



USAID | GUATEMALA

FROM THE AMERICAN PEOPLE

November 28, 2011

Subject: Request for Application (RFA) No. USAID-Guatemala-520-11-000004 -
Amendment No. 1

Program Name: Community Nutrition and Health Care Project

This Amendment No. 1 to subject RFA is hereby issued to make the following changes:

1. Closing date to submit applications is being extended through January 4, 2012, 14:00 p.m.
2. Attachment 1 to this RFA Amendment No. 1, includes a list of answers to the questions received by potential applicants to help in the preparation of applications.
3. On Page 32, Section I. Rapid Response Fund, is modified as follows:

“USAID requires that the Recipient establish a mechanism to manage and implement a Rapid Response Fund of \$500,000 over the five-year period of implementation. This Fund will give the Recipient and USAID the flexibility to quickly and efficiently respond to unanticipated issues or to design program activities in response to opportunities that have not been foreseen or anticipated but that offer high pay off within any of the components under this Agreement. The fund will be managed by the Recipient in a separate line item. The use of these funds requires USAID Agreements Officer’s Technical Representative (AOTR) prior written approval, and shall be reported in Quarterly and Annual Performance Reports.”
4. On Page 33, Social and Behavior Change Communications Specialist, first bullet is modified as follows: “A minimum of seven years working in BCC programming.”
5. On Page 43, Section IV.5), first paragraph, second sentence is modified as follows:

“The application shall be written in English and typed on standard letter paper (8 ½ by 11 inch), single spaced, font Times New Roman pitch 12 with each page numbered consecutively.”

6. On Page 45, make the following changes:
 - a) Nutrition Specialist, first bullet, modify as follows:
 - A minimum of ten years (at least three of these years in Guatemala) of experience in programmatic application of nutrition, with ample experience in integration of nutrition with maternal and child health at the community level,
 - b) Social and Behavior Change Communication Specialist, first bullet, modify as follows:
 - A minimum of seven years working in BCC programming.
7. On Page 47, Section entitled COST/BUSINESS APPLICATION FORMAT, correct the correlative section number from “XIV” to “IV.6”).
8. On Page 48, under Section c) Budget Notes, first paragraph, delete the following text “(see sample Summary Table below).”
9. On page 51, item 6. Certifications, correct reference to “Section XIII” and substitute with “Attachment No. 1”
10. On Page 52, Section IV.6) SUBMISSION DEADLINES, correct the correlative section number and modify first sentence of the paragraph to read as follows:

“IV.7) SUBMISSION DEADLINES
Applications shall be due at 14:00 p.m. Guatemala Time on January 4, 2012.”

All other terms and conditions of the RFP remain without change and in full force.

Sincerely,

David Brown
Supervisory Regional Agreement Officer

Attachments: 1 – Questions and Answers

RFA-520-11-000004 COMMUNITY NUTRITION AND HEALTH CARE PROJECT
QUESTIONS AND ANSWERS

Q.1 I would like to inquire about the CNHC coverage area. The document mentions the FTF covering five departments; however it is our understanding that GHI covers not only the five departments but the department of Alta Verapaz. I would like to know whether it will be another request for application for Alta Verapaz.

A.1 Although the overall USAID health program will support limited activities in the Alta Verapaz department, this does not apply to the CNHC Project.

Q.2 Will there be an applicant's information meeting for this RFA like the one held for Rural Value Chains?

A.2 Note that no pre-award information meeting will be held for the CNHC Project.

Q.3 We would like to apply to the CNHC but we cannot Access the link.

A.3 Request for Application (RFA) can be downloaded in the following web links. Please follow the instructions provided below:

<http://www.grants.gov>

Click in "Find Grant Opportunities" and then click in "Basic Search" and type under "Search by funding opportunity" the RFA number: USAID-GUATEMALA-RFA-520-11-000004.

Or

<http://www.usaid.gov/gt/>

Type the RFA number in the search tool box: RFA-520-11-000004 then click to download the RFA.

Q.4 We are asking for more information regarding the CNHC and for guidelines and formats on how to submit an application.

