



USAID
FROM THE AMERICAN PEOPLE

PHILIPPINES

Amendment #: One (1) to Solicitation Number RFA-492-12-000006

Amendment Issuance Date: August 31, 2012

The RFA closing date of September 18, 2012 remains the same.

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. Again, all points were considered but not necessarily adopted.

Applicants should consider the following as supplemental information to the RFA:

QUESTIONS/REVISIONS:

1. Question: I would like to confirm that PIO's are eligible for this solicitation.

Answer: Yes, but they have to comply with the requirements set in the RFA.

2. Question: Does USAID prefer that proposed local staff and local partners be non-exclusive?

Answer: USAID would like to have strong applications and to ensure that applicants can propose innovative teaming arrangements that will contribute to the achievement of the overall goals of the RFA. Applicants should consider access to appropriate personnel with technical expertise and qualifications such that the integrity of the project and its implementation is not jeopardized or delayed. It is up to the applicants to make this determination.

3. Question: In response to the Management Plan Narrative, on page 57 of the RFA, can the applicant provide institutional letters of support in their Annex to supplement said narrative?

Answer : The applicants are only required to submit annexures requested in the RFA. Any additional annexures will not be considered for evaluation.

4. Question : Can USAID provide reference materials and/or supporting documentation pertaining to prior USAID MNCHN/FP Philippines projects?

Answer : Please visit USAID/Philippines website <http://philippines.usaid.gov/>

5. Question : Page 57 states that the Management Plan shall include "*an illustrative institutional arrangement to meet the requirements of the program description.*" It goes on to state, "*Provide a diagram with explanation of the functions and roles and responsibilities of each entity.*" Please confirm that the "institutional arrangement diagram" can be included within the annex as part of the Management Plan Section.

Answer : Yes.

6. **Question:** Page 19 states that capacity building efforts are expected to improve CHD skills, including “*skills on financial management of resources mobilized from various sectors.*” Can USAID please clarify what is meant by “financial management of resources mobilized”?

Answer : The whole statement refers to financial management of resources mobilized from various sources. As resources may come from different sources, the project is expected to build capacities in CHDs to manage resources coming from various streams.

7. **Question :** Pg. 55, describes the skills matrix which shows the skills of each of the proposed technical staff members. Would USAID accept a skills matrix that includes skill sets or sub-skill sets relevant to the scope of the project’s implementation in addition to the nine suggested?

Answer : Yes, applicants are free to include sub-skill sets at their discretion as long as justified in the technical approach.

8. **Question :** Page 55, states that “*the resumes of proposed key personnel and other long term staff are to be included in an annex.*” Does USAID intend for applicants to put forth resumes for all proposed long-term, non-key staff (including finance/administrative staff) or just long-term technical staff?

Answer : Resumes are required only for key personnel and long term technical staff.

9. **Question :** Please confirm that the baseline for the output indicators shown on pages 24 and 25 may be included in the PMP as “0”. If there are output indicators that USAID considers to have a baseline greater than “0”, will USAID please provide the relevant baseline figures?

Answer : It would be inaccurate to assume “0” baseline for many of the output indicators shows on pages 24 and 25. The applicants are expected to find ways to generate data that they need for purposes of coming up with an illustrative and acceptable PMP. If needed, baseline data will be determined/modified at the beginning of the project.

10. **Question:** On Page 33, the first column heading in Table 2 under Maternal Health states “*Modern FP CPR,*” however this appears to be a duplicative error as it doesn’t make sense in the context of the table. Please confirm if this column heading should in fact be “ANC”.

Pg. 33, Annex A1.section II Table 2. FP/MNCHN Status in Visayas, Selected Indicators. The table’s column 2 and 3 headings (highlighted below) both state “Modern FP/CPR” (highlighted below). Can you please clarify the distinction between the two same-named columns?

Table 2. FP/MNCHN Status in Visayas, Selected Indicators								
Region	FP		Maternal Health			Child Health		Nutrition
	FP Unmet Need	Modern FP/CPR	Modern FP CPR	Skilled Birth Attended Deliveries	Facility Based Deliveries	12-23 months received all due vaccines	6 month old to 5 year old children given VAC	Stunting among children <5 years old
Philippines	20.5	36.9	94.5	72.2	55.2		81.3	

Answer : Yes, on pages 33 and 39, there are two columns that read “Modern FP/CPR”. The first column should read “Modern FP/CPR” and the second column should read “ANC”. Please see corrected tables below:

Table 2. FP/MNCHN Status in Luzon, Selected Indicators

Region	FP		Maternal Health			Child Health		Nutrition
	FP Unmet Need	Modern FP/CPR	Ante Natal Care	Skilled Birth Attended Deliveries	Facility Based Deliveries	12-23 months Received All Due Vaccines	Percent of 6-59 mos old children given VAC	Stunting among <5 year old children
Philippines	20.5	36.9	94.5	72.2	55.2		81.3	
CAR	18.4	45.9	94.9		67.5	91.9	84.1	34.3
Region I	16.1	38.7	95.2	86.1	55.4	88.6	85.4	29.0
Region II	15.5	51	95.5	71.1	44.7	88.4	78.4	32.1
Region III	15.7	41.2	97	90.6	65.2	90.1	84.1	22.3
NCR	19.9	37.6	97.1	91.5	77.4	90.1	83.0	26.8
Region IV-A	16.0	36.9		82.6	36.2	87.5	85.2	27.4
Region IV-B	21.7	36.9	92.1	50.6	60.6	78.1	79.3	37.2
Region V	26.3	26.1	94.3	59.9	43.3	76.1	79.0	36.8

