

AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT			1. CONTRACT ID CODE	PAGE OF PAGES 1 26
2. AMENDMENT/MODIFICATION NO. 01	3. EFFECTIVE DATE December 8, 2014	4. REQUISITION/PURCHASE REQ. NO		5. PROJECT NO. (If applicable)
6. ISSUED BY CODE		7. ADMINISTERED BY CODE		
Office of Acquisition & Assistance (OAA) USAID/Nepal PO Box 295, US Embassy Maharajgunj, Kathmandu Nepal		(If other than Item 6)		
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP code)			X	9A. AMENDMENT OF SOLICITATION NO. SOL-367-15-000002
				9B. DATED (SEE ITEM 11) October 22, 2014
			<input type="checkbox"/>	10A. MODIFICATION OF CONTRACT/ORDER NO.
			<input type="checkbox"/>	10B. DATED (SEE ITEM 13)
CODE	FACILITY CODE			
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS				
<p>X The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended X is not extended by this amendment. Offerors 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 <u>1</u> 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 ACKNOWLEDGEMENT 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.</p>				
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.				
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify Authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.				
<input type="checkbox"/> B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY				
<input type="checkbox"/> C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:				
<input type="checkbox"/> D. OTHER (Specify type of modification and authority)				
E. IMPORTANT: Contractor 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)				
<p>The purpose of this Amendment No. 1 to RFP No. SOL-367-15-000002 is to make revisions to the subject RFP and to provide answers to questions received during the pre-proposal conference held on November 14, 2014 and questions received by November 17, 2014 (1600 hours Nepal time) from the prospective Offerors. This Amendment 1 consists of the following sections and four attachments:</p> <ul style="list-style-type: none"> I. Revisions to the Subject RFP. II. Answers for Questions Received from Pre-Proposal Conference. III. Checklist for Components to be included in the Technical Proposal. IV. Checklist for Components to be included in the Cost Proposal. 				
15A. NAME AND TITLE OF SIGNER (Type or print)		16A NAME AND TITLE OF CONTRACTING OFFICER (Type or print)		
		Shirley L. Baldwin		
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA (Signature of person authorized to sign)	16C. DATE SIGNED 12/8/14	

AMENDMENT 1

I. REVISION TO THE SUBJECT RFP:

RFP Amendment 1 Item 1: Section B.4 “LINE ITEMS” of the RFP is deleted in its entirety and replaced with the revised version as indicated below in this Amendment 1.

“(i). The Budget for the Base Period of three years is as follows:

SALARIES AND WAGES	NPRs. (TBD)
FRINGE BENEFITS	NPRs. (TBD)
TRAVEL, TRANSPORTATION AND PERDIEM	NPRs. (TBD)
EQUIPMENT (CAPITAL)	NPRs. (TBD)
SUPPLIES (GENERAL EQUIPMENT (\$1-\$4,999))	NPRs. (TBD)
CONTRACTUAL	NPRs. (TBD)
OTHER DIRECT COSTS	NPRs. (TBD)
TOTAL ESTIMATED COSTS	NPRs. (TBD)
INDIRECT COSTS	NPRs. (TBD)
FEES-PROFIT	NPRs. (TBD)
TOTAL ESTIMATED COST PLUS FIXED FEE BASE PERIOD	NPRs. (TBD)
VAT (If Applicable)	NPRs. (TBD)
TOTAL ESTIMATED COST PLUS FIXED FEE AFTER VAT	NPRs. (TBD)

“(ii). The Budget for the Option Years 4 to 5 is as follows:

SALARIES AND WAGES	NPRs. (TBD)
FRINGE BENEFITS	NPRs. (TBD)
TRAVEL, TRANSPORTATION AND PERDIEM	NPRs. (TBD)
EQUIPMENT (CAPITAL)	NPRs. (TBD)
SUPPLIES (GENERAL EQUIPMENT (\$1-\$4,999))	NPRs. (TBD)
CONTRACTUAL	NPRs. (TBD)
OTHER DIRECT COSTS	NPRs. (TBD)
TOTAL ESTIMATED COSTS	NPRs. (TBD)
INDIRECT COSTS	NPRs. (TBD)
FEES-PROFIT	NPRs. (TBD)
TOTAL ESTIMATED COST PLUS FIXED FEE OPTION PERIOD	NPRs. (TBD)
VAT (If Applicable)	NPRs. (TBD)
TOTAL ESTIMATED COST PLUS FIXED FEE AFTER VAT	NPRs. (TBD)

Note 1: The range of the total estimated cost of the Contract or solicitation of \$3.7 million to \$4.9 million is exclusive of the VAT.

Note 2: The above Fixed Fee line item must correlate to the total proposed Fixed Fee amounts in the revised attachments 4 and 5.

Note 3: In accordance with FAR 52.216-7 (a) (1), the Contractor may submit vouchers for payments as frequently as once every two weeks. Payment shall be made in local currency, Nepali Rupees.

RFP Amendment 1 Item 2: Section C.2 “OVERVIEW”, second paragraph, last sentence “...This Project (i.e. KISAN-T) will focus on 12 Terai and lower hill districts in the Far-Western region, Mid-Western region, and Western regions of Nepal” is deleted in its entirety and replaced with the revised sentence to read as follows “...This Project (i.e. KISAN 2) will focus on 12 lower hill districts in the Far-Western region, Mid-Western region, and Western regions of Nepal”.

RFP Amendment 1 Item 3: Section B.9 “PAYMENT SCHEDULE AND PROCEDURES” is deleted in its entirety.

RFP Amendment 1 Item 4: Section C.4.1.1 “In Irrigation, first paragraph, first sentence”, the following new sentence is added to read as follows:

“KISAN 2 prohibits the utilization of project funds for the establishment of irrigation facility.”

RFP Amendment 1 Item 5: Section C.4.1.1 “*Additional interventions must include:*” item 5 is revised to read as follows:

“5. Exploring new financial products such as micro-insurance, other agriculture insurance products, and possibly coordinating with Development Credit Authority (DCAs) to offset the risks of finance institutions serving the project beneficiaries.”

RFP Amendment 1 Item 6: Section C.4.1.1 Outcome 5 “Additional interventions include” item 2: Add a new sentence in this item 2 to read as follows: “This may include the participation in international or regional level conference, meeting and workshop by the government and private sector. This must have direct link with the capacity building outcomes 2 and 5”.

RFP Amendment 1 Item 7: Section H.19 “PARTICIPANT TRAINING AND EXCHANGE VISITORS (MISSION ORDER (M.O.) No. 253.1)” in its entirety and replace it as follows:

“H.19 RESERVED”

RFP Amendment 1 Item 8: Section J- ATTACHMENT 4 entitled “ BUDGET FORMAT FOR YEARS (1) TO (3) AND OPTION YEARS (4) to (5)” is revised and included in this Amendment 1.

RFP Amendment 1 Item 9: Section J-ATTACHMENT 5 entitled “FIXED FEE SCHEDULE AGAINST DELIVERABLES” is revised and included in this Amendment 1.