A.4 Please note that the RFA is the only information available for organizations interested in the "Community Nutrition and Health Care Project". Specific instructions on format for submitting the applications can be found in Section IV. "Application and Submission Information".

Q.5 We are having trouble translating the RFA. Could you send us a copy in Spanish?

A.5 USAID/Guatemala regrets to inform you that the RFA document is available in English only. We do not have the document available in Spanish.

Q.6 We have the following questions:

Q.6.a Our first question regarding the above RFA is: Five states (Huehuetenango, Quetzaltenango, Quiché, Totonicapán, San Marcos) are being included in this upcoming agreement. Our question is: Is Sololá considered a part of this agreement? It is a separate state yet it too is in the Northwest Highlands.

A.6.a **No, Sololá is not being considered. The geographic focus of USAID's strategy excludes this department.**

Q.6.b Our second question: We read the concept "sectors" in three different locations in the document. In one place "sectors" refers to geographic location, in another it refers to programs, and in another it refers to Principles. Are we to assume "sectors" is being used interchangeably or does it refer to just location as in geographic?

A.6.b **The term "sector" does not refer to geographic sectors in the RFA. It refers to different elements of the program as in "economic sector" or "health sector" and it is used to refer to the "public sector" and "private sector".**

Q.6.c Our third question: We are aware only one award will be issued. We would like to know what the subcontracting process involves? Could our college, Illinois Central College, in partnership with two Guatemala NGOs in Sololá, be included in that pool of subcontractors? We read that subcontracting is to begin in February 2012. Will the one "award getter" be choosing the subcontracts that will be issued? **Or will it be issued through a proposal process?**

A.6.c **Each Applicant will be responsible for submitting its sub-contracting approach as part of its Application in response to this RFA. Refer to Section IV.5 2) "Management and Staffing Plan" for more information on how the Applicant will propose its Management and Staffing Plan. Additionally, proposed approach for Management and Staffing plan will be evaluated in accordance with Section V.1) 2) "Evaluation Criteria-Management Plan and Staffing". Subcontracts are the responsibility of the prime and proposed subcontracts should be submitted with the application. USAID will review and provide consent to subcontract to the selected prime recipient.**

Q.7 Could not access the website.

A.7 **Please refer to answer provided in the above Question 3.**

Q.8 Would you please provide the terms of reference for the USAID-Guatemala-520-11-000004 Project.

A.8 **Please refer to answer provided in the above Question 3.**

Q.9 We got the information about the RFA a week ago and want to know if we can still apply for it.

A.9 **Potential Applicants are encouraged to submit their applications in response to RFA 520-11-000004. The due date to submit applications is being extended through this**

Amendment No. 1 to the RFA. Therefore, note that the new date to submit applications is January 4, 2012.

Q.10 On page 29 of the RFA, the applicants are requested to describe their approach to grants management. Does USAID have a preferred percentage of the budget to allocate to sub-grants?

A.10 USAID does not have a preferred percentage of the budget allocated to sub-grants. Applicants shall propose this amount in accordance with its technical approach.

Q.11 On page 34 of the RFA, applicants are asked to “submit an illustrative PMP that includes notional indicators to objectively measure progress towards achieving each of the results included in the technical application, anticipated life of project and annual targets for these indicators, and a strategy for monitoring these indicators during implementation.” Although the life of project targets have been provided for many indicators in the RFA, the number and location of specific municipalities has not yet been provided, making it difficult to determine an appropriate baseline and related annual targets. Can USAID provide further guidance to assist applicants in developing an appropriate PMP?

A.11 Applicants will submit a draft PMP as part of its technical application that includes a range of indicators with proposed targets that correspond to the proposed strategy. This will include, but is not limited to, the minimum set of results, with end-of-project targets, that are listed under each component.

The number and location of the focus municipalities is not yet available. For purposes of a response to the RFA, Applicants should design a program targeting between 28 and 30 municipalities in the five departments, totaling approximately 1.2 million population. Indicator targets proposed in the applications will be adjusted in the final project PMP, to be finalized once an award has been made.