Sources: 2011 Family health Survey and 2011 National Nutrition Survey

Table 2: FP/MNCHN Status in Visayas, Selected Indicators

Region	FP		Maternal Health			Child Health		Nutrition
	FP Unmet Need	Modern FP/CP R	Ante Natal Care	Skilled Birth Attended Deliverie s	Facility Based Deliveries	12-23 months Received All Due Vaccines	6 mos-5 y/o given VAC	Stunting among <5 year old children
Philippines	20.5	36.9	94.5	72.2	55.2		81.3	
Region VI	21.4	34.9	97.8	70.2	57.3	90.4	86.0	41.0
Region VII	22.6	33.7	97.2	77.5	63.0	92.4	84.5	38.6
Region VIII	30.2	30.9	95.0	60.3	46.1	76.1	82.6	41.7

Sources: 2011 Family health Survey and 2011 National Nutrition Survey

Table 2: FP/MNCHN Status in Mindanao, Selected Indicators

Region	FP		Maternal Health			Child Health & Nutrition		
	FP Unmet Need	Modern FP/CPR	ANC	Skilled Birth Attended Deliveries	Facility Based Deliveries	12-23 months Received All Due Vaccines	6 mos-5 y/o given VAC	Stunting among <5 year old children
Philippines	20.5	36.9	94.5	72.2	55.2		81.3	
Region IX	28.8	30.4	93.0	48.4	36.6	80.9	74.6	42.2
Region X	18.9	42.9	95.0	60.3	46.7	87.7	78.8	37.2
Region XI	19.7	45.6	94.9	60.6	53.3	85.8	86.5	35.2
Region XII	25.0	39.3	90.6	52.9	39.6	84.6	78.6	42.6
CARAGA	21.8	36.1	96.2	61.5	50.5	84.9	79.7	37.3
ARMM	36.5	19.1	64.6	31.9	19.2	52.7	48.6	42.5

Sources: 2011 Family health Survey and 2011 National Nutrition Survey

- 11. Question :** Can USAID provide regional baseline for the outcome indicators on page 24? Will USAID provide any guidance on how Applicants should attribute the contributions of the regional projects to the national health outcome targets?

Answer : Applicants should refer to the links provided as reference to the RFA and to page 19 of the RFA (item C, Phase 2). The performance of each project will be measured by how well each province is achieving its MNCHN/FP outcome indicators and contributing to regional and national performance. The applicants should propose how they will attribute the contributions from their regional work to the national health outcome targets.

- 12. Question :** Please confirm that the Performance Management Plan (PMP) and related discussion of the PMP can annexed.

Answer : Applicants are to summarize the PMP within the narrative of the Technical Approach section with reference to a detailed PMP within the required annexes.

- 13. Question :** Would USAID please describe what should be included in the “Short and long term technical assistance plan as part of the Key Personnel Section” (page 54), and how this plan differs from the “Skills Matrix including level of effort for proposed project staff, both long term and short term, as part of the Key Personnel Section” (also page 5)?

Answer : It is up to the applicant’s discretion to determine what should be included in the “Short and long term technical assistance plan as part of the Key Personnel section”. Please see page 55 for what should be included in the skills matrix.

- 14. Question :** On page 56, Section III, C.2 instructs offerors to “. ..(2) describe how the recipient will design, implement and monitor interventions to help achieve Components one (sic) and two.” Component 3 is not mentioned. Is this an omission or are there other instructions for component 3?

Answer: Please include Component 3.

- 15. Question :** On page 57 of the RFA in the Past Performance section, it states that: “USAID will evaluate past performance of the applicant based on reference checks and relevant past performance information submitted and may consider other past performance information. The applicant shall submit a list of 3 current grants/cooperative agreements and/or sub-awards awarded within the last five years that are similar in size, scope, and complexity to the program described in this RFA.” Please confirm that a list of contracts awarded within the last five years that are similar in size, scope and complexity to the program described in the RFA may be submitted.

Answer : No.

- 16. Question :** Per the RFA submission instructions on page 52, hard copies and electronic copies of the proposal are due to USAID on September 18, 2012 as indicated on the cover letter. Can USAID kindly confirm if it would accept hard copies postmarked by the due date and arriving to USAID within one week of the due date?
- 17. Question :** Pg. 52 details the requirements for both Electronic Submission and Hard Copy Submission of the application per the cover letter “September 18, 2012 at 2:00 p.m. local Manila time”. Will USAID consider staggering the delivery date of the Hard Copy Submission to within 7 calendar days of the September 18 deadline?
- 18. Question:** To allow applicants more time to prepare responsive applications, would USAID accept hard copy submissions after the electronic submission date?
- 19. Question :** Can we request for an extension for submission of proposal considering the many holidays during the writing period?

Answer to question 16, 17, 18 & 19: All applications, both electronic and hard copies must be received by the closing date and time indicated in the cover letter to the RFA (September 18, 2012 by 2:00 pm local Manila time). There are no exceptions to this rule. Late submissions will not be accepted.

- 20. Question :** Could USAID please confirm that all key personnel must be hired directly by the prime recipient?