RFP Amendment 1 Item 10: Section J-A new ATTACHMENT 7 entitled “LEVEL OF EFFORT CHART FORM” is added to section J and included in this Amendment 1.

RFP Amendment 1 Item 11: The layout of the Technical Proposal in section L.10(c) is deleted in its entirety and replaced with the following revised text:

“Offerors are instructed to use and submit the Technical Proposal Checklist (III. CHECKLIST FOR COMPONENTS TO BE INCLUDED IN THE TECHNICAL PROPOSAL):

The layout of the Technical Proposal for base years one to three (1 to 3 years) and options years four to five (4 to 5 years) is as follows:

1. Cover Page (L.10 (d) (1))
2. Table of Contents (L.10 (d) (2))
3. Executive Summary (maximum one page) (L.10 (d) (3))
4. Section A: Technical Approach (L.10 (d) (4))
5. Section B: Management/Staffing Pattern, Organizational Structure, and Mobilization Timeline (L.10 (d) (5))
6. Section C: Past Performance (L.10 (d) (6))
7. Section D: Geographic Focus (L.10 (d) (7))
8. Section E: Monitoring and Evaluation Plan ((L.10 (d) (8))
9. Section F: Outreach and Communication Plan and Branding Implementation and Marking Plan (L.10 (d) (9))
10. Section G: Gender and Social Inclusion (GESI) Statement (L.10 (d) (10))

Note 1: The 30 page limitation of the Technical Proposal as stated in section L.10 (b) must be numbered. For example, page 1 must be stated as 1 of 30, page 2 must be stated as 2 of 30... page 30 must be stated as 30 of 30. All the other documents not included in the 30 page limitation (Note 2 below) must be segregated and submitted separately in the Technical Proposal.

Note 2: The following items listed below are excluded from the 30 page limitation in the Technical Proposal:

1. Cover Page.
2. Table of Contents.
3. Organizational Structure, Position Descriptions (in table/graphic form).
4. Key Personnel Resumes.
5. Personnel Plan
6. Table Summarizing Qualifications of Proposed Personnel.
7. Outreach and Communication Plan and Branding Implementation and Marking Plan.
8. Past Performance Report Short-Forms, Summary Table; and Organizational Chart(s)
9. Quality of Performance Awards.
10. Tables, charts and graphs including Level of Effort (LOE) Chart Form (new) (ATTACHMENT 7).

Note: No cost or price information is permitted to be included in this form.

RFP Amendment 1 Item 12: Sections L.10 (d) items 7 (pg. 122), 8 (pg. 122), 9 (pg. 123) and 10 (pg. 123) are revised and a new section L.10 (d) (11) (pg. 123) are included to read as follows:

“7. Section D: Geographic Focus:

8. Section E: Monitoring and Evaluation (M&E) Plan:
9. Section F: Outreach and Communication Plan and Branding Implementation and Marking Plan.
10. Section G: Gender and Social Inclusion (GESI) Statement (C.4.4):
11. Section H: Level of Effort (LOE) Chart Form (new) (ATTACHMENT 7). No cost or price information is permitted to be included in this form.

RFP Amendment 1 Item 13: A new section L.10 (c) (11) entitled Level of Effort (LOE) Chart Form is included to this solicitation as “ATTACHMENT 7”. Offerors must complete this form and submit with the Technical Proposal. No cost or price information is permitted to be included in this form.

RFP Amendment 1 Item 14: A new section L.10 (d) “5.2” entitled “Personnel Plan” is added to read as follows:

“Personnel Plan:

This section must provide brief biographies and description of roles and responsibilities for each professional or technical personnel proposed to support this program. The Offeror must indicate the employer for each staff – prime or partner; local, U.S., or other. This narrative is an opportunity for the Offeror to elaborate on its vision for implementation through its personnel choices, describing how the proposed individuals are uniquely qualified for their respective roles and how they will fulfill the responsibilities of this program.

The Personnel section narratives must not exceed 5 pages in length.”

RFP Amendment 1 Item 15: Add a new sentence under section L.11.1 (b)(x) to read as follows:
“Organization that are subject to Government of Nepal (GON) Value Added Tax (VAT) must indicate the VAT estimate on REVISED ATTCHMENT 4 entitled “REVISED BUDGET FORMAT FOR YEARS (1) TO (3) AND OPTION YEARS (4) to (5)”.

RFP Amendment 1 Item 16: Add a “Note” under section L.10 to read as follows:

“Note: Technical Proposals that fail to comply with the requirements of the RFP are subject to exclusion from competition and evaluation process for award.”

RFP Amendment 1 Item 17: Add a “Note” under section L.11 to read as follows:

“Note: Cost Proposals that fail to comply with the requirements of the RFP are subject to exclusion from competition and evaluation process for award.”

RFP Amendment 1 Item 18: Section L.11.2(b)(v) is deleted in its entirety and replaced with the revised version to read as follows “v. AID Form 1420-17: Offerors must include Contractor Employee Biographical Data Sheets supporting the proposed unburdened daily rate for each Key Personnel staff proposed in the Offer. This information will be considered as part of the Government's cost analysis.

RFP Amendment 1 Item 19: Section “M - EVALUATION FACTORS FOR AWARD” is deleted in its entirety and replaced with the following revised version as indicated below in this Amendment 1:

SECTION M - EVALUATION FACTORS FOR AWARD

“M.1. GENERAL INFORMATION

M.1.1 SOURCE SELECTION

The U. S. Government intends to evaluate Offerors’ proposals in accordance with Section M of this RFP and make an award, if any, to the Offeror submitting the most responsive, reasonable offer that offers the best value to the U.S. Government.

All evaluation factors other than cost, when combined, are significantly more important than cost. However, Offerors are notified that cost may become the determining factor in a best value decision in accordance with FAR 15.1 using a tradeoff process as offers approach technical equality. The USG may award to other than the lowest priced offeror or to other than the highest technically rated offeror.

Offerors compliance with the formatting requirements as specified in the RFP is required for consideration of the technical proposal. Offers that do not comply with the formatting requirements will be deemed non-responsive to the solicitation and will not be evaluated and are not eligible for award consideration.

USAID/Nepal may obtain references for personnel from other than the sources identified by the Offeror and may seek references in writing, by telephone, or in person. USAID/Nepal will determine the relevance of these references. USAID/Nepal also reserves the right not to contact the references identified by the Offeror.

The Government may reject all proposals received in response to a solicitation, if doing so is in the best interest of the Government.

M.1.2 Award without Discussions

The Government intends to award a contract without discussions with Offerors in accordance with FAR 52.215-1 (f) (4).

M.1.3 Evaluation of Technical Proposals

The technical proposals for the base three years and including activities for the option years four and five will be evaluated by a technical evaluation committee against the evaluation criteria set forth in section M.2.

M.1.4 Evaluation of Cost Proposals

The composite cost of all years 1-5 will be evaluated for cost realism in accordance with the process described in FAR 15.404-1(d)(2) to determine probable cost which shall be used to determine the best value in the cost-technical tradeoff continuum.

