



USAID
FROM THE AMERICAN PEOPLE

Original RFA Issuance Date:	March 3, 2017
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Subject: Request for Application - Number RFA-521-17-000008
Amendment No. 01

Ref: USAID/Haiti Notice of Funding Opportunity number: RFA-521-17-000008
Strategic Health Information System (HIS) Program

Dear Potential Applicants:

The purpose of this **Amendment No. 01** to the referenced Notice of Funding Opportunity (NOFO) is to respond to questions.

All other information, terms and conditions as indicated in the referenced RFA remain unchanged.

Sincerely,

Marva Butler
Agreement Officer

March 24, 2017

AMENDMENT NO. 1
QUESTIONS AND ANSWERS
Health Information Systems (HIS)
RFA-521-17-000008

Question 1: Must a proposal be for the duration of the entire funding opportunity for 5 years? Could we present a proposal for a 2-year project?

[Answer 1: Applications will be evaluated against the 5-year timeframe.](#)

Question 2: Can a United States For-Profit company submit a proposal for the "Strategic Health Information System (HIS) Program" opportunity?

[Answer 2: Eligibility for this award is not restricted. Applications can be received from U.S. and Non-U.S organizations, including non-governmental organizations, U.S. and international private voluntary organizations, local non-governmental organizations, universities, foundations, and non-profit and for-profit organizations.](#)

[Please note: 2 CFR 200, Subpart E, Cost Principles, prohibits profit to recipients and sub-recipients of assistance awards. Profit is any amount over and above allowable direct and indirect costs.](#)

Question 3: What are the steps that we need to take to apply for this grant?

[Answer 3: SECTION D: APPLICATION AND SUBMISSION INFORMATION of the RFA provides the submission requirements. The Full RFA can be found on Grants.gov.](#)

Question 4: Whether companies from Outside USA can apply for this (like, from India or Canada)?

[Answer 4: Please see Answer 2.](#)

Question 5: Whether we need to come over there for meetings?

[Answer 5: It is not required that the Applicant meets with USAID in order to meet the requirements of the RFA. However, activities related to this program should be done in country.](#)

Question 6: Can we perform the tasks (related to RFP) outside USA (like, from India or Canada)?

Answer 6: We encourage that the majority of project activities occur in country. Key Personnel are expected to work primarily in country for the duration of the project while operational and financial activities may be performed remotely as necessary.

Question 7: Can we submit the proposals via email?

Answer 7: Yes, applications should be submitted electronically via email.

Question 8: Would you consider adding small businesses (for profit) organizations to the eligible organizations? Currently only NGOs can compete.

Answer 8: Please see Answer 2.

Question 9: What organization is the current grantee/contractor?

Answer 9: USAID does not provide information on current grantees/contractors, however this information is available on Grants.gov.

Question 10: Section C, USAID welcomes applications from organizations that have not previously received financial assistance from USAID. However, it is my understanding that elsewhere in the text the NFO states that proposals should come from companies with previous experience with USAID. Can you confirm that organizations without USAID experience are eligible to apply for this Notice of Funding Opportunity?

Answer 10: There is no requirement for prior USAID experience. USAID welcomes applications from organizations that have not previously received financial assistance from USAID.

Question 11: In the RFA, there is no mention of including a Corporate Capabilities section with our submission. Would it be admissible for applicants to include a Corporate Capabilities section as an annex?

Answer 11: Yes, this can be included as an Annex.

Question 12: Can USAID confirm Past Performance should be an annex in the technical proposal?

Answer 12: The RFA does not require past performance to be included as an annex, however it is expected that the applicant reference past performance in the Technical Application.

Question 13: RFP refers to: (see Annex and B for the full documents): (1) Situational Analysis of the Strategic Information Management and Resource Capability of the MOH, May 2015; and (2) Analysis of Existing Health Management Information Systems (2012). These documents have not been provided. Can USAID provide these documents?

Answer 13: The documents are attached.

Question 14: Can the Government confirm that the “Local” in parentheses after the COP in key personnel refers to a Haitian National as COP or is it a requirement that the COP has to be based in Haiti?

Answer 14: The COP should be based in Haiti.