Answer : The Chief of Party must be hired directly by the prime recipient.

- 21. Question :** Pg. 54 of the RFA lists under required annexes a “rapid mobilization plan for the first three months of the project as part of the Management Plan Section”. Please confirm that USAID expects applicants to summarize the rapid mobilization plan within the narrative (as part of the Management Plan Section) with reference to a detailed schedule within the annexes.

Answer : Yes.

- 22. Question :** Pg. 54 of the RFA lists under required annexes a “Performance Management Plan (PMP) as part of the Technical Approach Section”. Please confirm that USAID expects applicants to summarize the PMP within the narrative (as part of the Technical Approach Section) with reference to a detailed PMP within the annexes.

Answer : Yes

- 23. Question :** Pg. 54 of the RFA lists under required annexes an “organizational chart and narrative as part of the Management Plan Section”. Please confirm USAID will allow the organizational chart and narrative to be included directly in the Management Plan Section of the Technical Application or as a separate annex made reference to within the Management Plan Section as determined by the applicant.

Answer : Yes, the organizational chart and the narrative are to be summarized within the Management Plan section with reference to a detailed organizational chart and narrative as one of the required annexes.

- 24. Question :** Pg. 54 of the RFA lists under required annexes a “skills matrix including level of effort (LOE) for proposed project staff, both long- and short-term as part of the Key Personnel Section” and a “short-term and long-term technical assistance plan as part of the Key Personnel Section”. Please confirm applicants may include a description of their approach for proposed long- and short-term personnel within the Key Personnel and Staffing Section of the Technical Application with reference to a detailed skills matrix within the annexes.

Answer : Yes.

- 25. Question :** Pg. 54 of the RFA lists under required annexes a “sustainability plan as part of the Technical Approach Section”. Please confirm USAID will allow the sustainability plan to be included directly in the Technical Approach Section of the Technical Application.

Answer : Yes, but still keeping the 30-page limit for the technical application.

- 26. Question :** Pg. 54 of the RFA states that required annexes should include “Past Performance References (3 for each prime and sub-recipient(s))”. Please confirm that the limit for PPRs is 3 for the prime plus 3 per partner member within the consortium.

Answer : Yes.

- 27. Question :** Pg. 54 of the RFA states that the Technical Applications should be organized in the following major sections “1. Key Personnel and Staffing 2. Technical Approach and Performance Monitoring Plan 3. Management Plan 4. Past Performance”. Please confirm that offerors must include these four sections within the application but may order them as they feel appropriate.

Answer : Please organize as stated on page 54 of the RFA.

- 28. Question :** Pg. 8 states the third strategic thrust of the program as “(c) strengthening the public health system for the achievement of the health MDGs, mainly through invigorated Community Health Teams (CHTs) and refurbishing of rural health units (RHUs) and other public health infrastructure.” Please confirm that “refurbishing of rural health units (RHUs) and other public health infrastructure” may include reconstruction and/or equipping of RHUs and other public health infrastructure as determined necessary and appropriate by the program.

- 29. Question:** Page 8, SECTION I. D. Relationship to Government Health Priorities, 1st paragraph: The RFA indicates that the “Kalusugan Pangkalahatan (KP) Program has three strategic thrusts – a) increased risk protection especially among poor households in quintiles 1 and 2 through premium

subsidy in the PhilHealth social health insurance program, greater availment of benefits and increase support value; b) provision of greater investments in the hospital system by rationalizing the Service Delivery Networks (SDNs) and public/private partnerships in health and c) strengthening the public health systems for the achievement of the health MDGs, mainly through invigorated Community Health Teams (CHTs) and refurbishing of rural health units (RHUs) and other public health infrastructure. USAID/Philippines' investments in the Integrated MNCH/FP Regional Projects will support the third thrust of KP”.

Please clarify that it is USAID/Philippines expectation that applicants must include refurbishing of rural health units and other public health infrastructure in their proposals.

Answer : Taking into account the massive infusion of public funds for public health infrastructure via the GPH's Health Facilities Enhancement Plan, minor refurbishing and equipping of public health facilities must be justified as necessary to the achievement of project goals and objectives. The application should propose the most effective technical approach for fulfilling the requirements laid out in the RFA.

- 30. Question :** Pg. 24-24 of RFA provides a list of outcome and output indicators. Please confirm that applicants may propose selected indicators from this list and, as appropriate, additional indicators aligning with project design.

Answer : Projects should use the outcome indicators provided in the RFA. The projects should define the outcome indicators and targets with each of priority provinces keeping in mind the contribution that each province must make to the national level targets. Projects may also propose additional output indicators, as appropriate, for project activities that are critical and clearly shown to contribute directly to achieving provincial level health outcomes.

- 31. Question :** The RFA refers to the planned program in various ways, including MNCHN/FP, FP/MNCHN, and FP/MNCH. What is the Mission's preferred name/acronym for the program?

Answer : MNCHN/FP is preferred.

- 32. Question :** What is the project's period of performance? In particular, what is the anticipated start date of the project?

- 33. Question :** Can USAID please provide the anticipated start date of the project?

- 34. Question:** Page 80, SECTION A.2 PERIOD OF COOPERATIVE AGREEMENT. The RFA states: “1. The effective date of this Cooperative Agreement is TBD. The estimated completion date of this Cooperative Agreement is TBD; 2. Funds obligated hereunder are available for program expenditures for the estimated period ending TBD”.

