

AMENDMENT OF SOLICITATION				Solicitation No. RFA-612-15-000003		PAGE 1	OF PAGES 5
2. AMENDMENT No. 1		3. EFFECTIVE DATE See Block 16 (c)		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable)	
6. ISSUED BY Regional Office of Procurement USAID/Malawi NICO HOUSE Building Lilongwe 3 Malawi		CODE		7. ADMINISTERED BY (If other than Item 6) 		CODE	
8. NAME AND ADDRESS (No., street, county, State and ZIP Code) To all Applicants				(X)		9A. AMENDMENT OF SOLICITATION NO. RFA-612-15-000003	
				X		9B. DATED (SEE ITEM 11) 06-10-2015	
CODE				FACILITY CODE			

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☒ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☒ is not extended.
 Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:
 (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

(X)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Applicant ☒ is not, ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT

The purpose of this RFA amendment is to provide answers to questions received regarding this RFA. Answers are detailed in Attachment A of this Amendment.

All other terms and conditions indicated in the RFA issued on June 10, 2015 remain unchanged.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Craig Riegler Supervisory Agreement Officer	
15B. CONTRACTOR/OFFEROR _____ (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY _____ (Signature of Contracting Officer)	16C. DATE SIGNED 7/6/2015

QUESTIONS AND ANSWERS
AMENDMENT (1) TO REQUEST FOR APPLICATIONS (RFA) No. 612-15-000003
PaMAWA Activity

- Question 1:** Please could I ask if South African registered NPO's can apply for the Funding Opportunity?
- USAID Answer:** **Yes, South African registered NPO's are eligible to apply for this funding opportunity.**
- Question 2:** Section C.1 of the above-referenced RFA is unclear as to the eligibility of US-based for-profit organizations willing to forego profit. Paragraph 1 on page 22 reads: *The RFA is open to all qualified Applicants that may be U.S. Private voluntary organizations (U.S. PVOs), Malawian or other non-U.S. Non-governmental organizations (NGOs) or private and non-profit organizations (or for profit companies willing to forego profits).*
- While the second half of the sentence makes it clear that for-profit organizations willing to forego profit are eligible, it is unclear whether a for-profit organization must be based outside the US. Are US-based for-profit companies willing to forego profit eligible to respond to this RFA?
- USAID Answer:** **Yes, for profit organizations (U.S. or non U.S.) willing to forego profit are eligible to apply to this funding opportunity.**
- Question 3:** Is there an actual application we have to fill out to participate in the project?
- USAID Answer:** **There is no application form to be filled out to participate in the RFA, Applicants must follow the instructions in Section D – APPLICATION AND SUBMISSION INFORMATION.**
- Question 4:** Is it acceptable to submit the technical application in PDF rather than Word format? Is it acceptable to submit the cost application in PDF format?
- USAID Answer:** **Technical Applications and budget narrative must be submitted in MS. Word format while the actual budget must be in Excel format with unlocked formulas.**
- Question 5:** Please confirm that Certifications, Assurances and Other Statements as listed on p39 are only needed from the prime Applicant and not for each sub-recipient.
- USAID Answer:** **Certifications, Assurances and Other Statements are needed from the prime Applicant and each sub-recipient.**
- Question 6:** Please confirm that the Executive Summary is not part of the 15 page technical application page limit.
- USAID Answer:** **The executive summary counts toward the 15 page limit.**

- Question 7:** Please confirm that all information and documentation of Past Performance would be in Annex 5 and that USAID is not looking for a summary of Past Performance in the 15 page technical application.
- USAID Answer:** **USAID is not looking for a summary of Past Performance in the 15 page technical application.**
- Question 8:** Please confirm that the Applicant Performance Report refers to the attachment in Section I on p54.
- USAID Answer:** **The Applicant Performance Report refers to the attachment in Section I on p54.**
- Question 9:** On p30 it is stated that the Applicant must provide past performance information by completing part I of the Applicant Performance Report in an annex. Please confirm that the Applicant does not need to send the Performance Reports to the named project donors.
- USAID Answer:** **Confirmed.**
- Question 10.:** Please confirm that the three references for each proposed Key Personnel are not included in the three-page limit of the Resume.
- USAID Answer:** **The three references for each proposed Key Personnel are not included in the three-page limit of the Resume.**
- Question 11:** Do elements such as Table of Contents and List of Acronyms count toward the 15-page limit for the concept paper?
- USAID Answer:** **Table of Contents and List of Acronyms may be included and will not count toward the 15 page limit.**
- Question 12:** Please clarify if the following elements which are not included explicitly in the list of required annexes (page 25), should count toward 15-page limit for the concept paper:
- a. Summary descriptions of roles, responsibilities, and qualifications of all key personnel
- USAID Answer:** **Summary descriptions of roles, responsibilities, and qualifications of all key personnel will count toward 15-page limit for the concept paper.**
- b. Institutional capacity statements
- USAID Answer:** **Institutional capacity statements will count toward 15-page limit for the concept paper.**
- Question 13:** Please clarify if the program must be implemented in all three named districts.
- USAID Answer:** **Yes, the program must be implemented in all three named districts.**

- Question 14:** Page 26 – “The application must outline links between results, conceptual approach, performance milestones and a realistic timeline for achieving the semi-annual, annual and end-of project results.” The list of required annexes does not include an implementation plan. Is the timeline referred to in this sentence in lieu of an implementation plan?
- USAID Answer:** **The timeline referred to above is in lieu of an implementation plan. While an implementation plan is not required, the outline is.**
- Question 15:** Page 27 – “Resumes must not exceed three pages in length and shall be in chronological order starting with most recent experience with a list of three (3) references with telephone numbers and email addresses should be included in the Annex for each proposed key personnel.” Does this mean the references must be included in annex to the resume of each personnel? In other words, 3 pages of resume + 1 page of references per person?
- USAID Answer:** **The three references for each proposed Key Personnel are not included in the three-page limit of the Resume.**
- Question 16:** Does USAID expect an executive summary in the concept paper? If so, does it count against the 15-page limit?
- USAID Answer:** **An executive summary may be included and will count toward the 15 page limit.**
- Question 17:** The RFA states on pages 30 that “the application must identify the five contracts, grants, or Cooperative Agreements involving the most similar or related programs completed during the past five years.” May applicants submit past performance references for current programs?
- USAID Answer:** **The final assessment of a completed activity is preferred but if the applicant does not have five related and completed activities in the past five years, it may supplement with ongoing activities.**
- Question 18:** Would it be acceptable to propose an alternative mix of key personnel? For example, to maximize the budget, propose only a COP who has the combined experience required in the RFA and not have a DCOP?
- USAID Answer:** **Yes, it is acceptable to propose an alternative mix of key personnel. USAID will consider alternative arrangements provided that proposed key personnel in combination possess the requisite experience and qualifications.**
- Question 19:** Please clarify if email submissions are subject to a size restriction.
- USAID Answer:** **USAID/Malawi has a limit of 25megabites per e-mail.**

Question 20:

On page 25, the RFA states that "the technical application must be organised so that it follows the technical evaluation factors listed in section E". On page 26, the RFA is explicit about the MEP and says that it must be summarized in the concept paper. Please clarify if the management and staffing annex and past performance references should also be summarized in the concept paper since they are also annexes.

USAID Answer:

The staffing annex and past performance references should be summarized in the concept paper since they are also annexes.