M.2 TECHNICAL EVALUATION CRITERIA

Gender Equality and Social Inclusion (GESI) is a cross-cutting programmatic requirement and therefore, the Offeror's approach to gender equality and social inclusion will be evaluated in each of the below factors as relevant to the factor. The Offeror's technical approach must identify and address gender, ethnic minority and caste considerations in all activities, monitoring and reporting plans and provides specific mechanisms, procedures, appropriate targets and monitoring and evaluation procedures for full inclusion of these groups in the program. The Offeror's management and staffing plan must include evidence of social inclusion, gender balance and recruitment for diversification of the target area of Nepal that can deliver desired results.

The proposals will be evaluated on the following three technical factors: 1) technical approach, 2) management/staffing plan, and 3) past performance. The technical approach is the most important factor and twice as important as the past performance factor. The management/staffing plan is the second most important factor, and past performance is the least important factor. The factors with evaluation criteria are as follows:

M.2.1 Factor 1: Technical Approach (See section L.10 (d) (4)):

Criteria

The degree to which the Offeror:

- a. Demonstrates a clear understanding of the problems related to each of the outcomes and describes clear and specific approaches to achieving the objectives identified in the SOW in section C of this solicitation;

- b. Addresses strong implementation approach and activities for achieving each of the five outcomes identified in section C.4 of the SOW;
- c. Provides clear plans to increase production, supply efficiency and market linkages to high value vegetables, which are the core value chain to this project in a manner that ensures sustainability;
- d. Identifies clear, measurable outcomes;
- e. Provides a system for performance-based program monitoring and evaluation and data validation;
- f. Identifies a clear approach for sustainability and scalability that ensures continuity of interventions after completion of the project.
- g. Demonstrates the innovations and new technology directly linked for achieving each of the five outcomes.

M.2.2 Factor 2: Management/Staffing Plan, Organizational Structure and Mobilization Timeline (See section L.10 (d) (5)):

Criteria

The degree to which the Offeror provides:

- a. A Management/Staffing Plan which offers qualified key personnel with (1) the required technical skills and (2) previous experience in a similar context as they relate to the position they are to fill. See section L.10 (d) (5), C.4.11 and C.4.12 for qualifications;
- b. An Organizational Structure that provides a staffing plan which:
 - i. clearly defines roles and responsibilities of staff and subcontractors,
 - ii. delegates management and decision-making authority,
 - iii. explains how relationships with sub-contractors will be effectively managed to achieve results,
 - iv. defines a field office-to-home office relationship that is efficient and fosters proactive decision making by personnel in the field,
 - v. describes how field staff will be given necessary support;
- c. Provides a realistic Mobilization Timeline which explains how:
 - i. program activities will be sequentially carried out.
 - ii. technical assistance teams (including subcontractors) will be assembled and placed in the field in a timely manner.

M.2.3 Factor 3: Past Performance Evaluation (See section L.10 (d) (6)):

Criteria

The Government shall consider past performance information provided by the Offeror, as well as information obtained from any other sources, when evaluating the Offeror's past performance. The evaluation shall take into account past performance information regarding predecessor companies, key personnel who have relevant experience, or subcontractors that will perform major or critical aspects of the requirement when such information is relevant to the instant acquisition.

Past performance will be evaluated in accordance with FAR 15.305(a)(2). The contractor performance information determined to be relevant will be evaluated in accordance with the elements below:

- a. Quality of product or service, including consistency in meeting goals and targets;
- b. Cost control, including forecasting costs as well as accuracy in financial reporting;

- c. Schedule, including the timeliness against the completion of the contract, task orders, milestones, delivery schedules, and administrative requirements (e.g., efforts that contribute to or affect the schedule variance);
- d. Business relations, addressing the history of professional behavior and overall business-like concern for the interests of the customer, including the contractor's history of reasonable and cooperative behavior (to include timely identification of issues in controversy), customer satisfaction, timely award and management of subcontracts, cooperative attitude in remedying problems, and timely completion of all administrative requirements;
- e. Management of key personnel, including appropriateness of personnel for the job and prompt and satisfactory changes in personnel when problems with clients were identified.

A "Neutral" score will be given to Offerors who have no record of relevant past performance, or who have a record of relevant past performance that is not extensive. An Offeror's performance will not be evaluated favorably or unfavorably (Neutral rating) when:

- The Offeror lacks relevant performance history,
- Information on performance is not available, or
- The Offeror is a member of a class of Offerors where there is provision not to rate the class against a sub factor.

When this occurs, an Offeror lacking relevant performance history is assigned a "neutral" rating. An exception to this "neutral" rating provision is when a non-small businesses prime has no history of subcontracting with small business concerns.

Prior to assigning a "neutral" past performance rating, the Contracting Officer may take into account a broad range of information related to an Offeror's performance."

M.3 DETERMINATION OF A COMPETITIVE RANGE

If the Contracting Officer determines that discussions are necessary, he/she will establish a Competitive Range composed of only the most highly rated proposals. In certain circumstances the Contracting Officer may determine that the number of most highly rated proposals that might otherwise be included in the competitive range exceeds the number at which an efficient competition can be conducted. Should that be the case, the Contracting Officer may then limit offers in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The Government may exclude an offer if it is so deficient as to essentially require a new technical proposal. The Government may exclude an offer requiring extensive discussions, a complete re-write, or major revisions such as to allow an Offeror unfair advantage over those more competitive offers.

[END OF SECTION M]

RFP Amendment 1 Item 20: Add a new "ATTACHMENT8" entitled "GOVERNMENT FURNISHED PROPERTY".

RFP Amendment 1 Item 21: Section C.4.11.2, F.6 and L.10 (d) (5.1.1.2): The Key Personnel position "Senior Contracts and Finance Manager" is revised to change to "Finance Manager".

RFP Amendment 1 Item 22: Section C.4.13, C.4.14 and L.11.2 (4) (a):

" C.4.13 Contractor Office – Kathmandu

The bulk of these activities will occur outside the Kathmandu Valley due to the significant nature of collaboration between the COR and Contractor team, the Contractor must propose an office within Kathmandu Valley. The Contractor must have minimum of following staffs in Kathmandu office:

- Team Leader/Agriculture. Expert
- Finance Manager
- M&E Coordinator
- Accounting Officer
- Administration Officer
- Other Support Staffs

C.4.14 Contractor Field Office – Outside Kathmandu Valley

To facilitate greater access to local organizations and to develop trust with key actors in the target areas, the Contractor will be required to open three cluster field offices from which the bulk of activities will be undertaken in a location outside Kathmandu Valley. The three cluster offices must comprise 4 districts in each cluster with a minimum of following set of staffs:

Cluster Managers (3)
M&E Officer
Private Sector Dev. Coordinator
Seed System Officer
Horticulture Expert
Marketing Officer
Admin. & Finance Officer
Admin & Accounting Assistant
Other Support Staff
District Coordinators/Agriculture (12)
Agriculture Technicians (12/District in 12 Districts)

L.11.2 (1) (4) (a): See sections C.4.13 and C.4.14 for details about Contractor Office - Kathmandu and Contractor Field Office – Outside Kathmandu Valley.

