



USAID

FROM THE AMERICAN PEOPLE

July 9, 2012

REFERENCE: Request for Application No. RFA-165-12-000001,
Teacher Career and Professional Development (TCPD) Project

SUBJECT: Amendment No. 01

Dear Applicants:

The purposes of Amendment No. 01 are to:

1. Inform interested organizations about the date and location of the Bidders' Workshop organized by USAID/Macedonia;
 2. Extend the deadline for submission of applications from July 31, 2012 to August 10, 2011 16:00 Budapest time.
 3. Respond to questions received in response to the RFA through July 3, 2012
 4. Modify the RFA
1. USAID/Macedonia welcomes all potential applicants to a **BIDDERS' WORKSHOP** for the Teacher Career and Professional Development (TCPD) Project. The Bidders' Workshop will take place on **Wednesday, July 18, from 10:00am to 11:30am local time**. The event will take place at the following venue:

United States Embassy Skopje
Ul. Samilova 1000 Skopje

Draft Agenda

1. Introductions
2. Program Description Overview
3. Technical Evaluation Criteria
4. Cost Evaluation
5. Pre-award Survey Overview
6. Standard Provisions – Selected and requested provisions will be discussed:
 - a. Central Contractor Registration and Universal Identifier (October 2010)
 - b. Subagreements (October 1998)
 - c. Local Procurement (October 1998)
 - d. Cost Sharing (Matching) (July 2002)
7. Q & A - Questions submitted / Additional questions

PLEASE NOTE: All participants are responsible for bringing a copy of the solicitation (RFA), the mandatory standard provisions, and required as applicable standard provisions for Non-U.S. nongovernmental recipients which is accessible at the following website: <http://www.usaid.gov/policy/ads/300/303mab.pdf> should they desire to use them for reference. These materials will not be provided by USAID/Macedonia.

USAID will not reimburse applicants for any costs associated with attending the Bidders' Conference or the preparation of the applications under the subject RFA.

Interested parties must register by sending an email to Ms. Slavka Stojanovska at SStojanovska@usaid.gov with the following information: name, surname, organization, address of organization and phone number. Kindly send the names of all attendees who intend to attend. Please arrive by 09:45am to clear security before the start of the workshop at 10:00am. Only applicants who registered will be able to attend. As the temperature of the conference room is quite cool attendees may choose to bring a sweater. Questions regarding the venue shall be directed to Ms. Slavka Stojanovska at SStojanovska@usaid.gov.

2. USAID has also **EXTENDED THE DEADLINE FOR SUBMISSION OF APPLICATIONS** concerning this RFA to Friday, August 10, 2011 16:00 Budapest time. Any questions concerning this RFA should be submitted in writing to Ms. Agnes Cserhati at acserhati@usaid.gov and Ms. Szidonia Szekeres at sszekeres@usaid.gov.

Please note responses to questions submitted and any additional questions raised during the Bidders' Workshop will be publicized as an amendment to this solicitation.

3. **QUESTIONS AND ANSWERS**

1. **Can international consultancy be used for the needs of the project?**

Response: International consultant services can form part of the overall project approach during the 30-month life of the project to fulfill previously outlined goals and produce deliverables. Consultant services from an international partner must be included in the cost proposals under a separate cost element "Consultant Services", not salaries. Any consultant services that the future recipient contracts during the proposal phase to prepare the application cannot be billed or included in the cost proposal. As this is a local procurement, emphasis is placed on forming local partnerships and identifying indigenous expertise within the Macedonian NGO sector.

2. **If an organization has passed the USAID pre-award survey, is it needed with the application to again submit all organizational documents? Can such organization request that USAID provides document to confirm this?**

Response: If the applicant organization has successfully completed the pre-award survey, the organization should provide this information in writing within the Cost Proposal without submitting any other related documents. In the case pre-award survey recommendations require modification of any organizational documents, which have not

yet been submitted to USAID, those documents should be submitted along with the documentary evidence of having conducted a pre-award survey.

3. Can partner organization with expertise relevant to project needs be from EU country, or such professional organization could be selected at later stage through competitive bidding process for international expertise consultancy?

Response: The Request for Applications is open to eligible, registered local Macedonian NGOs. Therefore, a Macedonian NGO will receive the award and serve as prime recipient for this project. Coalitions, involving local or international partners, may include other sub-recipients to provide specific expertise and complete the overall team composition in order to offer all necessary skills and knowledge pertaining to Teacher Career and Professional Development.

