

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE	PAGE OF PAGES 1 42
2. AMENDMENT/MODIFICATION NO. 3	3. EFFECTIVE DATE See box 16C	4. REQUISITION/PURCHASE REQ. NO REQM-GH-11-000008	5. PROJECT NO. (If applicable)	
6. ISSUED BY US Agency for International Development Office of Acquisition and Assistance M/OAA/GH/HSR Washington, DC 20523-7900	CODE	7. ADMINISTERED BY (IF OTHER THAN ITEM 6)	CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State, and Zip Code)		<input checked="" type="checkbox"/>	9A. AMENDMENT OF SOLICITATION NO. SOL-OAA-11-000020	
			9B. DATED (SEE ITEM 11) 05/15/2011	
		<input type="checkbox"/>	10A. MODIFICATION OF CONTRACT/ORDER NO.	
CODE:	FACILITY CODE:		10B. DATED (SEE ITEM 11)	
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

<input type="checkbox"/>	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.
<input type="checkbox"/>	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).
<input type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
<input type="checkbox"/>	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor <input type="checkbox"/> is NOT <input type="checkbox"/> 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.)
<p>The purpose of this amendment is to:</p> <ul style="list-style-type: none"> - Amend SOL-OAA-11-000020 as described on the following pages; - Provide Questions and Answers for TASC4-Latin America

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	16A. NAME AND TITLE OF CONTRACTING OFFICER Kathlyn Bryant, Contracting Officer
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED
	16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)
	16C. DATE SIGNED 5/15/2011

1. Delete in entirety “H.41 ADDITIONAL INFORMATION ON INTERNATIONAL TRAVEL”.
2. In L.6.e.2.a), please delete the link for the Freight Delivery Request Form: <http://inside.usaid.gov/forms/a519-1.doc>. The correct link for this form is www.usaid.gov/forms/a519-1.doc
3. Add to Section L.8.4) (ii):
“IDIQ Project Director Experience/Education Equivalents Chart

IDIQ Project Director Qualifications and Requirement per RFP	Acceptable Experience Equivalent
Master’s degree or higher from an accredited college or university; plus minimum 10 years in-country experience working in field of health care delivery in developing countries , with emphasis on primary health care service and which shall include experience in at least three (3) out of the first seven (7) technical areas described in (A-G) (see RFP Section L.8. 4) (ii)).	BA/BS from an accredited college or university degree plus minimum 15 years in-country experience working in field of health care delivery in developing countries , with emphasis on primary health care service and which shall include experience in at least three (3) out of the first seven (7) technical areas described in (A-G) (see RFP Section L.8. 4) (ii)).
No less than five (5) years’ experience managing donor-financed projects and staff in the design and implementation of overseas health projects.	No less than five (5) years’ experience managing donor-financed projects and staff in the design and implementation of overseas health projects.

4. Add as second paragraph to Section L.8.4) (iii): “Professional references are required for the proposed IDIQ director. Three professional references must be provided on a list with the following details for each:
 - Contact Name
 - Contact Email
 - Contact Phone number
 - Name of contact’s employer
 - # years of professional relationship w/proposed IDIQ Director
 - Relationship to proposed IDIQ Director
 This information shall be included as the IDIQ reference list in the Annex along with the CV/Resume and Letter of Commitment/acknowledgement letter”
5. In L.8.4) (iv) Delete “Section 4, Personnel, H. Other Disciplines” – there is no requirement to address these disciplines.
6. In L.8.4) (v) Delete “L.8 Section 4 – Personnel (v)” there is no requirement to address these disciplines and they should not be included in the roster/matrices for personnel.

7. Delete Section L.9. II. 1) b. in entirety and **replace it with the following**: “Section L.9. II. 1) b. The proposed fixed fee percentage will be incorporated into the contract as the maximum fixed fee percentage allowed for all task orders (See Section B.8). Offerors should review “FAR 15.404-4 Profit” to assist in establishing offerors profit or fee ceiling.”

8. In M.4 Personnel, second bullet - delete “Extent to which Other Personnel proposed fill the needs for and address the technical areas outlined in Sections C and L.10; (5 points)” and replace it with “Extent to which Other Personnel proposed fill the needs for and address the technical areas outlined in Sections C and L.8; (5 points)”

Questions and Answers for TASC4 – Latin America

1. Section L.8, Section 5)A – Past Performance References (i) (page 101), requests that the offeror/subcontractor use the Contractor Performance Report-Short Form (Attachment J.6) to present past performance references. Section J, Attachment J.7 references a Past Performance Matrix, which would require information similar to that provided in the Contractor Performance Report-Short Form. Please confirm that the offeror/subcontractor is only required to complete the Contractor Performance Report-Short Form. **Offerors shall provide both items requested. The Past Performance Matrix shall be provided in the annex to include a summary listing of all Past Performance References that will be individually provided on the Contractor Performance Short Forms. See Section L.8, Section 5) A, (i) for instructions on which part to complete.**
2. Section L.7.b (page 93) states, “Offers shall use only 8 1/2” x 11” paper.” Can a “fold-out” of larger sized paper (e.g., 11” x 17”) be used for matrices, such as the personnel summary matrix? **No.** Section L.8, Section 4 – Personnel (vi) indicates the preference for a matrix to summarize staff expertise. Given the number of categories/subcategories of technical areas, a matrix on larger sized paper would be the most legible method to present this information. **Offerors shall use only 8 ½’ x 11” paper.**
3. Section L.8, Section 4 – Personnel (v) (pages 99-100). This section, which includes an additional 12 technical areas, appears to be a request that corresponded to the HIV/AIDS Research Sector portion of the 2006 TASC3 RFP, which combined the Global Health and HIV/AIDS Research Sector procurements within one RFP. Please confirm that offerors should present staff/consultants per Sections A-H (pages 97-99) and should disregard Section L.8, Section 4 – Personnel (v). **Please disregard L.8 section 4 – Personnel part (v), which lists 12 technical areas. These 12 technical areas under part (v) should not be included in the roster/matrices for personnel. Since part (v) will not be included, USAID believes that the page limit of 2 pages for the personnel matrix will be sufficient enough to include areas A-G and their subcategories located in L.8 section 4- Personnel part (iv)-Other Personnel.**
4. Section L.6.e) 1) (pages 90-91). Given the 2pm deadline on May 19th and uncertainty regarding how long it could potentially take to go through Federal Center Plaza security, an offeror could elect to submit its proposal on May 18th. Will the Point of Contact listed in the Section L.6.e), Kate Bryant, be available at the 301 C Street, SW location on that date for delivery or could an alternate point of contact for hand-carry delivery for May 18th be provided? **The POC and/or the Alternate POC will be available to accept hand-delivered proposals. If offeror desires to deliver the proposal in advance of the stated date of delivery, offeror must send an email to the POC and Alternate POC to request an acceptable time for proposal delivery at the 301 C Street SW, Washington DC location. Please see Section L.6 for delivery instructions (other than due date/time).**

The proposal due date shall be extended to Monday May 23, 2011, due no later than 4 pm. Follow the delivery instructions provided as stated in the RFP (except for due date/time).

5. The small business plan template asks for the subcontract plan to be broken down by both \$ value and %. Given the nature of this IDIQ with total dollars largely an unknown, may we assume a breakdown by % is sufficient? **As detailed on the Model Subcontracting Plan Outline found at <http://www.usaid.gov/forms/> - Model Subcontracting Plan Outline, offeror's goals should be expressed in both percentages and in dollars.**
6. Given USAID's emphasis on procurement reform, competition, and IQCs as a limiting measure, would USAID consider briefly explaining the rationale behind the limit of four (non-small business) IDIQ awards, since a larger number would seem to increase competition for task orders under the contract? **USAID has determined that up to four (4) unrestricted awards and two (2) small business set aside awards is sufficient.**
7. May offerors include an executive summary that does not count against the 20-page limit for the proposal? **Any executive summary should be included in the stated page limit.**
8. Could USAID please supply the words that seem to be missing from page 16 of the RFP in the second bullet under number 3, under the heading *Global Health Functional Areas*? **No words are missing on page 16. The bullets in section 3, Global Health Functional Areas, all refer to activities in Community Mobilization and Individual Behavior Change.**
9. For the case study, is it desired that a national scale program be presented or is it expected that the case target the areas with the highest impact potential? **It is expected that the case study target the areas of the country with the highest impact potential.**
10. Our read of pages 96-100 of the RFP is that USAID has requested offerors to include biographical statements for all proposed personnel with experience in technical areas listed as A-G and their respective sub-categories, and a short-term matrix of personnel with experience in the 12 technical areas listed on pages 99-100. If this is not the case, can USAID please clarify how it would like to see personnel presented in the proposal in rosters/matrices. From our experience, it is not possible to include in a two-page matrix the areas A-G and their subcategories and the 12 technical areas listed on pages 99-100 (see sample attached). **See answer to #3.**
11. On RFP page 95 it is stated that offerors "Provide a copy of the management plan for implementing future task orders (including financial and administrative support), and an organizational chart that depicts the relationships; and an overall plan for using local host country staff and consultants and/or specialists in order to reduce costs and build capacities in countries." Can USAID please clarify what is meant by "provide a copy of the management plan": is this narrative text to explain the annexed organizational chart? **The management plan for implementing future task orders is the outline of offerors plan to manage implementation of future task orders. This information shall be included in the Annex section. The organizational chart depicting relationships and the overall plan for using local host country staff and consultants shall also be included in the Annex section.**
12. On page 109 of the RFP, USAID has requested that offerors provide biographical data sheets for three candidates representing the levels of the functional labor categories. Can USAID

please clarify whether it would like to see one biographical data sheet per level of each technical area for a total of 3 biographical sheets per technical area, or if USAID would like to see 3 biographical data sheets per level of each **Offeror shall provide ONE biodata sheet for EACH level of category proposed. That would be a maximum of 3 biodata sheets per Labor Category, if the offeror wishes to propose all three levels. Selection of levels to be proposed is offerors choice. The labor proposed shall be for the case study only. Please note the instructions stated in Section L.9,II regarding the Biodata sheets and the information and signatures required. This information will be considered as part of the Government's cost realism analysis. Biographical data sheets detail actual candidates with current salary information, not composite rates or ceiling rates.**

13. Please clarify the case study instructions on p. 112: Should illustrative staff be identified only by position, education, and experience and described by types and number (levels)? Or does USAID wish to have specific named personnel proposed? **For the case study, offeror shall identify illustrative staff only by position, education, and experience, and described by types and numbers.**
14. On page 107 USAID requests that for the purpose of the Case Study cost proposal that one item that must be included is the “ total number of hours, and hourly rate for each category per year” As all other tables are for setting daily rates, does USAID mean “Daily rate” in this item? **Table refers to Daily rates.**
15. On page 104 II. Proposed Costs/Prices - 1) - c) it states that “ceiling rates will also be listed in Section J of the contract and daily rates for employees/consultants proposed for any task order shall not exceed the Daily Rate Ceilings set forth.” How would USAID like for offerors to account for annual increases to those rates throughout the life of the master contract? **Ceiling rates shall be proposed for all labor categories offeror desires to propose to successfully implement the scope of work it has provided for the case study. These ceiling rates shall establish the cap for those positions proposed. Offerors discretion on how to escalate rates for positions proposed.**
16. The case study has a reasonable 5 page limit, but the requirement for a detailed work plan leaves very little space for linking the proposed approach to context. Would it be permissible to append the case study work plan as an annex? **No; the detailed work plan for the case study shall be included in the 5 page limit.**
17. Section L.9 identifies that a Cost/Business proposal shall be submitted for the Case Study only. Further guidance within the section (specifically b) II.1) indicates that the “Offerors must use the dollar estimates (to be used for evaluation purposes) to apply the appropriate indirect rates and fee to its budget.” The following questions are derived from this statement, together with other sub-items of the section:

Sub-item a.

The offer is directed to apply ceiling rates for indirect expenses rather than approved billing rates established with its cognizant government audit agency. This guidance is inconsistent with applying appropriate indirect cost rates and does generate a

representative price for the Case Study for evaluation purposes. Please clarify the direction. **If offeror has existing indirect ceiling rates established with a government agency, these rates should be proposed. If offeror has an existing indirect rate agreement with USAID or another government agency with no ceiling rates approved, offeror shall propose ceiling rates for indirect expenses. If offeror has no indirect rate agreement, with any US Government agency, please see Section L.9.II.1)f.**

Sub-item b.

The offer is directed to apply a contract-wide fixed fee maximum percentage rather than a fee rate that is consistent with weighted fee guidelines and execution risks associated with the Case Study scope. This guidance is inconsistent with applying an appropriate rate and does generate a representative price for the Case Study for evaluation purposes. Please clarify the direction. **Offeror shall propose a single ceiling fee in accordance with Section B.8. Please see amendment to the solicitation.**

Sub-item c.

