

Questions and Answers
04/13/09

1) Is the Guyana Governance Improvement Program also open for non-US firms?

Answer: The Guyana Governance Improvement Program is limited to U.S. organizations as indicated in the RFP.

2) Is this is a new program, or is there an incumbent? If there is an incumbent, what is the award number, date, amount and awardee.

Answer: The program period is ‘new’: 2009-2013. However, the components are similar to those of the 2004-2008 program, hence the description – ‘follow-on’. The 2004-2008 program was implemented by Research Triangle Institute (RTI) under Contract No: 504-C-00-04-00110-00 which ended September 30, 2008.

3) Part (e) of Section L.6 “Instructions for the Preparation of the Technical Proposal” of the RFP indicates that the technical proposal should, at a minimum, include “A timetable mobilization plan for executing the methodology and suggested dates for reports and benchmarks. (Refinements to the timetable will be made and agreed upon with the Contracting Officer’s Technical Representative and other members of the democracy and governance team, as appropriate)” and a “Program Work Plan – The selected Contractor shall develop a detailed Work Plan for the program, which includes a Performance Management Plan to provide the basis for performance monitoring.” In our experience a Program Work Plan often incorporates a timetable mobilization plan for executing the program methodology as well as suggested deliverable dates. Would it be possible to provide greater detail as to what USAID expects to see under each of these components?

Answer: The Timetable Mobilization Plan (TMP) refers to the timeframe that mobilization/procurement of persons and goods and services for implementation of activities will be done. These processes (mobilization/procurement) must be related to technical approaches, activity design and implementation. Some possible issues: Award of Contract, Establishment of in-country office (leasing of property, hiring of staff, procurement of office furniture and equipment, preparing Initial Work Plan, finalizing PMP, conducting needs assessments, meeting stakeholders, etc, etc.

The Program Work Plan will consist of program activities (versus procurement/mobilization activities) and timelines. Some procurement/mobilization activities shall be part of the overall Work Plan.

4) Section C, Part XIII. “Commodity Procurement” of the RFP indicates that the contractor shall develop a procurement schedule for the purchase of commodities (materials, goods and equipment). Would USAID be able to provide a list of the commodities anticipated to be procured under the proposed program, or alternatively, a

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plug figure for commodity procurement in order to level the competitive playing field with regard to this line item?

Answer: No, USAID will not be able to provide a list. For budgetary estimates, the bidder shall reserve a sum not exceeding \$600,000 for the purchase of equipment and commodities on behalf of program beneficiaries (e.g. workstations, PCs/laptops, UPSs, copiers, other office/functional equipment, limited expendable office supplies and refurbishing of selected pilot program offices). This planning amount does NOT include procurement related to costs of materials or conference and seminar workshop facilities for training or technical assistance, nor for procurement of services and materials related to observational travel.

With the understanding that the proposed program would represent a follow-on to an existing democracy and governance program in Guyana, should the successful bidder expect to receive any equipment from the predecessor program? If so, would USAID be able to provide a list of that equipment?

Answer: See 2. above for explanation on ‘follow-on’. No equipment is available and you should budget what you expect will be necessary to successfully carry out your proposed approach to this RFP.

5) Section L.8 “Instructions for the Preparation of the Cost Proposal” part (m) instructs bidders to include a “completed and signed SF 1422 and acknowledgment of any amendments to the RFP.” Could USAID please provide guidance as to where to find SF 1422?

Answer: We have reviewed the RFP and this will not be required.

6) Can USAID please provide the FSN compensation scale for Guyana?

Answer: Attached as Annex 1.

7) Section L.8; page L-9 f: typically if NICRA is available, contractors are not required to submit financial information for the last two years. Can the Contractor supply the NICRA only?

Answer: At this time, the offeror may supply the NICRA only, if they have one. However, this information may be required at a later date and must be made available immediately upon request.

8) Section L.8; page L-9 g: typically policy and procedures are required if Contractor does not have prior experience with USAID. Can Contractor make statement that they have worked with USAID prior and not supply the policies and procedures?

Answer: No, you must supply policies and procedures. However, if it is available online you may provide the link only. Electronic copies may be requested and must

be provided immediately upon request.

9) Is the data collection plan (C-11) synonymous with the Performance Monitoring Plan?

Answer: No, the Data Collection Plan is part of the Performance Management Plan. Format of the PMP is provided as Annex 2. It is not envisaged that the offeror will be able to provide the information in accordance with the above-mentioned format.

Note: For the purpose of this RFP the term Performance Monitoring Plan and Performance Management Plan are interchangeable.

10) When is the PMP required by the client?

Answer: The PMP is required within three months of start up, based on discussions between the Contractor and USAID.

11) Please confirm that only a draft PMP is required with the proposal and will be finalized after award through negotiations with USAID on proposed indicators, targets, and methodologies.

Answer: Confirmed.

12) Can the PMP be provided in an annex?

Answer: Yes.

13) Page L-7 “technical approach”- states “based on the illustrative (PMP), the offeror shall develop a Performance Based Management System- performance indicators to measure the result for each program objective”

a. Please explain how the PMP is different from the PBMS. What should the PMP detail that is not detailed in the PBMS?

Answer: The PMP and the PBMS will be considered as one of the same.

b. Can the PBMS to be annexed?

Answer: Yes.

14) Page L-7 (technical approach) states “data quality analysis will be conducted on a periodic basis in accordance with the AIDAR”

a. Which AIDAR is being cited?

Answer: ADS 203.3.5.

b. Normally the client does DQA. Please advise if USAID requests a different procedure.

