

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

BPA NO.

1. CONTRACT ID CODE

PAGE

OF PAGES

1

1

2. AMENDMENT/MODIFICATION NO.

02

3. EFFECTIVE DATE

See block 16C

4. REQUISITION/PURCHASE REQ. NO.

5. PROJECT NO. (If applicable)

6. ISSUED BY

CODE

USAID/CAR/AA
7030 Almaty place
Department of State
Washington DC 20521-7030

7. ADMINISTERED BY (If other than Item 6)

CODE

USAID/DOS
7030 Almaty Place
Washington, DC 20521-7030

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)

(X)

9A. AMENDMENT OF SOLICITATION NO.

SOL-176-11-000003

9B. DATED (SEE ITEM 11)

10A. MODIFICATION OF CONTRACT/ORDER NO.

10B. DATED (SEE ITEM 13)

X

01-26-2011

CODE

FACILITY CODE

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended, is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

N/A

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

(X) A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.

X B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).

C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:

D. OTHER (Specify type of modification and authority)

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

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

The purposes of this Amendment are:

1. Clarify delivery submission for hard copies;
2. Revise Sections B, I, K, L;
3. Revise Attachment J.5;
4. Add attachments J.6 - J.9.

Accordingly the following changes are made:

[Continued on page 2]

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

15A. NAME AND TITLE OF SIGNER (Type or print)

16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)

Geoffrey Lohsl

15B. CONTRACTOR/OFFEROR

15C. DATE SIGNED

16B. UNITED STATES OF AMERICA

16C. DATE SIGNED

(Signature of person authorized to sign)

BY  (Signature of Contracting Officer)

22 Feb 2011

1. Cover letter of the RFP, 1 page revise closing date and closing time as following:

All offerors should provide an electronic and hard copies of proposals as follows:

- a. Electronic media (CD or e-mail) submission of proposals:

CLOSING DATE: March 15, 2011
CLOSING TIME: 5:00 pm, Almaty Time (or 6:00 am Eastern time)

- b. Hard copies submission of proposals:

Please provide a dated receipt from courier pick-up showing submittal by March 15, 2011, 5:00 pm, Almaty time (or 6:00 am Eastern time). A scanned copy of the receipt should be sent to AlmatyAASolicitations@usaid.gov by March 16, 2011, 5:00 pm, Almaty Time (or 6:00 am Eastern time).

2. PART I - THE SCHEDULE, B.6 INDIRECT COST: delete:

“(“major subcontractors” are those subcontractors expected to perform at least 20 percent of the technical effort or provide the professional expertise for any particular sector of the contract Statement of Work (SOW), even if the sector is expected to be less than 20 percent of the effort under the contract):”

and substitute with the following:

“(“major subcontractors” are those subcontractors expected to perform at least 10 percent of the technical effort or provide the professional expertise for any particular sector of the contract Statement of Work (SOW), even if the sector is expected to be less than 10 percent of the effort under the contract):”

3. PART I - THE SCHEDULE, B.9 CEILINGS ON FIXED FEE: delete:

“(“major subcontractors” are those subcontractors expected to perform at least 20 percent of the technical effort or provide the professional expertise for any particular sector of the contract Statement of Work (SOW), even if the sector is expected to be less than 20 percent of the effort under the contract):”

and substitute with the following:

“(“major subcontractors” are those subcontractors expected to perform at least 10 percent of the technical effort or provide the professional expertise for any particular sector of the contract Statement of Work (SOW), even if the sector is expected to be less than 10 percent of the effort under the contract):”

4. PART I – THE SCHEDULE, B.11 CEILING DAILY RATES, paragraph (a): revise as follows:

- (a) The contractor will include the cost of home office management as part of their indirect cost or direct cost

paragraph (d): add

Only one set of unburdened CDRs must be proposed by the prime that covers the prime and major subcontractor.

5. PART I - AUTHORIZED GEOGRAPHIC CODE, H.7: add:

The IQC itself is subject to geographic code “000” and “110”.

6. PART II - CONTRACT CLAUSES, SECTION I - CONTRACT CLAUSES, I.1 NOTICE LISTING CONTRACT CLAUSES INCORPORATED BY REFERENCE, add:

“52.237-8 Restriction on Severance Payments to Foreign Nationals (AUG 2003)”

future task orders implementation will exceed 10 percent of the Offeror's **total proposed technical effort**), in accordance with the following:

In a separate annex, Offerors should submit final past performance reports or interim past performance reports if final reports are not available in the Government past performance databases such as Contractor Performance Assessment Reporting System (CPARS) database. **If these reports are not available in CPARS offerors should submit CONTRACTOR PERFORMANCE REPORT SHORT FORM, see ATTACHMENT J.6.**

- (i) List in an annex to the technical proposal up to five (5) of the most recent and relevant contracts for efforts similar to the work in the subject proposal. List five for the prime bidder and five for the major subs, if each performed five contracts for work/similar work to Section C Technical Tasks representing the most relevant indicators of past performance for this RFP.
- (ii) Provide for each of the contractors a list of contact names, job titles, mailing addresses, phone numbers, e-mail addresses and a description of the performance to include:
 - Scope of work or complexity/diversity of tasks
 - Primary location(s) of work
 - Term of performance
 - Skills/expertise required
 - Dollar value
 - Contract type, i.e. fixed-price, cost reimbursement, etc. (USAID recommends that you alert the contacts that their names have been submitted and that they are authorized to provide performance information concerning the listed contracts if and when USAID requests it.
- (iii) If extraordinary problems impacted any of the referenced contractors, provide a short explanation and the corrective action taken, per FAR 15.305(a) (2).
- (iv) Describe any quality awards or certifications that indicate exceptional capacity to provide the service or product described in the statement of work. This information is not included in the page limitation.
- (v) Information on small business participation (FAR 19.001), as annex.

(1) This section (v) is not applicable to offers from small business concerns.

(2) As part of the evaluation of performance in **Section M.3 (b)** of this solicitation, USAID will evaluate the extent you used and promoted the use of small business concerns under current and prior contracts. The evaluation will assess the extent small business concerns participated in these contracts relative to the size/value of the contracts, the complexity and variety of the work small business concerns performed, and compliance with your SB subcontracting plan or other similar small business incentive programs set out in your contract(s).

(3) In order to fully and fairly evaluate performance in this area, all Offerors who are not small business concerns must do the following:

(A) Provide a narrative summary of your organization's use of small business concerns over the past three years. Describe how you actually use small businesses--as subcontractors, as joint venture partners, through other teaming arrangements, etc. Explain the nature of the work small businesses performed--substantive technical professional services, administrative support, logistics support, etc. Describe the extent of your compliance with your SB subcontracting plan(s) or other similar SB incentive programs set out in your contract(s) and explain any mitigating circumstances if goals were not achieved.

(B) To supplement the narrative summary in (A), provide with your summary a copy of the most recent SF 294 "Subcontracting Report for Individual Contracts" for each contract against which you were required to report for the past three years.

(C) Provide the names and addresses of three SB concerns for us to contact for their assessment of your performance in using SB concerns. Provide a brief summary of the type of work each SB concern provided to your organization, and the name of a contact person, his/her title, phone number, and e-mail address for each.

Performance information will be used for both the responsibility determination and best value decision. USAID may use performance information obtained from other than the sources identified by the offeror/subcontractor. USAID will utilize existing databases of contractor performance information and solicit additional information if needed. However, USAID has a preference for past performance information that comes in through CPARS (Contractor Performance Assessment Reporting System).

If the performance information contains negative information on which the offeror has not previously been given an opportunity to comment, USAID will provide the offeror an opportunity to comment on it prior to its consideration in the evaluation, and any offeror comment will be considered with the negative performance information.

11. SECTION L – INSTRUCTIONS, CONDITIONS AND NOTICES TO OFFERORS, L.8 INSTRUCTIONS FOR THE PREPARATION OF THE COST/BUSINESS PROPOSAL (CPFF), a) Part 1 – Standard Form (SF) 33: revise as follows:

The Offeror must submit the cover page (Section A) of this Solicitation [Standard Form (SF) 33, "Solicitation, Offer and Award"], with blocks 12 through 18 completed, with an original signature of a person authorized on behalf of the Offeror to sign the offer. Offerors are **cautioned** to complete **all** required blocks (including acknowledgement of Amendments). The proposal shall be valid for 120 days.