RFP Amendment 1 Item 23: Section L.2 Joint Ventures-Eligibility and Submission Requirements and L.11.1 (e) Part 5-Joint Venture Information, a new note is added to these two sections to read as follows:

“Note: In lieu to the joint venture, the Offerors may propose as a prospective prime Contactor with subcontractor relationship.”

RFP Amendment 1 Item 24: The closing date for the submission of the proposal in the Cover Page is changed to December 22, 2014, 09:00 Hours Nepal time.

II. ANSWERS TO THE QUESTIONS RECEIVED IN THE PRE-PROPOSAL CONFERENCE AND SEPARATELY THROUGH E-MAILS:

1. How many NGOs will be selected? What is the total budget? Should proposal consider all 12 districts covering all the 5 outcomes in each district or the outcomes can be splitted into different districts?

Answer: There will be only one award – either to one NGO or, to the consortium of NGOs. The total estimated cost of the Contract is within the range of \$3.7 million to \$4.9 million. All the expected interventions as described in the RFP, including each of the outcomes (among all 5 outcomes) must be implemented in all the 12 districts. Proposals must be able to show the achievement of all the expected outcomes across all the districts as opposed to the specific outcome(s) to the specific district(s) (C.4.1.1, C.4.1.2, C.4.3, Cover page (first) and L.11.1).

2. USAID's projects in the past in Nepal seem to have left less impact in the community as opposed to it usual plan. How would USAID ensure that will not continue in this project, too?

Answer: There are evidences that the past USAID funded projects have greater impacts addressing the issues at the community that be it in agriculture sector or be in health and other sectors. With the experience of over 60 years in partnering in development effort in Nepal, USAID has learned lots of the new ways of doing business. One of the examples is that recent priority of US government is local capacity building and local solution. This has become mandatory as well as the top priority of US government. Due of this priority, USAID Nepal, in recent past, has initiated direct award to the local organizations as opposed to just limiting them as a subcontractors/subgrantees. Local organizations will have better understanding of local issues and problems. Therefore, with the better understanding of actual problems, the project implemented by local organizations will and can have greater impact with the effective solutions.

3.a Will this project be awarded to big or large organizations only or also to the smaller organizations?

3.b INGOs which are not required to get registered at CDO office in Nepal but have agreement with government (Social Welfare Council of Nepal) to operate their activities in Nepal. With this permission, they have been working in Nepal since under the laws of the country. In this case, can they be a prime bidder for your Call 'KISHAN-2'? Or can they be a sub-bidder for the project or participate in a Joint Venture?

3.c What is the proposal evaluation process? Will the lowest bidder be capable of an award?

3.d Have you already shortlisted partners for this award or is this a full and open competition?

3.e Whether Bidder has to include one NGO in the bid?

Answer: This solicitation is a full and open competition limited to locally registered Nepali organizations and businesses including a wide range of non-state actors such as non-profit or voluntary organizations, NGOs, consulting firms and for-profit private companies. For profit, as well as not-for-profit organizations, are eligible to submit proposals under this RFP (Cover page-first paragraph and section L.2) be it large or small organizations.

To be considered a local organization, an Offeror must: (1) be legally organized under the laws of Nepal; (2) have as its principal place of business or operations in Nepal; and (3) either is (A) majority owned by individuals who are citizens or lawful permanent residents of; or (B) managed by a governing body the majority of whom are citizens or lawful permanent residents of Nepal. Majority owned" and "managed

by" include, without limitation, beneficiary interests and the power, either directly or indirectly, whether exercised or exercisable, to control the election, appointment, or tenure of the organization's managers or a majority of the organization's governing body by any means (Cover page-third paragraph and section L.2).

Proposals submitted by the prospective Offerors will be evaluated in accordance with the requirements in section M (Evaluation Factors for Award) of the subject RFP and make an award if any to the responsible Offeror submitting the proposal that offers the best value to the U.S. Government (Section M.1.1).

4.a Can questions be asked via email if information available on the website is not clear to the bidders and will local NGO will eligible to submit proposals?

4.b How can we confirm the figures mentioned in Attachment 5? Will it be done through baseline?

Answer: The period for questions closed on November 17, 2014, 1600 Hours Nepal time.

Revised Attachment 5 (Amendment 1) is fixed fee schedule against deliverables. Offerors are required to propose fee for each of the deliverables in Revised Attachment 5. For deliverables that are marked as TBD, Offerors are required to provide the values and propose a fee payment allocation. The total fee in Revised Attachments 4 (Amendment 1) must match will the total fee in Revised Attachment 5.

5. How will USAID ensure quality of evaluation during the implementation period?

Answer: USAID has number of different ways to monitor the projects to ensure quality of the evaluation during the implementation period:

1. The Contractor must set aside about 2 to 4 percent of total budget for monitoring and evaluation (M&E) of the project (L11.1 (b) (viii)).
2. There will be mid-term evaluation and the end evaluation of the project. USAID Nepal or third party will conduct the mid-term and final evaluation of the project. See section C.4.5.7.
3. There is local organization contracted for M&E purpose of different FTF project including KISAN 2.
4. There will be regular field monitoring by USAID as well as joint field monitoring involving various stakeholders.
5. USAID will perform Data Quality Assessment during the 2nd year of the project in terms of validating the quality of data collected by the implementing partners.

6. Our organization has been working on new technology since the last 2 years. Will USAID support in introducing new technology and innovation to be used in agriculture. Will USAID give special preference to organization that is involved in bringing new technology and innovation?

Answer: See section I. REVISION TO THE SUBJECT RFP: RFP Amendment 1 Item 19.

7. RFP page 139, the indirect cost and fixed fees are given in percentage? Will USAID provide a template for budget?

Answer: The Indirect Costs and Fixed Fees must be in amount and not in percentage. The Revised Attachment 4 in this Amendment 1, which is the template of the summary and detailed budget format is reflected in amount and not in percentage.

8. Related to training, deadline for training registration is November 21 and proposal submission deadline is December 19. Joint ventures may not be finalized during this time?

Answer: There are two different issues. The Offerors can submit proposal as a single Offeror or through joint venture (L.2) by December 19, 2014, 1600 Hours Nepal Time. As a result, Offerors can attend the training in proposal writing hosted by Winrock International on November 21, 2014.

9. What is the funding mechanism? Will USAID provide funds in advance or will it be cost reimbursement contract? What will be the payment schedule for the assignment? Do consultants get mobilization cost at advance payment? What will be milestone for the installment of payments?

Answer: The funding mechanism is through a Contract. USAID plans to award a Cost plus Fixed Fee (CPFF) Completion Type Contract covering a base period of three years with possible option for extension to years four and five subject to availability of funds and in accordance to the need for exercising the extension for each of the two option years by the Mission (Cover page-fifth paragraph).

No funds will be provided in advance. This result from this solicitation will conclude a Cost-Plus-Fixed-Fee (CPFF) completion-type, cost reimbursement Contract (L.6).

In accordance with FAR 52.216-7 (a) (1), the Contractor may submit vouchers for payments as frequently as once every two weeks. Payment shall be made in local currency, Nepali Rupees as per section "I. REVISION TO THE SUBJECT RFP: RFP Amendment 1 Item 1".