For purposes of budgeting, would USAID provide the Recipient with a proposed period of performance by proposing a start date and end date?

Answer to question 32, 33 & 34: Period of performance is five years as stated in the cover letter of the RFA. Anticipated start date December 2012 – November 2017.

- 35. Question :** In Section I, III (Purpose and Scope), the last paragraph of this section, on page 20, states that the project will serve as a physical and virtual regional field coordination office to all cooperating

agencies. Please confirm whether this coordinating role applies to Luzon only, or also to Visayas and Mindanao.

Answer : The coordinating role applies to each of the regional projects. The referred sentence on page 20 should include Visayas and Mindanao. Each regional project will serve as a physical and virtual regional coordinating office to all USAID health cooperating agencies in Luzon, Visayas and Mindanao.

- 36. Question :** With regard to project sites, would USAID consider other cities that are not technically part of ARMM as being a focal point for serving the island provinces in ARMM? Since some ARMM residents currently seek health and medical care outside the region and in neighboring cities, would USAID allow these other cities to be among the project's focal points for improving services to the island provinces in ARMM?

Answer : This is up to the applicant's discretion and should be explained clearly in the application. The list of Mindanao project sites are listed on page 46 of the RFA.

- 37. Question :** Please confirm whether we are to target Cotabato City as an LGU; or rather, whether we should target the ARMM regional office that happens to be located in Cotabato City.

Answer : Please see list of Mindanao project sites on page 46 of the RFA.

- 38. Question :** In the RFA's Section 1, Annex A3, the bullet at the top of page 46 refers to "the following examples" of scaling up FP/MNCHN in Davao del Sur. However, the text that follows does not identify or discuss any such examples. Could the Mission please clarify such examples for Davao del Sur?

Answer : Please delete / disregard the phrase "..... as indicated in the following examples of Davao del Sur."

- 39. Question :** Can you please provide details on RHAYA-FP?

Answer : No details are available at this time.

- 40. Question :** Pages 12-13, Clause C – Policies and Systems Challenges in FP/MNCHN. The RFA does not mention the Reproductive Health Bill that is currently being debated in the Filipino houses of congress. How does USAID wish the project's policy-related activities to respond/engage with this controversial bill?

Answer : The RFA has provided a comprehensive analysis of the situation pertaining to MNCHN/FP, the purpose and scope of the regional projects as well as the program of work. If this is relevant to the application, applicants should clearly explain its proposed technical approach.

- 41. Question:** Page 15, Part A – Project Sites states "A total 40-45 LGUs will be covered by the Integrated MNCHN/FP Regional Projects." Annex A lists these priority LGUs at the province and chartered city level.

Understanding that an LGU may represent a province, a city, a municipality or a barangay, please clarify the geographic level at which the priority 40 – 45 LGUs will be prioritized by the projects.

Answer : Annex A1, Annex A2 and Annex A3 provide the list of LGUs to be covered by each of the regional projects. A province is composed of municipalities and component cities. The applicant should clearly explain how it will cover the LGUs in the list in order to deliver the outputs and outcomes required by the RFA.

- 42. Question:** Page 20 Part C, last paragraph states, “To realize this objective, USAID/Philippines will mandate the Integrated MNCHN/FP Regional Projects to exercise the function of being a physical and virtual regional field coordination office to all cooperating agencies which will be involved in field activities in Luzon.”

Will the Luzon Project (Annex A-1) office be the coordinating office for all cooperating agencies representing the three Integrated MNCHN/FP Regional Projects? If not, will each Project exercise the function of coordination with all cooperating agencies, regardless if they do not have a physical presence in Luzon?

Answer : The Integrated MNCHN/FP Regional Project for Luzon will exercise coordination functions described on Page 20 for Luzon only. In the same manner, the regional projects in Visayas and Mindanao will provide such functions in their respective island clusters.

- 43. Question:** Pages 24-25, Section V, Clause A. Outcome Indicators. This clause lists the indicators to which all projects must contribute with a measurable improvement attributable to USAID support.

Understanding that the Section B. Output Indicators are the essential indicators for the three Projects, please clarify how USAID expects each project to “address” the outcome indicators which appear to be higher level indicators than the project specific output indicators which the PMP for each Project must measure.

Answer : The projects should define the outcome indicators and targets with each of the priority provinces keeping in mind the contribution that each province must make to the national level targets. Projects may also propose additional output indicators, as appropriate, for project activities that are critical and clearly shown to contribute directly to achieving provincial level health outcomes. The applicant should make this link and explain as part of the PMP.

- 44. Question:** Pages 27- 31, Part VII – Qualifications of Key Personnel. All key personnel positions have a desired qualification of an Advanced degree.

Will USAID accept an equivalent number years of relevant additional experience in lieu of an advanced degree?

- 45. Question:** Page 27, Part VII, Clause 1 – Chief of Party. As they stand in the RFA, the desired qualifications for the COP position include 10 years of experience managing a similar project.

May a candidate with 10 years of combined managerial and technical experience in a similarly complex project be acceptable?

- 46. Question:** Are the qualifications of key personnel a strict requirement to apply for this award?

Answer to question 44, 45 & 46: It is up to the applicant’s discretion. USAID is interested in the best possible candidates who are expected to be in line with the DESIRED qualification in the RFA.