12. SECTION L - INSTRUCTIONS, CONDITIONS AND NOTICES TO OFFERORS, L.8 INSTRUCTIONS FOR THE PREPARATION OF THE COST/BUSINESS PROPOSAL, b) Part 2 – Proposed Costs/Prices, (1)Ceiling Daily Rates, paragraph (b): delete "and resumes"; and delete paragraph (c).

13. SECTION M - EVALUATION FACTORS FOR AWARD, M.3 (c) TECHNICAL UNDERSTANDING, first sentence: delete (iii) and (iv).

14. PART III – LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS, SECTION J - LIST OF ATTACHMENTS, add the following:

- Attachment J.6 - CONTRACTOR PERFORMANCE REPORT SHORT FORM
- Attachment J.7 - SAMPLE LOCAL BUSINESS SUBCONTRACTING PLAN
- Attachment J.8 – QUESTIONS AND ANSWERS
- Attachment J.9 – LIST OF INTERESTED PARTIES
- Attachment J.10 – LETTER ON LOCAL PROCUREMENT BLANKET WAIVER

15. Attachment J.5 - MICRO ECONOMIC COST EVALUATION MATRIX, is revised as follows:

**Attachment J.5
MICRO ECONOMIC COST EVALUATION MATRIX**

The following sets forth the process to be utilized for price evaluation under this RFP. For ease of reference, the Government has provided an example utilizing the following illustrative ceiling daily rates.

U.S. Expatriates Ceiling Daily Rates:

Labor Category

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
1001 Macro-Economist/ Business & Finance Environ Specialist / Labor Economist / International Economist / Trade Policy Specialist / Labor Specialist / Public Sector Accounting Specialist IQC Manager							
Senior Level:	<u>\$750</u>	<u>\$750</u>	<u>\$750</u>	<u>\$775</u>	<u>\$785</u>	<u>\$795</u>	<u>\$805</u>
Mid Level:	<u>\$550</u>	<u>\$550</u>	<u>\$550</u>	<u>\$575</u>	<u>\$585</u>	<u>\$595</u>	<u>\$600</u>

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Junior Level: \$250 \$250 \$250 \$275 \$285 \$300 \$310

1002 Institutional Development Specialist / Workforce Development Specialist / Environmental Specialist / Engineer / Social Scientist / Sociologist

Senior Level: \$700 \$700 \$700 \$715 \$725 \$735 \$755
 Mid Level: \$500 \$500 \$500 \$525 \$535 \$555 \$565
 Junior Level: \$250 \$250 \$250 \$275 \$285 \$300 \$310

1003 Attorney / Accountant

Senior Level: \$700 \$700 \$700 \$715 \$725 \$735 \$755
 Mid Level: \$500 \$500 \$500 \$525 \$535 \$555 \$565
 Junior Level: \$250 \$250 \$250 \$275 \$285 \$300 \$310

1004 Grants Manager / ICT Specialist / Monitoring and Evaluation Specialist / Communications Specialist / Event Specialist / Training Specialist

Senior Level: \$600 \$600 \$600 \$615 \$625 \$635 \$655
 Mid Level: \$400 \$400 \$400 \$425 \$435 \$455 \$465
 Junior Level: \$200 \$200 \$200 \$215 \$230 \$255 \$265

1005 Administrative Support Specialist

Senior Level: \$500 \$500 \$500 \$525 \$535 \$545 \$555
 Mid Level: \$300 \$300 \$300 \$325 \$335 \$345 \$355
 Junior Level: \$150 \$150 \$150 \$175 \$200 \$225 \$240

Locally-hired national personnel or other non-U.S. expatriate salaries should be based on USAID local compensation plans. However, for the purpose of this price evaluation, labor costs of locally-hired national personnel will be ignored.”

CALCULATIONS

Step 1: The Government will calculate an average ceiling daily rate for U.S. expatriate ceiling daily rates proposed for Years 1-7.

For the purpose of calculating an average U.S. expatriate ceiling daily rate for each labor category grouping for Years 1-7, the proposed ceiling daily rate for the Senior Level in each category grouping will count as 70% of the average and the proposed ceiling daily rate for the Mid Level and the Junior Level in each category grouping will count as 15% of the average. For instance, using the sample ceiling daily rates shown above, the average U.S. expatriate ceiling daily rate for Year 1 for the first labor category grouping will be calculated as follows $[(\$750 * 0.70) + (\$550 * 0.15) + (\$250 * 0.15)] = \645.00

AVERAGE U.S. EXPATRIATE CEILING DAILY RATES:

Labor Category

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
#1	\$645.00	\$645.00	\$645.00	\$670.00	\$680.00	\$690.75	\$700.00
#2	\$602.50	\$602.50	\$602.50	\$620.50	\$630.50	\$642.75	\$659.75
#3	\$602.50	\$602.50	\$602.50	\$620.50	\$630.50	\$642.75	\$659.75

#4	\$510.00	\$510.00	\$510.00	\$526.50	\$537.25	\$551.00	\$568.00
#5	\$417.50	\$417.50	\$417.50	\$442.50	\$454.75	\$467.00	\$477.75
	\$555.50	\$555.50	\$555.50	\$576.00	\$586.60	\$598.85	\$613.05

CALCULATED AVERAGE CEILING DAILY RATE =	Year 1	\$555.50
	Year 2	\$555.50
	Year 3	\$555.50
	Year 4	\$576.00
	Year 5	\$586.60
	Year 6	\$598.85
	Year 7	<u>\$613.05</u>

OVERALL AVERAGE: \$577.29 [USFDR IN Step 2]

Step 2: The Government will enter the overall calculated average for the U.S. expatriate ceiling daily rates (USFDR) and the contractor’s proposed provisional indirect cost rate to be applied to ODCs into the cost evaluation matrix Budget below. This computation will result in the contractor’s proposed price for evaluation purposes.

COST EVALUATION MATRIX BUDGET

[The figures in “ “ are plug-in figures and will be used for evaluation purposes. Each Offeror’s proposed / calculated prices will be incorporated into the budget below where indicated.]

Labor:

A. “4,000 person-days” * USFDR = \$
 (Note: include home office support if charged directly to the project)

Other Direct Costs:

- B. Offeror Travel, Transportation & Per Diem = “\$250,000”
- C. Subcontractor Travel, Transportation & Per Diem = “\$125,000”
- D. Offeror Allowances = “\$50,000”
- E. Subcontractor Allowances = “\$25,000”
- F. Offeror Miscellaneous ODCs = “\$200,000”
- G. Subcontractor Miscellaneous ODCs = “\$100,000”
- H. Non-Expendable Equipment and Commodities = “\$50,000”

Indirect Costs [On Other Direct Costs]:

- I. Indirect Costs on Line Item A Above = \$
- J. Indirect Costs on Line Item B Above = \$
- K. Indirect Costs on Line Item C Above = \$
- L. Indirect Costs on Line Item D Above = \$
- M. Indirect Costs on Line Item E Above = \$
- N. Indirect Costs on Line Item F Above = \$
- O. Indirect Costs on Line Item G Above = \$
- P. Indirect Costs on Line Item H Above = \$
- Q. Fee = \$

[Note: FOR EVALUATION PURPOSES ONLY. The figures are not meant as a guide. USAID by policy imposes a Maximum Unburdened Rate of \$635.76. The prime Offeror’s applicable indirect costs allocated to these other direct costs line items shall be used. The proposed applicable indirect costs allocated to these

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other direct costs line items should be in accordance with the contractor's usual accounting procedures, consistent with FAR Part 31, and Negotiated Indirect Cost Rate Agreements (NICRA).]