Q.12 On page 43 of the RFA, it reads that 12 characters per inch is the font to use. This is not a true font size. Would it be acceptable to use Times New Roman 11 or 12pt instead?

A.12 Applications shall be written in English and typed on standard letter paper (8 ½ by 11 inch), single spaced, font Times New Roman pitch 12 with each page numbered consecutively.

Q.13 Page 44 of the RFA mentions a Year One Work Plan, which is not mentioned elsewhere in the RFA. Would USAID like this as a narrative of rollout in the narrative, or a timeline to be included as an annex?

A.13 The Year One Work Plan shall be submitted as part of the technical approach, as an annex, and will also be evaluated, in accordance with Section V. under “Evaluation Criteria”. The Year One Work Plan should include both a timeline (sometimes referred to as a Gant chart) as well as a narrative of the first year’s project roll-out.

Q.14 On page 46 of the RFA, applicants are asked to provide a biographical sketch and position description for the proposed Key Personnel. Please confirm that these biosketches can be included as an annex, and that they are only to be provided for proposed Key Personnel.

A.14 As stated in Section IV.5) 2. Biographical sketches can be included as an annex of the technical application and are required for Key Personnel only. This annex would not count against the 30 page limitation.

Q.15 On pages 47-48 of the RFA states: "This section must include an Executive Summary addressing how the organization will maximize the use of local professionals, and an analysis of direct vs. indirect costs proposed (see sample Summary Table below)." We could not find the sample Summary Table alluded to – can USAID please provide this?

A.15 Please disregard referenced to "Sample Summary Table". Feel free to provide the requested information/analysis in this section in your own format.

Q.16 On page 50, the RFA requests a 20% cost share benchmark. Could USAID reduce the percentage requirement?

A.16 The 20% cost share included in the RFA is a suggested benchmark. Applicants shall consider the guidelines in ADS 303.3.10 when proposing its cost share portion under its Application.

Q.17 On page 50 of the RFA, the applicant is required to include in its cost application a line item for the life of the Project for implementation of the Rapid Response Fund mechanism. Does USAID have guidance on how much money should be set aside for this fund?

A.17 The Rapid Response Fund amount for this project shall be \$500,000 over the five-year period of implementation.

Q.18 On pages 46-47 and on page 55 of the RFA, with regard to past performance: In the table included for presentation of past performance references, may applicants present information from all members of an applying consortium?

A.18 Yes, applicants shall present past performance information from at least the past three years of work in similar projects for itself and sub-awardees expected to play a substantive role in the implementation of this project.

Q.19 Additionally, with regard to the Past Performance Table: May this information be included in an annex?

A.19 Yes.

Q.20 Is the required Executive Summary included within the 30 page limit? If not, is there a page limit applying only to the Executive Summary?

A.20 The Executive Summary is not included within the 30 page limit. It could be included as an annex to the technical application. However, the Executive Summary must be limited to three pages.

Q.21 There is considerable overlap in activities included in Component 1 of this RFA and Component II of the Title II RFA. Given that there is to be considerable collaboration between

the implementing partners for both efforts, including interventions in the same geographic regions, can USAID provide further clarification on the approach that should be taken in each program to avoid duplication of activities and investment?

A.21 It is USAID's intention to ensure that activities funded under CNHC and under the new Title II program will be complementary and not duplicate resources. Therefore, it is not expected that both CNHC and a Title II partner will be working in the same community; however, there will be close coordination of the two programs in approach to prevention and education activities.

Q.22 On page 7 of the RFA, the section detailing the "Geographic focus and beneficiaries" mentions "municipalities selected by USAID as those with high levels of poverty, chronic malnutrition and that have a sufficient potential for program impact". Has USAID already selected those municipalities that will be emphasized, and if so could it share the list?

A.22 Please refer to answer to Question 11 above.

Q.23 The RFA on page 28 talks about the Strategic Communication Plan (SCP) which should be aligned with the USAID Guatemala CDCS, mentioned on pg 9 as in the process of being finalized. Is a draft available for public distribution to help ensure SCP is appropriately aligned?

A.23 No, draft of the CDCS is not available for public distribution until it is officially approved.