The LOE breakdown guidance indicates that the table provided as Note 4 shall be completed. Further, it appears that the Offeror is directed to establish ceiling rates for each category and level proposed and that those rates will establish ceiling rates for all other task orders issued under the contract. The ceiling rates appropriate for broad application among undefined task orders would not be consistent with the specific labor categories and individuals proposed to execute the Case Study and may skew evaluation of the representative price. Please clarify the direction. **Offeror shall provide ceiling rates for those labor categories it chooses to propose to accomplish implementation of the case study.**

The general structure of the LOE table does not appear to provide for subcontractor staff and local professional staff. Please clarify if and/or how staff in these categories should be presented. **There is a line provided for local professional staff. Also see L.9, Note 3. There is a plug figure for subcontracts. Please use the plug figure.**

Sub-item d.

The guidance above is inconsistent with the direction to “provide a detailed case study budget and supporting information in sufficient detail to allow a complete analysis of costs with a realistic cost ceiling.” Please clarify the direction. **Offeror shall provide detailed budget information to enable USAID to evaluate the case study cost proposal.**

Sub-item e.

The Offeror is guided to apply most recent NICRA rates in developing its price. In sub-item a. the Offeror is directed to use ceiling rates for indirect cost. Please clarify, noting that ceiling rates may not be included in the Offeror’s NICRA. **See answer to #17 sub-item a.**

18. Section L.9 sub-section Case Study Cost/Business Proposal Case Study Budget provides a format for the presentation of pricing. The format includes values for the following cost elements: Subcontracts, Allowances, Travel, and ODCs. Several questions result from the table and its associated notes:

- The section begins with the statement, “Offerors must provide a 5-year base period budget for the IDIQ and the case study using the format below.” Other RFP language implies that only task order specific costs would be expected; unless the Government is planning a management task order for IDIQ management, there is no way to create an IDIQ budget.. Please clarify the Government’s expectations or confirm that only a Case Study budget is required. **The budget table provided in Section L.9.II.2). Case Study Cost/Business Proposal Case Study Budget must be completed.**
- If the plug values included in the table are inconsistent with the Offeror’s approach (e.g. the Offeror does not intend to use Ex-Pat staff and no allowances would be required), we assume the actual proposed costs can be substituted to be consistent with guidance provided in other parts of Section L.9. Please confirm. **These are plug figures. Use the figures provided.**
- The subcontract line item will include the fully loaded costs of all proposed subcontractors which would likely include more than “Staff & Consultants, and respective Fringe Benefits & Overhead.” Please confirm. **These are plug figures. Use the figures provided.**
- In cases were cost elements defined as part of the Other Direct Costs are included in the Offeror’s indirect rates the ODC values from the table should only reflect the costs that are not elsewhere classified and should be adjusted. Please confirm. **These are plug figures. Use the figures provided. Offeror should ensure that it clearly represents (narratively) to USAID which costs it includes as indirect costs and which costs it includes as Other Direct Costs.**

19. Section L.9 sub-section Note 4 (LOE Table) provides for daily rate presentation.

- If the Offeror’s business practices record labor on an hourly basis to ensure cost accuracy and consistency with internal policies/practices as well as established Cost Accounting Standards, we assume hourly rates may be substituted. Please confirm. **Offeror shall provide daily rates. Please review the information following the Labor category chart regarding Contractor Salary Threshold. Note that USAID considers one year equivalent to 2080 hours, and 260 days.**
- The LOE table does not appear to provide for subcontractor staff and local professional staff. Please clarify if and/or how staff in these categories should be presented. How would the classifications, levels and country context of local staff be integrated into the table? Local Staff are included in the chart. **Please see Section L.9 Note 3. See answer to #17 sub-item c.**
- Please clarify how the LOE Table will be utilized in the execution of the contract and individual task orders. **The case study cost proposal will be used to evaluate cost realism of the contractor’s proposal. The contractor’s proposed costs should be relevant based on the case study technical approach provided.**
Will both the rates and effort function as ceilings? **Only the daily rates will establish a ceiling.**

20. Please confirm that the fee ceiling identified in Section B.8 only applies to task orders issued under the CPFF type. **The fixed fee proposed shall be the fee ceiling applicable to all task orders issued under this IDIQ. Please refer to FAR 15.404-4 for additional information.**
21. In the context of the overall contract, Offerors may expect to employ “Major Subcontractors” who are not part of the technical approach for the Case Study. Other than indirect cost support no further Cost/Business documentation appears to be required. Please confirm. **See answer to #19, third bullet. Costs proposed must be supported and detailed in order that USAID may complete a cost realism evaluation of offeror’s proposal.**
22. In light of the guidance included in Section L.9 related to the construction of pricing including the application of ceiling rates and pre-populated significant values for non-labor direct expenses, how will the “best value” (as outlined in section M.3 and M.5) be evaluated? **The entirety of Section M describes evaluation of the solicitation; please see Section M.2 for discussion of DETERMINATION OF COMPETITIVE RANGE & SOURCE SELECTION.**
23. We are hereby requesting an extension of at least a week to the due date of the proposals. **The proposal due date will be extended to Monday May 23, 2011, due no later than 4pm Eastern time. All other delivery instructions stated in the RFP remain the same.**
24. We kindly request an extension to the due date of the proposals. The question and answer period is very close to the submission date, and there may not be adequate time to reflect any significant changes in the bids. Will USAID please consider an extension? **See answer to #23.**
25. Section L.8, Section 4, (vi), does a fold out page for the Personnel Annex count as two pages or one? Can a larger page (11X 17) foldout be included for the matrix? Please confirm. **A fold out page sized 11x17 printed on one side would count as two pages. If printed on both sides it would count as four pages. The Personnel Annex Section is a separate section, to be included as an Annex and it the individual components of this do not have page limitation unless stated. While it does not count toward the 25 page technical proposal limitation (including the Case study technical portion), specifically this summary of staff expertise requested is to be a summary, and it is page limited, and shall be no more than two pages. Offerors shall use only 8 ½ by 11 inch paper.**
26. Section 4.(vi) states that the Offeror shall include in the Personnel Annex a two page (maximum) summary matrix of the expertise of staff, consultants, and other personnel specialists that will not be included within the Technical Proposal 25-page limitation. We kindly request that the maximum page limit for this Personnel Annex staffing matrix be increased to allow for the graphic presentation of personnel expertise across the 100+ technical areas listed under A-H (and other experience noted on page 97-100). **See answers to questions #3 and #25.**
27. Section L.8, Section 4, (v), is the roster of staff that includes items 1-12 a separate table from the Personnel Annex mentioned in (vi)? **See answer to #3.**

28. Section L.10, the case study instructions include a product outline requirement. Please clarify what a product outline is? Is it a list of technical deliverables for the proposed approach, or is it linked to the “high-impact services and products for child, maternal, and neonatal health” cited in the case study statement of work? **As stated in Section L.10, the “...product outline (shall describe) what would be the deliverable(s) and/or result(s) of this task;” Please read all of the instructions in this section carefully.**
29. Section L.9, II, 2), Note 4, We assume that the labor category table included in this section is an illustrative format for presenting a list of potential staff across three levels of the relevant technical areas for the entire IDIQ. We also assume that for the purpose of the case study, offerors are to designate relevant labor categories and staff among the choices on the full table to accomplish the proposed technical scope, and only provide daily rates and LOE for these specific positions in the cost proposal. Please confirm that we are correct in our assumption. **Correct.**
30. Section L.9, II, 2), Note 4, the labor category table last line refers to “Local Professional Staff”. What kinds of staff are considered to be local professional staff? Do we assume that technical staff members in the rest of the table are not considered local? Please clarify how local professional labor rates should be calculated? **Offeror must provide interpretation of what it proposes as “local professional staff” and determine local professional labor rates.**
31. Section L.9, II, 2), Note 4, it states “Offeror shall submit AID Form 1420-17...for three candidates representing the levels of each functional labor category listed.” We assume this refers to the Labor Category Table on the preceding pages. Please confirm if we must name three staff members and submit biodata forms for each category. For example, must we provide a staff name and biodata for Level I, II and III of Family Planning/Reproductive Health Specialist category? **See answer to #12.**
32. Section H.10. ADDITIONAL REQUIREMENTS FOR PERSONNEL COMPENSATION (pp. 48-49), regarding items a., d., e., f., it is this contractor’s established policy and practice to pay new employees within our established salary scale, regardless of current salary, in order to ensure new employees are paid at a rate equitable to employees with equivalent job classifications. In addition, it is also within our policies and practices to provide annual salary increases based on performance which can sometimes be greater than 5% and promotional increases are generally between 5%- 10%. We also have established pay scales for each country we are working in which has been created based on review of LCPs and market analysis. In some cases these scales may exceed the established LCPs for a country. Given these exceptions, will USAID revise the guidance in the RFP as long as contractors are following their established policy and practice? **As stated in Section H.10 ADDITIONAL REQUIRMENTS FOR PERSONNEL COMPENSATION proposed increases above the amounts stated in H.10 require additional and advanced approvals. Contractor may only bill the US Government at approved salary rates.**
33. Section L.9.II.c, the RFP references, “A level of Effort (LOE) breakdown is given in Note (4) to be used in generating the cost proposal.” The breakdown was not provided in Note (4). Please provide a level of effort breakdown if this is a requirement. **Offeror shall**

determine its own staffing requirements to successfully implement the scope of work it has proposed for the Case Study. It shall propose its own level of effort/person days per category as it pertains to this requirement, selecting the category and level of staff required.

34. Section L.9.II.c, the RFP states that the Subcontracts line item includes staff and consultants and respective Fringe Benefits and Overhead. Please confirm that offerors can add a line item for the proposed fee for subcontractors, as the plug figure does not include proposed subcontractor fee. **There is a line for subcontractor included as a plug number. Assume the subcontracts plug line includes fee. Use the figures provided.**
35. Please confirm we can propose consultants with unburdened daily rates, as staff are being proposed with unburdened daily rates. **The labor category chart included requires ceiling rates for consultants – these should be burdened rates.**
36. Section L.6, e), 2, (a), the link to the delivery request form provided in the RFP does not work. Please provide a copy of the required form as an attachment to the responses to questions. **The link to the Delivery Request Form is as follows:**
<http://www.usaid.gov/forms/a519-1.doc>
37. Section M.1, (e), “There is no restriction from submitting a proposal as a prime offeror, while also being included as a subcontractor under another offeror’s proposal. However, USAID may preclude the inclusion of your firm as a subcontractor to another proposal if both your proposal and the other offeror’s proposal are in consideration for a prime award. If this situation appears likely, during discussions USAID may inquire with the offeror that has included your firm as a subcontractor to determine how their proposal would be modified should they be required to remove you as a subcontractor in their consortium?” Does this apply to small business that are also applying for a small business set aside as a prime contractor? **Yes, the same applies for small businesses.**
38. Section B.2, indicates task orders will be Cost-Plus-Fixed Fee (CPFF) or Firm Fixed price (FFP); however, the level of effort and the application of rates appears to be more in line with a Time and Materials (T&M) task order. Please clarify. **Task orders issued under this IDIQ will be either Cost-Plus-Fixed Fee (CPFF) or Firm Fixed price (FFP).**
39. Section L.8.5.A: Does USAID require 5-8 past performance references for the prime and each proposed subcontractor? Or a total of 5-8 past performance references for the prime and proposed subcontractors? **Please read carefully Section L.8.5.A(i) – for the offeror and each MAJOR subcontractor...**
40. Section L.8.5.A: The RFP instructions for the Past Performance section state that offerors must list “the most recent and relevant contracts (within the past 7 years) for efforts similar in scope and complexity to that which is detailed in Section C of the RFP.” Please confirm USAID will accept past performance references for grants and cooperative agreements, in addition to contracts. **Grants and Cooperative Agreements which are recent (within the period referenced), relevant and similar in scope and complexity may be submitted.**