Sample Cost Evaluation Matrix Budget [A+B+C+D+E+F+G+H+I+J+K+L+M+N+O+P+Q]: = \$

**ATTACHMENT J.6
CONTRACTOR PERFORMANCE REPORT SHORT FORM**

CONTRACTOR PERFORMANCE REPORT - SHORT FORM
PART I: Contractor Information (to be completed by Prime)
1. Name of Contracting Entity:
2. Contract Number:
3. Contract Type:
4. Contract Value (TEC): (if subcontract, subcontract value)
5. Problems: (if problems encountered on this contract, explain corrective action taken)
6. Contacts: (Name, Telephone Number and E-mail address)
6a. Contracting officer:
6b. Technical Officer (COTR):
6c. Other:
7. Contractor:
9. Information Provided in Response to RFP No. :
PART II: Performance Assessment (to be completed by Agency)
1. Quality of product or service, including consistency in meeting goals and targets, and cooperation and effectiveness of the Prime in fixing problems. Comment:
1. Cost control, including forecasting costs as well as accuracy in financial reporting. Comment:
2. Timeliness of performance, including adherence to contract schedules and other time-sensitive project conditions, and effectiveness of home and field office management to make prompt decisions and ensure efficient operation of tasks. Comment:
3. Customer satisfaction, including satisfactory business relationship to clients, initiation and management of several complex activities simultaneously, coordination among subcontractors and developing country partners, prompt and satisfactory correction of problems, and cooperative attitude in fixing problems. Comment:
4. Effectiveness of key personnel including: effectiveness and appropriateness of personnel for the job; and prompt and satisfactory changes in personnel when problems with clients were identified. Comment:

[Note: The actual dollar amount of subcontracts, if any, (awarded to the Prime) must be listed in Block 4 instead of the Total Estimated Cost (TEC) of the overall contract. In addition, a Prime may submit attachments to this past performance table if the spaces provided are inadequate; the evaluation factor(s) must be listed on any attachments.]

ATTACHMENT J.7 - SAMPLE LOCAL BUSINESS MASTER SUBCONTRACTING PLAN

MODEL SUBCONTRACTING MASTER PLAN OUTLINE *

Identification Data

Contractor: ____ (add as many contractors as necessary) _____

Address: _____

Contractor: _____

Address: _____

Contractor: _____

Address: _____

Solicitation or Contract Number: _____

Project Title: _____

Total Amount of Contracts (Including Options) \$ _____

Period of Contracts Performance (MO. & YR.) _____

* The following is a suggested model for use when formulating local business subcontracting plan.

A. Type of Plan

____ Master plan (Goals developed for this contract; all other elements standard; must be renewed annually).

B. The offeror's subcontracting plan shall include the following:

(1) Goals, expressed in terms of percentages of total planned subcontracting dollars, for the use of local business as subcontractors. The offeror shall include all subcontracts that contribute to contract performance.

(2) A statement of--

(i) Total dollars planned to be subcontracted to local businesses is: \$ _____ and _____ %*

(3) A description of the principal types of supplies and services to be subcontracted

(4) A description of the method used to develop the subcontracting goals in paragraph (b)(1) of this clause.

(5) A description of the method used to identify potential sources for solicitation purposes.

(6) The name of the individual employed by the offeror who will administer the offeror's subcontracting program, and a description of the duties of the individual.

7) A description of the efforts the offeror will make to assure that local businesses have an equitable opportunity to compete for subcontracts.

(8) Assurances that the offeror will--

(i) Cooperate in any studies or surveys as may be required;

(ii) Submit periodic reports so that the Government can determine the extent of compliance by the offeror with the subcontracting plan;

(9) A description of the types of records that will be maintained concerning procedures that have been adopted to comply with the requirements and goals in the plan; and a description of the offeror's efforts to locate local business and award subcontracts to them.

SUBCONTRACTING PLAN AUTHORIZATION:

NAME: _____

TITLE: _____

DATE: _____

SIGNATURE: _____

Attachment J.8 - Questions and Answers

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The USAID Microeconomic Foundations for Growth IQC
Questions and Answers

Small and local businesses:

1. Given that the mission encourages participation of small and local businesses, can you clarify the evaluation mechanism that will be applied in this case?

Answer: Please see Section M.3(a) on page 82.

2. Will there be a difference in the weight given to small businesses and local ones?

Answer: No

3. Does USAID intend to award one or more small business set-asides through this solicitation? Under Section F.7- Fair Opportunity to be Considered, part b (5) (on page 30 of the RFP), it is stated that "USAID may directly place Task Orders with any category of small or small disadvantaged business that received a prime Contract award from the same solicitation that resulted in the award of this Contract." While understood that this is referring to Task Orders awarded within the IQC, it is never explicitly stated if this solicitation intends to set aside a slot (or multiple slots) for small businesses as holders of the IQC.

Answer: No

Subcontractor:

4. B.6 Indirect Costs, page 7, describes Major Subcontractors as "...those subcontractors expected to perform at least 20 percent of the technical effort or provide the professional expertise for any particular sector of the contract SOW..." On page 72, part L.7.2) Past Performance Information describes Major Subcontractor as, "...one whose anticipated involvement in IQC and future task orders implementation will exceed 10 percent of the Offeror's total proposed cost..." Are we to define Major Subcontractor two different ways depending on purpose - Indirect Rate or technical role?

Answer: The definition for major subcontractors will be the same in Section B.6 Indirect Costs, and in Section L.7.2 Past Performance Information. Subcontractors will be considered major if they will have 10% or more of the overall anticipated effort for the IQC. The RFP will be amended accordingly.

5. Section B.6 on Page 7 of the RFP defines major subcontractors as "those subcontractors expected to perform at least 20 percent of the technical effort or provide the professional expertise for any particular sector of the contract Statement of Work, even if the sector is expected to be less than 20 percent of the effort under the contract." However, Section L.7(b)(2) on Page 72 defines a major subcontractor as "one whose anticipates involvement in IQC and future task orders implementation will exceed 10 percent of the Offeror's total proposed cost." We would appreciate clarification regarding the definition of major subcontractors.

Answer: Please see answer to question 3 above.

6. Section L.7(b)(2)(3)(B) (Page 73) instructs offerors to provide a copy of the most recent SF 294 "Subcontracting Report for Individual Contracts" for each contract against which they were required to report for the past three years. Given the large volume of our SF 294s for the past three years, which total hundreds of pages, would USAID consider receiving these forms on CD-ROM as an annex to the technical volume? Alternatively, we respectfully request the option of selecting 10 recent and relevant SF 294 forms for USAID's review.

Answer: 10 recent and relevant SF 294 forms can be selected and submitted on CD-ROM as an annex to

the technical volume for USAID's review.

7. If proposed local consortium subcontractors require pre-award due diligence on the part of the prime to establish billing rates, and this information cannot be provided at the time of the IQC proposal, would USAID consider providing subcontractor consent at the IQC level for such organizations after contract award so we would not have to obtain consent for each individual task order?

Answer: Subcontractors with no pre-award due diligence at time of IQC proposal will not be evaluated.

8. Would USAID consider granting a consent to subcontract with a partner whose cost structure does not allow CPFF type agreements, whereas individual TO subcontracts will be of T&M and FP type with the approved GSA schedule serving as the basis for an estimated cost?

Answer: Subcontractor cost structure should allow for cost plus fixed fee (CPFF) and firm fixed price (FFP) type agreements.

9. Section B. 6 (Indirect Cost) on page 7 states that "major subcontractors" are those subcontractors expected to perform at least 20 percent of the technical effort or provide the professional expertise for any particular sector of the contract's SOW, even if the sector is expected to be less than 20 percent of the effort under the contract. However, Section L.7 2) (Instructions for the preparation of the Micro Technical Proposal) on page 72 defines a "major subcontractor" as one whose anticipated involvement in the IQC and future task orders implementation will exceed 10 percent of the Offeror's total proposed cost. Please clarify.

Answer: Please see answer to question 3 above.

10. Please confirm that the Offeror and each major subcontractor are required to submit ceiling rates for each of their respective indirect cost type.

Answer: Yes, the offeror and each major subcontractor are required to submit ceiling rates for each of their respective indirect cost type.

11. Please clarify whether an Offeror and each major subcontractor may propose ceiling rates for the entire duration of the IQC (per Section B.7) instead of proposing separate ceiling rates for each of the IQC years (per Section L.8, page 76).

Answer: We leave this decision up to your discretion.

12. Section L.7 (2a(3) (Page 73): Can Offerors submit their "small business concerns" required information as an appendix to their Technical Proposals (particularly due to the number of pages of the required SF294s)?

Answer: Yes, "small business concerns" required information can be submitted as an appendix. The RFP will be amended to include small and local business subcontracting plans as part of the annexes.

13. On page 7 of the RFP, a major subcontractor is defined as one who is: "expected to perform at least 20 percent of the technical effort or provide the professional expertise for any particular sector of the contract Statement of Work (SOW), even if the sector is expected to be less than 20 percent of the effort under the contract". This description is reiterated on page 9. However, 2) Past Performance Information [See Section M.3 (b)] on page 72] states that each major subcontractor is one "whose anticipated involvement in IQC and future task orders implementation will exceed 10 percent of the Offeror's total proposed cost)". Please clarify what is the threshold for a major subcontractor.