- 47. Question:** Page 30, Section I.VII.5 lists the key personnel position title as “Monitoring and Performance Management Specialist,” but Page 55, Section III.C.1.a lists the key personnel position title as “Monitoring and Evaluation Specialist.”

Please confirm which position title should be included in the technical application.

Answer : Monitoring and Performance Management Specialist

- 48. Question:** Page 54, Section III – Submission of Applications, Part B – Required Annexes. The clause lists the annexes and state each to be part of a section in the Technical application.

Please confirm that these annexes will be referenced in the appropriate technical application section but need not be included in their entirety in the 29-page Technical Application.

Answer : Yes.

- 49. Question:** Pages 59-60, Part E – Cost Application lists the requirements for documentation that must be included in the cost application.

Please confirm that requirements 2, 3, 5, and 8 are required only for the prime recipient and not required for subrecipients.

Answer : This requirement is only for the Prime Recipient and not required for Sub-recipients.

- 50. Question:** Page 61, Part E – Cost Application, Clause E.9.H – Indirect Costs. The instructions for indirect costs state that “indirect costs must not be included for local partners”.

We respectfully request that USAID allow local partners who have developed indirect cost rates to apply their rates on this project. Many local partners may have established indirect rates, either through a USAID NICRA or through other donor direct awards. To force these local partners to analyze their indirect costs for each cost line item and apply them directly on this project would be a significant burden on local partners and be inconsistent with the application of cost principles. Furthermore, this is contrary to the sustainability of local partners in accordance with USAID FORWARD, which requires advanced development of financial management skills and budgeting, possible only by following a true indirect cost pool management system.

Answer: Page 61, part E. Cost Application, clause E.9H. Indirect Costs of the RFA shall be deleted in its entirety and replaced by the following:

H. Indirect Costs: The Applicant must support the proposed indirect cost rate with a letter from a cognizant U.S. Government audit agency, a Negotiated Indirect Cost Agreement (NICRA), or with sufficient information (e.g. audited financial statements) for USAID to determine the reasonableness of the rates (For example, a breakdown of labor bases and overhead pools, the method of determining the rate, etc.). Local partners are eligible to propose Indirect Cost subject to the requirements set in the RFA.

51. Question : How many municipalities per province? Are we covering all municipalities or sample sites only?

Answer : The projects will cover as many municipalities, component cities and chartered cities as necessary to achieve provincial targets that will contribute to national impact within budget limitations. This should be clearly explained in the technical approach of the application.

52. Question : If an STTA consultant signed up with another project, can we get this consultant as one of the key personnel of our project?

Answer : Each key personnel is expected work full time (100%) for the project.

53. Question: Is it USAID/Philippines expectation that the project be designed around a logical framework or a results framework?

Answer : USAID encourages designing projects around a logical framework. However, this should be consistent with and guided by the indicators and targets defined in the results framework for the 2012-2017 health project cycle of USAID/Philippines.

54. Question: Page 22, SECTION IV. D. 4. Gender, 3rd paragraph. The RFA states “To provide greater focus on gender equality and female empowerment in this project, the Project will prepare a Gender Action Plan that will include the following considerations....”

Please clarify if USAID/Philippines expect a Gender Action Plan to be fully developed for the technical application, or, whether the Gender Action Plan may be developed during the course of the project work.

Answer : Please see page 65 of the RFA.

55. Questions: Page 26: SECTION VI. RELATIONSHIP WITH OTHER PROJECTS AND PROGRAMS, last paragraph. “To realize this objective, USAID/Philippines will mandate the Integrated MNCHN/FP Regional Projects to exercise the function of being a physical and virtual regional field coordination office to all cooperating agencies which will be involved in field activities in Luzon, i.e., PRISM2 Project, HPDP2 (policy project), CHANGE (health communication project), the TB Project, the CEMP and MNCHN Scale Up projects and other related USAID activities”.

Does USAID/Philippines intend for each of the 3 regional projects to play the coordinating function in each of the 3 regions, i.e. 1 awardee/coordinating role for the cooperating agency in Luzon, 1 awardee/coordinating role for the cooperating agency in Visayas, and 1 awardee/cooperating agency in Mindanao? Will USAID/Philippines allow a project staff person/LOE dedicated to this regional coordination?

Answer : Yes, each of the three regional projects will play the coordinating function in each of the three regions. Hiring a project staff/LOE dedicated to this function is at the discretion of the applicant.

56. Question: Will USAID/Philippines expect a Regional Project Awardee to have presence (an office) in Manila?

Answer : Visayas and Mindanao project awardees are not expected to maintain an office in Manila.

- 57. Question:** Will USAID/Philippines allow awardees to have regional main offices in non-project sites within the regions, e.g. Integrated MNCH/FP Project Office in Cebu, even if Cebu itself is a non-project site province in the region?

Answer : It is up to the applicant's discretion. USAID/Philippines expects applicants to take into account and prove the effectiveness of this arrangement.

- 58. Question:** Page 54, SECTION B. Technical Application Format. The RFA states "Technical applications shall not exceed (30) pages, using Time New Roman 12 point font, single spaced using 8.5x11" paper with 1-inch margins, exclusive of annexes.

Please confirm that annexes (CVs, PMPs, PPRs) may use different fonts other than TNR 12 and may use other than single-line spacing.

- 59. Question:** Can Tables, charts, graphs in the technical application appear be in another font type and size?