41. Section L.8.5.B: The RFP instructs offerors to submit “a copy of the most recent SF 294 ‘Subcontracting Report for Individual Contracts’ for each contract against which offeror was required to report for the past 3 years”. Our SF 294 submissions for the past 3 years constitute more than 500 pages and 20 megabytes. Would USAID allow the offeror to instead include 10-20 SF 294 reports from the most recent reporting period? **Yes – provided the SF-294s provided meet the recency criteria.**
42. Evaluation Criteria Section M.4 (1), Part 1 references “...Asia and global institutions involved in Health policy....” Does “Asia institutions” refer to institutions at all levels to include in-country organizations such as CBOs, CSOs, NGOs, etc., or does it just refer to regional organizations and agencies? **“Asia, Latin American, African institutions” refers to institutions at all levels, including in-country organizations such as CBOs, CSOs, NGOs, etc.**
43. Evaluation Criteria Section M.4 (1), Part 1 references “...Latin American/Caribbean and global institutions involved in Health policy....” Does “Latin American institutions” refer to institutions at all levels to include in-country organizations such as CBOs, CSOs, NGOs, etc., or does it just refer to regional organizations and agencies? **See answer to #42.**
44. Evaluation Criteria Section M.4 (1), Part 1 references “...African and global institutions involved in Health policy....” Does “African institutions” refer to institutions at all levels to include in-country organizations such as CBOs, CSOs, NGOs, etc., or does it just refer to regional organizations and agencies? **See answer to #42.**
45. Will small businesses be responsible for filling the same extensive criteria that apply to large businesses; that is, experience in a minimum of 4 of 7 technical areas and at least 6 to 8 sub-areas within each (as defined on pages 96 to 100)? The nature of small businesses is more specialized, and they have fewer staff members and consultants that cover areas beyond their core competencies. Moreover, the TASC4 size definition of the small business set-aside RFTOPs would seem not to require such extensive breadth of experience. **All businesses, large and small, that respond to the RFP are required to meet the same criteria as stated in the instructions (Section L) and evaluation (Section M) sections. There is no difference in the response and evaluation requirements due from large or small business offerors, with the exception of 1) L.8 Technical Proposal Sections, 5) Past Performance, C. SMALL DISADVANTAGED BUSINESS (SDB) PARTICIPATION PROGRAM TARGETS and 2) L.9.V Subcontracting Plan. However, small businesses who do not clearly indicate their offer is submitted only for consideration of the set-aside award MUST submit the Small Disadvantaged Business (SDB) Participation Program Targets. Carefully review RFP Sections L and M.**
46. Given that task orders to be set aside for small businesses under TASC4 will not be large enough to cover the types of program assistance called for in the case study examples, are small business offerors expected to complete the case study requirement or would there be another way to demonstrate expertise and relative costs? **All offerors, including small business offerors are expected to complete the case study requirement as stated in the RFP. For small businesses that are successful contract awardees for the IQC, there is no limit to the size of task orders they may compete on and subsequently, if selected, win and be awarded.**

As stated in F.7.b., all task orders greater than \$3,000 but less than or equal to \$1,000,000 shall be competed first with any category of small or small disadvantaged business contract holders. All contractors (large and small businesses) shall be given a fair opportunity to be considered for Task Orders over \$1,000,000 unless the TOCO determines that one of the statutory exceptions as stated in the RFP applies.

47. Page 100 of the RFP states, "The minimum qualifications defined for personnel specialists shall be strictly followed in the selection, placement, and payment of personnel via the task order system. With the approval of the Contracting Officer, equivalent work experience may be substituted for the minimum educational requirement." Shall offerors assume appropriate approvals in their proposals, or should all staff members and consultants who do not possess a doctoral degree (regardless of their experience or billing rate) be listed as level III personnel? **As stated in the RFP, Contracting Officer approval is required to substitute equivalent work experience for the education requirement. Offerors may propose personnel and provide rationale for proposing personnel at a certain level, but should understand that Contracting Officer agreement and approval of substituting work experience for education is subject to approval.**
48. Page 100 of the RFP defines personnel levels by, "...developing-country, health-relevant work experience (and)...years working in a developing country context." Please clarify the difference between developing-country experience and experience in a developing country context. **"Developing country experience" refers to living and working in a developing country; "experience in a developing country context" means working with developing countries, without necessarily residing in them.**
49. L.8, Section 5A. page 101 - Under Past Performance References, it states that "Offerors shall, for all past performance references cited, indicate whether past performance information has been registered in the NIH Contractor Performance System or in ORCA database". Can USAID explain how a past performance can be registered in ORCA? Can USAID also explain what it means to have a PPR registered in ORCA? **Offeror shall indicate if past performance information has been registered in PPIRS.**
50. L.8, Section 4 – Personnel #3 states..."The proposed IDIQ Project Director shall have at least ten (10) years in-country experience working in the field of health care delivery in developing countries.....". Please elaborate on what would be acceptable to meet this requirement. Would someone with ten (10) years experience providing STTA to a country suffice? Would ten (10) years experience in country/region that is not continuous be acceptable? **A combination of STTA/TDY experience and resident experience may be considered, provided the experience total is equivalent to the period stated. Approval for substitution of experience for education requires the prior approval of the Contracting Officer. See experience/education equivalency chart provided in the posted amendment.**
51. In Section L.8.vii., may offerors propose personnel for each of the labor categories and levels based on the note regarding substituting years of experience for degrees? Although the RFP mentions making such substitutions under future task orders, is it permissible to do so under

the IDIQ proposal as well? In other words, can USAID amend the description of each level by adding the words “or equivalent”. **See answer to #47.**

52. Can USAID please clarify section L.8 Section 4) (v) on page 99-100. Six of the 12 categories in part (v) on page 99-100 overlap with Letter G (Research) also on page 99. Does part (v) from page 99-100 refer to HIV/AIDS-related research areas? Does the offeror need to include these technical areas in the labor category and LOE chart referenced on page 107 to 108 of the RFA? **See answer to #3.**
53. Section L.9 a), requires Cost/business proposal CD’s to be labeled “TASC4-Africa, Cost/Business Proposal – Case Study” and L.9 b) requires Cost/business proposal to be labeled “TASC4-Africa, Cost/Business Proposal”. Are these two different CDs? If so, can USAID explain what documents these two CDs should contain? **There is only one CD to be submitted under the name “TASC4-Africa (or Asia, or Latin America), Cost/Business Proposal – Case Study”.**
54. Section L.9 a) States that “Offerors must submit a Cost/Business proposal for the Case Study only” and Section L.9 II 2) b. 2, states that “Offerors must provide a 5 year base period budget for the IDIQ and the Case Study using the format below”. Are we providing two separate budgets, one for the IDIQ and one for the Case Study? If we are providing two separate budgets then what will be in the IDIQ budget? Please clarify. **The 5-year Case Study budget is the only budget that is to be submitted. It shall include the Case Study Cost/Business Proposal Cost Study Budget chart as provided in Section L.9 (including the plug costs that are provided) along with the Labor Categories and ceiling rates (same section) offeror has determined to be applicable for the proposed technical approach to the Case Study.**
55. In the Case Study Budget, does USAID want us to show employee unburdened and consultant burdened rates? **Employee unburdened and consultant burdened rates are to be provided in the Labor Category Chart with ceiling rates.**
56. The LOE categories showed in Section L request unburdened salaries for Employees, but burdened salaries for consultants. Can USAID explain why it is asking for employee rates as unburdened and consultant rates as burdened? **USAID desires to have offerors provide daily unburdened ceiling rates for employees (this includes subcontractor’s employees) and daily burdened ceiling rates for consultants.**
57. For the Consultants line-item in the Case Study Budget template, should we use the burdened rate **or** unburdened rate? **Consultants are considered short term technical assistance. Consultant rates shall be presented as burdened rates.**
58. When USAID says “Burdened Consultant Rates”, does this include fee? **Yes.** Would USAID find it acceptable to show the rate without fee and list the fee on a separate line item? **No. for the purposes of this cost analysis, provide consultant daily ceiling rates as fully burdened rates.**

59. Section L.9 II 2) b.2 states "Offeror shall submit AID Form 1420-17 - Contractor Employee Biographical Data Sheets for three candidates representing the levels of each functional labor category listed." We interpret this to mean Offerors shall submit biographical data sheet for 1 candidate for each of the three levels of labor categories and not 3 candidates for each level. For example, USAID requires 1 biographical data forms for the Family Planning/Reproductive Health Specialist, not 3 forms. Please confirm. **See answer to #12.**
60. Section L.9 II 2) b.2 states that "Offeror shall provide the calculations and budget narrative explaining how the daily rates were computed. Daily rates shall be included as base, unburdened rates. The offeror must demonstrate the calculations for the base daily labor rate proposed". Can USAID explain what this means? Does USAID want to see the employee's yearly salary divided by number of days per year? **Offeror must provide detailed information justifying all rates. Base rates provided for employees should be based on employment history, education, and experience. The daily rate is typically annual salary divided by number of days per year. USAID considers one year equivalent to 260 days.**
61. Section L.9 II 2) b.2 also states that "for calendar years 2011 and 2012 there will be no increase in the CST, therefore offerors shall not escalate this rate". We assume we can escalate the rate starting from calendar year 2013. Please confirm. Given that calendar year 2011 will be over by the time the TASC 4 IDIQ contracts are issued, can we escalate the rate from year 2? **USAID anticipates, but does not guarantee that award of the IDIQ contracts will be made on or before the end of the 2011 Fiscal Year.**
62. Given that the Functional Labor Category list is not inclusive, can we add other labor categories or are these positions included under Other Technical Specialist? **"Other Technical Specialist" category may include other labor categories. If other technical specialties are proposed, offeror must identify the level of work proposed and provide the ceiling rates for the levels proposed.**
63. If we use Subcontractor employees to fill any labor categories, should we list them in the "Unburdened Employee Rate" or "Burdened Consultant Rate" column? **Subcontractor employees shall be presented as unburdened employee rates.**
64. In the Functional Labor Category List, what is the purpose of "LOE Person/Days" in the IDIQ labor category? **See answer to #33.** How would an Offeror propose LOE for IDIQ? **See answer to #33.**
65. On page 107, above the Functional Labor Category List, it states that "For the purpose of the Case Study." However, isn't the chart for the IDIQ and not for the Case Study? **See answer to #54.**
66. Can USAID state what cost proposal documentation is required from subcontractors? **Offeror must submit the budget chart provided as well as supporting cost information as requested. Section L.9 outlines the cost requirements for both prime and subcontractor. Please review the entirety of Section L.9 for instructions on preparation of the Cost information from both prime and subcontractor.**

67. For the Case Study budget, does the Offeror need to budget for the Training and Equipment or are these costs included in ODCs? **These items are included in ODCs. Please see Section L.9. II Note 3.**
68. Local Professional Staff – figure for labor cost of professional staff estimated at 6500 person days. Is this per year? Or total for 5 years. Please confirm. **6500 person days is the total for 5 years**
69. Local Professional Staff – shall we assume the local professional staffs are from the country for the Case Study? **Correct.**
70. Page 104 under Section II Proposed Costs/Prices (1c) states that “A Level of Effort (LOE) breakdown is given in Note (4) to be used in generating the cost proposal.” Note (4) contain no LOE breakdown. Please clarify. **See answer to #33**
71. Based on the language in page 104 Section II Proposed Cost/Prices (1c) regarding ceiling rates, can USAID please clarify if it intends to issue ceiling rates to each IQC holder based on its proposed personnel for labor categories. **Correct.** Please note this was not done in TASC3 IQC. If USAID wants to impose a ceiling shouldn't it be asking for employees' fully burdened rates? **Please provide proposed employee unburdened ceiling rates.**
72. The RFP requests SF 294s for the last three years which represents approximately 950 pages for our firm. May we provide 10 – 15, SF 294s which are indicative of our work? **See answer to #41.**
73. L.8, Section 4 – Personnel asks the Offeror to demonstrate technical expertise in a minimum of 57 technical areas. In addition the RFP asks in the cost proposal to submit a rate for an employee and consultant at each level for each major technical area in the Labor Category table (found in Section L.9.II.2; 28 named staff/rates). Would USAID consider increasing the page length of the summary skills matrix (currently set at 2 pages) so both of these requirements can be met in addition to balancing US-based, local and partner staff? **See answers to #3 and #25.**
74. May the Offeror submit a work plan for the cast study as an annex to the proposal? **No, the work plan should be included in the case study proposal and is included in the page limitation.**
75. If the Offeror would like to include an Executive Summary, can this be counted outside the maximum page limit of 25 pages? **An Executive Summary is not required, but if it is provided it shall be included in the 25 page limit, which includes the case study.**
76. May the Offeror submit both the technical and cost volumes in PDF format with only budget narratives in Microsoft Word and budget spreadsheets in Microsoft Excel? Will this satisfy the requirement that all files must be text accessible? **Yes, provided the font size and page**

margins on the PDF documents are not significantly different from the instructions provided in Section L.