Answer: Please see answer to question 3 above.

14. Page 77, states "the goal of local businesses is twenty percent (20%) of total Task Order value." Will anticipated grants under contract count toward the local subcontracting goals?

Answer: Yes

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15. B.8, Subcontractors

Can USAID please clarify what will be included within this section?

Answer: Section B.8 will include a list of the approved subcontractors.

16. Major subcontractors" are defined as those subcontractors expected to perform at least 20 percent of the technical effort in Articles B.6 and B.9., while Article L.7 2) defines major subcontractor as "one whose anticipated involvement in IQC and future TOs implementation will exceed 10 percent of the Offeror's proposed cost". Please confirm the "major subcontractor" definition and clarify if it applies to an individual Task Order level, or to the whole IQC;

Answer: Please see answer to question 3 above for major subcontractor definition and it applies to the whole IQC.

17. . Article L.8, e) on page 77 of the Macro RFP establishes the goal for use of SB under the IQC at twenty percent (20%) of Task Order Value. In addition, it requires for the goal to be established for use of local businesses at twenty percent(20%) of total Task Order value. The FAR requires reporting on subcontracting plans based on specific percentage goals for U.S. small, small disadvantaged, women-owned, HUBZone small, veteran-owned and service-disabled veteran-owned small businesses, and the eSRS system would not allow for an additional "local businesses". Please confirm if a separate subcontracting plan must be submitted with the proposal for the utilization of local businesses. If so, please provide a definition for "local business", for example, would local independent consultants fall under the definition?

Answer: A separate subcontracting plan must be submitted with the proposal for the utilization of local businesses. A local business is any individual or organization whose permanent and primary business location is in the Central Asian Republics.

Delivery:

18. Section L.6 of the RFP document specifies the delivery method for the Proposal documents. Can you clarify whether proposals must be submitted both electronically and regular mail or would it be acceptable to submit the proposal via email only?

Answer: Please submit the proposal both electronically and via regular mail.

19. Section L.6(ii) (Page 71) indicates "the media is to be either compact disk and email with attachments." Should this read, "the media is to be either compact disk or email with attachments"?

Answer: This should read "the media is to be either compact disk or email with attachments."

20. Section L.6 (Delivery Instructions) on page 71, states that proposals will be accepted by electronic media "and" regular mail. Are Offerors required to send hard copy proposals in addition to e-submissions?

Answer: Yes, Offerors are required to send hard copy proposals in addition to e-submissions.

21. Section L.6. Delivery Instructions (Pages 70-71): there are several inconsistencies in the RFP language about the submission requirements for Offerors' proposals. Please clarify the allowable submission requirements: (i) electronic media to the issuance office. Is it BOTH compact disk AND email with attachments? Or may an Offeror submit its proposal either way? While delivery of proposals as paper copy is acceptable—as stated on Page 71 of the RFP—is it required?

Answer: Compact disk or email with attachments and paper copy proposals are required.

22. Section L.6. (iii) (Page 71): "Regardless of the method used, the Technical Proposal and Cost Proposal must be kept separate." If an Offeror transmits its proposal via email, in addition to the RFP # required in the Subject Line, should the Offeror also specify "Technical Proposal" and "Cost Proposal" in the Subject Line?

Answer: Yes, please specify "Technical Proposal" and "Cost Proposal" in the Subject Line.

23. It is unclear whether solely submitting proposals electronically is sufficient, or if electronic submissions must also be supplemented with hard copy submissions. On page 71 of the RFP, under L.6 Delivery Instructions, part ii, it states that “electronic submissions will be accepted for this procurement,” but also that proposals can be submitted via regular mail or hand-carried. Please clarify if electronic submissions alone are acceptable; if they are not, must proposals be submitted both electronically and in hard copy?

Answer: Proposals must be submitted both electronically and in hard copy.

24. Page 71 of the RFP reads “Because electronic submissions will be accepted for this procurement, please be advised that the US Government shall not be responsible for incomplete/corrupted or missing information in electronic submissions.” Could you please confirm that proposals submitted only via electronic media will satisfy the delivery requirements of the RFP? Is the delivery of hard copies of the proposal required? If hard copies are required, must they be postmarked by the closing time or received by the closing time?

Answer: Proposals must be submitted both electronically and in hard copy. Dated receipt from courier pick-up by the delivery date will be acceptable for hard copies.

25. Section L.6 Delivery Instructions, Page 70-71. Please confirm if electronic submission is sufficient. If both electronic media and paper copies are required, would USAID consider receiving the paper copies after the due date provided there is proof of courier pick-up by the delivery date?

Answer: Please see answer to question 24 above.

26. Will USAID accept proposals electronically OR hard copy? Or is it both electronic submission AND hard copy?

Answer: please see answer to question 24 above.

Past performance:

27. L.7, page 72, Past Performance Information requests 3 Small Business references and a brief summary of the type of work each SB concern provided... May we provide these references and descriptions as an annex?

Answer: Yes

28. L.7, page 72, Past Performance Information requests final or interim past performance reports (CPARS). Can we substitute PPRs with appropriate contact information for relevant projects for which USAID has not yet provided interim or final CPARS?

Answer: Yes

29. Section L.7 (2a(ii)) (Page 72): We understand we must submit five of the most recent and relevant contracts for the prime bidder for work similar to that in the subject proposal. Can USAID please clarify if we should submit five (5) for ALL major subcontractors on a team OR five (5) for EACH major subcontractor on a team?

Answer: 5 for all of the major subcontractors on the team

30. Section L.7 (2a) (Page 72): Does USAID require BOTH Contractor Performance Reports (CPARS) and past performance “information” for the Offeror and each major subcontractor? Or only past performance “information” as specified in (ii)?

Answer: Both

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31. On page 72 of the RFP, under section 2) Past Performance Information (ii), it is requested that the offeror provide for each of the contractors a list of contact names, job titles, mailing addresses, phone numbers, e-mail addresses, and a description of the performance. Must this information be represented in a separate attachment as well, or may it be incorporated into the annex containing past performance information?

Answer: It may be incorporated into the annex containing past performance information.

32. Section L.7, part A, under point 2 (Past Performance Information) on page 72 of the RFP. It is stated that offerors must provide past performance references for "up to five (5) of the most recent and relevant contracts for efforts similar to the work in the subject proposal." Are past performance references for cooperative agreements, rather than contracts, acceptable as well? This clarification is pertinent to all NGOs who may be submitting bids in response to this opportunity, as the most recent contracts may not be as relevant (in subject matter) to the proposal as their most recent cooperative agreements may be.

Answer: Yes, past performance references for cooperative agreements will be acceptable as well.

Page limitation:

33. On page 72, USAID lists items that do not count against the page limitation. A cover letter is not listed. Will a cover letter count against the 10-page limitation?

Answer: The cover letter does not count against the 10-page limitation.

34. Section L.7 (Page 72): Given the short page limit for the proposal, may Offerors submit an Acronym Listing in their proposal and NOT have it count against the 10 page limitation for the Technical?

Answer: An Acronym Listing will not count against the 10 page limitation for the Technical Proposal.

35. Page 72 of the RFP lists items not included in the page limitation. In addition to the items listed, is the cover page of the RFP also excluded from the page limitation?

Answer: The cover letter does not count against the 10-page limitation.

36. On page 74 of the RFP offerors are requested to "List in an annex to the technical proposal up to five (5) of the most recent and relevant contracts for efforts similar to the work in the subject proposal. List five for the prime bidder and five for the major subs,..." Are offerors expected to provide a total of 5 or a total of 10 relevant contracts?

Answer: Offerors are expected to provide a total of 10 relevant contracts.

37. Are annexes beyond the 5 listed on page 74 allowed?

Answer: No, only the 5 listed are allowed.

Bio data sheets:

38. And finally, kindly clarify the number of bio data sheets that need to be submitted with the proposal.

Answer: Signed bio data sheets are required for each labor category and for each ceiling daily rate level in addition to the IQC manager. There are five (5) labor categories, and three (3) ceiling daily rate levels and one (1) IQC manager which equals to 16 total to be included in the cost proposal. We also require one resume for the IQC manager to be included in the technical proposal.

39. Section L.7(b) on Page 72 lists resumes and CVs as among the pages that do not count against the page limit for the Technical Proposal. In the instructions for the preparation of the cost/business proposal, Section L.8(c) on Page 74 refers to "the biodata sheets and resumes provided." Would USAID please clarify whether resumes should be placed in the cost proposal or the technical proposal?

