



**CFDA NO. 98.001**

**FUNDING OPPORTUNITY RFA-641-14-000003 – AMENDMENT 01**

Issuance Date: February 5, 2014

Issued by: Robert Parnell, Regional Agreement Officer *Robert Parnell 05 Feb 2014*

**RFA Title:** 'USAID Accountable Democratic Institutions and Systems Strengthening Project'

A. The purpose of RFA Amendment 01 is to affect changes to the RFA listed below;

- 1) RFA Section IV, item 1, 'Grants.gov'. Delete the requirement to submit your application package through Grants.gov.
- 2) RFA Section IV, item 3, 'Submission Date and Time'. Delete the sentence 'Electronic Applications are due to Grants.gov (USAID) by the closing date and time specified on the cover letter of this RFA.', and replace with '**Electronic Applications are due to [accracontract@usaid.gov](mailto:accracontract@usaid.gov) by the closing date and time specified on the cover letter of this RFA.**'
- 3) RFA Section IV, item 7, 'Required Certifications'. Delete the text '... Annex E' and replace with '**... Annex D...**'.
- 4) RFA Section IV, item 10A.2, 'Key Personnel and Staffing Plan', seventh paragraph, page 34. Delete the text '... Include as Annex IV' and replace with '**Include as Annex V**'.
- 5) RFA Section IV, item 10A.4, 'Past Performance', first sentence. Delete the text '... Include as Annex V' and replace with '**Include as Annex VI**'.

B. Provide the Questions from Offeror and USAID Responses listed below;

Q.1) Please clarify to whom we submit the Application. You ask for the proposal to be submitted electronically through Grants.gov as stated in Section IV, item 1 and in Section IV, item 3.

R.1) Submit your application by email to [accracontract@usaid.gov](mailto:accracontract@usaid.gov) by 1000am Friday February 21, 2014.

Q.2) Please clarify the submission of certifications as required in Section IV, item 7.

R.2) These certifications are contained in the RFA document as Annex D. Please carefully review and complete this Annex D, and include in your application package within the cost application.

Q.3) I am having problems creating a user account for SAM and a user account for DUNS.

R.3) USAID does not control the DUNS or the SAM system. Please work with the DUNS website technical support team and the SAM website technical support team to complete your registrations.

Q.4) Can we use our Ghanaian TIN in our SAM account? Or do we need to apply for a new number?

R.4) USAID does not control the DUNS or the SAM system. Please work with the DUNS website technical support team and the SAM website technical support team to complete your registrations.

Q.5) Are we required to submit technical and cost applications for our sub-grantees?

R.5) You are not required to submit separate applications for sub-grantees. However you must identify each sub-grantee you intend to perform for this activity. In your technical application you should clearly describe their functional roles and responsibilities as well as past performance information. In your cost application each sub-grantee must be identified and listed in the 'sub-agreements' cost element of your budget. All sub-grantees performing over 25% of the work (in total dollar value) are required to provide evidence of responsibility, previous years financial audit reports, and required certifications (as identified in Section IV, item 10B.4/5/6/7/8).

Q.6) Must the Key Personnel be Ghanaian?

R.6) No. There is no requirement for Key Personnel to be Ghanaian, however as noted in Section IV, item 10A.2 second paragraph, recruitment and retention of Ghanaian professionals is a key input to sustainability.

Q.7) Are both profit and non-profit local organizations are eligible to apply?

R.7) Yes. Both profit and non-profit local organizations are eligible to apply.

Q.8) Are sub-grantees are required to provide past performance information?

R.8) If a sub-grantee will be performing more than 25% of the total work they are required to provide past performance information.

Q.9) Must Key Personnel be employees of the lead organization sub-grantees?

R.9) Key Personnel can come from either lead Grantee or any sub-Grantee's. However your technical application should clearly describe the relationship, roles and responsibilities.

**[END OF AMENDMENT No. 01]**