

QUESTIONS AND ANSWERS

<i>QUESTIONS</i>	<i>ANSWERS</i>
<p>Question No. 1: <i>Section B. 1(6) indicates that submission of the proposal will be accepted electronically via email. Please provide instructions regarding the preferred format of e-mail attachments (such as preference for PDF format) and file size limitations. Please also provide e-mail address for e-submission.</i></p> <p>Question No. 2: <i>Page 14 of the RFP indicates e-mailed or faxed Proposals are authorized for this RFP and will be accepted. Please state if attachments to the e-mailed submission can be sent in pdf. format to assure that the proposal formatting is preserved? Please confirm the fax number which should be used for submission of proposals.</i></p>	<p>The electronic document submitted shall consist of only one electronic file which comprises the complete and final equivalent of the paper copy. Acceptable software formats for electronic documents include WordPerfect, Microsoft Word, and Portable Document Format (PDF). Submission in PDF is encouraged.</p> <p>The electronic document submission shall include the following descriptive information:</p> <ul style="list-style-type: none"> (i) Name and version of the application software used to create the file, e.g., WordPerfect Version 9.0 or Acrobat Version 5.0. (ii) The format for any graphic and/or image file submitted, e.g., TIFF-compatible. (iii) Any other necessary information, e.g. special backup or data compression routines, software used for storing/retrieving submitted data, or program installation instructions. <p>The electronic file size limit is 2 MB.</p> <p>E-mail address for e-submission: maburgos@usaid.gov and rkoehring@usaid.gov Fax number for faxed proposal: (591-2) 2785689</p> <p>PLEASE NOTE: If e-mail is used for proposal submission, please submit the electronic documents early enough for any possible problems to be resolved prior to the overall submission deadline. Electronic document problems are not the responsibility of USAID.</p>
<p>Question No. 3: <i>On page 13 the RFP states that "In addition to hard copies, applicants must supply a copy of their proposal on a 3.5 inch disk in Word." However, on the following page, the RFP states that "E-mailed or faxed Proposal are authorized for this RFP and will be accepted." Does this mean we may submit the proposals via email on the deadline day (January 31), and then follow them up with hardcopies?</i></p>	<p>One or the other, not both.</p>
<p>Question No. 4: <i>Please indicate when USAID/Bolivia anticipates the start date of the evaluation.</i></p>	<p>Not later than March 1st, 2005.</p>

<p>Question No. 5: Please provide guidance regarding the nationality of the evaluation team members.</p>	<p><u>Partners for Development</u></p> <p>USAID/Bolivia recommends that the team consist of four members, including three international professionals and one local administrative/logistics specialist.</p> <p><u>CIES</u></p> <p>USAID/Bolivia recommends that the team consist of three members, including two international professionals and one local administrative assistant.</p>
<p>Question No. 6: Would USAID kindly provide the FSN compensation plan for Bolivia?</p>	<p>USAID/Bolivia Local Compensation Plan will be provided to contractors upon written request.</p>
<p>Question No. 7: Please clarify if any consortium members or individuals participating in this evaluation will be precluded under USAID policy (or subject to any restrictions) from providing implementation services, as a prime or sub contractor, to any possible activities under the new SOAG for USAID's new health strategy in Bolivia.</p> <p>Question No. 8: Would USAID please confirm that the successful bidder will not be excluded from competing in any future implementation work to be conducted through competitive bidding that may result from the evaluations required in this RFP?</p>	<p>There are no specific legal or Agency level restrictions on participation of outside organizations when only assistance instruments (grants and cooperatives agreements) are involved, as in this RFP.</p> <p>Partners for Development and CIES are on-going activities, both are assistance instruments and USAID/Bolivia does not anticipate any follow-on contract or other work in that sector of expertise as a result of these evaluations.</p>
<p>Question No. 9: On page 16 of the RFP the "Instructions for Preparation of the Cost/Business Proposal" asks for proposed Functional Labor Categories and Fixed Burdened Daily Rates. However, under our TASC2-Global Health IQC task orders are to be either Firm Fixed Price (FFP) or Cost Plus Fixed Fee (CPFF). Could you please provide clarification as to how the Cost/Business Management Proposal is to be structured?</p>	<p>B.3 INSTRUCTIONS FOR PREPARATION OF THE COST/BUSINESS PROPOSALS, Sub-paragraph b. will be deleted and replaced with the following text:</p> <p>"Detailed level of effort estimate must be submitted in accordance with the Statement of Work. Please provide a separate line item for each proposed individual and identify each by name, functional labor category and the level of effort for that individual."</p>
<p>Question No. 10: Please indicate when annexes mentioned in the RFP will be provided by USAID/Bolivia.</p> <p>Question No. 11: The referenced Annexes (1-8) in the RFP were not included in the transmission we received. Would you please forward these Annexes to us?</p>	<p>Annexes mentioned in the RFP will be attached to Amendment No. 1 to RFP 511-011-2005.</p>
<p>Question No. 12: Would a 6-day work week be authorized for these evaluations?</p>	<p>A six-day work week is authorized.</p>