Answer: Signed bio data sheets should be placed in the cost proposal and only one CV is required, that of the IQC Manager, which should be included in the technical proposal.

40. Can USAID confirm if resumes be scored?

Answer: Yes, the resume of the IQC Manager will be scored.

41. Section L.7(4)(iii) on Page 74 states that the information submitted regarding the IQC Manager does not include a biodata sheet; however, Section L.8(a)(1)(b) on Page 74 calls for signed biodata sheets for all proposed consultants and the IQC Manager. Please clarify whether a signed biodata sheet is required for our proposed IQC Manager.

Answer: A signed bio data sheet is required for the proposed IQC Manager.

42. Section L.8.b.1 (Ceiling Daily Rates) on page 74 requests one biodata sheet and resume for each of the labor categories and labor levels in section B.12. Can USAID confirm that offerors are required to submit 15 biodata sheets and resumes (5 labor categories and 3 labor levels) and not 36 (for 12 labor positions and 3 labor levels identified in Section B. 13)?

Answer: Please see answer to question 38 above.

43. Section B.12 Labor Categories (Page 11): USAID mentions that "At the time a Request for Task Order Proposal is issued" Offerors must provide completed and signed SF 1420s for positions listed, but then says in the subsequent sentence that "The biodata sheets and resumes should be a representation of the prime and/or major subcontractor employees/consultants." We request USAID to clarify whether SF 1420s and resumes need to be submitted at this time and for the IQC's RFP or only later in response to Request for Task Order Proposals. Would the Mission like full resumes of proposed candidates/consultants for each labor category and level, totaling at least 15 CVs, included with the proposal? If so, is there a page limit for each CV?

Answer: A CV for the IQC Manager s and signed bio data sheets need to be submitted for the IQC's RFP. The signed bio data sheets are required for each labor category and level and one for the IQC manager totaling 16. We also require one resume for the IQC manager. There is no page limit for each CV or bio data sheet.

44. Section L.7 (Page 72): Appendix attachments. For which proposed candidates are resumes/CVs required to be submitted? The IQC Manager? Others? Please clarify.

Answer: Please see answer to question 43 above.

45. Section L.7 (Page 72): Can USAID clarify if it needs resumes/CVs AND SF1420s for proposed candidates? Or only for the IQC Manager? Please clarify.

Answer: Please see answer to question 43 above.

46. Page 11 of the RFP states, "The biodata sheets and resumes provided should be a representation of the prime and/or major subcontractor employees/consultants." Will USAID accept CVs and biodatas from subcontractors that are not classified as major subcontractors?

Answer: No

47. Please confirm if the requirement for provision of EBDs and CVs as stipulated in Article L.8 (b) is applicable only to future Task Orders, and not to the response to the RFP for the IQC. If so, please advise if a CV and an EBD would be required for the IQC manager;

Answer: Please see answer to question 43 above.

48. Will CVs and EBDs for each labor category and level be required at the Task Order level?

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Answer: Please see answer to question 43 above.

Deadline and formatting:

49. No closing date is included in Block 9 of SF 33 in the RFP. Would USAID please confirm that the closing date is February 28, 2011?

Answer: The closing date is March 15, 2011 at 5:00 pm, Almaty Time (or 6:00 am Eastern time).

50. Regarding the technical proposal, Section L.7(b) (Page 72) states, "Offerors shall use only 8.5 inch by 11 inch...paper." Does this apply to annexes as well as the actual proposal?

Answer; Yes, it applies to annexes as well as the actual proposal.

51. In the instructions for the preparation of the cost/business proposal (Section L.8(a), page 74), offerors are directed to complete blocks 14-18 of SF 33 whereas the general instructions (Section L.5, page 70) directs offerors to complete blocks 12-18. Please clarify.

Answer: The Offeror must complete blocks 12-18 of SF 33. The RFP will be amended to correct the inconsistency.

52. Section L.5b (Page 70): States that "The subject line must state: 'RFP: SOL-176-11-000002.'" This differs from the Solicitation Number provided on FedBizOpps and elsewhere in the RFP which indicates: "RFP: SOL-176-11-000003." Please specify which number is correct.

Answer: The subject line must state: "RFP: SOL-176-11-000003". It will be corrected in an RFP amendment.

53. Following the Solicitation Conference on February 11, 2011 in Almaty, Kazakhstan, will USAID release a formal transcript as an amendment to the RFP of the questions and answers discussed at the conference for small businesses and others who cannot afford to send a representative to Central Asia solely for the Solicitation Conference?

Answer: Yes, all questions and answers discussed at the conference will be released as an amendment to the RFP.

Geographic code:

54. Section H.7 (Page 39) stipulates an authorized geographic code of 000, while section H.19 (Page 44) states that "the authorized source for procurement is Geographic Code 000 and 011." Would USAID please clarify?

Answer: The authorized source for procurement is Geographic Code 000 and 110. The RFP will be amended accordingly.

55. The RFP provides for strong preference of local participation with a minimum target of 20 percent participation from local institutions. However, the Authorized Geographic Code for this procurement is "000" – United States of America. Can you please clarify whether non-U.S. organizations and firms are eligible to participate as prime or subcontractors given the "000" geo code designation?

Answer: Please see answer to question 5 above.

56. The RFP provides for strong preference of local participation with a minimum target of 20 percent participation from local private businesses. It also encourages local private businesses to register on the "interested vendor list" at www.fbo.gov. However, the Authorized Geographic Code (page 39) for the IQC procurement is "000" – United States of America. Can you please clarify whether non-U.S. organizations and firms (including local private businesses) are eligible to participate as

subcontractors on the IQC given the "000" geo code designation? Would USAID consider changing the Geo code designation to 935?

Answer: Please see answer to question 5 above.

Attachment J.5

57. Should offerors disregard the reference in Attachment J.5 at the bottom of Page 95, "Locally-hired national personnel or other non-U.S. expatriate multipliers should be based on USAID local compensation plans"?

Answer: Yes

58. The price evaluation methodology in Attachment J.5 requires that all offerors use a plug amount of 4,000 days and then apply their proposed indirect rate and fee ceilings. However, some firms bill certain types of labor directly, such as home-office backstopping, that other firms include in their indirect rates. Those who bill directly would require more LOE days to provide the same package of technical assistance as an offeror who bills indirectly, and would presumably have lower indirect rates as a result of the direct billing. This could artificially cause offerors who bill such costs indirectly to appear more expensive in the IQC evaluation when in fact they may cost the government the same or less on actual task orders. The effect is that the price evaluation largely amounts to a comparison of indirect rates at the rate level, which is inherently misleading and unequal for the reasons that OAA describes in USAID's Best Practices Guide for Indirect Costing. Will USAID's price and cost realism analyses be adjusted to account for such disparities in offeror rate structures, given that there is not a sample task order that would help to normalize such disparities?

Answer: Prime indirect rates are generally applied to ALL legitimate costs. If you do not do so, explain (briefly) what you did in your offer and it will be taken into account. Attachment J.5 will be amended accordingly.

59. Should any of the 4,000 days be considered as subcontractor days and burdened with subcontractor indirect rates? If so, how should this be determined with regard to dividing days among the prime contractor and subcontractors? If not, can USAID confirm that prime contractor indirect rates apply to all 4,000 days?

Answer: Only one set of unburdened CDRs must be proposed by the prime that covers the prime and major subcontractors. The RFP will be amended accordingly.

60. Attachment J.5 (Micro Economics Cost Evaluation Matrix) on page 95 states "locally-hired national personnel and other non-US expatriate multipliers should be based on USAID local compensation plans. However for the purpose of this price evaluation, labor costs of locally-hired national personnel will be ignored ". Since Task Orders are expected to be Cost Plus Fixed Fee or Firm Fixed Price, we do not understand the reference to multipliers in this context. Please clarify whether the language should be omitted.

Answer: Yes

61. Instructions for completing the Micro Economics Cost Evaluation Matrix presented on pages 95 through 97 specify that the Offeror should apply its indirect costs on Line A (Labor). Could USAID please provide further guidance regarding labor distribution to be used by the Offeror between such labor classes as Home Office Staff, Consultants, Intermittent Staff, and/or Other?

Answer: Yes. USAID prefers cost of home office management to be a part of the indirect costs. The home office management costs must be reflected in the cost matrix as either indirect or direct costs. Attachment J.5 will be amended accordingly.