10. Can board members of certain organization apply to be the project staff? Can the board members of the NGO participate in the implementation level of the project if they have needed portfolio or they must only be in the management level?

Answer: The solicitation does not restrict the board members being a project staff. However, Offerors are advised to check their own policies and procedures in order to prevent conflict of interest within the organization(s).

11. If an organization take the proposal writing training as the lead, can that organization later join as a supporting organization/partner?

Answer: However to make the venture definite of the supporting organization/partner joining in the later stage, this information must be revealed in the Technical Proposal and budgeted in the Cost Proposal.

12. Will Cost proposal unit have to be in USD?

Answer: The amount submitted in the Cost Proposal must be in USD (L.4 (c)(5)) and as illustrated in revised budget summary and detailed budget format in Revised Attachment 4 and fixed fee schedule against deliverables (Revised Attachment 5).

See also section "I. REVISION TO THE SUBJECT RFP: RFP Amendment 1 Item 1".

13. Will we need to provide separate technical proposal for 3 base years and option years?

Answer: There must not be two separate technical proposals for base and option year. The Technical Proposal for the base three years and option years four and five must be proposed in one Technical Proposal as per section "I. REVISION TO THE SUBJECT RFP: RFP Amendment 1 Item 11".

The budget for the base three years and option years four and five must also be presented in one Cost Proposal (Revised Attachment 4).

14.a Can you please clear the layout of technical proposal mentioned in page 129?

14.b Page 38, C.4.15 Outreach and Communications Plan – Would USAID consider excluding this plan from the 30 pages limit by moving it to the Annex?

14.c Page 119, L.10 (c) Sections E, F, and G. To avoid duplications of these sections in the two main parts of the Technical Proposal, would USAID consider moving them to the Annex and add the provision that they would be revised and submitted for USAID approval prior to the first option year?

Answer: There is no mentioning of the layout of the Technical Proposal in page 129 of the RFP. The layout of the presentation of the Technical Proposal is explained in section L.10 (c) of the RFP for the three base years and the additional option years four and five which has been revised in this Amendment 1 item “I. “REVISION TO THE SUBJECT RFP”, section “d”. Offerors are required to follow the layout format in “Amendment 1 item I. REVISION TO THE SUBJECT RFP”, section “d” while drafting the Technical Proposal.

Outreach and Communication Plan is part of Branding Implementation and Marking Plan which is to be submitted by the Offerors is excluded from the 30 page limitation as per section “I. REVISION TO THE SUBJECT RFP: RFP Amendment 1 Item 11.”

15. Can we include costs (e.g. instrument costs, research cost) that are incurred in the process of submitting proposal along with the cost proposal?

Answer: No. Proposal preparation costs are ineligible for reimbursement and at the risk of the Offeror.

16.a Where can we get relevant documents and information related to KISAN Winrock program achievement?

16.b Can we have access to information about KISAN project and its current status?

Answer: The general information of the KISAN project is mentioned in section C “STATEMENT OF WORK” of the RFP. Further, check the website for Development Experience Clearinghouse <https://dec.usaid.gov/> for access to information funded by USAID including for the project KISAN with Winrock International Inc. as the Contractor.

17. There is a clause that bidding organization should have an office in Kathmandu. What will happen if a district based organization win this award? Will there be any considerations made towards this organization?

Answer: This call for RFP is for any GON registered Nepali organizations either based in Kathmandu or other parts of the country. Section L.11.2 of the RFP states that one office is to be based in Kathmandu, which is essential for coordination with USAID/Nepal, line ministries and departments as well as other Kathmandu based stakeholders by the Contractor. This means that one project office must be established in Kathmandu once the award is made for coordination purpose. There will be no other considerations made besides the requirements of the RFP.

18. What is the procedure for acquiring DUNS number? Will an organization that already has the DUNS number need to reapply for DUNS number again, now that this project is a joint venture project? Is it mandatory to have the DUNS number to be provided along with proposal since it takes longer than a month to acquire the DUNS number?

Answer: See section I.4 System for Award Management (Jul 2013) and L.5 (Data Universal Numbering System (July 2013)) of the RFP to obtain the DUNS number.

DUNS number is required with the submission of the proposals. The DUNS number of Offeror must be in the Cover page of the Technical Proposal (L.10 (d) (1)).

19. What if we are new organization and don't have any past performance, are we still eligible to bid for the project?

Answer: See section I. REVISION TO THE SUBJECT RFP: RFP Amendment 1 Item 19, section M.2.3 Factor 3.

20.a The cost allocated as \$3.7M to \$4.9M is to be divided only for the base three years or also for the additional two years while preparing the cost proposal?

20.b Shall we provide cost proposal with both Nepalese Rupees and US Dollar or only in US Dollar?

Answer: The range of \$3.7 million to \$4.9 million is for three base years and options years four and five (Cover page-second paragraph and section L.11.1).

The amount(s) in the Cost Proposal must be in US Dollar(s) as shown in the Revised Attachment 4 (Summary and Detailed Budget Format) and the Revised Attachment 5 (Fixed fee Schedule Against Deliverables) of this Amendment 1. However, the payment will be made in Nepali Rupees after the issuance of the Contract/Award as per section "I. REVISION TO THE SUBJECT RFP: RFP Amendment 1 Item 1 Note 3".

Further, the range of the total estimated cost of the solicitation or Contract of \$3.7 million to \$4.9 million is exclusive of the VAT.

21. As per the conference today one representative office should have to be in Kathmandu, what if we have our office in Bhaktapur? We have our head office located in Bhaktapur.

Answer: One project office must be based in Kathmandu, Nepal (F.7 and L.11.2). The Contractor must maintain a project office in Kathmandu, Nepal to coordinate the activities under this Contract (F.6). The Contractor will be required to establish an office outside of Kathmandu Valley, when directed by the Contracting Officer's Representative (COR) following mutual consultations (see Section C.4.18). As a result, Offerors are required to budget it accordingly.

22.a What is the web link for updated info regarding the KISAN 2 project proposal?

22.b It was stated that the slides and the materials will be made available in the website of USAID, but I could not find it, could you kindly provide the link for the documents if it is already uploaded there.

Answer: Any amendments to the KISAN 2 project (SOL-367-15-000002) is posted in the Federal Business Opportunities (FBO) <https://www.fbo.gov> and USAID/Nepal website <http://www.usaid.gov/nepal>.

23. Is it necessary to provide resume of non-key expert (page 121)? How many persons Curriculum Vitae/Bio-data should we submit along with the technical proposal and is there any certain format of CVs? Is it necessary to include CVs of the proposed project personnel along with the project proposal? If so, up to what category of personnel? Can we limit only to the key personnel (Team Leader and Senior Contract and Finance Manager) at this stage of proposal writing?

Answer: Section L.10 (d) (5.1) last paragraph states “To further illustrate the proposed staffing pattern, the Offeror may submit Curricula Vitae (CVs) for national non-key personnel to demonstrate skills, experience and capabilities they would seek in filling these positions.”

The Offeror must also submit resumes/curricula vitae (CVs) for Key Personnel (L.10 (c)).