Answer to question 58 & 59 : As long as they are legible and readable under normal circumstance.

- 60. Question:** Page 57, SECTION C.3. Management plan. The RFA states "Include a mobilization plan, which demonstrates the Applicant's ability to establish a national presence as an institution, including completion of all the necessary registration and documentation before or immediately following the award of the cooperative agreement. The expectation is that the project will be operational within 60 days of the award".

Please confirm that while there is an expectation to be operational in 60 days, that a Recipient filing for registration is sufficient and the necessary documentation is submitted as long as it does not hold up operationalizing the project.

Answer : Yes as long as the integrity of the project implementation is not jeopardized or delayed. It is up to the applicants to make this determination.

- 61. Question:** Does USAID expect to review the registration documents before submission to the relevant Philippines government entities? If yes, will this allow USAID enough time to review and approve the documents necessary for registration?

Answer : No, USAID will not review registration documents. Applicants are expected to fulfill their own registration process, as appropriate.

- 62. Question:** Page 57, SECTION C.4. Past Performance. The RFA states "The applicant shall submit a list of three current grants/cooperative agreements and/or sub-awards awarded within the last five years that are similar in size, scope, and complexity to the program described in this RFA. The list should be included as annex to the technical application and will not count against the page limitation."

May PPRs include awards that have been actively implementing within the past five years, but awarded earlier than 2007?

Answer : Yes.

- 63. Question:** Page 59 SECTION E.1. Cost Application. The RFA states “Include a budget with an accompanying budget narrative which provides in detail the total costs for implementation of the program your organization is proposing. The budget must be submitted using Standard Forms 424 and 424A which may also be downloaded from the USAID web site”.

May we assume that the Recipient should populate the US Standard Forms 424 and 424A in US currency with a P41 local currency equivalent column as referenced below for the SF 424A only?

- 64. Question:** Page 60, SECTION E.9. Cost Application. The RFA states “To support the proposed costs, please provide detailed budget breakdown and explanation notes/narrative for all cost categories contained in SF-424A regarding how the costs were derived. A US\$ equivalent column should be included using the exchange rate of \$1 = P41.”

As an international organization, we are seeking confirmation that USAID is requiring the actual budget and US Government Cost Forms to be populated in local currency. May we propose that the Recipient budget in US dollars and include a P41 equivalent column as local currency for the SF 424A and the actual detailed budget?

- 65. Question:** Page 61, SECTION E.9.I. Cost Share: The RFA states “Indicate the cost share that is required as per the cost share requirements of this RFA. Cost sharing plan should be discussed in the Budget Notes to the extent necessary to determine its feasibility and realistic access to the sources and funds”.

Does USAID expect the Recipient to provide the cost share amount in US dollars or P41 local currency equivalent or both?

- 66. Question:** Page 60, Part E – Cost Application, Clause 9 includes instructions that “a US\$ equivalent column should be included”.

In the budget submission, year one unit costs will be stated in local currency as required by the RFA. These unit costs will then be converted to US Dollar equivalent values in a column to the right. May applicants use these USD equivalent unit cost values from which to escalate in future years?

- 67. Question:** Page 60, Part E – Cost Application, Clause E.9.A. – Salary and Wages. This clause requires that salaries for non-U.S. personnel must be stated in local currency.

In the budget submission, the initial salaries for year one shall be stated in local currency and then converted to the U.S. Dollar equivalent value in a column to the right. May Applicants use these US Dollar equivalent unit cost values from which to escalate in future years?

- 68. Question:** Page 60 SECTION E.9.A. Salary and Wages. The RFA states “Direct salaries and wages should be proposed in accordance with the Applicant’s personnel policies. USAID requires that salary daily rates are calculated 260 working days per year. Budget narrative should explain how daily rates are calculated and whether based on established written policies of the organization or market surveys. Salaries for non-US personnel must be reflected in local currency, with US Dollar equivalents using an exchange rate of \$1 = P41.

Does USAID intend that only local salaries are budgeted using local currency P41 and the remaining cost categories are budgeted in US dollars? Please provide guidance as to how detailed budget presentation should be presented in either US dollars or P41 or both?

Answer to Question 63, 64, 65, 66, 67 & 68: SF-424 and SF-424A shall reflect US\$ only, whereas the US\$ equivalent column should be included using the exchange rate of \$1 = P41 in the supporting detailed budget.

- 69. Question:** Page 51, Section II – Eligibility Information, Clause C. Cost Share: Requires a cost share of at least 5% of the total USAID funding. Under ADS 303.3.10.2, Leveraging is preferred when USAID is looking for “resources that third-parties bring to the program without necessarily providing them to the recipient. These parties may include the host government, private foundations, businesses or individuals.” This is especially true since the majority of funds are intended for local organizations, and individuals for which cost share might be more onerous than leveraging.

We respectfully request that USAID allow leveraging to be proposed in lieu of cost share.

Answer : Cost share of at least 5% of the total USAID funding is required under this RFA. However, the applicant may propose leveraging in excess of 5% cost share requirement.

- 70. Question:** The RFA instructs Recipients to use the exchange rate of US=P41. However, we have observed that over the past year is trending approximately at US\$1=P42. Would USAID consider revising this exchange rate to reflect recent trends? Our source of information is www.oanando.com on August 14, 2012. Given the fact that in recent months the exchange rate is trending upwards, can the Recipient include ‘an exchange rate loss/gain line item in its cost application? Does USAID have additional guidance that can be provided as it relates to exchange rates?