62. Regarding the Cost Evaluation Matrix, Attachment J.5 (page 95 of the RFP), please confirm exactly what USAID would like offerors to provide beyond the CDRs for the 5 labor categories (each with three levels).

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Answer: With respect to the Labor Category section of Attachment J.5 CDRs for the 5 labor categories (each with 3 levels) they should be calculated over 7 years. With respect to Attachment J.5 as a whole Offerors need to make the calculations and produce a cost evaluation matrix budget as provided by Attachment J.5.

63. Section L.8 (b)(1)(a), page 74, instructs offerors to fill out Line Item A and I through P in the attachment. However, the instructions in Attachment J.5 Step 1, (page 96), states that *the Government* will calculate the average ceiling daily rate which is necessary to complete Line Item A and, according to Step 2, *the Government* will also enter proposed provisional indirect cost rates that are to be applied to ODCs in the Budget (Line Items I through P). Please confirm that rates provided in matrix (Attachment J.5, page 95) can exceed the *current* maximum unburdened daily rate for employees of \$635.76 in the later years of the IQC's potential eight-year duration.

Answer: The outyears may escalate – at the time of the task order if the current rate proposed is above the USAID Contractor Salary Threshold (CST) and below the CDR, special approval will have to be sought.

64. On Attachment J.5 page 97, under the heading Indirect Costs [ON Other Direct Costs], Letter I indicates “Indirect Costs on Line Item A Above”. Item A, above, seems to reference Labor. Is USAID asking bidders to include indirect costs on labor? How should Offeror's calculate the estimate indirect cost on labor if an Offeror has different indirect rate structures for different types of employees (i.e. HQs employees versus long-term overseas employees)? May the Offeror make certain labor mix assumptions and explain those in the budget notes of the cost volume?

Answer; Yes

65. L.8(1)(a), Ceiling Daily Rates, and Attachment J.5 (note), page 74
Please confirm that Offerors may follow the directions of the attachment and use their current Indirect rates on file with DCAA for all calculations.

Answer: Yes

Branding and Marking:

66. Does USAID require offerors to submit a branding implementation plan and marking plan with the IQC proposal, or only with each Task Order proposal? If a branding implementation plan and marking plan is required as part of our IQC proposal, please clarify whether it should be included as an annex to the Technical Proposal or the Cost Proposal.

Answer: Please see D.2 (c) of the RFP. The branding implementation plan and marking plan is required for the task order.

67. Is a branding and marking plan required as an annex to the technical proposal?

Answer: Please see answer to question 66 above.

Labor and CDR:

68. Because local partners will ultimately work with whichever contractor is awarded Task Orders under this IQC, does USAID discourage contractors from obtaining exclusive letters of commitment from said potential local partners?

Answer: Yes

69. Section H.4 (Additional Requirements for Personnel Compensation) on page 38 states that annual salary increases may not exceed 2%. We believe that a 2% for annual salary increases is low and will make it difficult for contractors to retain and recruit professionals at the level required under USAID standards. The US Department of Labor last year's employment cost index was 4% for civilian workers, the 2% stated in this RFP is not realistic within the industry standards. Would USAID consider increasing the percentage?

Answer: No. This rate does not apply to CDRs set in the IQC.

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70. Section L.8.b.3 (Fixed Fee/Profit information) on page 76 requires contractors to submit the “overall fixed fee/profit” to be used for CPFF and FFP task orders. Can USAID please confirm that the fixed fee required in this section is for the IQC evaluation/negotiation purposes and will not apply to Firm Fixed Price Task Orders?

Answer: Yes, the ceiling proposed will be enforced for CPFF type task orders only. Offerors are encouraged to propose lower than the ceiling for future task orders, but not required. For FFP task orders, this ceiling only serves as a basis for negotiation only as stated in the terms and conditions in section B.

71. Section B.11.a (Ceiling Daily Rates) on page 10 calls for inclusion of home office management as part of the indirect cost. Considering that Cost Accounting Systems differ from bidder to bidder, we request that USAID eliminate this language to allow the offerors to follow their established and approved indirect rates structure. Otherwise, offerors would have to modify their indirect rates just to comply with this requirement.

Answer: USAID prefers cost of home office management to be part of the indirect costs. The home office management costs must be reflected in the cost matrix as either indirect or direct costs. Attachment J.5 will be amended accordingly.

72. Section B.14 (Labor Categories – Level of Qualifications) on page 14 provides specific education and experience level for each Labor category and level. Would USAID consider allowing the TO COTR to approve on a case-by-case basis deviations from the minimum benchmark education and experience qualifications to meet specific TO labor requirements?

Answer: Yes.

In addition, the Junior labor category criteria is defined as a Bachelor and three years of experience. We request that USAID amend the requirement for the Junior Level Administrative Support labor category to be a Bachelor and one year of experience.

Answer: No

73. Can you confirm that even though the IQC is for a 5 years period, you want us to price Labor for IQC Year 6 and Year 7?

Answer: Yes, price labor for IQC Year 1 – Year 7.

74. Sections B.12 and B.13 offer combined Labor Categories and separated Labor Position Descriptions, respectively. Whereas an IQC Manager is a required position, it has a separate Labor Position Description and may prohibit an Offeror from providing a candidate who meets the description for: Agribusiness Specialist, Trade Specialist, or Enterprise Development Specialist. How may Offerors present qualified personnel for these individual Labor Position Descriptions if they are combined into one Labor Category?

Answer: Labor Categories represent groupings of occupations that we estimate have comparable salaries. A position description describes a specific set of skills. We would expect the Offerors to present an IQC Manager qualified to undertake the tasks described in the position description for the IQC Manager within the Ceiling Daily Rates that the Offeror proposes for the Labor Category within which the IAC Manager is included.

75. Similarly, Sections B.12 and B.13 offer combined Labor Categories under 1003 and 1004. How may Offerors present qualified personnel for these individual Labor Position Descriptions if they are combined into one Labor Category?

Answer: See answer to previous question.

76. Section B.13 (Pages 12-14): Are Offerors required to provide candidates for every Labor Position Description mentioned in the RFP, that is, twelve (12) positions?

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Answer: Please see answer to question 43 above.

77. Instructions for the preparation of the cost/business proposal on page 75 state that “CDRs (Ceiling Daily Rates) cannot exceed the USAID maximum allowable unburdened rate of \$635.76.”
- a. Please confirm that for purposes of the budget exercise and CDR matrix the Offeror can use \$636.

Answer: Yes

- b. Given the period of performance of this IQC (potentially 7 years) it's more than likely that the current USAID maximum allowable unburdened rate will be increased during the period of performance of the IQC. Since Offerors are instructed to specify CDR's for all seven (7) years of the IQC, please confirm that the Offeror may propose a justifiable annual escalation of proposed CDRs for outer years of the IQC, resulting in some rates that exceed the current USAID maximum allowable unburdened rate of \$635.76.

Answer: The outyears may escalate – at the time of the task order if the current rate proposed is above the USAID Contractor Salary Threshold (CST) and below the CDR, special approval will have to be sought.

78. Section B.11(d), page 10 of the RFP, states that “each CDR for employees listed below is ‘unburdened’ and must only include salary costs or consulting rates of the individual providing the services. Consultant daily rates should be loaded rates (contains any of consultant’s costs for indirect/profit separate from the contractor’s or major subcontractor’s indirect costs/profit).” Please confirm whether USAID wants two sets of CDRs, one for employees and one for consultants, or that independent consultants will not be subject to the CDRs. If the latter is the case, please confirm that consultant CDRs can exceed the maximum daily rate (presently \$635.76), as implied in Section B.11(f) (also page 10).

Answer: Only one set of unburdened CDRs must be proposed by the prime that covers the prime and major subcontractors. The RFP will be amended accordingly.

79. On page 74 of the RFP, Section L.8, part b) Proposed Costs/Prices, 1) Ceiling Daily Rates, part b, it is stated that the “offeror must provide at minimum one (1) completed and signed Contractor Biographical Data Sheet...for each of the labor categories and labor level in section B.12 and for the proposed IQC Manager.” In many of the labor categories there are several illustrative specialty subject areas (i.e. Agribusiness Specialist/Trade Specialist/Enterprise Development Specialist). May proposed personnel for each labor category be a mix of specialties (i.e. an Agribusiness Specialist at Level I, a Trade Specialist at Level II, etc.), or must each specialty within each labor category be represented at each level (i.e., an Agribusiness Specialist for Levels I, II and III; a Trade Specialist for Levels I, II and III, etc.)?