The RFP does not prescribe any set format of the resumes/CVs (See section I. REVISION TO THE SUBJECT RFP: Amendment 1 Item 14).

24. Can we receive XLS format for preparing Cost Proposal?

Answer: See Amendment 1 section “REVISED ATTACHMENT 4: REVISED BUDGET FORMAT FOR YEARS (1) TO (3) AND OPTION YEARS (4) to (5)”.

25. Can an organization, that didn't register its name in pre-bid meeting, apply as a prime bidder or subordinate bidder in JV? Whether the organizations who did not register for pre-proposal conference and those who could not attend the said conference can participate in the bidding process as a Joint Venture partner?

Answer: Any one organization that is registered and attended the pre-proposal conference as a joint venture or prime Contractor/Offeror is eligible for submitting proposals. However, subcontractors are not required to be registered when submitting proposals.

26. Is there any limitation in the number of staff at field level?

Answer: No.

27. Does an interested organization need to have certain level of annual transaction to be eligible to apply as a prime bidder?

Answer: No.

28. Page 9, C.2 “Contractor must reach 35,000 households” would suggest that figures for two of the deliverables for Outcomes 1 and 2 on pages 64 and 140 should be 35,000 too instead of “24,000”?

Answer: These are not comparable targets and refer to different unit of measures.

29. Page 9, C.2 second paragraphs – should “This Project (i.e. KISAN-T)” read “This Project (i.e. KISAN 2)”?

Answer: KISAN-T must read as KISAN 2 in section C.2, page 9 (See section I. REVISION TO THE SUBJECT RFP: RFP Amendment 1 Item 2).

30. Page 11, C.4 “Contractor must coordinate with the Implementing Partners of other FTF projects” and pages 21 and 22, C.4.2 - Would USAID please describe how its programs/project/partners coordinate now? What does KISAN do to coordinate with other Implementing Partners, funded by USAID, other donors or the GON?

Answer: See section C.4.2 “Integrating Components and Supporting Activities” on the programs/projects/partners conducted and coordinated by USAID/Nepal. Further, check the website for Development Experience Clearinghouse <https://dec.usaid.gov/> for access to information funded by USAID with implementing partners and other donor agencies and the GON.

31. Page 13, C.4.1.1. Additional interventions must include: “5. Exploring new financial products...use grants...” Would USAID consider KISAN 2 Cost Proposals that include a line item for funding matching grants and/or small loan guarantees?

Answer: No. (See section I. REVISION TO THE SUBJECT RFP: RFP Amendment 1 Item 5).

32. Page 65, F.7. Place of Performance “...an office outside of Kathmandu Valley...will be made by USAID in consultation with the Contractor” would suggest that the proposal will represent an initial assessment of alternatives for the field office and proposed budget costs would be only estimates (Page 126 L.11.2 “staff stationed in the field based on needs”)?

Answer: The Contractor must maintain a project office in Kathmandu, Nepal to coordinate the activities under this Contract (F.6). The Contractor will be required to establish an office outside of Kathmandu Valley, when directed by the Contracting Officer’s Representative (COR) following mutual consultations (see Section C.4.18). As a result, Offerors are required to budget it accordingly.

33. Page 77, H.19 PARTICIPANT TRAINING “The recipient of this award is responsible for ...design and implement...participant training.” Would allow a proposal to include a draft “training implementing plan” as an Annex?

Answer: Section H.19 “PARTICIPANT TRAINING AND EXCHANGE OF VISITORS (MISSION ORDER (M.O) NO. 253.1 is deleted in its entirety and “RESERVED” (See section I. REVISION TO THE SUBJECT RFP: Amendment 1 Item 7).

34. Page 122, section F: M&E Plan says the plan must be developed “within 60 days of contract issuance.” Would USAID please explain its expectation for an M&E Plan in the proposal, perhaps a draft, to be finalized after award?

Answer: The proposal must contain a draft M&E Plan during the submission of the Technical Proposal. Only the successful Offeror needs to submit the M&E plan within the 60 days of issuance of the Contract/Award (F.4 and L.10 (d) (8)).

35. Page 156, section 3.0 EVALUATION OF ENVIRONMENTAL IMPACT POTENTIAL - where tube wells or other sources of water present risks of arsenic contaminations what measures have been effective and would be acceptable to USAID to remove the arsenic or reduce it to safe levels?

Answer: KISAN 2 prohibits no funding for establishment of irrigation facility. However, irrigation is one of the key inputs and therefore, the successful Contractor needs to leverage funds from other organizations (VDC block grant, DADO) to help beneficiaries need of irrigation requirement as per section (See section I. REVISION TO THE SUBJECT RFP: Amendment 1 Item 4).

36. Can the bidder propose international experts as short-term consultants?

Answer: See section H.2 and Revised Attachment 4 (Revised Detailed Budget) item 6 of the RFP.

37. Can the Government officers' CV who are retiring within 6 months be included?

Answer: At the time of joining the project GON staff either needs to provide the evidence of no objection letter from respective GON authority and date of retirement or other evidence of no longer being engaged with the GON.

38. Can the project include some cost for concerned district line agencies for their staff mobilization, coordination and logistic support?

Answer: There are restrictions on the Government of Nepal (GON) staff salary supplements (H.16 HOST COUNTRY SALARY SUPPLEMENT).

39. Provision for central level coordination cost mainly for organizing workshops, visits etc, should it be included in the project or it is handled directly by the USAID/Nepal?

Answer: The central level coordination cost if needed to support the KISAN 2 project must be included in the Cost Proposal.

40. Provision for vehicle in project monitoring - can it be included in the budget?

Answer: It can be included in the budget, provided that the justification/narratives to procure a vehicle support the KISAN 2 project.

41. Is there any age bar for engaging professionals in the project?

Answer: No.

42. Since this is a first RFP called from national organizations, the range of indirect cost or overhead cost may help for budgeting. What does the indirect allowable cost indicate/cover and how is it computed? What is the ceiling for indirect cost?

Answer: Indirect costs are costs that are not directly accountable to a cost object (such as a particular project, facility, function or product) and also are not directly related to the project. See section L.11.1 (b) (iii) of the RFP on the establishment of Indirect Cost rate. The ceiling of the Indirect Cost Rate is negotiated and finalized with the prospective Offeror prior to the issuance of the Contract or award.

43. In the RFP, it is mentioned that the Contractor must continue intervention to the same beneficiary as of KISAN. Will KISAN provide the list of 30,000 beneficiaries HHs to the KISAN 2 contractor?

Answer: The Offeror of KISAN 2 will be working with 26,000 beneficiaries out of the 30,000 beneficiaries that KISAN is currently working as stated in section C.4.3 of the RFP. KISAN will provide the list of these beneficiaries later after the issuance of the Contract. The KISAN 2 Contractor must work

with additional 24,000 households, which equals to a total 50,000 beneficiaries after the issuance of the Contract (C.4.3 and C.4.5.3).

44. RFP mentions of Project (i.e. KISAN 2) focus on 12 Terai and lower hill districts in the Far-Western, Mid-Western, and Western Region of Nepal. But, we did not find any terai district listed in project intervention di((See section I. Districts (RFP document page 26).