77. May the Offeror use a smaller size for figures, graphics and tables in the technical and annexes? If so, please specify the font size and type. **No**
78. Would USAID reconsider the number of awards under this IDIQ in order to ensure adequate competition for Task Orders? **See answer to #6.**
79. Section H.3 – the statement “The authorized source for procurement is Geographic Code 000 unless otherwise specified in the schedule of this contract”. Given this, are all contractors in the consortium required to be US incorporated at the point of submission of this IDIQ proposal? **No**
80. Section H.9 states that compensation of personnel will be in accordance with the Contractor’s established policies, procedures, and practices. However, Section H.10.a and d both cap salary increases to < 5%. Additionally Section H.10.e caps promotions to 5% as well. Capping of compensation will not comply with our established HR policies. Can USAID please clarify this requirement? **See answer to #32.**
81. Section L.9.a states that Offerors must submit a case study budget only. However, L.9.II Note 4 requests a labor category table. Are both the case study budget and the labor category table with ceiling rates required? **Yes. See answer to #54.**
82. Section L.9.II.1.c. states that a LOE breakdown is given in Note (4) to be used in generating the cost proposal. Could USAID provide LOE breakdown by days for each labor category? **See answer to #33.**
83. Section L.9.II.1.c and Note 4 requests burdened daily rates for consultants which is a Time and Materials (T&M) rate. However, the case study cost/business proposal case study budget table reflects a CPFF budget. Please clarify that USAID does indeed expect consultants to be proposed with fully burdened rates and employees with unburdened daily rates in the case study. **See answer to #56.**
84. Case Study Cost/Business Proposal Case Study budget – the line item for Consultants. Is this line item just for Consultant labor or should it include all items related to Consultants (travel, other direct costs, etc.)? **Consultant line item should include all items related to consultants.**
85. USAID is requesting a CPFF case study budget. However, under Section L.9.II.1.c is requesting ceiling daily rates and labor categories which are not typical for cost type contracts. Please clarify that ceiling daily rates are indeed required. If ceiling rates for labor categories are required, are the ceiling daily rates incorporated into the IDIQ and therefore, any task order proposal under this IDIQ must propose staff by labor categories not to exceed the ceilings? **See answer to #56. Ceiling rates established will be the cap that offeror may propose for that labor category. Subsequent task orders may require additional personnel labor categories to be proposed.**

86. Section L.9.II.2 Note 3.vi states that the travel transportation and per diem plug figures does not include subcontractor travel. Should Offerors add another line item just for subcontractor travel or should we assume that it is included in the Subcontracts plug figure of \$3,000,000? **Assume travel is included in the subcontracts plug figure.**
87. Section L.9.II.1.c and Section L.9.II.2 Note 4 request daily rates for every single labor category and level for both employee and consultants. Are Offerors required to submit a rate for every single category and level? **See answer to #33.**
88. Section L.9.II.2 Note 4 requests biodatas for three candidates representing the levels of each functional labor category listed. Does this mean a total of 6 biodatas must be presented for every labor category – 3 from employees for each level and 3 from consultants for each level? **See answer to #12.**
89. Section B.9 (f)(1) states that TCNs or CCNs who work in the U.S. or are legal residents of the US should be treated as U.S. citizens. **Offeror shall read this section carefully – there are restrictions and conditions.** How should regional TCNs be classified in the labor category table? **TCNs will either be prime or sub employees, or consultants.** Can a TCN be proposed as a Chief of Party for the case study example? **A TCN may be proposed as Chief of Party for the Case Study. Please be aware of the difference between the treatment of TCNs, CCNs and US citizens with respect to salaries, allowances and differentials and the difference in the differentials and allowances permitted for TCNs and CCNs.**
90. Section L.II.(2) Note 4 states that biodata sheets provided must be a representation of the prime and/or subcontractor employees. How should subcontractor daily rates be classified in the labor category table as there is no listing for subcontractor personnel? **Offeror may indicate prime vs. subcontractor labor on the labor category table. Biodata sheets should detail the employer.**
91. Additionally, should subcontractor daily rates be burdened or unburdened? **See answer to #63.**
92. For those organizations with cost structures that direct bill project management and administration costs, how should US home office project management/administrative costs be reflected in the labor category table and in the case study budget? How should local project management/administrative costs be reflected in the labor category table and in the case study budget? **At Offeror's discretion, these costs could be included under a line item providing detailed notes to distinguish these costs from other costs.**
93. For those organizations with cost structures that have a fringe rate but also direct bill certain types of fringe costs, how should those costs be captured in the case study budget? **Offeror's discretion.** Is the distribution of that LOE between the 3 levels (L1, L2, and L3) at each Offeror's discretion? **Yes**

94. Please confirm that offerors should only add direct labor to the case study budget and that no other line items should be added. **Please complete the budget chart as detailed and instructed.**
95. Section L.II.(2) Note 3 states that 6,500 person days should be budgeted for local professional staff. Is this the total LOE for the entire 5 years of the case study budget? **See answer to #68.**
96. For future task orders, do these labor categories have to be bid in every task order budget? **No, future task orders may require other labor categories.**
97. Will all TASC4 impact evaluations be conducted as external evaluations only? Or should we assume that TASC4 implementers will also conduct their own impact evaluations? **Any impact evaluations performed would be external evaluations.**
98. Section L.7 states that “Major subcontractors” are those subcontractors expected to perform at least 20% of the technical effort or to provide the majority professional expertise for a particular task of the contract SOW. Is the 20% referenced a percentage of the total work performed under the IDIQ or on a task order basis? **The 20% references the percent of work to be performed relative to the case study presented. Task orders and subsequent requests to approve subcontractors will be subject to approval by the Task Order CO.**
99. L.8 (5) states that "the Offeror must provide past performance references for itself and each major subcontractor." May offerors submit past performance references for subcontractors other than major subcontractors? **No**
If so, may other subcontractors submit fewer than 5 PPRs? **Please read carefully Section L.8. 5).A. (v) and the discussion regarding past performance references or lack thereof.**
100. Please provide estimated start date for the case study budget. **Offeror may estimate their start date for the case study budget at any time during this calendar year (2011).**
101. Are subcontractors required to propose ceiling fixed fee percentages? **Please refer to Section B.8 (b) for limitations on subcontractor fixed fee ceilings.**
102. Could USAID please clarify the anticipated relationship between the technical TASC4 IDIQ (ICT) and the three regional TASC4 IDIQs? Will all ICT technical work be released under the TASC4 ICT IDIQ, or may Offerors anticipate some ICT technical activities to be included within the scopes of work of task orders released under the three regional TASC4 IDIQs? **There is no direct relationship between the TASC4 ICT IDIQ and the three regional TASC4 IDIQs. It is unknown at this time what work will be proposed under future task orders.**
103. In several sections of the RFP (e.g., Section C.3(b) on page 16), USAID encourages the participation of local partners; however, Section H.24 of the RFP (page 58) indicates that the authorized geographic code for the IQC is 000 (the United States). Are Offerors allowed to include non-U.S. partners in their consortia for the IQC? **Yes.**

104. Section D.3(a) of the RFP (page 21) refers to standard forms for the branding and marking templates being available at <http://www.usaid.gov/branding>. However, we are unable to locate templates related to the BIP and MP at this location. Could USAID please provide the referenced templates? **The branding forms and templates are located at <http://www.usaid.gov/branding/>.**
105. In Section L.8(1) of the RFP (page 95), USAID states, “Offerors shall respond to this case study assuming a realistic cost ceiling.” Could USAID please provide a cost ceiling for the case study budget? **Offeror must provide its own estimate of cost ceiling for the case study.**
106. Could USAID please confirm that the “rosters” described in Section L.8(4)(iv) (Other Personnel, page 96) and Section L.8(4)(v) (page 99) of the RFP refer to the same “personnel matrix”, which is required under Section L.8(4)(vi) of the RFP on page 100? **See answer to #3.**
107. Regarding Section L.8(4)(iv)(G) (page 99) and Section L.8(4)(v) (page 99) of the RFP:
- a) Could USAID please clarify the differences between the following technical areas, which are included in both lists: a) applied research, b) health services (and health systems) research, c) operations research (descriptive and intervention), d) program evaluation, e) qualitative research, and f) social marketing research? **See answer to #3.**
- b) If there is no difference between these technical areas in the two lists, may Offerors present one entry in their roster/personnel matrix to satisfy the requirements of both technical areas? **See answer to #25.**
108. The instructions for presenting the staff rosters (personnel matrix) required in Section L.8(4)(iv) - (v) of the RFP (pages 96 and 100) direct Offerors to identify proposed staff members’ areas of expertise (referring to the technical areas and sub-areas on pages 97-100). Given that there are 102 sub-areas to be covered, would USAID consider removing the two-page limit on the staff qualifications matrix, or allowing Offerors to present the matrix on paper larger than 8½ x 11”? **See answers to #3 and #25.**
109. Section L.8(5)A of the RFP (page 101, paragraph 2) states: *Offerors shall, for all past performance references cited, indicate whether past performance information has been registered in the NIH Contractor Performance System or in ORCA (Online Representations and Certifications Application) database.* According to the Office of Acquisition Management and Policy at National Institutes of Health (NIH) help line, the NIH Contractor Performance System (CPS) was retired at the end of fiscal year 2010. Please clarify whether this requirement is still valid. If so, is indicating whether past performance information has been registered in PPIRS (the successor system) sufficient? **See answer to #49.**
110. Section L.8(5)A of the RFP (page 101, paragraph 2) states: *Offerors shall, for all past performance references cited, indicate whether past performance information has been registered in the NIH Contractor Performance System [(CPS)] or in ORCA (Online*

Representations and Certifications Application) database. It is our understanding that the past performance information in CPS (now stored in the Past Performance Information Retrieval System (PPIRS)), primarily discusses the prime contractor's performance on a project. If the Offeror (or one of its partners) was a subcontractor for the Past Performance Reference cited, please confirm that this requirement does not apply. **On past performance references provided, offeror shall indicate whether contractor was the prime or subcontractor on the work performed.**

111. Section L.9(a) of the RFP (page 103) states, "Offerors must submit a Cost/Business Proposal for the Case Study only." The remainder of Section L.9 (pages 103-111) lists several items that must be provided for the Offeror and/or proposed subcontractors (e.g., indirect cost information, Section K, Letters of Commitment (Subcontractors), etc.). Kindly clarify whether Offerors should provide such items for all proposed subcontractors or only for those included in the case study budget. **See Section L.9.b) III – Representations, Certifications, and Other Statements of Offerors. Prime and all subcontractors proposed for the case study response must provide all documentation requested.**
112. Regarding Section L.9(b)II.1.c of the RFP (last paragraph on page 104):
- a) Could USAID please confirm that the Daily Rate Ceilings referenced (unburdened for Employees and burdened for Consultants) come from the table on pages 107-108 of the RFP? **The Daily Rate Ceilings shall be provided by the offeror for employees of the prime and subcontractor (unburdened) and the consultants (burdened) to be input based on the Labor Category chart provided in Section L.9.**
 - b) In addition, could USAID please clarify whether the Daily Rate Ceilings referenced would be used for the case study budget only (for evaluation purposes) and/or would be incorporated into the IDIQ contract of successful Offerors? **See answers to #15 and #19, bullet 3.**
 - c) If the Daily Rate Ceilings are incorporated into the IDIQ contract of successful Offerors, would the daily rates of subcontractor employees and consultants be held to the same ceilings? **Daily ceiling rates are specific to the labor categories proposed. If labor categories are proposed and ceiling rates accepted, yes.**
 - d) Kindly confirm that Offerors may propose an escalation factor for Daily Rate Ceilings for Years 2-5 of the IQC (for the case study budget and/or a resultant IDIQ contract). The table on pages 107-108 lists one rate per labor category and level for Employees and Consultants, respectively, which we assume is for Year 1 of the IQC. **The labor category chart is for proposing daily ceiling rates. Offeror may propose escalating rates for subsequent years (2-5).**
113. Section L.9 (b) II.1.f of the RFP (page 105) requests indirect cost information for the Prime and Subcontractors, while Section L.9 (b) II.2 requests it only for the Offeror. Could USAID please clarify whether Offerors should provide indirect cost information for their proposed subcontractors? If yes, for which subcontractors—only subcontractors included in

the case study budget or all proposed subcontractors? **Cost information should be provided for prime and any subcontractors proposed in the case study response.**

114. Additionally, the two RFP sections addressing indirect cost information on page 105—Section L.9(b)II.1.f and Section L.9(b)II.2—list different requirements for Offerors (and subcontractors) that do not have a NICRA. Could USAID please clarify the requirements related to indirect cost information for Offerors (and subcontractors) that do not have a NICRA? **Offerors shall disregard L.9. II.2, b.; Offeror and subcontractors without a NICRA shall follow instructions in L.9. II.1.f.**

115. Regarding the case study budget and accompanying Notes 1-3 in Section L.9(b)II.2.b.2 of the RFP (pages 106-107):

a) The first sentence under “Case Study Cost/Business Proposal Case Study Budget” states, “Offerors must provide a 5-Year base period budget for the IDIQ and Case Study using the format below.” Could USAID please confirm that Offerors are required to provide a budget only for the case study? **See answer to #54.**

b) USAID indicates that a plug figure of 6500 person days should be used for Local Professional Staff. Should Offerors divide this equally among the five years (1300 person days per year) or may Offerors propose the person-day allocation among the five years? **See answer to #68.**

c) Additionally, regarding the plug figure of 6500 person days for Local Professional Staff could USAID please confirm that this plug is for Local Professional LOE provided by the Offeror only and any Local Professional LOE provided by Subcontractors is included in the plug figure for Subcontracts? **Correct.**

d) USAID indicates that the Subcontracts plug figure includes “Staff & Consultants, and respective Fringe Benefits and Overhead”. In addition, USAID indicates that the plug figure for Travel, Transportation, and Per Diem does not include subcontractors’ travel. Could USAID please confirm that the plug figure for Subcontracts includes all subcontractor costs and fee—labor, materials (ODCs), indirect costs, and fixed fee—and no other lines items are required for subcontractor costs/fee (for the case study budget)? **Correct. See answer to #86.**

e) Additionally, regarding the plug figure for Subcontracts, could USAID please confirm that the LOE included in the LOE table (discussed in Note 4 on pages 107-108) should be for the Offeror only since subcontractor labor is included in a plug figure? **There is a line for consultants, but you are correct that “subcontractors” are included in the plug figure.**

116. Regarding Note 4 to the case study budget in Section L.9(b)II.2.b.2 of the RFP (pages 107-109):

a) USAID indicates in the second bullet of the second paragraph that Offerors should include the total number of *hours* and *hourly* rate for each category per year; however, the accompanying table designates Level of Effort (LOE) *days* and *daily* rates for each category.