Q.24 On page 32, USAID requires the creation of a Rapid Response Fund. Could USAID provide more information about the intent of this fund, such as whether it is for project activities or reserved only for disaster response? Could USAID provide sample scenarios of when it might be drawn upon to help the applicants better understand the context and scope of the Rapid Response Fund.

A.24 The Rapid Response Fund is intended for use in unforeseen circumstances to respond to unplanned opportunities. Please also see response to Question 49.b.

Q.25 Could USAID provide an estimated amount or percentage of the budget expected for the Rapid Response Fund?

A.25 Please refer to answer to Question 17 above.

Q.26 On page 33, the RFA details the Social and Behavior Change Communication Specialist qualifications. Could USAID please clarify the experience required? Description indicates 5 years of BCC programming experience, but then indicates at least 7 years of experience in SBCC strategy development, implementation, etc.

A.26 A minimum of 7 years of experience is required for the "Social and Behavior Change Communication Specialist".

Q.27 Page 34 of the RFA refers to Evaluation. Should any costs associated with this be included in cost application (e.g. costs of dissemination of research results)?

A.27 None of the costs of the external program evaluation will be included in this project.

Q.28 On page 34, the RFA states “illustrative indicators provided in this RFA are intended to provide an example only. Applicants should propose project indicators other than the illustrative ones provided in this document if they better capture the proposal’s ability to measure impact” However, in other sections in the Program Description it provides indicators that are a “minimum set of results for components 1-5”. Are the applicants free to propose alternate indicators and targets for these indicators?

A.28 Please refer to answer to Question 11 above.

Q.29 Page 34 of the RFA refers to Performance Monitoring. Should the applicant assume that indicators identified in RFA under each component will be measured by an independent contractor hired to implement activities described under the Evaluation section of pg 34, and that the Applicant is responsible for measuring any other indicators proposed in the illustrative PMP?

A.29 The minimum list of indicators and targets listed under each Component are indicators to monitor project performance and thus the responsibility of the project Awardee. Applicants may propose additional indicators to these obligatory set. The external program evaluation, to be carried out by an external evaluator, will be a separate activity and will measure results using population-based survey techniques.

Q.30 On page 38, USAID requests the sub-grant format and the sub-grants manual for Agreement Officer approval. Please clarify if these documents are required as part of the technical or cost proposal submitted by the applicant or if they will be required upon award.

A.30 Sub-grants format and sub-grant manual will not be part of the technical or cost application. Successful Recipient shall submit these documents after award for the Agreement Officer approval.

Q.31 Could USAID please clarify whether the Executive Summary is included in the 30 page limit for the Technical Application or not?

A.31 Please refer to answer to Question 20 above.

Q.32 Page 41 of the RFA states that “for the purposes of this RFA, the term “applicant” is used to refer to the prime and any proposed partners.” Section IV.2, Required Forms, states that all “applicants” must submit the application using the SF-424 series. Should the prime and all proposed partners complete the SF-424 or should only the prime complete the SF-424?

A.32 The Prime shall submit the SF-424, SF-424A and SF-424B. However, if applicant proposes partners or sub-awards, SF-424, SF-424A and SF-424B shall also be submitted for each sub-awardee.

Q.33 On page 44, the RFA requires a first year work plan. Could USAID specify if the Year One work plan is part of the 30 page limit for the technical application or should it be included as an annex of the technical application?

A.33 Please refer to answer to Question 13 above.

Q.34 On page 46, USAID requests Past Performance References. Could USAID specify if there is a minimum or target number for past performances references in the table on page 47? Also, on page 84 the RFA lists Past Performance References as part of the cost application. Please clarify in what section of the submission should the past performance references be included.

A.34 The Applicant must provide performance information from at least the previous three years of work in similar projects for itself and each major sub-contractor, and sub-grantee expected to play a substantive role in implementing the Program Description of this project. Note that Past Performance Information shall be included in the Technical Application, as required in Section IV.5.3. Although Page 84 requires past performance information as part of the “Certifications and Assurances and Other Statements of the Recipient”, this information shall be part of the Technical Application”. Applicants may decide to make reference to the Technical Application under the “Certifications” Section of the Cost Application.