Answer: KISAN 2 will cover only 12 lower hill districts in far-west, mid-west and west (C.2, pg. 9). See section I. REVISION TO THE SUBJECT RFP: RFP Amendment 1 Item 2 for the inclusion of only 12 lower hill districts.

44. An organization has an Income Tax Exempt Certificate, and therefore is not required to be VAT Registered. Can this organization apply?

Answer: Organizations that has an Income Tax Exempt Certificate are eligible to submit the proposals, even though it is not stated in the RFP. The tax exempted organizations must submit the appropriate documents for tax exemption during the submission of the proposals.

Further, prospective Offerors are also required to comply with the requirements of section L.11.1 (Part 6-Evidence of Responsibility) of the RFP.

45. Is there any Technical Proposal and Cost Proposal template provided for Joint Venture Proposal?

Answer: Use the budget format of Revised Attachment 4 while preparing the Cost Proposal for Joint Venture and prime with subcontractor(s). In lieu to the joint venture, the Offerors may propose as a prospective prime Contactor with subcontractor relationship .

46. While submitting our proposals do we have to submit the GIS mapping information for the provided 12 districts?

Answer: No.

47. At present the AID 1420-17 forms are used to obtain approval after selection of the staff before recruitment. However, the page 124, L.11 (b)(v) asks submission of 1420 forms. Is it mandatory to submit with the proposal for all professional staffs or it will be sufficient if we submit for Key professional staff identified on the RFP such as “Team Leader” and “Senior Contracts and Finance Manager”?

Answer: The submission of the AID 1420-17 is required for all Key Personnel only (L.11.1 (b) (v)) (See section I. REVISION TO THE SUBJECT RFP: RFP Amendment 1 Item 18).

48. Grants under contract” is not clear under Section M.2.1 (b). Does this mean project have provision of Grants under contract which could be done during the implementation of the project identifying the gaps and the potentials?

Answer: The sentence “grants under contract (also known as Windows of Opportunity) under section M.2.1 (b) has been deleted in its entirety (See section I. REVISION TO THE SUBJECT RFP: RFP Amendment 1 Item 19).

49. Some of the listed VDCs mentioned in the RFP have already been merged to the Municipality. Will KISAN-2 be still working in the geographical areas irrespective of where they fall?

Answer: KISAN 2 will continue to work in the same VDCs regardless of conversion of VDCs into the municipality.

50. How to fill up Attachment 4 in budget section, can we add other more staffs for the work? Should we follow this section as it is written?

Answer: Follow the guidance as per section L.10 “INSTRUCTION FOR THE PREPARATION OF THE COST PROPOSAL” and provide budget in the format as per “REVISED ATTACHMENT 4: REVISED BUDGET FORMAT FOR YEARS (1) TO (3) AND OPTION YEARS (4) AND (5).

51. What are the things to be completed (the sections) during the submission of project proposal?

Answer: Technical and Cost Proposal (Section L). Further, please also see “III. CHECKLIST FOR COMPONENTS TO BE INCLUDED IN THE TECHNICAL PROPOSAL” and “IV. CHECKLIST FOR COMPONENTS TO BE INCLUDED IN THE COST PROPOSAL” in this Amendment 1.

52. Should we attach IEE plan, too?

Answer: No.

53. Can you grant access to the e-mails of all the participants and organizations in the pre-proposal conference for networking purposes?

Answer: The e-mail lists with the participants and their respective organization will be disclosed through an e-mail.

III. CHECKLIST FOR COMPONENTS TO BE INCLUDED IN THE TECHNICAL PROPOSAL:

A. Offerors must include the following components in their technical proposal (L.10 and I. REVISION TO THE SUBJECT RFP: RFP Amendment 1 Item 7):

- Formatting (as described in Section L.10(b))- The proposal must:
- Be printed with single spaced, 12 point Times New Roman font with no smaller than one inch margin
- Be printed on standard 8 ½" X 11" paper (216mm by 297 mm paper)
- Be written in English
- Include contents that follow the order of the evaluation criteria set forth in Section M.2

B. General Content - The proposal must contain the following information for base years 1 to 3 and for option Years 4 and 5:

- Cover Page (L.10 (d) (1))
- Table of Contents (L.10 (d) (2))
- Executive Summary (Maximum one page) (L.10 (d) (3))
- Section A: Technical Approach (L.10 (d) (4))
- Section B: Management/Staffing Pattern, Organizational Structure, and Mobilization Timeline (L.10 (d) (5))
- Section C: Past Performance (L.10 (d) (6))
- Section D: Geographic Focus (L.10 (d) (7))
- Section E: Monitoring and Evaluation Plan (L.10 (d) (8))
- Section F: Outreach and Communication Plan and Branding Implementation and Marketing Plan (L.10 (d) (9))
- Section G: Gender and Social Inclusion (GESI) Statement (L.10 (d) (10))

Note: The 30 page limitation of the Technical Proposal as stated in section L.10 (b) must be numbered. For example, page 1 must be stated as 1 of 30, page 2 must be stated as 2 of 30... page 30 must be stated as 30 of 30. All the other documents not included in the 30 page limitation (see below III.C) must be segregated and submitted separately in the Technical Proposal.

C. The following items listed below are excluded from the 30 page limitation:

- Organizational Structure, Position Descriptions (in table/graphic form)
- Key Personnel Resumes
- Personnel Plan
- Table Summarizing Qualifications of Proposed Personnel
- Outreach and Communication Plan and Branding Implementation and Marketing Plan
- Past Performance Report Short-Forms, Summary Table; and Organizational Chart(s)
- Quality of Performance Awards
- Tables, Charts and Graphs including Level of Effort (LOE) Chart Form (new) (ATTACHMENT 7). Note: No cost or price information is permitted to be included in this form (L.10 (d) (11))

IV. CHECKLIST FOR COMPONENTS TO BE INCLUDED IN THE COST PROPOSAL:

- Offerors must include the costs for the base years 1 to 3 and for option years 4 to 5.
- The total estimated cost of this solicitation is within the range of \$3.7 million to \$4.9 million (Inclusive of the base e years with option years 4 and 5).
- Submission Instructions (Section L.11.1) – The proposal must:
 - Clearly explain each requested budget item.
 - Be submitted separately from the Technical Proposal.
 - Follow the procedures for the evaluation of Cost Proposal as per section M.1.4.
- PART 1-Standard Form (SF) 33:
 - Cover form with blocks 12-18 completed
 - Include original signature
- PART 2- Proposed Costs/Prices :
 - The budget format as per Revised Attachment 4.
 - Detailed budget narrative.
 - Fixed fee schedule against deliverables (Revised Attachment 5).
- Support for indirect cost rate, if proposed (L.11.1 (b) (iii) for more details):
 - Copies of the Offeror's financial reports for the previous three-year period that have been audited by a certified public accountant.
 - Organization's projected budget, projected cash flow, and organizational chart.
 - A copy of the organization's policies for accounting, travel, personnel, and procurement policies are not required as part of the Offeror's submission but can be requested by the Contracting Officer during the negotiations.
- Budgets for internship (a minimum of three paid internship per year (L.11.1(b)(vii))).
- Budgets for implementation of Monitoring & Evaluation plan (allocation at least two to four percent of the total estimated cost of the award) (L.11.1(b)(viii)).
- AID Form 1420-17: Completed Contractor Employee Biographical Data Sheets for each Key Personnel staff.
- Review and follow the Local Compensation Plan (LCP) guidelines for Cooperative Country National (Nepalese National) and Third Country National (Any other Nationals Besides Nepalese) in section L.11.1 (b) (ix) of the RFP.
- PART 3- Representations, Certifications, and Other Statements of Offerors (Section K of the RFP) and (L.11.1(c)).
- PART 4- The documents identified below are not required as part of the Offeror's submission but can be requested by the Contracting Officer during negotiations (L.11.1(d)).
 - A copy of the Offeror's personnel policies in effect at the time the offer is submitted that details salary setting policies/procedures.
 - A copy of the Offeror's travel policies in effect at the time the offer is submitted.
- PART 5- Joint Venture Information or partnership (L.11.1(e)).
- PART 6- Evidence of Responsibility (L.11.1(f)).