Could USAID please confirm that Offerors should include the total number of *days* and *daily* rates for each category in its case study budget? **You are correct – the labor category chart shall include person/days and daily ceiling rates.**

b) Additionally, while the LOE table includes one column for “LOE Person/Days”, two of the bullets preceding it indicate that LOE should be presented for each category *per year*. Could USAID please clarify whether Offerors should present LOE in one column per the LOE table on pages 107-108 or per year? **Per year. Provide ceiling rates for all 5 years.**

c) The LOE table includes one column for “LOE Person/Days” and two columns for “Ceiling Burden Rates”—one for employees and one for consultants. If Offerors apply different indirect cost rates to the salaries/rates of employees and consultants, respectively, may they include two separate columns for “LOE Person/Days”—one for employees and one for consultants? **Yes.**

d) Could USAID please confirm that the first 11 labor categories (from Chief of Party to Monitoring & Evaluation Specialist) apply to expatriate (including TCN) employees and consultants only? **Expatriates, TCNs and consultants may be proposed for these categories. CCNs may also be proposed for these categories.**

f) The first paragraph under the LOE table (page 108) indicates that unburdened daily rates may not exceed the current maximum daily rate for Agencies without a Certified SES Performance Appraisal System (Contractor Salary Threshold – CST) of \$165,300.00 per year, and that the CST will not be increased in calendar years 2011 and 2012. Could USAID please confirm that Offerors may escalate unburdened daily rates in Years 2-5 of the IQC (for the case study budget and/or a resultant IDIQ contract) in excess of this rate, based on the understanding that unburdened daily rates would be capped by the CST in effect at the time the work is performed?. **Offeror may propose any legitimately supported and justified rate in its proposal. Salaries exceeding the CST are allowable only with prior Contracting Officer approval.**

g) The first full paragraph on page 109 states, “Offeror shall submit AID Form 1420-17...for three candidates representing the levels of each functional labor category listed.” Section L.9(a) of the RFP (page 103) states, “Offerors must submit a Cost/Business Proposal for the Case Study only.” Please confirm that AID Form 1420-17 is required only for labor categories that have anticipated LOE in the case study budget. **Correct.**

117. Regarding Section L.9 (b) IX of the RFP (page 111), could USAID please specify for which subcontractors Offerors may request consent—only major subcontractors or all proposed subcontractors? **Offeror should propose an appropriate response to the case study.**

118. Section L.10 of the RFP (Case Study Instructions, page 112) states that the Offeror should “identify key personnel by position, education, and experience required.” Please confirm that USAID does not expect the Offeror to identify Case Study key personnel by name. **Case Study key personnel are not required to be identified by name, but will require position information, education and experience.**

119. Section L.10 of the RFP (Case Study Instructions, page 112) requires the Offeror to submit “a description of the types and number of personnel that would be required to perform the tasks.” Please confirm that an organizational chart meets this requirement, and that this chart would be excluded from the page limitation, per the list of excluded items in Section L.7 (page 93). **Please provide the information requested in the 4 bullets in the Case Study instructions. This information shall be included within the Case Study page limitation.**
120. Section L.10 of the RFP (Case Study Instructions, page 112) requires the Offeror to submit “a work plan for implementation, including a detailed timeline.” Please confirm that if the proposed tasks are discussed in narrative form, the Offeror may submit the detailed timeline as an annex that will not count against the page limit. **No. Detailed timeline shall be included in the 5 page limit.**
121. Regarding Section L.10 of the RFP (Case Study Instructions, page 112), could USAID please confirm that the “product outline” may be included as part of the work plan? **The product outline is separate from the work plan. See answers to #28 and #119.**
122. Regarding Section J, Attachment J.2 of the RFP (page 77), could USAID please clarify whether SF LLL is required, since it is not included in Section L, and whether it is required for the Prime Offeror only? If SF LLL is required, in what part of the cost/business proposal should Offerors include the form? **The SF-LLL shall be completed by the prime offeror only and shall be included in the cost/business proposal. Form SF LLL may be found at <http://www.usaid.gov/forms/>**
123. Section B.8. Ceilings on Fixed Fee, Section (b) (page 8). The RFP states that “the fixed fee for any subcontractor not listed above, whether a new subcontractor approved by the IDIQ Contracting Officer or the TOCO, or included as a non-major subcontractor in the contractor’s original teaming arrangement, shall not exceed the prime contractor’s IDIQ fee ceiling.” Can USAID please clarify what is meant by “subcontractors not listed above?” **This list of approved subcontractors will be established upon award.**
124. Section H.10 (d) (page 48) – Annual Salary Increases. Given that section H.9 (a) states that “direct compensation of the contractor’s personnel will be in accordance with the Offeror’s established policies, procedures, and practices.” Could USAID revise the guidance on this section to confirm that it’s acceptable for firms to provide increases based instead upon their own companies HR policies? **See answer to #32.**
125. Section H. 28 c (page 59). Can USAID please clarify if the Offeror is expected to submit executed copies of teaming agreements which include the Offeror’s commitment to protect proprietary information of its partners? **Teaming agreements are not required to be submitted.**
126. Section 3: Management Plan (page 95). Can USAID confirm that the referenced “copy of the management plan for implementing future task orders” it is to be included as an annex? **Correct.**

127. Section 4. vi (page 100) USAID references a two page annex in the form of a matrix summarizing the expertise of staff, consultants and other personnel specialists. It's not clear, however, if the summary is meant to cover just the functional categories that start on page 99, or rather should this two page matrix also cover all of the technical categories that begin on page 97- 99. If this two page matrix is intended to cover all areas, both functional and technical, may applicants also provide an additional list or roster of staff to ensure USAID is able to review the full capability of staff applicants have available for the project? **No. See answer to #3 and #25.** May applicants submit more biographical statements than there is space to list in the 2 page summary matrix? **No**
128. Section L.8. subsection 5 A (page 101) states that applicants are to provide past performance references for “no fewer than (5) and no more than (8) contracts” within the past seven years. Can USAID confirm that past performance references for major cooperative agreements implemented with USAID are acceptable? **See answer to #40.** Additionally, can USAID confirm that applicants may include past performance references for work conducted with other donors/clients, such as the Global Fund or DFID? **Yes**
129. Section L.8. subsection 5 (page 101). The RFP requires the submission of past performance information for the prime and each major subcontractor, where “major” is defined as those subcontractors expected to perform at least 20% of the technical effort or to provide the majority professional expertise for a particular task of the contract SOW. Since this is an IDIQ mechanism in which the amount of work to be received by any prime and their subcontractors cannot be defined in advance, how does USAID propose to determine whether an individual subcontractor is “major” or not? **The prime offeror makes the determination of who it chooses to be a “major subcontractor”. See answer to #98.**
130. Section L.9 (a) (page 103). The RFP states that Offerors must submit a cost/business proposal for the required case study only. However, on page 106 just above the format for the budget, the RFP states that Offerors must provide a 5-year base period budget for the IDIQ and the case study. Can USAID please confirm that Offerors must only submit a budget for the case study, and not a budget for any other illustrative activities totaling any other amount. **See answer to #54.**

If applicants must budget for an illustrative amount of work, could USAID provide guidance on the budget ceilings applicants should use and/or the format? **See answer to #105.**

131. Section L.9. Section II, subsection 1) c. (page 104). The RFP asks Offerors to use the LOE breakdown given in note (4) on page 107 for generating the cost proposal, specifically for the labor categories and levels for unburdened staff and burdened consultants. The RFP also indicates that the ceiling rates shall be equal to or greater than the highest daily rate for any of the employees or consultants proposed and will be used as guidelines for equivalent/similar labor categories that are not listed. Can USAID confirm that Offerors should submit ceiling rates for staff and consultants for all technical areas for which the Offeror demonstrates capability (as defined in Section L.8. Section 4 (iv) page 96) and should complete and submit the level of effort table in Note (4) (page 107 and 108) for all

applicable labor categories regardless of whether the case study specifically includes proposed staff in those specific labor categories? **See answer to #17 sub-item c.**

132. Section L.9, Section II, subsection 1) c. (page 104). Can USAID confirm that it is acceptable for the Offeror to propose ceiling rates for staff and consultants based on a calculation of average salaries for each level in each of the labor categories? **See answer to #15.**
133. Section L.9, Section II, subsection 1) c. (page 104). Can USAID clarify if the Offeror is expected to submit separate ceiling rates for staff and consultants for each of its proposed subcontractors or if the Offeror is meant to submit one table with ceiling rates which will be applied to the Offeror and all of its subcontractors? If the latter, is USAID suggesting we use an average of proposed ceiling rates from all partners? **Offeror shall not blend daily ceiling rates. See answer to #15.**
134. Note 4 (page 107). USAID states that the Offeror is to provide proposed ceiling rates for each of the Functional Labor Categories, and justification for how those rates were arrived at. Since applicants will be using these rates for all future staff, even if not included in this original submission, can USAID confirm that applicants can propose ceiling rates slightly in excess of actual salaries of staff as represented in the Contractor Employee Biographical Data Sheets as mentioned on page 109, Section III? **Yes**
135. Case Study Cost/Business Proposal Case Study Budget, Note 3 (page 106 and 107). The RFP states that Offeror's contractor employees, subcontractor employees and/or consultants may be used to fill the proposed labor requirements. However, for further clarification, the following budget line items include the costs as listed (excluding plug-in figures for Allowances, Travel, and Other Direct Costs). Can USAID clarify that the budget template also includes a plug-in figure for Subcontracts, although Subcontracts is not listed among the plug-in figures in the sentence above? **There is a plug in figure provided for subcontracts. Use the plug in figure.**
136. Case Study Cost/Business Proposal Case Study Budget, Note 3 section (v) Allowances (page 107). Since allowances are calculated based on personnel salaries, LOE, number of dependents, etc., and it is therefore unlikely allowances will be the same every year, can USAID provide a plug-in figure for the total 5 year budget line instead of providing annual plug-in figures? **No. Please use the plug-in figure provided.**
137. Case Study Cost/Business Proposal Case Study Budget, Note 3 section (vii) Other Direct Costs (page 107). The RFP states that the plug figure for other direct costs typically include bank fees, courier services, phone and fax, internet services, books and periodicals, visa expenses, office rental, equipment and supplied, office utilities, office cleaning and maintenance, etc. and includes in-country training). Can USAID clarify that the Offeror should include costs for commodities, packaging, sampling and testing, shipping and handling, promotion and advertising, communication and education, research, monitoring and evaluation, program related trainings and meetings, and professional services in the

Other Direct Cost summary budget line? **There is a plug-in figure for ODCs. Please use the plug-in figure provided.**