Answer : The recipient shall follow the budget format provided in the RFA. For the purpose of this RFA, US \$1 = P41 and applicants must use this conversion rate.

- 71. Question:** Is the exchange rate of \$1=P41 relevant to local salary only?

Answer : The applicant shall use this exchange rate for all proposed local cost.

- 72. Question:** Please confirm that USAID is providing the FSN grade equivalent as a reference only as opposed to being a mandatory tool for establishing market salary ranges for proposed local staff?

Answer : It is not a mandatory requirement.

- 73. Question:** Please also confirm that salaries above the FSN grade equivalent are appropriate for this application.

Answer : The recipients may propose salaries higher than the FSN maximum grade as long as it is fair and reasonable for the respective position, in line with the applicant established policies and consistent with the applicable cost principles and regulatory requirements.

- 74. Question:** Would USAID confirm that the FSN schedule provided is most current?

Answer : Please consider the following as part of Annexure “C”

“FSN 13

This grade is an exception grade and involves work at the highest levels in the Mission. This involves work providing high-level advice, analysis, and/or difficult insight to the host-country context, or the equivalent; or working directly for the Mission Director or an Office Chief (or the equivalent), usually in a technical office work situation, usually delivering the most complex USAID products to the host country or the region. This grade works collaboratively/collegially with the Mission Director and/or the Office Chief. This grade has full program/project/activity management responsibility (i.e., both technical and administrative) (or equivalent) for the largest, most complex, and/or most sensitive USAID programs/projects/activities in the country or the region, to include full COTR/AOTR responsibility, and often not unlike an assignment typical of a senior USDH Officer. This grade position is normally recognized by Mission and Post management and the host government, as an expert on the assigned programs/project/activities, and usually on the sector as a whole.”

- 75. Question:** Page 89, SECTION A.11 1. ENVIRONMENTAL COMPLIANCE. The RFA states “4c) Integrate an EMMP or M&M Plan into subsequent Annual Work Plans, making any necessary adjustments to activity implementation in order to minimize adverse impacts to the environment”.

Please explain the Recipient’s obligation pertaining to the environmental compliance requirements (SECTION 1A-4C)

Answer : Please see section I, No. 8, Page 23 of the RFA.

- 76. Question :** Annex A2 of the RFA (page 41) instructs the applicant that “The Visayas Integrated FP/MNCHN project will cover the following provinces, including all component and chartered cities within each province,” which is followed by “Table 3. Visayas Project Sites” that provides three columns of information – Region, Province and City. Please clarify how many cities in each named province are to be considered within the project coverage area. For example, should project implementation in the province of Bohol cover several cities in Bohol or exclusively Tagbilaran, which is the only city named in this province in Table 3.

Answer: The projects will cover as many municipalities, component cities and chartered cities as necessary to achieve provincial targets that will contribute to national impact within budget limitations. This should be clearly explained in the technical approach of the application.

- 77. Question:** Section III.B of the RFA (page 54) requires applications to be submitted on 8 ½ x 11 paper. In order to reduce the cost and environmental impact of shipping hard copies of applications over long distances, will USAID accept applications submitted on A 4 paper, so that applications can be produced locally?

Answer : No, All submitted documentation should comply with the requirements as described in the RFA.

- 78. Question:** Section III.B of the RFA (page 54) lists a “Sustainability Plan” as a required annex; however, we cannot locate any instructions as to what should be included in this plan. Could USAID please clarify the desired structure and contents of this annex?

Answer : The applicant is expected to provide an appropriate sustainability plan suited for the technical approach being proposed.

79. Question .: Section III.B of the RFA (page 54) states that the technical application is limited to “30 pages ... exclusive of the annexes.” Further down, the same page lists “required annexes,” but describes several items as falling within a specific section of the application (for example, the skills matrix is listed as being “part of the key personnel section”). Please confirm that items requested in this list are to be attached as annexes, which do not count against the 30-page limit, and that the listed application section indicates where that item will be evaluated (for example, the skills matrix is an annex that will be evaluated according to the criteria for key personnel).

Answer : Yes.

80. Question .: Section III.C.4 of the RFA (page 57) requires the Applicant to submit “Three current grants/cooperative agreements and/or sub-awards awarded within the last five years that are similar in size, scope, and complexity to the program described in this RFA.” Please confirm that completed projects may be used to demonstrate past performance, provided that they were awarded within the last five years.

Answer : Yes

81. Question : Section III.B of the RFA (pages 55-56) requires Applicants to provide dates that non-key personnel are available to begin work full-time with the project. Please confirm that this information may be provided in an additional annex that will not count against the page limit for the technical application.

Answer : Yes.

82. Question : Section III.B of the RFA (page 54) lists a “Short-and Long-term Technical Assistance Plan” as a required annex; however, we cannot locate any instructions as to what should be included in this plan. Could USAID please clarify the desired structure and contents of this annex?

Answer : The structure and content of this Annex is expected to conform with and be appropriate to the technical approach being proposed by the applicant.

83. Question : Section III.C.4 of the RFA (page 57) specifies that “grants/cooperative agreements and/or sub-awards” should be submitted as evidence of past performance. Please confirm that relevant contracts or subcontracts may be submitted under this section.

Answer : Yes.