**REVISED ATTACHMENT 4: REVISED BUDGET FORMAT FOR YEARS (1) TO (3) AND
OPTION YEARS (4) to (5): SEE SEPARATE EXCEL FORMAT SHEET**

**DEFINITIONS OF THE TERMS OF THE DIFFERENT TYPES OF COSTS USED IN THE
EXCEL SHEET:**

SALARIES AND WAGES

Enter all proposed labor categories for the project, e.g., Team Leader, Project Director, Finance Manager, Procurement Officer, Program Specialists, M&E Officers, Field based staff, Specialists, administrative support etc., and the estimated month, hours for work with their respective salaries per month or hourly rates that will be dedicated for each related Tasks/Subtasks.

FRINGE BENEFITS

Fringe Benefits are non-salary compensations for employees. These benefits will vary with each organization. Examples of fringe benefits are health insurance, paid vacation and sick leave, housing, retirement benefits, unemployment insurance, tuition reimbursement, Dashain bonus etc. Enter proposed benefits for the project either in percentages or amounts. If percentage is being proposed the percentage rate should represent the cost of an individual employee's non-salary benefits. The rate is applied to an employee's base salary (money earned by the employee) to calculate the burdened cost (total salary cost/compensation) incurred by the company to employ an individual. As such, to determine the amount of an individual's compensation in a proposal budget the base salary is multiplied by the applicable fringe benefit rate percentage.

TRAVEL, TRANSPORTATION AND PERDIEM

Enter itemized travel cost for travel combining such elements such as air fare, bus fares, per diem, local travel and other related expenses such as passports, visas, inoculations etc.

EQUIPMENT (CAPITAL)

Enter proposed equipment (capital) valued above US\$ 5,000 under this category. The categories under this could include items such as vehicles, large generators etc.

SUPPLIES (GENERAL EQUIPMENT)

Enter proposed list of supplies, equipment, commodities etc. within the value from US\$ 1 to \$4,999 that are proposed to be necessary for performance of the project.

CONTRACTUAL

Contractual costs should include various costs necessary to carry out program activities, tasks or services such as trainings, meetings, capacity building etc. that the prime contractor may undertake. Contractual may also include costs that may be subcontracted out to individual consultants, and particular task(s) that may be subcontracted out to another contractor because of highly specialized nature of work that the prime Contractor may not have.

Enter itemized estimated costs for specific consultant services, programs and subcontracts in this category.

OTHER DIRECT COSTS:

Other Direct Costs are those costs that are directly charged to activities or services that are necessary to specific performance and required for and easily traced to a particular project. The costs for these activities are usually charged to projects on an item-by-item. Itemize any additional other Direct Costs under this cost category. These costs may include items such as office supplies, reproduction costs, preparation of reports, telephone charges, insurance, local office set-up costs for the specific program, rent, utilities, etc. necessary to carry out the project.

INDIRECT COSTS:

Indirect Costs are those costs for activities or services which are not readily identifiable with a particular cost objective (that benefit more than one project) but nevertheless are necessary to the general operation of a profit organization and the conduct of the activities it performs. Their precise benefits to a specific project are often difficult or impossible to trace. The cost of executive salaries, payroll, accounting, personnel, depreciation, general telephone expenses, general travel and supplies expenses are examples of expenses usually considered as indirect costs. The organization's central management and administrative functions, general expenses, and selected joint costs necessary to overall operations are normally identified as indirect costs and budgeted for and distributed through an indirect cost rate. Enter estimated indirect costs only if the organization can demonstrate that they have such types of costs and also must include additional documentation to support the rates as mentioned in Section L 11.

FEES-PROFIT

Profit is generally regarded as remuneration for the risk involved in undertaking the contract tasks. Profit is expressed as a dollar amount which equates to a percentage of the estimated cost. Profits for cost reimbursement contracts must not exceed 10% (FAR 15.404-4(c)(4) with 5% to 7% being the average for cost-reimbursement contracts.

VALUE ADDED TAX (VAT)

Enter the current VAT amounts only if it is applicable to organization as per government regulations.

**REVISED ATTACHMENT 5: FIXED FEE SCHEDULE AGAINST DELIVERABLES: (SEE
SEPARATE EXCEL FORMAT SHEET)**

**ATTACHMENT 7 (NEW): LEVEL OF EFFORT CHART FORM (SEE SEPARATE EXCEL
FORMAT SHEET)**

ATTACHMENT 8 (NEW): GOVERNMENT FURNISHED PROPERTY

Offerors are required to deduct the cost of the GOVERNMENT FURNISHED PROPERTY in the Cost Proposal for motor vehicles (two and four wheels). These equipment which include two motor vehicles (Four Wheels) and 10 motorcycles (Two Wheels) will be provided by USAID/Nepal to the Offeror that is issued the Contract. Offerors are required to comply as per the requirements of FAR 45.101, FAR 45.106 and AIDAR 752.245-70 for all Government furnished property.

Equipment and Motor Vehicles	Quantity	Age on and About
Office Furniture	12 sets	1 Year
Motor Vehicles (Four Wheels)	2	1. Scpio Bus Turbo6gLX (Mahindra-Mahindra-Scorio jeep, Year: 2005 2. TATA XENON 4X4 Pick Up, Year 2010
Motorcycles	10	1. Bajaj Discover (2009) 2. Bajaj Discover (2009) 3. CRUX (2008) (YAMAHA Crux Motorcycle 106cc) 4. CRUX (2008) (YAMAHA Crux Motorcycle 106cc) 5. Super Splendor-Hero Super Splendor 125 cc Motorcycle (2011) 6. Super Splendor-Hero Super Splendor 125 cc Motorcycle (2011) 7. Super Splendor-Hero Super Splendor 125 cc Motorcycle (2011) 8. Super Splendor-Hero Super Splendor 125 cc Motorcycle (2011) 9. Super Splendor-Hero Super Splendor 125 cc Motorcycle (2011) 10. Super Splendor Hero Super Splendor 125 cc Motorcycle (2011)