Q.35 Could USAID please clarify if the 12 point font is required for tables and charts as well? Is the applicant allowed to use a smaller font (10 or 11 font) at times in tables and charts, respecting the need for legibility and clarity?

A.35 Please refer to answer in Question 12 above.

Q.36 Page 47-48 of the RFA in section XIV. COST/BUSINESS APPLICATION FORMAT sub-section C.) Budget Notes states that “This section must include an Executive Summary addressing how the organization will maximize the use of local professionals, and an analysis of direct vs. indirect costs proposed (see sample Summary Table below).” The referenced Summary Table is not included. Can you please share the referenced summary table?

A.36 Please refer to answer in Question 15 above.

Q.37 On page 51 #6, Certifications, it states that “certifications included in RFA Section XIII must be included with the cost proposal.” What is the correct section as there is not a section XIII? Should this be Appendix A instead?

A.37 Please disregard the reference to Section XIII mentioned in Page 51 #6. Item 6 “Certifications should read: “6. Certifications: Certifications included in RFA, in Attachment No. 1, must be included with the cost application”.

A.38 Could USAID please clarify if the following certifications will be signed after the agreement is signed?

- Key Individual Certification Narcotics Offenses and Drug Trafficking - ADS 206 states: For Mission-financed agreements, the Mission is responsible for identifying key individuals. For non-Mission financed agreements, the cognizant technical office is responsible for identifying key individuals, in consultation with the Mission as appropriate. Per ADS 206, Key individuals of U.S. and non-U.S. NGOs must complete the Mandatory Reference - [Key Individual Certification](#) (or a substantive alternative) before agreements providing covered assistance are signed.

A. Incorrect. Key Individual Certification Narcotic Offenses and Drug Trafficking must be signed and submitted as Attachments to the Technical Application.

- Participant Certification Narcotics Offenses and Drug Trafficking. Per ADS 206, Covered participants must complete the certification set forth in Mandatory Reference - [Participant Certification](#) - (or a substantive alternative) before USAID approves the training.

A. Correct.

Q.39 Page 51 states that If a certification has not been made to USAID/Washington that its personnel, procurement and travel policies are compliant with applicable OMB circular and other applicable USAID and federal regulations, a copy of the certification should be included with the application. If the certification has not been made to USAID/Washington, the application should submit a copy of its personnel....travel and procurement policies and indicate whether personnel and travel policies and procedures have been reviewed and approved by any agency of the federal government. In most instances, local partner organizations will have their audited financial statements, policies, and other internal documents in Spanish. Is it acceptable to submit these required documents in Spanish? For letters of support received in Spanish does USAID require the applicant to attach the English translation?

A.39 . If the applicant is a U.S. organization, information included in Page 51, Item 7. shall be submitted in English language. If the applicant is a Guatemalan organization, supporting documentation may be submitted in Spanish language. However, the certification must be submitted in English by all applicants.

Q.40 Page 51 of the RFA, section XIV. COST/BUSINESS APPLICATION FORMAT, section 7. Finance Resources, states that the 'Cost/Business Application should include information on the applicant's financial status and management', including (a): Audited financial statements for the past three years. May organizations submit their approved NICRA rather than the requested audited financial statements? For local organizations is it acceptable to submit the audited financial statements in Spanish?

A.40 NICRAS for U.S. Organizations will be accepted. For Guatemalan organizations Spanish documents will be accepted. Overhead charges to administer this fund shall be in accordance with the approved NICRA for U.S. organizations, or directly billed for Guatemalan organizations.

Q.41 Are the cover page and list of acronyms excluded from the page limit?

A.41 Yes.

Q.42 Is the Executive Summary excluded from the page limit?

A.42 Please refer to answer to Question 20 above.

Q.43 Is the past performance table referenced on page 47 and page 55 excluded from the page limit?

A.43 Yes. This can be submitted as an annex.

Q.44 The Performance Management Plan was identified as one section excluded from the page limit. This isn't referenced elsewhere. Should we assume this refers to the Performance Monitoring Plan?