138. Case Study Cost/Business Proposal Case Study Budget (page 106). The budget format on page 106 includes plug-in figures for Subcontracts, Allowances, Travel, and Other Direct Costs. Can USAID clarify if Offerors must propose a technical response for the case study with a detailed budget not exceeding the plug-in figures provided in the RFP for the budget lines including Subcontracts, Allowances, Travel, and Other Direct Costs? **Correct.** Will USAID provide a maximum total estimated cost for the proposed case study instead of providing plug-in figures for particular budget lines? **No.**
139. Case Study Cost/Business Proposal Case Study Budget, Note 3 (page 106 and 107). Can USAID clarify if the Offeror is expected to submit detailed budget information for the summary budget lines with plug-in figures provided by USAID in the RFP? **Detailed information should be provided for all lines items that do not have plug in figures.**
140. Section L.9. Note 4 (page 107 and 108). The RFP states that for the purpose of the Case Study cost proposal, Offerors shall propose the respective Level of Effort to ensure successful performance for the work specified in the Case Study, which shall include the functional labor categories (with designations of level of experience for each category, e.g. Level I, Level II, and Level III), total number of hours, and hourly rate for each category per year; and estimated LOE per category per year. Can USAID confirm that Offerors are ONLY requested to complete the LOE table for the specific staff proposed in the case study, and not for staff available for possible use under this IDIQ mechanism? **Correct.** Also, can USAID confirm that Offerors are not expected to designate level of experience (e.g. Level I, Level II, and Level III) for the Capacity Building Specialist, Monitoring & Evaluation Specialist, and Local Professional staff? **Correct.**
141. Section L.9. Note 4 (page 107 and 108) Can USAID confirm that Offerors can substitute the minimum educational requirement, as defined on page 100 with equivalent work experience as described in the “note” on page 100 and 101 when proposing ceiling daily rates per level on the LOE table provided on page 107 and 108? **Yes**
142. Section L.9. Note 4 (page 107 and 108) Can USAID clarify how the Offeror is expected to calculate and present the staff unburdened ceiling daily rates and consultant burdened ceiling daily rates. Should fringe be included in the staff unburdened ceiling daily rates? **The budget chart has a separate line for fringe.** Should indirect costs be included in the consultant burdened ceiling daily rate? **Yes**
143. Section L.9. Note 4 – Contractor Employee Biographical Data Sheets, AID Form 1420-17 (page 109). The RFP requests Offerors to submit three candidates representing the levels of each functional labor category listed on page 107 and 108. Please clarify if Offerors are expected to submit three candidates for the Capacity Building Specialist, Monitoring & Evaluation Specialist, and Local Professional Staff as well as three candidates for each of the 8 Labor Categories listed on the LOE table. **See answer to #12 and #140.**

144. Section L.9. Section V. Subcontracting Plan (page 109). The RFP states that if the Offeror is not a small business, it must submit a Subcontracting Plan and this plan will be the equivalent of a master subcontracting plan for the overall IDIQ. The RFP also states that individual subcontracting plans will also be included in each task order over \$500,000 for other than small businesses. However, According to FAR 19.705-2(e) a contract may have no more than one subcontracting plan and that task order subcontracting achievements must be measured against the goals established in the subcontracting plan approved at the time of the IQC contract award. Given this FAR clause, can USAID clarify if subcontracting plans may be required for individual task orders? **Each task order is a separate contract under a multiple award schedule contract IDIQ. Prime offerors will be required to provide subcontracting plans for Task Orders.**
145. L.10 – Case Study Instructions (page 112). The RFP requests the Offeror to identify key personnel by position, education and experience required. Please clarify if the Offeror should propose specific individuals for the personnel section of the case study, or should the Offeror provide a description of the types and number of personnel that would be required to perform the tasks. **See answer to #13.**
146. Given this RFP was released right before the Easter and Passover holidays when many people were travelling and/or out of the office, will USAID consider granting a week extension for submission of proposals? **See answer to #23.**
147. Section L.9, Note 3 (p 107) Should third country nationals (ie – non-US expatriates) be included in the labor rate categories? **Offerors should determine best staffing for response to the proposal.** Or should they be treated differently in the budget as direct costs? **See answer to #89.** Alternatively, should a multiplier be proposed for third-country nationals and host-country staff that include overhead and fringe benefits? **Offeror shall propose its methodology.**
148. Section B.2 (p 5) With respect to the contract type, will budgets for task orders under both cost-plus-fixed fee and firm fixed price contracts be prepared with the labor rate categories? Or will labor expenses be treated as direct charge cost reimbursable and not be held to the labor rates? **Task Orders will detail specific requirements when the request for task order proposal is posted.**
149. Under Section C.4 on page 18 the RFP states that “The Contractor should plan, implement, and document a monitoring and evaluation component which will establish the effectiveness of the activity. Core indicators will be specified in individual task orders, and contractors will be responsible for the results specified in the task order and for assuring in so doing that they meet the same criteria specified above.” Please clarify if this means that the applicant should propose an overall monitoring system to report the progress on and management of different individual task orders. **Offeror shall propose an overall monitoring system to report the progression and management of different individual task orders. The proposed system should permit USAID and others to determine if the IDIQ is effective and contribute to a determination of the effectiveness of the IDIQ instrument.**

150. Since the overarching structure will not measure the effectiveness of task order activities, does the “effectiveness of the activity” mentioned above mean a design such that USAID can measure if the management of an IDIQ is effective in lending evidence to determine if IDIQs are effective in general? Please also clarify if the responsibility of assuring that individual Task Order M&E plans are responsive is between the organization fulfilling the Task Order and the respective country mission, not the responsibility of the overall contractor. **See answer to #149. Task Orders will provide specific detail on additional Monitoring and Evaluation requirements when posted.**
151. On page 35 regarding the qualifications and requirements of the IDIQ project director can USAID please clarify the "10 years in-country" experience required? Does USAID mean 10 years including a combination of TDY and resident experience, or 10 years as a resident in one or more countries? **See answer to #50.**
152. On page 77 Section J, the RFP lists the Disclosure of Lobbying Activities as an attachment. Is only the Prime required to complete this form, or are major subcontractors required to as well? **See answer to #122.**
153. Under Section L.7 on page 93 the RFP lists sections of the proposal that are not included in the page limitation. Can USAID please clarify what they mean by “Summary of and Appendix of attachments which contain biographical information...”? We understand this to mean that one annex should include key personnel information (i.e. key personnel CV and LOC). **Assume the words annex and appendix mean the same. All information from the appendices/annexes shall be referenced in the technical proposal and summarized and then included in the appendix/annex section provided.**
154. Please confirm that the Contractor Performance Report Forms listed on page 93 are the same as the past performance report forms listed in the first bullet on page 94. **See answer to #1.**
155. On page 96 under Other Personnel, the RFP states that offerors need to present a “roster for staff, consultants and other personnel specialists,” and on page 100 the RFP states that in the Personnel Annex we are to include a “summary on the expertise of staff, consultants and other personnel specialists.” Can USAID please confirm that these are the same roster/matrix and are to be included in an annex? Can USAID please clarify if this matrix can be longer than 2 pages? **See answer to #25.**
156. On page 101, under Section 5 - Past Performance References the RFP asks offerors to list “no fewer than five and no more than eight of the most recent and relevant contracts”. Please confirm that offerors and subcontractors can include past performance references for cooperative agreements, and grants in addition to contracts. **See answer to #40.**
157. On page 103 under Section L.9, the RFP states that “offerors must submit a Cost/Business Proposal for the case Study only”. On page 106, the RFP states that “Offerors must provide a 5-year base period budget for the IDIQ and the case study”. Please confirm that the Cost/Business Proposal is for the case study only. **See answer to #54.**

158. Under Section L.9 on page 104, please clarify if the Level of Effort breakdown is required just for the case study or for the entire IDIQ proposal? **See answer to #54.**
159. On page 107 can USAID please clarify if the 6500 person days figure provided for local professional staff is for one year or for all five years? Please confirm that local professional staff does not include local administrative/support staff? **See answer to #68; local professional staff refers to local professional staff, and does not include local administrative/support staff.**
160. On page 107, item (iv) Subcontracts, the RFP states that this line item consists of “Labor cost including subcontractor’s staff and subcontractor’s consultants, fringe benefits and overhead”. Can USAID please clarify if subcontractor’s staff can be bid under the labor categories listed in the LOE chart at the bottom of page 107, **Yes** and if this is included within the \$600,000 plug figure for subcontractors? **Yes** If so, would the associated fringe and overhead for the positions listed in the LOE chart be included in the \$600,000 plug figure for the subcontractors, or would that be counted separately? **Yes**
161. Regarding the Statement of Work for the Case Study, can USAID please clarify to what extent is maternal morbidity and mortality included in the scope of work? The bulk of the scope seems dedicated to child/neonatal morbidity and mortality? **The focus of the Case Study is primarily Child/neonatal morbidity and mortality.**
162. Can USAID confirm that a BIP and MP are required for submission at this time or is it required for the apparently successful applicant during the award phase? **Branding Implementation Plan and the Marking Plan shall be submitted with the rest of the proposal.**
163. Section L.8.2 on page 95 refers to 6 functional areas outlined in Section C.3 (page 16-17), and says that the Offeror shall describe the organization’s overall capacity to implement task orders in at least three of the six areas. What does “the organization” refer to in this case: do we (the prime) need to show we are capable of supporting at least three, or can this include our consortium members as well? **The organization’s capacity to implement includes that of the prime and the subcontractors as a whole.**
164. In Section C.5.C (p.19) there is mention of permitting the contractor to execute grants. Is there an expectation task orders will be competed that will require the contractor to award sub-grants and manage them? **The contractor may be requested to award/manage sub-grants, however a determination of the use of Grants under Contract will be made at the Task Order level.**
165. In Section L.10 which described the case study, the statement of work (page 112) indicates that technical assistance and resources will be provided related to “products and services for child, maternal, and neonatal health,” and a bit farther, speaks about a five year project to “further reduce maternal and child mortality and morbidity.” However, the references to interventions and indicators of progress appear to focus exclusively on child health interventions. Is the intention that we should focus our technical approach to child

health and reductions of child mortality and morbidity, or include other maternal and newborn interventions and indicators not mentioned in the case study? **See answer to #161.**

166. For responses to the case study outlined in Section L.10, are there any special considerations in the response to the case if we are bidding only on the small business set-aside? Or should we respond to the case study as if for a larger bilateral task order? **See answer to #45.**
167. In Section L.8.4.vi (page 100), offerors are requested to prepare brief biographical statements for all proposed staff, consultants and other personnel specialists. What does “other personnel specialists” refer to, and how does that differ from staff or consultants? **See answer to #33.**
168. In response to Section L.8.4.vi, are CVs and letters of commitment needed for proposed staffing? **Per Section L.8, Resume and acknowledgement letter are required for IDIQ project director only.**
169. In section L.8.4.ii outlining the IDIQ Director qualifications and requirements, the first requirement refers to “vision, direction, and leadership in disparate technical areas that span all the regions of the world.” For each regional bid, are you looking for experience in other regions as well? **USAID is looking for vision direction and leadership that could span all regions of the world.**
170. In Section L.8.4.vii which outlines various qualifications, there is a reference to “developing-country health-relevant work experience” and to “working in a developing country context.” What is the distinction being made here? **See answer to #48.**
171. May we include appendices in addition to those outlined in Section L.7 (pg. 93-94): staffing matrix, biographical statements, IDIQ CV and letter of commitment, past performance references, management structure organizational chart, and small disadvantaged business plans. **Appendices/annexes are to be used only for documents that support the required proposal information. They shall not be used to incorporate information that could not be fit into the page limitation. Any information that is not directly requested or supporting the proposal will not be considered or evaluated.**
172. Note 3 in Section M.4 .5.c (page 120) mentioned instructions for small business offerors that do not state their offer is being submitted only for consideration of the set-aside award. How and where do we indicate that we are bidding on ONLY small business set-asides? **If a small business is submitting an offer ONLY for consideration of the set-aside award, please include a very clear statement to this effect on the cover sheet of your technical and cost proposals.**
173. If a small business decides to compete for the unrestricted award (and wins), will they still be eligible for small business set-asides after the IDIQ awards are made? **Yes. If a small business decides to compete for the unrestricted award and is awarded an IDIQ contract, they will still be considered a small business and will be eligible for all small business set-asides.**

If a small business applies for the unrestricted award it will have to provide the Small Disadvantaged Business Participation program targets, stated in M.4.c. Please refer to Section M.4.(5)b and M.4.(5)c Notes 3 and 4 for clarification. Only small businesses who expressly state they intend to compete only as small business set-asides will be excused from this requirement.