Answer: You may propose a mix of specialties within each labor category at each level.

80. Please confirm that contractor home office time can be billed for such task order management activities as described in the Administrative Support labor category defined in B.13 (page 13) and that home office management to be covered by indirect cost rates (B.11, page 10) refers to other functions such as accounting, contract review, and procurement.

Answer: See answer to question #71 above.

81. Please clarify the number of CVs required for each labor category and level. Are CVs required for each labor category (6) or for each labor category description (12)? Per page 74, in the instructions for the preparation of the cost proposal, item (c), are resumes and biodatas for the three levels of the labor categories required to be submitted with the cost volume? Are there limitations on the number of CVs and biodatas that can be provided for each labor category?

Answer: See answer to question #43 above.

82. Should fee be included in the Indirect cost calculation included in the Cost Evaluation Matrix Budget (page 96 – 97) or is fee not included in the Cost Evaluation Matrix calculation?

Answer: A line for fee will be added to the Cost Evaluation Matrix and the fee ceiling proposed in Section B shall be used. The RFP will be amended accordingly.

83. Section B.11 (d) Ceiling Rates, page 10 and L.8 (b) (1) (a) Instructions for the Preparation of the Cost/Business Proposal, page 76. (a) We would appreciate some clarification about the construction of the CDRs; for Employees, USAID states in B.11 that the rate is to be unburdened. However, for Consultants, USAID states that the rate should be loaded with Consultant's indirect costs (which we understand). Our assumption is that we are to then blend the results for Employees and Contractors, recognizing that the result may well be CDRs as showing in Attachment J.5 that are above the current maximum allowed rate of \$635.76. However, USAID states in Section L.8. that the rates may not exceed the USAID maximum. Please clarify.

Answer: Only one set of unburdened CDRs must be proposed by the prime that covers the prime and major subcontractors. The rates may not exceed the USAID maximum.

- (b) We would also appreciate confirmation that the rate a successful contractor would be reimbursed once a Task Order is awarded is the negotiated CDR for the category for staff meeting the qualifications for the particular category.

Answer: Offerors are encouraged to propose below their CDR for the task order. Only the negotiated labor rates in the signed task order are the rates that the Government is obligated to pay for services.

84. B.6 and B.7 (Ceiling) Indirect Costs, pages 7-9

(a) Please confirm that subcontractors may submit their Indirect Cost data via sealed bid due to the proprietary nature of the data.

Answer: Yes

(b) Please confirm that B.6 is to be filled out with current Indirect costs.

Answer: The Offeror may propose lower indirect rates than those established in their NICRA or propose their current rates – whichever business decision they deem as being most competitive for their proposal. If the offeror opts to propose lower indirects, they will be asked to sign the letter provided in CIB 92-10.

85. Section B.11 (d) Ceiling Rates, page 10 and L.8 (b) (1) (a) Instructions for the Preparation of the Cost/Business Proposal, page 74

(a) We would appreciate some clarification about the construction of the CDRs; for Employees, USAID states in B.11 that the rate is to be unburdened. However, for Consultants, USAID states that the rate should be loaded with Consultant's indirect costs (which we understand). Our assumption is that we are to then blend the results for Employees and Contractors, recognizing that the result may well be CDRs as showing in Attachment J.5 that are above the current maximum allowed rate of \$635.76. However, USAID states in Section L.8. that the rates may not exceed the USAID maximum. Please clarify.

Answer: See answer to question # 83.

(b) We would also appreciate confirmation that the rate a successful contractor would be reimbursed once a Task Order is awarded is the negotiated CDR for the category for staff meeting the qualifications for the particular category.

Answer: See answer to question #83.

86. B.9, Ceiling on Fixed Fee, page 9

(a) Can USAID please clarify the intent of the fixed fee percentage ceilings, especially given the differences of risk associated with CPFF and Fixed Price Task Orders?

Answer: See answer to q question # 70.

(b) Please confirm that the ceiling on Fixed Fee is the basis for negotiation as outlined in B.9 rather

than strictly as a ceiling as outlined in L.8(b)(3).

Answer: See answer to question #70.

(c) We are unclear as to whether Offerors are to submit different ceilings for both Cost-Plus and Fixed Price efforts. Please clarify.

Answer; See answer to question #70.

87. L.8(b)(4)(ii), Indirect Cost Information, page 76

(a) Are Offerors to submit their current Forward Pricing Indirect rates within the table indicated?

Answer: Offerors are to fill out section B and provide supporting NICRA or audited indirect rate agreements. If an audited rate agreement is not available, please refer to the RFP for supporting document submission requirements.

(b) Please clarify what is "optional" – as indicated in parenthesis in L.8(b)(4)(ii)

Answer: The word "optional" will be removed and the RFP will be amended accordingly.

88. Article B.11 Ceiling Daily Rates, (a) states that "the contractor will include the cost of home office management as part of their indirect costs".

Please confirm if technical work performed by contractor's home office staff will be allowed to be treated as direct cost under the Task Orders;

Answer: Yes. See the answer to question #71.

89. In accordance with Article B.11 (d) consultant daily rates should be "loaded" rates, but "separate from the contractor's or major subcontractor's indirect cost/profit. Please confirm prime's and major subs' indirect cost/profit will be allowed to be applied on "loaded" rates proposed for consultants, and must not be included in the CDRs for consultants;

Answer: See the answer to question #83.

90. Article H.4 (d) establishes a limit on annual salary increases at 2%.

Please confirm that this limitation does not apply to CDRs, and that contractor may propose CDRs annual escalation greater than 2%

Answer: This limit does not apply to the proposed CDRs.

91. Please confirm if the USAID maximum allowable unburdened daily rate of \$635.76 is applicable to Years 1-7 of the IQC;

Answer: yes.

Section C:

92. Section C.4.A. Core Tasks (Page 17): Can USAID elaborate on the percentage split it sees between (1) implementation of task orders and (2) knowledge management?

Answer: Percentage split will depend on the complexity of the task orders being implemented

93. Section C.4.A.1. Implementation of Task Orders (Page 18), Paragraph 19 states: "Subcontract and partner with local organizations within the scope of work of Task Orders." Can USAID confirm that local organizations throughout Central Asia—potential partners and subcontractors—should be non-exclusive in bidding with Offerors for this RFP at this stage.

Answer: Yes

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94. In Section C.4.A.2 Knowledge Management (p. 18), does this component consider knowledge management to be only for internal use within USAID or would this component also involve technical assistance in the area of knowledge management to organizations and firms in the region?

Answer: The knowledge management is for use by USAID.

95. USAID has not been very active in some of the CAR countries in recent years. Have all the CAR countries accepted to have technical assistance provided under this IQC?

96. Answer: Specific contractual vehicles for technical assistance have not been discussed with all CAR countries. Regional economic integration has been minimal so far. Does USAID have any indication that local governments are prepared to increase economic collaboration in the region?

Answer: USAID anticipates that encouraging increased economic collaboration will continue to be challenging.

97. Only one country in the region lends itself to the potential participation of the private sector in supporting USAID activities. Does USAID have ongoing discussion/agreements with private sector representatives in other CAR countries to support USAID sponsored activities?

Answer: USAID already has Private Sector Partnerships in 2 CAR countries and has had discussions in all 5.

98. Is it possible for USAID to request all incumbents to publish technical and project activity reports as contractually required?

Answer: Annual reports for all incumbents are attached to this amendment.

99. Given the size of the IQC and the forecasted life of the contracted, what will be the average size of a Task Order?

Answer: Average size will not be meaningful as USAID/Car intends to use the IQC for TOs of very different sizes.

100. USAID's activities in CAR have been traditionally implemented by the same limited number of contractors. Which elements of the RFP have been specifically designed to encourage competition and new entrants in order to level the playing field with traditional incumbents?

Answer: The IQC vehicle itself should encourage competition because of it allows consortia to showcase their technical competence over a wide range of technical areas.

101. Will USAID make available the reports from program activities under the CAR Mission's Office of Economic Growth, as mentioned on page 15 of the RFP in Section C.1- Background?

Answer: See answer to question #98, for active projects in 2010 and 2011. Others would be available on the Development Experience web-site.

102. Is USAID anticipating awarding a RFTOP to conduct the Knowledge Management component described on page 21 of the RFP, or will it be conducted on a task order basis?