84. Question : Section V of the RFA (Certifications – page 78 – item 6 – Past Performance References) states “on a continuation page, please provide past performance information requested in the RFA.” Section III.B requests that past performance information be submitted as an annex to the technical application. Please confirm that past performance information should be submitted only as an annex to the technical cost application.

Answer : Yes.

85. Question : On Page 57 of the RFA, USAID provides a description of the contents of the expected Management Plan while Page 65 lays out the evaluation criteria for the Management Plan. However, there are inconsistencies between what is stated on Page 57 and what is on Page 65. Could USAID please clarify its expectations for the Management Plan.

Answer : There are no inconsistencies in what are stated on Page 57 and Page 65 of the RFA.

86. Question : Page 54 specifies the required annexes for the technical application. For several of the annexes it is stated that the particular annex should be part of the Technical Approach Section, Management Plan Section, Key Personnel Section etc. For instance, the sustainability plan is listed under required annexes but accompanied by the statement 'sustainability plan as part of the Technical Approach section'.

Answer : This means the sustainability plan will be evaluated as part of the technical approach.

87. Question : Since the sustainability plan is to be annexed, our understanding of the above is that USAID means that the sustainability plan should be *referenced* in the Technical Approach, but *included* in the annex. Can USAID please clarify this?

Answer : Yes.

88. Question: In the program description for the Integrated MNCHN/FP Regional Projects in Luzon, Visayas and Mindanao, references are made to Annex A where one can find a list of priority project sites under each cluster region. Yet Annex A is a financial annex. Can you please send the referenced Annex as described on page 15 of the RFA?

Answer: Annex A of Section I start on page 32 through page 48.

89. Question: I noticed that RFA-492-12-000006 (Integrated Maternal, Neonatal, Child Health/Family Planning (MNCHN/FP) Regional Projects in Luzon, Visayas and Mindanao) is listed on Grants.gov under "Opportunity Category: Earmark."

As earmarks are currently banned in Congress, can you explain why this is listed as such and whether that has any bearing on who can apply?

Answer: The initial posting was an oversight and this has been corrected. The correct opportunity category is "Discretionary Grant"

90. Question: Section III.A of the RFA (page 52) requires Applicants to submit applications in Microsoft Word or Excel format. In order to accommodate elements of the cost application that require a signature (e.g., SF424, required certifications, etc.), as well as facilitate the electronic submission of applications in as few files as possible, may Applicants use Adobe Acrobat (PDF format), provided that they also submit copies of their technical narrative, budget narrative, and budget spreadsheets in Word and Excel, respectively?

91. Question : P. 53 of the RFA states "All information shall be presented in the English language and shall be formatted in either Microsoft Word 2010 or Microsoft Excel 2010 with all formulas unlocked while making an electronic submission." Can USAID please confirm that PDF files acceptable for signed documents?

92. Question: Page 52, Section III – Submission of Applications: Please clarify whether Adobe PDF format is acceptable for electronic submission.

93. Question : On Page 52 of the RFA USAID says that applications submitted by email should be compatible with Microsoft Word 2010 or Microsoft Excel 2010. As the proposal includes many

signed certifications and documents it is difficult to submit these electronically in Microsoft Word form instead of as PDFs. Can bidders submit information (excluding budget pieces, which will be submitted in Microsoft Excel) in PDF form instead of Microsoft Word?

Answer to Question no. 90, 91, 92 & 93: For electronic submission the applicants may submit Microsoft Word/signed documents in PDF whereas budget tables/sheets shall be submitted in Microsoft Excel 2010 with all formulas unlocked.

94. Question: On page 55 of the RFA, it states that "It is expected that all key personnel should be on board at the time of the award." Please confirm that key personnel who confirm availability at the time of award are considered "on board."

95. Question: Pg. 55-56 of the RFA states "It is expected that all key personnel should be on board at the time of the award. Noting that not all staff (other than key personnel) may be available or needed at inception, dates that such personnel are available to start work full-time with the project are also required." Understanding that highly qualified professionals to be proposed for this project may likely be employed until award, please confirm USAID will allow candidates to give notice and transition their responsibilities as appropriate per their current employer.

96. Question: Page 54, Section III – Submission of Applications, Part C.1.b. – Other staffing states in the final paragraph of the subclause that key personnel should be on board at the time of the award.

It would be expected that a highly qualified key person would be currently employed in a similar project and by labor law would be required to provide some advance notification prior to resigning their current position. Please remove the requirement for immediate availability.

Answer to question 94, 95 & 96: All key personnel shall be available to join the project within two (02) months of the effective date of award.

97. Question : Pg. 54 of the RFA provides a list of required annexes. Please confirm that applicants may include additional annexes. Please also confirm that all required annexes will be evaluated.

98. Question: Page 54, Section III – Submission of Applications, Clause B lists the required annexes.

Please clarify whether applicants may include additional annexes beyond those stipulated to include letters of support and other relevant documents.

99. Question : Are the annexes limited to those required and listed in page 54 of the RFA? What are the limitations within the required annexes?

Answer to question 97, 98 & 99: The applicants are only required to submit annexures requested in the RFA. Any additional annexures will not be considered for evaluation. For the required annexures there is no page limitation.

100. Question : Is this funding available to US NGO's only or also to Filipino NGO's??

Answer : Yes Filipino NGO's can also apply.

END OF QUESTIONS/CLARIFICATIONS FOR AMENDMENT 1