174. Section L.9.II.2) presents a budget shell (page 106) and notes (page 107).
- a. The budget shell has figures already in it for subcontracts, allowances, travel/transportation/per diem, and other direct costs. Are we to consider all of these as plug figures or only those specifically noted as such in the Notes on page 107: travel/transportation/per diem and other direct cost? Subcontracts and allowances are not listed as plug figures in Note 3.iv and v, although they seem to be from the table on page 106. Please clarify what is to be considered a plug number. **The plug numbers are as stated on the Case Study Cost/Business Proposal Case Study Budget. Please use the plug numbers.**
 - b. For subcontractor costs (Note 3.iv on page 107), it mentions that this includes subcontractor labor costs, but in Note 3.vi, it mentions that the plug figure does NOT include subcontractor travel). Where would that travel be included? Or are we to consider all this as plug figures. Are we supposed to break down the subcontractor costs? **See answer to #86.**
 - c. In Note 3.ii – Local professional staff – is the 6500 person days to be a plug figure or are we to estimate this amount based on our case study approach? **See answer to #68. Offeror must use this plug number to determine costs for local professional staff.**
175. In Section L.9.ii.2), the instructions ask for the offeror to propose the respective level of effort to ensure successful performance for work specified in the case study.
- a. The Labor Category template on pages 107-108 specifically lists “Employee Unburdened Ceiling Daily Rates” and “Consultant Burdened Ceiling Daily Rate.” However instructions following the template state on page 108 that “Daily rates shall be included as base, unburdened rates.” Please clarify if Employee and Consultants are to be listed differently. **These rates may be presented on the same chart, but they should be listed on different lines with the relevant person/days.**
 - b. If our case study response does not use a labor category listed on page 107-108, should we still price it? **No. See answer to #17 sub-item c.**
 - c. The last labor category on page 108 is “Local professional staff”. Are we to assume that this refers to non-technical staff that would not have shown up already in the other labor categories? **See answers to #30 and #159.**
176. Section L.9.II on page 109 requests Biographical Data Sheets for three candidates for each level of “each functional labor category listed” that should be a representation of the prime and/or subcontractor employees.

- a. Does the functional labor categories referred to reflect those listed on pages 107-108? Responses in the technical proposal (Section L.8.4.iv on page 96) only ask offerors to be able to cover a minimum of 4 of the 7 technical areas (A-G) which appear to correspond with the labor categories on page 107-108. Are we required to provide biodatas for ALL categories? What about for the categories of Capacity Building specialist, M&E specialist, local professional staff? **See answer to #12 and #140.**
- b. Does the term “subcontractor” here refer to major subcontractors only? **“Subcontractor” refers to any subcontracting partner included in offeror’s response to the case study.** We have many local collaborating partners not listed as major subcontractors. Can we include their employees in this response? **Any subcontractor employees proposed in the case study may be included.**
- c. We assume that the request for Biographical Data Sheets for 3 candidates per level of functional labor is not related specifically to the case study response but a more general representation of costs of this offeror for any future task order. Is that correct? **Correct. See answer to #12.**

177. On page 6, B.6 Note 2 states that subcontractor indirect rates are not incorporated into the contract and are subject to TOCO approval for future task orders. However, L.9.II.1(e) and (f) requires submission of subcontractor NICRA or audited balance sheets and similarly, L.9.III and IX require submission of representations and certifications and information to support to consent to major subcontractors. H.31 provides CO consent for subcontractors included as part of an offeror’s consortium, as those subcontractors will be evaluated as part of the ID/IQ. Based on the RFP’s requirements for subcontractors’ documentation that permit evaluation of the proposed subcontractors, we respectfully request that the IDIQ CO gives complete consent as envisioned by FAR 52.244-2 at the IDIQ level upon contract award and that B.6 Note 2 is revised to remove the requirement for any further approvals of subcontractor indirect cost rates at the RFTOP stage. **If the prime is awarded an IDIQ contract, only those subcontractors who have been approved by the IDIQ CO will be approved for the entirety of the IDIQ and all subsequent task orders. Subsequent requests to subcontract with any other subcontractor will be subject to approval by the Task Order CO per FAR 44.202.**

178. On page 60, H.32 states the ceiling for fixed obligation grants (FOG) is \$100,000. Per the revised ADS 303 dated November 8, 2010, the ceiling for FOGs is \$500,000 per year for up to three years. Will USAID consider raising the ceiling to match the new ADS policy to provide TOCOs with the flexibility to determine FOG ceilings on a task order by task order basis? **Yes, per ADS 303.3.25 a. (7) the new ceiling for FOGs is \$500,000 per year for up to three years if FOGs are approved for use in a future Task Order.**

179. On page 78, K.1 incorporates by reference FAR 52.237-8 Restriction on Severance Payments to Foreign Nationals. As the cooperating countries are to-be-determined and many cooperating countries require payment of severance to local staff, and AIDAR 752.7027 (c), requires that the contractor’s personnel comply with such host country laws, we respectfully

request USAID to include FAR 52.237-9 Waiver of Limitation on Severance Payments to Foreign Nationals in K.1 or I.1 or alternatively to remove FAR 52.237-8 from K.1. **The Task Order CO will determine the appropriate clauses to include in the task order contract. If the TOCO determines that the application of severance pay limitations to the contract would adversely affect the continuation of a program, project, or activity they will not include this provision in the RFTOP.**

180. On page 96, under #3 of IDIQ project director qualifications and requirements, it states that “the Project Director shall have at least ten (10) years in-country experience working in the field of health care delivery in developing countries...” Please clarify whether in-country experience means living and working in a developing country for 10 years, or working with developing countries for 10 years? Also, would the evaluation committee consider years working in an international capacity in different countries, i.e. working short term in a variety of countries, that add up to ten years, as a viable alternate to this criteria? **See answer to #151.**
181. On page 99, under item “G” it lists that “the Offerer must demonstrate capability in a minimum of at least 6 of 9 of the following areas to be considered,” and then under “v” it requests experience “in 8 of the 12 technical areas listed below.” Since the technical areas for “v” and “G” are similar (i.e. applied research, behavioral research, etc.), please clarify whether it would be possible to have one list which covers both “G” and “v”? **See answer to #3 and #25.**
182. On page 101, per Section L.9.A on past performance references, the Offerer and each major subcontractor are required to list no fewer than five (5) and no more than eight (8) of the most recent and relevant contracts (within the past 7 years) for efforts similar in scope and complexity to that which is detailed in Section C of the RFP. To promote newer/smaller businesses with niche expertise, would USAID please consider removing the minimum requirement of five (5) past performance references cited for subcontractors? **See answer to #99.**
183. On page 102, L.8 (5)(B)(a)(2) instructs offerors to provide copies of the most recent SF 294s for each contract we were required to report on for the past 3 years. Given the large volume of our SF 294s for the past three years, which total hundreds of pages, we ask that USAID consider receiving these forms on CD-ROM as an annex to the technical volume. Alternatively, we respectfully request the option of selecting ten relevant SF 294 forms for USAID’s review. **See answer to #41.**
184. On page 103 of Section L.9, Instructions for Preparation of the Cost/Business Proposal, offerors are instructed to submit a Cost/Business proposal for the Case Study... Later, on page 106, under “Case Study Cost/Business Proposal Case Study budget,” offerors are instructed to provide a “5-Year base period budget for the IDIQ and the Case Study,” using the format included on the same page. Would USAID please confirm that a cost/business proposal is required for the case study only? **See answer to #54.**

185. On page 104, Section L.9 (II)(1)(a) states that “Prime offerors must propose ceiling indirect cost rates. These ceiling indirect cost rates will be utilized in the Cost budget format and will be incorporated into the contract.” This phrase “These ceiling indirect cost rates will be utilized in the Cost budget format” in the second sentence seems to contradict the sentence in Note 1 on page 106, which states “All indirect rates proposed by offerors...for Year 1 shall not exceed the current NICRA rates. For years 2-5, proposed rates may be above the NICRA rates but must not exceed the proposed ceiling rates proposed in Section B.” The first phrase of the second sentence on page 104, Section L. 9 implies that offerors should budget ceilings in the case study budget, while the later instructions on page 106 do not permit budgeting in excess of the current NICRA in year one. In order to ensure that USAID is evaluating offerors based on costs the U.S. government is likely to pay as opposed to maximum costs, please confirm that offerors should budget using their current provisional rates in Year 1 and rates (including those contained in a forward pricing rate agreement) for Years 2-5 that are at or below their proposed indirect rate ceilings for this IDIQ. **As stated in Note 1 of the Cast Study Cost/Business Proposal Case Study Budget, Year 1 indirect rates should not exceed current NICRA, but years 2-5 may not exceed the indirect ceiling rates.**
186. On page 107, the RFP indicates that local professional staff LOE is estimated at 6,500 days. Would USAID please clarify if offerors must use this LOE estimate as a “plug” figure, or if offerors may adjust this number, based on their proposed technical approach? **These are plug figures. Use the figures provided.**
187. On pages 107-108, the RFP provides a format for a table to present daily rates and estimated LOE for specific labor categories, for the purpose of the case study cost proposal. Bullets above the table on page 107 also request the information on an hourly basis. Would USAID please consider removing the hourly requirement to streamline the cost proposal presentation and evaluation? **The labor category chart shall include person/days and daily ceiling rates.**
188. With respect to incorporating the functional labor category table from pages 107 and 108 into the resultant IDIQ (see section II 1 (c) on page 104), we do not believe it reasonable to hold the contractor to ceiling labor rates developed for the purposes of evaluating the costs of implementing illustrative case studies in the illustrative countries of Tanzania, Nepal, and Guatemala. The market for suitable expertise, especially regional and local expertise, will vary widely among the countries within each region. We respectfully request that USAID consider the proposed daily rates for consultants and employees for evaluation purposes only, and confirm the language regarding daily rate ceilings be omitted from the resultant IDIQ, as was done for the TASC3 IQC. We are concerned that the use of labor rate ceilings would be inconsistent with the CPFF and FFP contracting mechanisms, with the AIDAR 752.7007 provisions incorporated by reference in the IQC RFP, and with USAID's IQC RFP pricing policies at ADS 302.3.5.2 and the incorporated AAPD 02-12. **Ceiling rates shall be proposed for all labor categories the offeror desires to propose for the case study response.**
189. Page 109 of the RFP instructs offerors to submit AID Form 1420-17 for three candidates representing the levels of each functional labor category listed. Would USAID please clarify if this requirement applies only to the labor categories that will be featured in the illustrative

case study cost, or does it apply to all labor categories listed in the table on page 107 and 108? If biodatas are required for all labor categories and levels included in the functional labor category table, would USAID please clarify how those biodatas not relevant to the case study will be used in the evaluation? **See answer to #12.**

190. On page 112, the case study instructions in RFP Section L.10 call for (i) a work plan and detailed timeline for implementation and (ii) a product outline describing deliverables. Since the case study is limited to 5 pages, may we submit these two items in an approved annex? **See answer to #121.**

191. For the cost volume, would USAID allow for the cost notes and spreadsheets to be numbered consecutively, and the rest of the sections in the cost volume to remain unnumbered? Most of these sections will contain PDF files that we are unable to number, such as biographical data sheets and NICRAs. **Yes**

192. Please confirm that where the evaluated targets for SDB participation are concerned, the definition of a “small disadvantaged business” has the meaning given to it in AIDAR 726.7002, which includes both socially and economically disadvantaged businesses, and which would therefore include women-owned small businesses. **Women-owned small businesses are included in the SDB participation target.**

193. Please clarify the level of detail required for the case study. In particular, is USAID requesting a proposed general staffing structure and general labor categories or should the case study approach and budget include specific individuals’ names and biodatas? **See answers to #12, #13 and #54 and respond to the Case Study instructions provided in L.10.**

194. Given the RFP’s request for demonstrating the use of local organizations, as this is country specific, can we describe our approach to utilization and experience in using local organizations rather than identify specific local organizations? **Yes, an approach to using local organizations is satisfactory.**

195. Pages 21 to 22 speak of the Branding Implementation Plan. Is USAID requiring a Branding Implementation Plan as described on pages 21 and 22 be submitted only for the Case Study as described on page 113 or is USAID also expecting a general BIP? **The BIP and MP shall be general plans.**

196. The field Support Checklist referenced on Page 77 of the RFP as being located on page 123 is actually located on page 124 of the RFP. Does USAID require offerors to complete this checklist for this current submission or for individual task orders? **No.**

197. Page 92 could you please clarify the first line of the definition of “Text Accessible”? **Please see Section L.7 – all information should be visible and accessible.**

198. Please clarify what is meant by the following statement on page 94: “All information from appendices shall be referenced in the technical proposal and summarized and included

in the annex section.” Specifically is the “annex section” the same as the appendices? [See answer to #171.](#)