Question 15: In addition to the 1-page cover, may applications include a brief cover letter, table of contents, and acronym list that do not count toward the 20-page limit?

Answer 15: Any additional documents should be included as an Annex.

Question 16: Can the Government confirm the maximum file size limit for email submission?

Answer 16: It is recommended that the file size of the entire grant application package including all the attachments, be limited to 25MB.

Question 17: The requirement of an advanced degree can render ineligible highly qualified candidates who lack an advanced degree but bring many years of relevant practical experience and technical knowledge, and, except for the degree, are fully qualified for the position. Flexibility in the degree requirement will provide USAID with a wider range of candidates for consideration. Will the Government allow additional years of experience in lieu of an advanced degree for key personnel positions?

Answer 17: No, and advanced degree is required for these positions.

Question 18: Can the Government please clarify if “implementation plans” in this Section B., B. Substantial Involvement equates to “Annual Work Plans” in Section F, 3. Reporting Requirements, Performance Reporting. If not, please clarify what is meant by “implementation plans,” what the content and periodicity might be?

Answer 18: No, Implementation Plan under Substantial Involvement is different than the Annual Work Plan. The Implementation Plan includes major milestones and timeline, and is typically included as a component of the Activity Monitoring and Evaluation (AMEP Plan), discussed on page 31 of the RFA.

Question 19: It is our understanding that subject to consultations with the MSPP, we may jointly propose to co-locate some project staff at the MSPP and/or for some project staff to spend substantial time there mentoring and coaching MSPP staff. Please confirm that USAID will be open to issuing exceptions for such defined co-location and/or frequent mentoring/coaching for specific purposes.

Answer 19: Applicants may propose co-location at the MSPP for consideration.

Question 20: Regarding key personnel reference requirement (page 20), please confirm that by "most recent supervisor" that USAID is not requiring a reference from current supervisors as candidates for proposal positions frequently do not want to inform current supervisors of interest in possible positions until the position is a reality (after award).

Answer 20: USAID does not specify requirement from current supervisors, although it is preferred that the reference has worked with the Key Personnel in the last three years and can attest to the proposed candidates' work performance.

Question 21: Will USAID consider an associate's degree and three years of professional experience as equivalent to a bachelor's degree?

Answer 21: No.

Question 22: The Cost Application Format (page 22) states that "if the Applicant has established a consortium or another legal relationship among its partners, the cost application must include a copy of the legal relationship between the parties. The agreement should include a full discussion of the relationship between the Applicant and Sub-Applicant(s) including identification of the Applicant with whom USAID will work with for purposes of Agreement administration, identity of the Applicant which will have accounting responsibility, how Agreement effort will be allocated and the express agreement of the principals thereto to be held jointly and severally liable for the acts or omissions of the other." Would USAID please confirm that a Letter of Commitment from the subcontractor/sub-awardee or Sub-Applicant satisfy this requirement?

Answer 22: Yes, a Letter of Commitment will satisfy this requirement, as long as it includes the

required information.

Question 23: Per the RFA, the Applicants are required to submit the following documents as part of their cost application. Would USAID confirm that these documents are also required from subcontractors/sub-awardees or Sub-applicant?

- a) Required assurances, certifications and representations;
- b) Evidence of responsible the Agreement Officer can use to determine the Applicant...
- c) Certificate of Compliance;
- d) Statutory and Regulation Certifications;
- e) Assurance of Compliance with Laws and Regulations Governing Nondiscrimination in Federally Assisted Programs;
- f) Certification Regarding Lobbying (22 CFR 227);
- g) Prohibition on Assistance to Drug Traffickers for Covered Countries and Individuals (ADS 206, Prohibition of Assistance to Drug Traffickers);
- h) Certification Regarding Terrorist Financing;
- i) Certification Regarding Trafficking in Persons;
- j) Key Individual Certification Narcotics Offenses and Drug Trafficking, (ADS 206.3.10) when applicable;
- k) Participant Certification Narcotics Offenses and Drug Trafficking (ADS 206.3.10) when applicable;
- l) Representation by Organization Regarding a Delinquent Tax Liability or a Felony Criminal Conviction; and
- m) Other Statements of Recipients.