4. The application package for Funding Opportunity Number "RFA-165-12-000001" and Owning Agency "USAID-HUN" has not been posted by the awarding agency for submission through Grants.gov. When do you expect for the application package to be available for download?

Response: USAID uploads the full application package that allows submission of application through grants.gov as part of this amendment to the RFA. This application package at Grants.gov allows applicants to submit their applications via Grants.gov. Regardless of submitting the application via Grants.gov, we require submission to the email address specified in the RFA. Please also refer to Section A, 'Instructions for Application Format' of the RFA regarding the content and format requirements of the application including the mandatory forms to be submitted.

5. Is it planned to organize a workshop for the interested bidders? When is it expected for such conference to take place?

Response: USAID/Macedonia welcomes all potential applicants to attend a Bidders Workshop for the Teacher Career and Professional Development Project at the U.S. Embassy – Skopje on Wednesday, July 18 from 10:00am to 11:30am. Please arrive by 09:45am to clear security before the start of the workshop. Kindly read all information related to the Bidders Workshop in Amendment I of the RFA and register with Slavka Stojanovska SStojanovska@usaid.gov.

6. Will you provide a format for the required cover letter or instructions what this letter should contain?

Response: Please refer to page five of the RFA that contains the following instructions:

“Application Contents: The technical application, at a minimum, shall contain the following:

A. Cover Page: A single page with the project title and RFA number, the names of the organizations/institutions involved, and the lead or primary Applicant clearly identified. Any proposed sub grantees (or implementing partners) should be listed separately. In addition, the

Cover Page should provide a contact person for the prime Applicant, including this individual's name (both typed and his/her signature), title or position with the

organization/institution, address, telephone and fax numbers and e-mail address. State whether the contact person is the person with authority to contract for the Applicant, and if not, that person should also be listed with contact information. If applicable, the TIN and DUNS numbers of the Applicant shall also be listed on the cover page.”

7. Will you provide additional budget Excel sheets to be included as part of the cost/business application?

Response: Applicants are welcome to include a clear, concise representation of project related costs in their application submission. The budget portion should consist of (1) a budget summary, (2) a detailed budget (Excel spread sheets), and (3) a budget narrative that provides detailed explanations and supporting justification of each proposed budget line item. Please refer to page eight of the RFA for a complete list of required cost proposal elements. Also, an illustrative budget spreadsheet is provided as part of this amendment. Although we recommend applicants to follow this example, other budget formats/structures may also be used to best express and substantiate the financing need of a project.

8. Is additional evidence of responsibility (p. 9 of the RFA) required for submission at this point of application or successful applicants will be required to submit it afterwards?

Response: All available evidence of responsibility should be submitted by August 10, together with the final application. The Agreement Officer will determine if submitted documentation is sufficient to make a determination of responsibility and will request further clarification if needed.

9. Can you specify whether the long-/short-term key or non-key team members should be fully employed with paid fringe benefits or can be hired on contractual basis?

Response: Long-term personnel must be employed staff with paid fringe benefits. Long-term part-time personnel and short-term support to the project can be contracted per the needs of the implementing partner to fulfill the goals of the project.

10. Is it possible for the director of the prime implementing organization to act as a COP on this project? If yes, can s/he be engaged full-time or part-time? What is the minimum percentage of time required for the project work?

Response: He/she must be employed with the applicant. His/her engagement on a full-time or part-time basis is up to the applicant to propose. There are no minimum or maximum percentages. In evaluating the proposal, USAID will decide whether or not the proposed engagement can guarantee successful performance and completion of the work.

11. Are the provided key positions/titles only illustrative or can be amended to serve the purpose of project components?

The Key Personnel and Qualifications are provided to demonstrate the minimum requirement to fulfill the staffing needs of TCPD. A qualified Chief of Party, a leader whose past experience fulfills the descriptions on pages six and 26 of the RFA is required. Other key personnel positions are illustrative, though USAID recommends that Applicants include sufficient senior staff to manage all project components effectively.

12. How do I connect with other institutions or individuals that are applying for this grant (I will not be the Prime Implementer).

Response: The Bidders's Workshop is a great opportunity for interested partners to meet and connect with other institutions or individuals.

4. MODIFICATION OF THE RFA:

Delete Paragraph VI under SECTION A – INSTRUCTIONS FOR APPLICATION FORMAT, 3. COST/BUSINESS APPLICATION FORMAT and insert the following in lieu thereof:

“VI. Applicants that have never received a grant from the USG will undergo complete organizational assessment by USAID personnel, rather than submitting docs listed under Section V.”

Sincerely,



Clement J. Bucher
Regional Agreement Officer