199. Please clarify what is meant by hard (paper) copies: original and copies being in MS Word or PDF format as specified on page 84 subsection L.7. [Please see Sections L.6, c\) and L.7, d\). MS Word or PDF refer to Microsoft Word and Adobe Portable Document Format.](#)
200. The document links across the following sectors but it is not clear to me exactly how this mix is supposed to happen and I am not sure how to formulate a question for this: "education, democracy and government, agriculture, and environment to improve the health status of Africans." [There is no question presented. Please follow the RFP accordingly.](#)
201. There is no info provided on the "selected" African partners. One could design a better proposal if one knew who they were, how we compoement (or not) one another, and how we could develop a better strategy. [See answer to #200.](#)
202. Private sector engagement/PPP's does not seem well-developed in this proposal. [See answer to #200.](#)
203. In the "Feed-the-Future" secion, what do they mean by "country-owned plans"? [“Country-owned” means that the country has had a major role in developing the plans and considers the plans their own; they often lead the implementation process.](#)
204. Since the plug figure for transportation does not include subcontracts, should we include a separate travel line item for US or foreign based subcontractors? (The plug figure for subcontracts only includes costs for labor, fringe and indirects.) [See answer to #86.](#)
205. Should we assume the plug figures for allowances and ODCs do include subcontractor costs as well as the prime? [Yes](#)
206. “Offeror shall submit AID Form 1420-17, Contractor Employee Biographical Data Sheets for three candidates representing the levels of each functional labor category listed.” Please clarify – Do you require 3 bio data sheets for each level within each of the eight functional labor categories (nine per labor category); or one bio data sheet for each level (3 per labor category)? [See answer to #12.](#)
207. Can USAID please clarify whether the 6500 person days allocated to local professional staff is an annual or life of project figure? [See answer to #68.](#)
208. Currently, 8a companies have a sole source ceiling of four million dollars. Why is it then that the small business, including 8a firms in the TASC 4 solicitations, are being limited to a ceiling of 1M dollars? [As stated on page 3 of the RFP, and further detailed in Section F.7, Fair Opportunity, all Task Orders of \\$1,000,000 or less will be set aside for competition among small business contract holders first. All contract holders, which includes small business contract holders, will be eligible to compete for all task orders unless an exception to fair opportunity applies. Please see Section F.7.](#)

209. Can you explain USAID’s policy to encourage 8a and woman-owned firms to participate in the TASC 4 solicitations, as there does not seem to be any such incentives in the solicitations? **All small and small disadvantaged businesses are encouraged to participate in the TASC 4 solicitations. In each of the Regional TASC4 RFPs, two of up to six awards have been set aside for Small Business only (a minimum of 33% of the awards). TASC4 – ICT is a total Small Business set-aside (up to 6 awards). USAID encourages small business participation.**
210. If the 1 million limitation is imposed on small business, should small businesses be responding to a limited statement of work given that our budgets will be capped compared to a “reasonable cost ceiling?” **For small business contract awardees, there is no limitation on the task orders they may compete for. As stated above, all Task Orders of \$1,000,000 or less will be set aside for competition among small business contract holders first. The response to the proposal must follow the instructions provided in Section L for evaluation based on the criteria presented in Section M.**
211. Should the evaluation criteria then also reflect the 1 million budget limit as well? **All offerors response to the proposal must follow the instructions provided in Section L for evaluation based on the criteria presented in Section M.**
212. Should we attach the Standard Form 33 to both the cost proposal and the technical proposal? **The SF-33 should be attached to the cost proposal.**
213. Page 90 of section L (L.6 c) asks for one (1) original and five (5) copies of the technical proposal, and page 104 of the Cost proposal asks for one (1) original and two (2) copies of the cost proposal, while #9 of the Standard Form 33 asks for an original and 4 copies. Please clarify the total number of hard copies required for both the technical proposal and the cost proposal. **You are correct – the error is on the SF-33. Please follow the instructions in Section L.6 (c).**
214. On page 90 of section L (L.6 d), the proposals are to be submitted in sealed envelopes clearly marked on the outside. Will each binder for each hard copy require its own separate envelope? **No**
- a. Will each CD for each electronic copy require its own envelope? **No**
215. 8. Can we submit each copy of the original technical proposal, and its copies, in one box and each original copy of the cost proposal, and its copies, in one box? **Yes**
- a. To expedite security, the boxes should be unsealed. Do you want the boxes to be sealed after we go through security? Or will the sealed envelopes within the box suffice? **If hand delivering the proposal in boxes to the 301 C Street, SW, Washington, DC delivery address, sealing will not be required because they will be hand delivered directly to one of the POCs. If you are delivering the boxes to the RRB (anything other than hand delivery – see Section L.5), the proposal boxes should be sealed after the security check.**

216. Section L.9.a of The RFP asks that all pages be sequentially numbered in the cost proposal. Is it acceptable to hand write the page numbers? **See RFP instructions Section L.9.**
217. Are sequential page numbers required for those pages not included in the page limitation of the technical proposal such as those included in the Appendices (CVs, letters of intent, etc)? **Pages in the appendices/annex are not required to be sequentially numbered, however the appendices/annexes should be organized clearly.**
218. 11. Does the formatting outlined on page 93 (Section L.7.b) apply to all documents in the technical and cost proposal including CVs, past performance, etc? **Yes**
- a. Is it acceptable if some of the CVs are submitted with a different formatting such as Arial font and smaller margins and font? **Please adhere to the instructions in Section L.7 b).**
219. 12. L.7, Section 5, Past Performance: (p. 101) are we required to submit 5-8 of the most recent contracts total? Or 5-8 for each major subcontractor? **See answer to #39.**
- a. In L.7, Section 5 (v) on P. 102, we are asked to submit in writing if no relevant experience directly related to tasks called for in the RFP or similar past performance. Do we submit one letter listing the subcontractors without relevant experience, or one letter per subcontractor if they do not have the relevant experience? **Offeror should make this statement in the Past Performance Section of the proposal. Offeror's choice of one versus multiple letters.**
220. Please clarify what attachment J.7 on page 123 of the RFP is for (Past Performance Matrix)? Would you please give an example of the data wanted and the headings for each column? **See answer to #1. Offeror may propose headers appropriate for offeror's proposal.**
221. On page 5 (B.3), what is the initial obligation of funds in the amount of \$25,000 for? **Initial funding is necessary to award the IDIQ contract.**
222. What do you want us to do with attachment J.8 9p. 124) "Field Support Checklist?" **The field support checklist attachment is for advanced information only.**
223. Based on past IDIQ's, what is an acceptable LOE for IDIQ Directors? **Offerors must determine their own LOE estimate for the IDIQ project director.**
224. is it correct to assume that the disclosure of lobbying activities is part of the cost proposal? **Yes.**
225. The skill level requirements outlined on page 101 say: "Level III: A Level III Specialist must have an MPH, other master's level degree, and three (3) years of developing-country, health-relevant work experience. Level III Specialist must have minimum of three (3) years working in a developing country context." For work experience, does this mean: "three (3) years of health-relevant work experience in a developing-country"? Or "three (3) years of experience in a developing-country *or* three (3) years of health-relevant work experience"? **Three years of health-relevant work experience in developing countries.**

226. 19. All teaming agreements are standard documents, do you want us to include the whole document for each partner? Or just one complete copy and the signature page for each partner? **See answer to #125.**
227. For the local professional staff labor category, should those daily rates reflect a regional daily rate or should they be specific to the case study country? For example, the local professional labor category rate should reflect a daily rate for Guatemala? **The proposed daily rate should reflect the case study country.**
228. In the M&E section of the TASC 4 Latin America RFP’s illustrative global health activities, USAID states that the contractor should be prepared to “prepare assessments of existing activities that influence demand for services of household or community behaviors that affect PHN programs, including HIV/AIDS; conduct analyses and prepare assessments at all levels of existing service delivery activities; and provide on-going monitoring and evaluation for specific programs and activities.” Is USAID planning for TASC4 to conduct performance evaluations rather than impact evaluations? Would these performance evaluations be of both existing activities and upcoming TASC4 activities? Please confirm. **Performance evaluations will be conducted in both upcoming and existing activities.**
229. On page 93, there is a request for “Summary of and Appendix attachments which contain biographical information (i.e., resumes and other documentation provided by the offeror including letters of intent) for key personnel or other proposed candidates only.”
- a. Please explain what is to be summarized. **Offeror shall summarize what the Appendices contain.**
230. As per the RFP (pg 94), “*Part I: Overall Understanding/Approach.* Offerors shall provide a concise summary of their understanding and general approach to implementing and scaling-up the ability to accomplish the six (6) tasks identified in SECTION C.3(b) in the statement of work of this IDIQ.” Is there a country of preference in terms of addressing these tasks? Is the use of the term “scaling-up” suggesting the writer should address the current situation in the region with respect to the six (6) task areas? **Offeror shall provide its understanding and present this information in the technical proposal.**
231. Should the Case Study include identified personnel? If so, are curricula vitae also to be proposed? **See answer to #13.**
232. With relevance to point (iv), page 96, can the Offeror submit a skills matrix to address how the proposed team meets the specified number of sub-categories under each of the technical areas listed? No. Can this matrix be incorporated into a roster of staff, consultants and other personnel? **The offeror shall present the detailed information in an organized manner as it prefers.**
233. Must consultant résumés included in the annex be organized by Levels I, II and III? **If consultants are proposed for labor categories that have levels, those levels must be identified.**

234. Is the page numbering for the total of Section 1 -Technical Proposal to be consecutive?
Yes
235. Regarding delivery: The Freight Delivery Request Form is not available online at <http://inside.usaid.gov/forms/a519-1.doc>. Please clarify how this form can be accessed.
The link for this form is www.usaid.gov/forms/a519-1.doc/
236. If the proposal is to be delivered by our organization by hand, what is the process for providing the form to the OAA POC and what is the process for hand delivery?
Please read Section L.6 for Delivery instructions for delivery by USPS or courier (i.e. FedEx, UPS etc.), and for delivery by hand carefully. If delivering by hand, offeror should follow the instructions provided in Section L.6.e (delivery to 301 C Street SW, Washington DC).
237. Should the staff person first report to 12th and C Streets SW for security scanning, then deliver the proposal to 1300 Pennsylvania Avenue between 9:00 am and 3:00 pm on Thursday May 19, after it has been scanned? **See answer to #23 and please read the instructions provided in Section L.6.e carefully.**
238. If the proposal is going to be delivered via Federal Express, then what is the actual zip code? **As stated in the RFP, Section L.6, Federal Express delivery may only go to the Ronald Reagan Building (1300 Pennsylvania Ave NW, Washington DC 20523). There is NO courier delivery to the 301 C Street SW Washington, DC address. The 301 C Street SW Washington DC address is for Hand Delivery ONLY. Please read the instructions provided in Section L.6.e carefully.**
239. It is our understanding that 20523 is used only by the US Postal Service, it is only for US mail and is not a delivery zip code. The instructions for delivery by Federal Express are not clear. **See answer to #238.**
240. If our firm is selected as a small business prime contractor and one of our proposed subcontractors (not a small business) is selected as a prime contractor on a different regional IQC, would that firm be disqualified as a subcontractor to our firm? If such firm is selected as a prime in the same region as our firm but in the unrestricted category, as opposed to the small business category, would that firm be disqualified as a subcontractor to our firm? **See Section M.1., last paragraph.**
241. Are past performance report forms and separate references required? **See answer to #1.**
242. Please explain the nature of the information to be included in the Past Performance Matrix. **See answers to #1 and #220.**
243. Please clarify whether a Small Business IDIQ recipient will be eligible to compete for task orders that are not small business set-asides; i.e., may a Small Business IDIQ holder bid on task orders that exceed \$1,000,000? **There is no size limitation on the task orders small**

business awardees may compete for; All Task Orders of \$1,000,000 or less will be set aside for competition among small business contract holders first.

244. Please stipulate whether two fee ceiling rates are permissible—one for CPFF contracts and one for FFP contracts. **See answers to #17, sub-item b, and #20.**
245. In the Case Study budget, please clarify whether the local professional staff estimate of 6500 person days is for one year or for all five years. **See answer to #68.**
246. Please clarify whether the \$600,000 Subcontractor plug number includes subcontractor travel and ODCs, or whether it includes only subcontractor fully loaded labor. **See answer to #86.**
247. Please clarify whether the subcontract line item plug number for subcontractors may be increased or decreased depending on contractor's overall proposed cost for the TO and the make-up of the professional team. **No.**
248. Please confirm that there may be different ceiling rates for named subcontractors. **Correct.**
249. Please provide a copy of the Mission Local Compensation Plan for Guatemala in reference to the Case Study. **The LCP for Guatemala will not be provided.**
250. The Statement of Work for the Case Study indicates “the technical response for this section shall be no more than five (5) pages, following the instructions provided here and in Sections L.7/L.8”. Would the government please clarify whether it intends for all response documentation to be included in this page limit (e.g., the work plan, timeline, resumes, etc.). **See answer to #119.**