Answer: Task Order basis.

103. How will KM responsibilities be assigned under the IQC? Will each task order have a distinct KM component?

Answer: Knowledge Management is not a distinct component of each task order; it is that part of the management of each task order that does the things described in Section C.4. A. 2 of the IQC.

104. If so, how will the overall project integrate each TO's knowledge management products (specifically websites)?

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Answer: Each TO is an overall project. If by "overall project" all TOs under the IQC are intended that will not be the responsibility of any single contractor.

IQC Manager

105. Section B.13 Labor Position Descriptions
IQC Project Manager, page 12

From our reading of the RFP, we were unable to determine where USAID expects the IQC Project Manager to be based -- in the Central Asia region or in the contractor's home office. We would appreciate receiving clarification.

Answer: USAID does not expect the IQC Project Manager to be based in Central Asia

106. Section B.13 Labor Position Descriptions, Page 12 The pre-solicitation stated that the IQC Manager may work on Task Orders up to 150 days per year, provided a number of conditions are met. This clause was not included in the RFP. For costing purposes, we would appreciate receiving further guidance on the prospects for having the ICQ manager chargeable to Task Orders for some amount of time.

Answer: The IQC Manager may charge Task Orders for actual time spent on management of that TOs

107. B.14 Labor Categories – Level of Qualifications, page 14

(a) Please confirm if there are any language requirements for the IQC Manager.

Answer: There are no language requirements

(b) Would USAID consider including the CPA designation plus 12 years experience in the Level 1 designation?

Answer: No

108. Should the IQC Project Manager be based in the region, i.e. Kazakhstan, or in Washington DC?

Answer: Wherever the contractor feels it will be most efficient. This is not anticipated to be a full time job.

Other:

109. Would USAID please clarify what is meant by "the proposed increase should not exceed the TEC" under Section H.4(a)(1) on Page 38?

Answer: TEC stands for "Total Estimated Costs"

110. Section H.23 (Page 45) requires Contractors to "request authorization from the Government to purchase equipment and/or resources for Contract." Because this requirement would result in significant implementation delays, we respectfully request removal of this clause to allow for more efficient implementation and more effective programs.

Answer: This provision is in compliance with FAR 52.245-1 Government Property and will not be removed.

111. Section K.1 (Page 63) incorporates by reference FAR 52.237-8 Restriction on Severance Payments to Foreign Nationals. We respectfully request that USAID include FAR 52.237-9, Waiver of Limitation on Severance Payments to Foreign Nationals, in the RFP so the eventual contractor can abide by the laws of the host country as required by FAR 52.225-19(d)(1), which is incorporated by reference in Section I.1, and can therefore budget accordingly.

Answer: No

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112. It seems that the requirement in Section L.8(b)(1)(c) (Page 74) is not applicable to this solicitation. Would USAID please confirm?

Answer: Confirmed

113. Would USAID please confirm that the Head of Contracting Activity has approved the deviation from the ADS, in coordination with M/OAA/P and the Office of General Counsel, as required by ADS 302.3.1.3 and AIDAR 701.470(a)?

Answer: A waiver for Grants under Contracts has been obtained.

114. We have searched unsuccessfully for EREC project reports on the DEC. We respectfully request access to EREC reports.

Answer: EREC reports will be made available, see question #98.

115. Part I, Section B.4 Maximum Contract Ceiling (Page 6): States that "USAID anticipates approximately two (2) to four (4) awards under this IQC." We request USAID to provide its justification for this stated range rather than an actual number of awards in advance of the RFP being released.

Answer: Awards will be based on the evaluation criteria. It is our estimate that between 2 and 4 will be in the competitive range.

Questions asked during the solicitation conference of February 11, 2011.

1. Is it anticipated that the IQC will be managed centrally, with Mission buy-in, or at the regional Mission level?

Answer: The IQC will be managed in Almaty with a COTR either in Almaty or one of the country office depending on the Task Order and technical skills of the COTR.

2. There are many potential synergies between the scopes of work in Macro and Micro: Can USAID please discuss how these IQCs will work together?

Answer: Yes, we tried to divide scopes of work between (1) technical assistance to the government and (2) firm level technical assistance. There may be some overlap but if there are Task Orders involving large amounts of policy work and firm level assistance, they will be separated into separate Task Orders.

3. Would you please confirm that the CVs included in the cost proposal will not be evaluated or considered on the technical evaluation?

Answer: Only one CV needs to be submitted – that of the IQC Program Manager which will be used for the technical evaluation. Bio Data sheets only need to be provided for the other specialist for the cost proposals.

4. The solicitation asks for five PPRs from relevant contracts. Will PPRs from relevant cooperative agreements also be considered and evaluated equally?

Answer: Yes

5. How will knowledge management activities be assigned under the IQC? Will each task order have a distinct knowledge management component? If so, how will the overall project integrate each of the task order knowledge management products?

Answer: Knowledge management is part of the management of each Task Order – Not a component. It is an integral part of requirements under the Task Order.

6. A. Can small start-up/pre-revenue/ with no assets local companies participate?

Answer: Knowledge Management is considered an asset, not just buildings, equipment, etc. Knowledge management is Task Order specific and we want to foster local and small business to be able to participate as much as possible.

B. Can USAID finance economic research in innovation/climate change/renewable sectors done by private research organizations?

Answer: Yes, in the past, USAID has funded grants in infrastructure, climate change, environment, water resources, energy efficiency, renewable energy, etc.

7. A. Given the focus on supporting local firms in this procurement does USAID support bidders engaging in exclusive arrangements with local firms and personnel?

Answer: As the local pool of qualified local firms is small, USAID does not encourage the use of exclusive arrangements.

B. What is the Mission's current opinion on regional vs. country specific task orders?

Answer: Certain technical assistance projects are better suited to be regional while some are better suited for a country specific project – trade/energy/water tend to be transboundary and regional but there will be some country specific projects planned.

8 A. Do any countries other than Kazakhstan have government funding towards USAID programs?

Answer: No.

B. Is their government buy-in for USAID's planned task orders under the IQCs?

Answer: The mechanism is not important to governments, only the projects under them. However, government Support for the project is necessary.

C. Regarding the PED in Kazakhstan, which ministries, agencies are eligible for funding under the new PED? Have the FSA (Financial Supervision Agency) and CPA (Competition Protection Agency) been removed as eligible agencies under the PED? Could bidders have a list of proposals submitted by eligible agencies under the PED?

Answer: USAID is not aware of any ministries or agency not being eligible for assistance under the PED. Such a list doesn't exist, eligible ministries are based on the work plan which needs to be agreed to with the Government of Kazakhstan. Basically, any agency can be a partner. Part of developing the workplan would include determining which agency would be best to partner with. It is possible to provide workplans, but no such list is available.

9. A. Does USAID intend for the IQC managers to be actively engaged in the development of task orders scopes of work? If so, will the designer be precluded?

Answer: It is USAID's policy to preclude a contractor from furnishing implementation services, as the prime or subcontractor, when the contractor had a substantial role in the design of an activity under contract with USAID by providing USAID with "material leading directly, predictably and without delay" to a work statement for the implementation of the activity, subject to certain exceptions. As per CIB 99-17, this preclusion policy does not apply to IQC task orders when the design is unbiased and meets Agency needs. Please see <http://www.usaid.gov/business/businessopportunities/cib/pdf/cib9917.pdf>.

B. Are the governments of any of the Central Asian Republics involved in evaluations of the proposals? If so, which country?

Answer: No, the make-up of the review panel for the IQC does not include any government officials.

C. Does USAID intend to support agencies (in Kazakhstan) that are no longer eligible for PED funding?

Answer: There is no such list of eligible / not eligible agencies. USAID will coordinate with the Kazakh government and the participation of relevant agencies will be listed in the work plan to come.

10. You mentioned a strong preference for significant local participation. However, the Authorized Geographic Code is listed as "000" – United States of America. Can you please clarify the geographic code designation?

Answer: The original listing gave an incomplete designation of geographic codes. Code 110 will be added. In addition, in November 2010, the USAID Administrator approved a blanket waiver authorizing local procurement of goods of 935 origin and services of local nationality up to \$5 million per award. Please consult the Contracting Officer when any award is issued as to the status and limitations of such waivers.

Attachment J.9 - List of interested parties

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Attachment J.10 - LETTER ON LOCAL PROCUREMENT BLANKET WAIVER

Document is attached to this amendment.

[End of Amendment #02]