A.44 Yes

Q.45 Page 33 of the RFA states that the Nutrition Specialist must have "a minimum of ten years (at least three of these years in Guatemala) of experience in programmatic application of nutrition, with ample experience in integration of nutrition with maternal and child health at the community level." However, on page 45 of the RFA, the qualifications for the Nutrition Specialist do not specify that "at least three of these years in Guatemala" are required. Please clarify the requirement.

A.45 The "at least three years in Guatemala" experience is required.

Q.46 Page 51 of the RFA states that applicants should include audited financial statements for the past three years. If applicants have an approved NICRA, can they submit this in lieu of audited financial statements for the past three years?

A.46 Yes, negotiated and approved NICRAS will be accepted.

Q.47 Do you have the RFA available in Spanish?

A.47 Please refer to answer to Question 5 above.

Q.48 Page 2 of the RFA indicates that the deadline for receipt of the hard copy and e-copy is December 19th, 2011. Would USAID accept hard copy delivery which follows the e-copy, as long as it is postmarked the same date as the deadline?

A.48 No. Both, hard copies and electronic applications are required and shall be received at USAID/Guatemala not later than the indicated closing date and time to submit applications. Please note that Amendment 1 to this RFA is extending the closing date to receive applications through January 4, 2012.

Q.49 On Page 32 of the RFA, USAID requires the recipient to manage a Rapid Response Fund, but no further guidance on size or scope of the fund is given. Could USAID respond to the following:

a) Could USAID be more specific on the dollar amount the recipient should set aside, on an annual basis if possible, for the administration of this Fund?

A.a) Please refer to answer to Question 17. Overhead charges to administer this fund shall be in accordance with the approved NICRA for U.S. organizations, or directly billed for Guatemalan organizations.

b) Is the Fund intended for disbursement to other organizations, or as a place holder for potential enhancements to the recipient's scope of work?

A.b) Both.

Q.50 USAID in the RFA on p. 10-11 notes a list of other USAID-funded health and nutrition projects with which the applicant must collaborate, yet project documents helpful for that effort are not easily accessible. Will USAID please provide a list of key documents for each that we can request from the respective project implementing organization?

A.50 Please refer to the USAID/G website: www.usaid.guatemala, and USAID's Development Experience Clearinghouse (DEC) www.dec.usaid.gov for additional information.

Q.51 According to the RFA's cover letter, the application should be submitted by either e-mail or via www.grants.gov. However, the RFA's Section IV.4. on page 41 indicates that the application should be submitted in both electronic form and hard copy. Could you please confirm whether it is acceptable to submit by electronic form only?

A.51 Please refer to answer to Question 48 above.

A.52 The RFA's Section I.1. on page 6 refers to CNHC as a five-year project running from 2012 to 2016. However, the RFA's Section II.3. on page 37 states that the period of performance is o/a April 2012 through o/a April 2017. Could you please clarify the project's anticipated start date and overall period of performance?

A.52 The CNHC project is a five-year period of performance which we estimate to begin o/a June 2012 through o/a June 2017.

Q.53 The RFA's Section I.1. on page 7 states that USAID/Guatemala's "integrated development approach focuses on the following departments of the Western Highlands: San Marcos, Huehuetenango, Quiché, Quetzaltenango, and Totonicapán, with an emphasis on municipalities selected by USAID as those with high levels of poverty, chronic malnutrition and that have a significant potential for program impact." Can you please identify the municipalities within the five departments that USAID/Guatemala considers to be high priority? Or, at a minimum, can you please provide the total number of municipalities in the five departments?

A.53 Please refer to answer to Question 11 above.

Q.54 The RFA calls for cost share of 20%. Is it possible that this requirement could be in the form of a combination of cost share and leverage? If so, please specify the breakdown between the two categories (cost share and leverage). Or, would USAID consider otherwise redefining the requirement, such as requiring cost share equivalent to twenty percent of programmatic costs?

A.54 The suggested benchmark of 20% cost share cannot include leverage and USAID will not be redefining this benchmark (Section III.2). Applicants shall consider the guidelines in ADS 303.3.10 when proposing its cost share portion under an Application.