Answer: DQA will be done in accordance with ADS 203.3.5.

15) Page C-5 Intermediate Result 1, describes “youths, women, and other disadvantageded or marginalized groups”. Please define:

a. The age parameters for “youths”

Answer: 16-35 years.

b. What segment of society USAID considered “disadvantage” or “marginalized”

Answer: ‘Disadvantaged/marginalized’ - Indigenous People, Riverain residents, cultural groups, social groups - is a function of geographic location and based on physical access, access to services and extent of integration into the mainstream Guyanese society.-

16) Page C-5 “Outcomes to be Achieved” states “at least five CSOs/CSO networks...”; please provide the definition of a CSO network verse a CSO.

Answer: A CSO network: i) a group of organizations, preferably with a formal legal character, with an issue-/sector-/sub-sector- focus. May have geographic coverage (spatial) or may focus on national or multi-regional issues.

ii) CSO is a single organization, preferably with a formal legal character, with issue-/sector-/sub-sector- focus. May have geographic coverage (spatial) and/or may focus on national or multi-regional issues.

17) Page C-5 under “Illustrative Approaches”; bullet two, states “Facilitate seminars and public events on major global, regional and domestic issues that are likely to affect the socioeconomic development of Guyana over **the next five years** with the participation of political parties, the private sector, CSOs, academics and leading experts”. Please confirm that funding is for four years, and that the contractor will only be able to measure impact and outcomes up to that time.

Answer: Yes, funding is for FOUR years.

18) Section L.6 (c) states that “attachments (i.e., key personnel resumes...are not included in the 40 page limitation” whereas Section L.6 (e) states that the technical proposal should include “Brief resume or curriculum vitae for each Key Personnel”. May we interpret the instructions to mean that we can submit resumes in an annex not subject to the 40 page limit?

Answer: Yes, detailed resumes can be submitted as an annex, not subject to the 40-page limit.

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19) May we provide the timetable mobilization plan in an annex or as unnumbered pages in the proposal?

Answer: The mobilization plan will be numbered pages in the technical proposal and inclusive of the 40 page limit.

20) The project Work Plan is mentioned on pages C-11, C-12, F-1, H-8, H-9, L-6 and M-2 of the RFP. On page L-6 under instructions for the preparation of the technical proposal the RFP states that the "Contractor shall develop a detailed Work Plan for the program which includes a Performance Management Plan". However on page F-1 the RFP states that an Initial Annual Work Plan "shall be submitted within 60 days after the award."

a. Does USAID require a Work Plan be part of the technical proposal submission?

Answer: YES, a Work Plan is required as part of the technical proposal submission, however final approved Annual Work Plan will be negotiated after the award, based on in-country realities and opportunities.

b. If so, should the Work Plan and the PMP be submitted as two separate technical proposal attachments or as two separate unnumbered charts within the technical proposal?

Answer: The Work Plan and PMP are part of the technical proposal and are intended as the means by which the Offeror demonstrates its understanding of the statement of work - a logical progression of activities over time (usually on an annual basis), including monitoring and measuring progress. The Offeror will determine how this understanding will be presented for clarity, taking the Evaluation Criteria into consideration.

21) The RFP on page C-6 states that the project is to provide "support for elections-related activities (for both local and national elections)" and that this support is not to exceed \$500,000. Given the potential broad scope of activities that can take place in both local and national elections programming, could USAID please provide more details on expected elections programming?

Answer: USAID's support in any IR/sub-IR/Program Area/program Element is dependent on opportunities. To a large extent, USAID's support for elections-related activities is part of a wider donor coordination process. The amount indicated is intended for activities that would directly benefit the Guyana Elections Commission (GECOM) and promote international best practices for elections administration and management – voter education, media monitoring, elections reporting, training of polling day staff, public education/ training for commissioners, staff and other stakeholders on role and functions of electoral management bodies.

22) The RFP on page C-8 under IR 3.1 outlines two illustrative approaches focused on training, "training for professionals in judicial administration to increase efficiencies in

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court registry and case management” and “training for judicial service professionals – judges, attorneys – in focus areas.” Given that IR 3 is to be only 15% of the project’s resources, it would seem that limited resources would be available for training. Can USAID provide an estimate of the number of individuals who would need to be trained?

Answer: USAID prefers that the offeror propose their best approach in achieving the objectives of IR 3.1 within the projected resources available for this activity.

23) The RFP on page C-11 states that an “Expanded Strategic Objective Team (ESOT) will meet twice a year to review program implementation and provide stakeholders’ input in activity design.” Will the contractor be responsible for organizing, arranging and facilitating these meetings?

Answer: No, this will be the responsibility of USAID.

22) The RFP on page M-2 states that offerors’ are to include a listing of “names, resumes, title and function – of all advisors and experts, both expatriate and local, who will participate in the project.” The RFP also states on page M-2 that the “offeror need not identify non-key personnel in their proposal.”

a. Could you please provide clarification on the requirements for proposed personnel?

Answer: On page M-2 the sentence is revised as follows “names, resumes, title and function – of all key personnel advisors and experts, both expatriate and local, who will participate in the project”.

b. Does USAID want CVs for all proposed personnel, both Key Personnel and non-Key Personnel and both long-term personnel and short-term personnel?

Answer: USAID requires CVs for key personnel.

c. Will non-Key Personnel, such as long-term local staff and short-term technical assistance experts, be evaluated?

Answer: Identification of non-Key personnel is not required and will not be evaluated.