

Questions and Answers for
Women and Security Conference 2024
OFOP0001064
Date: May 23, 2023

Question #1:

Regarding Conference Participation:

The NOFO states that the conference will host 330 participants and that we should procure a virtual platform for online participation. Is the virtual platform intended as an alternative means of attending the conference or designed to host participants beyond the 330 number? If the latter, is there a virtual participant ceiling/cap (and what is that) and would you be looking for participation outside of Mexico (meaning other countries in North/Central/South America and/or globally)? Is there a specific number of virtual participant slots reserved for Mexican participants/stakeholders?

INL Response #1:

The virtual platform is an alternative to host participants beyond the 330 number.

To have control of the platform attendees, we recommend that the virtual participant ceiling/cap will be 250.

The participation is aimed for the Government of Mexico/stakeholders since they need to have pre-approved background check (vetting) to obtain the user link.

Question #2:

Regarding Awards Ceremony:

The NOFO states the awards ceremony will take place during a luncheon. Is this set-in stone or could the awards ceremony take place during a dinner on either Day 1 or Day 2. The reason we ask is because such a ceremony will cut into the already short time allotted for the program and may create program tempo challenges.

INL Response #2:

The awards ceremony could be either Day 1 or Day 2 depending on the conference agenda.

Question #3:

We understand that the grantee will be asked to work with INL to develop award categories, but will grantees be expected to develop the final award applications or specific criteria? Who is responsible for assessing the accepted awardees? Is it a competitive or nominative process? Will INL provide a list of Mexican agencies/eligible entities to be integrated into this award nominee process or is that the grantee's purview?

INL Response #3:

It is expected that grantees develop the final award applications and criteria along with the Government of Mexico/stakeholders.

The grantee with their expertise will recommend the best way for assessing along with the Government of Mexico/stakeholders the accepted awardees.

The grantee with their expertise will recommend the process. We expect transparency and documental support of the people nominated.

The grantee along with the Government of Mexico/stakeholders will provide a list of Mexican law enforcement agencies/eligible entities to be integrated into this award nominee process. We can recommend if needed.

Question #4:

Is there a cap on the number of awardees?

INL Response #4:

The grantee with their expertise will recommend the number of awardees. Since this is the first time an Awards Ceremony is implemented, it is expected to have a short list of categories/awardees.

Question #5:

For non-speakers participants. Would it be acceptable to provide a lumpsum for their participation? Slight variation would apply based on distance from Mexico City, but would it be acceptable to not provide receipts and documentation for expenses?

INL Response #5:

For this event, it is expected that the grantee provides per diem and logistics arrangements of the non-speakers' participants that do not live in Mexico City. The expenses need to be aligned with the non-federal entity's written travel reimbursement policies. If the grantee does not have a defined travel reimbursement policy then the [Department of State Foreign Per Diem Rates](#) and [GSA Per Diem Rates](#) apply.

Based on the [2 CFR 200.302](#), non-federal entities must maintain supporting documentation to justify federally-funded expenditures. Again, the grantee should follow their internal policies regarding the parameters for receipts (e.g., receipts required for expenses more than \$50, etc.).

Question #6:

For speakers, can we cover air travel or ground transportation, but provide a basic per diem for hotel, meals, transportation, insurance, and other incidentals based on State Department guidelines, without needing receipts for all expenses?

INL Response #6:

For this event, it is expected that the grantee provides per diem and logistics arrangements for speakers that do not live in Mexico City. The expenses need to be aligned with the non-federal entity's written travel reimbursement policies. If the grantee does not have a defined travel reimbursement policy then the [Department of State Foreign Per Diem Rates](#) and [GSA Per Diem Rates](#) apply.

Based on the [2 CFR 200.302](#), non-federal entities must maintain supporting documentation to justify federally-funded expenditures. Again, the grantee should follow their internal policies regarding the parameters for receipts (e.g., receipts required for expenses more than \$50, etc.).

Question #7:

Is it acceptable to have Mexico-based consultants and consultant organizations but not in the form of a consortium? If so, should the consultants be presented in the "partner information" section, or within the list of key personnel? Or, somewhere else?

INL Response #7:

It will be acceptable to have Mexico-based consultants and list them under the contractual category.

a. Personnel	\$
b. Fringe Benefits	
c. Travel	
d. Equipment	
e. Supplies	
f. Contractual	
g. Construction	
h. Other	
i. Total Direct Charges (sum of 6a-6h)	
j. Indirect Charges	
k. TOTALS (sum of 6i and 6j)	\$