

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

BPA NO.

1. CONTRACT ID CODE

PAGE

OF PAGES

1

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2. AMENDMENT/MODIFICATION NO. One		3. EFFECTIVE DATE SEE BLOCK 16C	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable)
6. ISSUED BY REGIONAL AGREEMENT OFFICE USAID/SENEGAL AMERICAN EMBASSY B.P. 49, DAKAR - SENEGAL		CODE	7. ADMINISTERED BY (If other than Item 6) Same as Block 6	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) ALL POTENTIAL APPLICANTS		CODE	9A. AMENDMENT OF SOLICITATION NO. RFA 685-11-A-12, dated February 7 th 2011	
			9B. DATED (SEE ITEM 11)	
			10A. MODIFICATION OF CONTRACT/ORDER NO.	
			10B. DATED (SEE ITEM 13)	
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.

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: Contractor is not, is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

The purpose of this amendment is to:

- Provide answers to questions from potential applicants.
- Extend the deadline for submission of questions to September 20th, 2011
- Extend the deadline for submission of applications to October 14th, 2011

(See continuation pages)

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) N/A	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Beatrice M. Conde REGIONAL AGREEMENT OFFICER
15B. CONTRACTOR/OFFEROR N/A (Signature of person authorized to sign)	15 C. DATES SIGNED
	16B. UNITED STATES OF AMERICA BY _____ (Signature of Contracting Officer)
	16C. DATE SIGNED

Question 1

Given the holiday of Eid, and the short turnaround time for creating a responsive application, could USAID please extend the deadline for Applicants by two weeks?

Answer 1

The deadline for both questions and submission has been extended.

The deadline for submission of questions has been extended to September 20th 2011

The deadline for submission of applications has been extended to October 14th 2011.

(see page 1)

Question 2

Alternatively, could USAID please grant an extension on submission of the French version of the application?

Answer 3

The extension, as referenced in questions one, will be sufficient to allow for the translation of the document.

Question 4

In the cover letter, USAID states that *“USAID is seeking applications from qualified Senegalese Social Marketing and communications organizations and institutions, in the form of partnerships or teams (primes and subs) that are interested in providing services as described in this RFA.”* Could USAID clarify if a team that included an international organization as the Prime Recipient, with a Senegalese partner as the Sub-Recipient, would be eligible to apply?

Answer 4

This is a limited local competition, which by definition means those only Senegalese organizations are allowed to submit applications, and is thus the Prime Recipient of any resulting award. The Senegalese Organization is free to compose their team of whomever they deem appropriate and necessary to fulfill the requirements of the RFA.

Question 5

In the submission instructions on page 9, USAID requests that the application be submitted in word and excel format. Would USAID allow annexes to the application, such as signed letters of support and/or commitment, or organizational charts, to be submitted in PDF format?

Answer 5

Annexes may be submitted in PDF format as appropriate for the document.

Question 6

USAID states on page 9 of the RFA that “*Applications signed by an agent shall be accompanied by evidence of that agent’s authority.*” Could USAID clarify what types of documents or evidence would meet this requirement?

Answer 6

The signature from the CEO of the NGO will be considered as evidence.

Question 7

On page 17, the RFA states that the Applicant should “*Identify how the home office of the Applicant will support the in-country staff and Chief of Party.*” It is our current understanding of the RFA that only local organizations are eligible to apply, and if this is the case, then does USAID mean to state that this statement is in reference to the Technical Assistance partner?

Answer 7

If the Applicant deems it necessary for the Technical Assistance partner to supply Home Office support, then that support should be explained and justified. Home Office support is not a requirement.

Question 8

Alternatively, is an international organization eligible to apply as the Applicant for this award?

Answer 8

International Organizations are NOT eligible to apply for this award.

Question 9

On page 17 of the RFA, USAID states that the applicant should *describe “how resources in the budget will be used to support program implementation, including operational support for activities that could be provided as direct funding or as sub-grants to in country recipients, including Government of Senegal entities (such as SNEIPS).”* Does USAID have an estimate as to how much funding should be provided directly to Government of Senegal entities as sub-grants?

Answer 9

There is no estimate or plug figure. The Applicant is free to determine the amount, demonstrating its commitment to capacity building through direct funding. USAID expects that each Program Component will provide funding to directly fund central or decentralized level MOH activities and that specific funding be put aside to accomplish this. While USAID will not impose a specific funding amount, we will expect to see clear and earnest efforts to accomplish this, with increasing levels of support over the life of project.

Question 10

Could USAID please clarify if the Performance Management Plan listed on page 10 of the RFA, and again on page 18, ONLY need to be included as an Annex in table format? Or should it also be included as a section of the application, with reference to the Annexed table?

Answer 10

There are elements of the PMP that are best described in the Technical Application and should be included. The table format of the PMP can be submitted in the Annexes as stated in the RFA.

Question 11

On page 19 USAID requests that applicants and sub-partners who represent more than 20% of the program implementation must “*describe all contracts, grants and cooperative agreements which the organization has implemented over the past three years involving similar or related activities.*” Since some organizations have implemented hundreds of similar activities in the past three years, could Applicants instead select a reasonable number of past performance references that could represent its work fairly? Could USAID please let Applicants know what the ideal number of Past Performance references it would like to review is?