Q.55 In its discussion of requirements for the Nutrition Specialist Key Personnel position, the RFA's Section I.J. on page 33 states that the Nutrition Specialist position requires a minimum of 10 years (at least three of these years in Guatemala) of experience in programmatic application

of nutrition. However, Section IV.5. on page 45 states that the Nutrition Specialist position requires a minimum of 10 years of experience in programmatic application of nutrition, but with no mention of at least three of these years in Guatemala. Please confirm whether the Nutrition Specialist position requires three years of experience in Guatemala.

A.55 Please refer to answer to Question 45 above.

Q.56 The RFA's Section IV.5. on page 46 refers to a staff biographical sketch and position description. Should the biographical sketch and position description, which combined must not exceed one page for each proposed professional staff, be included in the 30-page narrative, or can the biographical sketch and position description for the each proposed Key Personnel be included in addition to the two-page resume in the annexes? Also, can you clarify whether the biographical sketch and position description should be included for proposed Key Personnel only, or should we also include biographical sketches and position descriptions (maximum of one page) for non-Key Personnel/Core Staff?

A.57 Biographical sketches and position descriptions for proposed key staff can be included as attachments of the technical application. Additionally, Resumes/curriculum vitae which should not exceed two pages in length per individual can also be included as attachments to the technical application.

Q.58 The RFA's Section IV.5. on page 43 states that the application shall be typed on standard 8.5" by 11" paper, single spaced, "12 characters per inch ... " Could you please clarify the expectations regarding "12 characters per inch"? Specifically, would it be acceptable to prepare the application in Times New Roman, 11-point?

A.58 Please refer to answer to Question 12 above.

A.59 Could you please confirm that the requested Executive Summary, referenced in the RFA's Section IV.5. on page 43, does not count as part of the technical application's 30-page page count.

A.59 Please refer to answer to Question 20 above.

Q.60 Please confirm that the requested Past Performance information – to be presented in the chart/table format shown in the RFA's Section IV.5. on page 47 – and the requested Year 1 Workplan may both be included as annexes.

A.60 Correct.

Q.61 Also with regard to annexes, can you please confirm whether resumes (CVs) and other supporting documentation for proposed Non-Key Personnel/Core Staff should also be included in the Annexes.

A.61 Yes.

A.62 The RFA's Section V. on page 53 lists three technical evaluation criteria in "descending order of importance." Could you please provide points or a weighting for these three sections, or otherwise elaborate on the evaluation criteria?

A.62 Note that the three criteria in which the technical evaluations will be evaluated are listed in descending order of importance. The evaluation will be done in accordance with the RFA using the adjectival rating system; there are no points for the evaluation factors. The weighting of the factors are in descending order of importance and when combined are significantly more important than cost. All of the Sub-criteria provided under the major evaluation factors are considered equal relative to the other subfactors under the same major factor.

Q.63 In other RFAs from other USAID Missions, prime applicants are often mandated to treat local NGOs as non-exclusive in terms of partnering. Further, for CNHP, given the importance of working with local NGOs to build their capacity and enhance their capabilities, local NGOs may be placed at a disadvantage if they are linked to only one prime applicant. Therefore, would the Mission consider encouraging local NGOs to refrain from entering into exclusive partnering arrangements only, and to instead operate on a non-exclusive basis?

A.63 USAID do not required exclusive partnering nor do we advise interested organizations to enter into exclusive partnerships.

Q.64 Could USAID please provide a more detailed description of the Rapid Response Funding budget item including, for example, what percentage of the budget should be allocated toward this line item, what types of costs it should include, and whether applicants would be able to reprogram those funds towards other activities in the event they are not deployed during the implementation of the program?

A.64 Please refer to answer to Question 17 and 24 above. In the event that funds allocated and approved for the Rapid Response Funds are not used, USAID will provide instructions to the resulting Recipient on how to re-program these funds for other program activities within the approved Program Description.

Q.65 We are interested in knowing if there will be a meeting that provides more information about this RFA?

A.65 Please refer to answer to Question 2 above.