Answer 23: In accordance with ADS 303.3.8, it is the Applicant's responsibility to complete the Certifications, Assurances and Representations, and ensure that sub-recipients comply with the applicable requirements.

Question 24: Would USAID please distinguish between major subcontractors and non-major subcontractors under the RFA and clarify the documentation requirement (such as budget, budget narrative, various certifications etc.) from major subcontractors and non-major subcontractors?

Answer 24: There are no major sub awardee or non-major awardee requirements under this RFA.

Question 25: Instructions for the application cover page found on p. 19 of the RFA are not typical of USAID application requirements. In nearly all cases in our experience USAID has asked for the name, title and signature of the "offeror's authorized representative" in addition to

the program name, RFA number, and proposed partner organizations. The instructions for this RFA ask for the information on the “contact person” as well as information about “person(s) who prepared the application” and do not ask for the name and signature of the offeror’s authorized representative.

Can you please clarify if you want us to provide the name and signature of the “offeror’s authorized representative” in addition to information for the “contact person”?

The instruction to provide information on those individuals who prepared the application is unusual. Application preparation typically involves a team of many people. Will USAID/Haiti consider removing this requirement for the cover page?

[Answer 25: The contact person should be the name of the appropriate representative of the organization. The requirements for the cover page remain the same.](#)

Question 26: On pg. 20 of the RFA the Chief of Party is expected to be a local candidate, yet on pg. 21 the RFA mentions “Experience in Haiti preferred.” Can USAID clarify whether the COP is required to be local Haitian or if it can be an expatriate or third country national who has experience in Haiti?

[Answer 26: The COP can be either a local Haitian or an expatriate candidate.](#)

Question 27: On pg. 25 the RFA mentions “Required assurances, certifications and representations” however in the RFA no section contains the required certifications and representations- can USAID please clarify which documents are to be submitted?

[Answer 27: The link to access to those documents can be found on page 26 of the RFA.](#)

Question 28: For the Key Personnel, on page 23, section ii, a one-page certification for each key personnel is requested. Does a USAID 1420 suffice for this requirement?

[Answer 28: Form AID 1420-17, Contractor Employee Biographical Data Sheet is not required for assistance awards. However, an applicant can choose to submit the requested information using this form.](#)

Question 29: Is there a ceiling on any budget year or may costs be distributed differently year to year as long as they stay within the \$12 million total?

[Answer 29: No, there is no ceiling. However, USAID will conduct a cost analysis to determine](#)

fairness and reasonableness of the proposed costs, as well as a cost realism analysis to determine whether the proposed cost estimates are realistic for the work to be performed.

Question 30: The NFO refers to UEP (Page 6, para 4) and UPE (page 7 para 2). Are these the same entity? We know that some of the acronyms for MSPP's divisions have changed over time including UPE and UEP.

Answer 30: UEP and UPE are the same entity.

Question 31: Could you please make available the incumbent partner's most recent annual report and quarterly reports for the current year?

Answer 31: Annual Reports are available on the Development Experience Clearinghouse (DEC). Please refer to the following link: <http://dec.usaid.gov>.

Question 32: Are public universities based in the United States eligible to apply?

Answer 32: Please see Answer 2.

Question 33: Can USAID confirm that the COP candidate can be an expatriate with extensive country experience?

Answer 33: Yes, confirmed.

Question 34: Page 18 of the RFA states that applications must be submitted electronically via email, but it also states that applications "may" be uploaded via grants.gov. Could USAID please clarify whether applicants are also expected to submit via grants.gov?

Answer 34: USAID only expects the application to be submitted electronically via email.

Question 35: Does a biodata meet the requirements outlined below on pg. 23 of the RFA?

ii. One page certification for each key personnel, listing:

- Name of proposed key personnel;
- Proposed title;
- Proposed annual salary; and

For the prior 3 years - a list of previous employment including: annual salary or daily consulting salary (inclusive of relevant fringe such as insurance, but exclusive of travel and other allowances), number of days worked (for consultancies) or start and end date of

full time employment, job title, name and address of employer, and a certification from the applicant's authorized point of contact that the candidate's salary and education information have been verified.

[Answer 35: Please see the Answer 28.](#)