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| AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT | | | BPA NO. | 1. CONTRACT ID CODE | PAGE 1 | OF PAGE 1 |
| 2. AMENDMENT/MODIFICATION NO. 01 | | 3. EFFECTIVE DATE See Block 16 c. | | 4. REQUISITION/PURCHASE REQ. NO. | | 5. PROJECT NO. (If applicable) |
| 6. ISSUED BY Regional Office of Procurement (ROP) USAID Regional Development Mission Asia (RDMA) 25 th Floor, Athenee Tower 63 Wireless Road Bangkok, Thailand 10330 | | | 7. ADMINISTERED BY (If other than Item 6) | | | |
| 8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) To all Offerors | | | (X) | 9A. AMENDMENT OF SOLICITATION NO. SOL-486-14-000025 | | |
| | | | X | 9B. DATED (SEE ITEM 11) April 24, 2014 | | |
| | | | | 10A. MODIFICATION OF CONTRACT/ORDER NO. | | |
| | | | | 10B. DATED (SEE ITEM 13) | | |
| 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 one copies of the amendment; (b) By acknowledging receipt of this amendment of each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

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

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| (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. |
| | 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: FAA of 1961 and EO 11223, as amended. |
| | D. OTHER (Specify type of modification and authority) |

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

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

The purpose of this RFP Amendment no. 1 is to incorporate a set of questions received and answers thereto into the RFP as an integral part of the Solicitation.

Except as so stated, all other terms and conditions in the original RFP remain the same. See Attachment 1.

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.

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|---|------------------|--|---------------------------------|
| 15A. NAME AND TITLE OF SIGNER (Type or print) | | 16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) | |
| | | Paul Martin | |
| 15B. CONTRACTOR/OFFEROR | 15C. DATE SIGNED | 16B. UNITED STATES OF AMERICA BY  | 16C. DATE SIGNED May 7, 2014 |
| (Signature of person authorized to sign) | | (Signature of Contracting Officer) | |

Questions Received Pertaining to RFP No. SOL-486-14-000025 and Corresponding USAID Answers:

1. Regarding the IP's expected to participate in the evaluation process, please specify:

A) Level of English language ability (for participation in focus groups, responding to surveys, etc.)

USAID: Not required. However, the evaluation team will be assisted by interpreters/translators for key languages as indicated in the RFP:

“However, it is anticipated that Burmese, Karen/Kayin, and Thai languages will also be used extensively [*in addition to English*], particularly during field data collection and communications with selected CBOs. Karenni/Kayah language may also be used, especially when collecting data from beneficiaries in remote areas.”

B) Level of computer literacy / internet connectivity (for participation in online discussion forums)

USAID: Most, if not all, of the IPs have internet access and are literate on computer software that are commonly used.

2. Section III. C of the SoW (Methodological Strengths and Limitations) states that, “the use of translators and/or interpreters will likely be necessary,” and then, “The Evaluation Team must also recruit qualified translators or interpreters and provide to them training and/or guidance specific to this evaluation prior to deployments.” It seems to be a reasonable assumption that language support will be required given the linguistic diversity in the target population—please clarify if:

A) The evaluation proposal and budget should include translators/interpreters, and indicate what level of assistance USAID/IPs could provide in identifying suitable candidates.

USAID: The evaluation proposal and budget must include translators/interpreters. The Offeror is solely responsible for identifying suitable candidates without assistance from USAID/IPs.

B) The offeror is required to include CVs of interpreters/translators in the proposal, or if recruitment of interpreters/translators can occur post-award.

USAID: CVs of the interpreters/translators are not required in the proposal. The selected contractor is expected to follow the implementation schedule without delay. As such, the Offeror must decide when best to recruit their personnel and to form the team to ensure a timely implementation of the evaluation.

3. Assuming that translators/interpreters will be utilized, please indicate the relative importance of the requirement in SoW section IV. A) 2. f. that the Evaluation Team “have proficiency in Burmese, Karen/Kayin, and/or Thai language.”

USAID: The reason why the RFP states that “...they [*the two experts*] have proficiency in Burmese, Karen/Kayin, and/or Thai language, if possible...” is because USAID is well aware that it might be difficult to identify evaluators with both expertise in the subject matter and proficiency in these local languages. However, it is also important to note that it will be very useful for the evaluation if the experts have such language proficiency rather than solely relying on interpreters/translators. Nevertheless, it is anticipated that interpreters/translators will be required since the expert(s) shall focus on his/her subject matter expertise and may not perform the duties of interpretation/translation for the rest of the team members.

Amendment no. 1:

RFP No. SOL-486-14-000025 Performance Evaluation of the Project for Local Empowerment (PLE)

Attachment 1

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4. Would USAID be in a position to assist in obtaining official business travel documents for local translators/interpreters to facilitate cross-border work?

USAID: No. USAID will process for necessary travel authorization from the Government of Burma for field data collection in Burma for the evaluation team. However, the Offeror shall be responsible for its team's travel arrangements, including visas.

5. Please clarify the envisioned scheduling of training and/or guidance for translators/interpreters, and for piloting/field testing data collection tools (recognizing the likelihood of requirements for linguistic adaptation).

USAID: Training and/or guidance for translators/interpreters is the sole the responsibility of the Offeror; therefore, it is up to the Offeror to arrange for recruitment and training translators/interpreters. However, this shall be completed during Step 1 and prior to the data collection. Piloting/field testing data collection tools must be implemented after the workplan (that also includes data collection tools) is approved by USAID. The team shall discuss and include in the workplan the detailed schedule for the entire contract period. As indicated in the RFP, "The Offerors may propose different details on the schedules as they see fit in their proposals; but not the tasks and the overall period of performance (approximately four months)."

6. Will the two USAID staff members (team members #3 and 4) be assigned to the team after the winning bid is selected?

USAID: The two USAID staff members have already been identified and they will be able to work with the consultant team right away; thus, the evaluation timeline shall strictly be followed.

- **End of Attachment 1** -