Answer 11

There is no preference for the number of past performance examples that should be used. The Applicant must sufficiently demonstrate the ability of the all chosen partners to implement this program. The Applicant is free to choose the number of examples that meet this requirement, taking into consideration the page limitations.

Question 12

Since paper and binders in West Africa are generally of A4 size, could USAID please allow Applicants to submit hard copies of applications on A4 paper, but sized for electronic submission to 8 ½ by 11 inch standard if possible?

Answer 12

As stated in the RFA, hard copies should be formatted and submitted on 8 ½ by 11 inch paper; however if the Applicant cannot find 8 ½ by 11 inch paper, A4-sized paper is acceptable. Font size and margins still apply.

Question 13

The list of annexes on page 10 does not include letters of support from the government, CBOs and CSOs, or letters of commitment from partners on this bid, could USAID please confirm that these letters are not expected or required?

Answer 13

USAID neither requests nor expects letters or commitment from the Applicant.

Question 14

Are applicants expected to submit the Branding Implementation Plan (BIP) described on page 57 at this time, or is this plan only to be submitted by “*apparently successful applicants*” as indicated on page 75?

Answer 14

The Branding Implementation Plan will be submitted by the “apparently successful applicant(s).

Question 15

Page 31 of the RFA states that USAID/Senegal is currently developing a new Country Development Cooperation Strategy (CDCS), has this document been made public, and if so, where can it be obtained?

Answer 15

This document has not been made public.

Question 16

The English version of the RFA states that the project will begin on or about October 1, 2011, but the French version of the RFA and a related advertisement in a local newspaper stated that the project will begin in December. Could USAID therefore please clarify the anticipated start date for this project?

Answer 16

The anticipated start date is December 2011.

Question 17

An illustrative year one budget has been provided on page 52 of the RFA; please clarify if USAID has a \$1,525,000 ceiling for year one of this project?

Answer 17

The amount reflects an illustrative first year budget based on the availability of funding.

Question 18

The illustrative budget for year one on page 52 does not include any funding for malaria, MCH or nutrition. Could USAID please clarify if these health areas are not expected to be covered in year one, and if so, when USAID anticipates the start of these components?

Answer 18

This program is expected to implement an integrated communications program.

Question 19

Page 51 mentions a 5 year workplan, but the annex list on page 10 only lists a 1 year workplan, please clarify if both plans are required? And if so, should one of the workplans be included as an annex?

Answer 19

Both workplans are required.

Question 20

On page 13, the RFA states that the year 1 workplan ‘*should be budgeted, presented in table format and included as an Annex*’, please clarify if the applicant should submit a budget for year 1 activities with the workplan in the technical narrative, or if the annual budget breakdown in the cost application meets this requirement.

Answer 20

The Applicant should provide the year 1 workplan as an annex to the technical narrative without the budget. The Applicant should provide the budget for the year 1 work plan in the Cost Application.

Question 21

Page 17 of the RFA states that the project is expected to contribute financially to the operations of three regional bureaus; can USAID provide an estimated cost for this activity?

Answer 21

USAID recognizes that the figures submitted in the Application will be illustrative until successful bidders are able to plan together. As discussed in the USAID/Health System Strengthening Program Component RFA, that Program Component will be expected “to organize and provide adequate space, basic office furniture, communications access and at least three vehicles, to allow staff of the Recipient and other USAID/Health Program Components to use the bureau as a base of operations for the defined area.” Clearly, the other Program Components will be expected to pay for all other necessities of their staff, fuel for travel, per diem and any resources needed by their assigned staff. While it is not the intention of USAID to burden one partner with the responsibility of shouldering all the administrative costs, our recent experiences with regional bureaus have illustrated that this approach would be most facilitative. USAID expects that once awards are made, partners, under the lead of the USAID/Health System Strengthening Program Component, will actively collaborate, in the spirit of true partnership and mutual reinforcement, to enable the successful functioning of the regional bureaus.

Question 22

Is there flexibility in the key staff for this project? For example, could some of the technical advisor responsibilities be combined into one position to allow for additional key staff that the applicant considers essential such as a Director of Admin and Finance?

Answer 22

Key staff is those staff that USAID reserves the right to approve. The program is free to propose other essential positions, which will not require USAID approval.

Question 23

Page 20 of the RFA states that ‘contraceptives and other pharmaceuticals will not be provided under this cooperative agreement’. Could USAID please clarify what this means? For example, will donated commodities such as condoms be made available under another mechanism?

Answer 23

USAID will continue to provide the condoms and oral contraceptives for the two current socially marketed products through another mechanism.

Question 24

Regarding commodities, could USAID clarify if Applicants are to budget for commodities to be socially marketed within the budget submitted to USAID?

Answer 24

See reply to question 22. The Applicant should not include these costs in their budget.

Question 25

Does USAID have expected targets for the quantity of products procured and distributed under this project?

Answer 25

See reply to question 22. The quantity of additional products developed, procured, and distributed by the program will be determined by market forces and how well the program creates demand for those products.