23 with those listed on pages 16 and 17 and as amended above.

Q.17. On page 5 of the RFA, it states that the proposal should “not to exceed 25 typed, double-spaced pages, Times New Roman 12-point font.” Please confirm that this page limit excludes the table of contents (and other front matter), as well as tables and other graphics such as the required Implementation Plan.

A.17. USAID confirms that the 25 page limitation for the technical proposal does not include the table of contents, tables, and other graphics.

Q.18. Please clarify the distinction between the roles of the Country Coordinator mentioned on page 4 of the RFA and the Country Program Manager mentioned as key staff on pages 14 and 36.

A.18. The country program coordinator mentioned on page 4 of the RFA, and the Country Program Managers mentioned on pages 4, 14, and 36, are the same position.

Q.19. Please clarify if the names and resumes to be included in the staffing component of the technical application as described on page 5, J(1) of the RFA should include individuals not mentioned as key personnel on page 35.

A.19. It is not REQUIRED to include names and resumes of individuals not mentioned as key personnel (i.e., the Chief of Party and the Country Program Managers) in the technical proposal. However, it is the offeror's option to include or name other key technical or other staff needed for the performance of the grant. Positions that have been identified should be named in the cost proposal.

Q.20. Does USAID require the applicant to submit a summary budget by health area?

A.20. Yes. Please note that malaria funding will not be available until Year 2.

Q.21. Please clarify if the resumes and annual salary histories to be included in the cost application as described on page 8, A(g) of the RFA as 'major personnel' should include individuals not mentioned as key personnel on page 35.

A.21. Resumes and annual salary histories are only required for key personnel categories listed on p. 35-37 of the RFA. "Major personnel" on p. 8 is meant to include the key personnel listed on p. 35-37. It is not required to include names and resumes of individuals not mentioned as key personnel (i.e., the Chief of Party and the Country Program Managers). However, it is an offeror's option to include or name other key technical or other staff needed for the performance of the grant in the technical proposal. Positions that have been identified should be included in the cost proposal.

Q.22. Would equivalent and proven work experience providing technical support to regional and country-based HIV/AIDS/STI, tuberculosis and/or malaria programs and/or graduate study in a related field be considered as an acceptable substitute for a graduate degree in public health, administration, health finance, health economics or related health discipline for the Country Program Managers as mentioned in the position qualifications on page 36 of the RFA?

A.22. Yes

Q.23. Given the regional nature of this project, and the opportunity to leverage other donor resources and create linkages between complementary programs, would USAID accept key personnel who also have responsibilities linked to but beyond the activities proposed under this RFA?

A.23. The Chief-of-Party position is expected to be a full-time position under the RFA. For other key personnel, the allotted time and percentage of salary expected to be charged to this USAID project must be detailed, as well as time and percentage of salary expected to be charged to other named projects/activities. However, applicants should state the level of effort for each of the key personnel in the technical proposal and justify how any key person can work less than full time on this program and still satisfy its demanding requirements. The cost proposal should clearly reflect any level of efforts less than full time.

Q.24. Does USAID consider the procurement of anti-retroviral therapy, HIV test kits, HIV diagnostic testing reagents, STI treatment, treatments for opportunistic infections, malaria rapid diagnostic test kits, and tuberculosis screening materials (sputum cups and glass slides) as allowable costs under this RFA?

A.24. Commodity procurement will not be a major budget line-item under this RFA. However, in order to pilot BCC models, the commodities listed in the question (and others) could be allowable costs, but are to be determined on a case-by-case basis through discussion between the grantee and USAID. Please identify such procurements in the technical proposal.

End of Amendment 1