



Questions and Answers

RFA- 514-14-000012: Civil Society Strengthening Activity

- 1) Can the applicant be only one local organization? Can the applicant be an association of local organizations with a prime applicant? What are the requirements asked for the applicants and the prime applicant?

The prime applicant must be a local organization. The prime and all proposed partners must be local organizations and meet the eligibility requirement per the definition of local organizations described in Section III, Eligibility Information of the solicitation. The prime must demonstrate the capacity to manage and implement the award. Also, refer to the provisions in the solicitation (Amendment 1), Limitation on Subawards to Non-Local Entities (July 2014).

- 2) Who has to present the DUNS number: the prime applicant? All the applicants? All the organizations that have a sub contract or have an agreement with the prime applicant?

The Prime is responsible for presenting a DUNS number. The prime recipient will be the organization responsible for the proper implementation, administration, and financial application of the award.

- 3) What is the difference between the applicants and the prime applicants?

The prime awardee is the organization responsible for the implementation of the agreement. The prime will be the signing organization as well as responsible for the financial aspects of the award.

Organizations may have partners/subawardees and/or subcontractors that assist in the implementation of the award but the prime is ultimately responsible for the program's success and compliance with USAID's rule and regulations. Also, refer to the provisions in the solicitation (Amendment 1), Limitation on Subawards to Non-Local Entities (July 2014).

- 4) If the prime applicant already has a DUNS number for USAID previous projects; can the applicant use the same DUNS number?

Yes, the same DUNS number can be used. The successful prime applicant would need to verify that all information in the System for Award Management (SAM) (<https://www.sam.gov/portal/SAM/#1>) is up-to-date and that their DUNS is valid before an agreement is signed.

- 5) What are the documents that the applicants (prime applicant and partners) have to attach to the project?



Please refer to Section III and Section IV of the RFA for document submission requirements.

- 6) How often USAID will transfer the financial contribution to the prime applicant? How often the prime applicant has to transfer money to the sub contracts and sub agreements?

USAID provides funding based on the budget and financial need of the program. All program funding is subject to availability but initial funding amounts will be discussed during negotiations with the successful applicant. The relationship between subcontractors and subawardees is between the prime and its subcontractors/awardees. Although USAID cannot mandate the payment schedule for any agreement beyond the agreement with the prime, prompt payment is expected based on the terms of the negotiated subawards and completed work. The prime is also expected to comply with any award provisions that require prompt payment or other oversight of their subs.

- 7) In terms of communication and visibility: the prime applicant will have the same visibility as the other partners?

The prime awardee will be held responsible for the program implementation, financial and award administration, and compliance with USAID regulations and procedures. A marking and branding plan should be submitted prior to award to establish the use, or lack of use, of logos of the implementer and USAID. Subcontractor logos are not permitted for use in the branding and marking of program products or services.

- 8) Who has to demonstrate the management and financial capacity: the prime applicant or all the partners?

The prime applicant has to demonstrate the management and financial capacity to manage the award.

- 9) Does the business application format have to specify who will implement the activities and a cost proposal?

The application should provide details as to the implementation approach of the program. It is understood all of the subawardees and subcontractors may not have been identified at the time of the award but a clear approach should be demonstrated in the technical and cost applications.

- 10) Does the applicant have to present all the key personal (in details: name, profile, past experience) and the partner organizations in the proposal?

It is recommended that the key personnel be identified in the submitted application. All subawardees and subcontractors do not have to be identified at the time of award but may require additional approval by USAID after award. The level of disclosure in the application is at the discretion of the applicant but it is suggested that applicants consider the evaluation criteria in Section V when making this decision.



- 11) What is the cost share? Is it necessary to have a financial stake in the program?

Per ADS 303.3.10, “Cost share refers to the resources a recipient contributes to the total cost of an agreement. Cost share becomes a condition of an award when it is part of the approved award budget.” Please refer to the following ADS 303.10 link to understand cost share and the appropriate requirements: <http://inside.usaid.gov/ADS/300/303.pdf>
Cost share is encouraged.

- 12) When does the prime applicant have to submit the Branding strategy and the Marking Plan?

Applicants are encouraged to submit the marking and branding plan with the initial application. Marking and Branding plans will not be evaluated as part of the technical or financial application. Applicants should consider cost associated with marking and branding in the development of the cost application.

- 13) Can the applicant sub contract with local authorities, government or all state institutions?

No

- 14) In Colombia there is no regulation for lobbying, what about the “certification of lobbying”?

Please refer to the link included in the solicitation (<http://www.gpo.gov/fdsys/pkg/CFR-2011-title22-vol1/xml/CFR-2011-title22-vol1-part227.xml>) and follow the appropriate instructions.

- 15) What exactly is the “Non Federal Share”?

The “Non-Federal Share” refers to the portion of the program not covered by USAID or other US Government funding.

- 16) Does the Business application format have to detail all the activities and its cost for the 4 years project?

Yes, the Cost/Business Application must contain a detailed estimate of the activity/program cost for the entire anticipated award period.

- 17) What are the “Source and nationality requirements”?

Per Section IV of the solicitation, “Source and Nationality requirements” refers to “Goods and services provided by the Recipient under this USAID-financed award shall have their source and nationality in the United States, the recipient country, and developing countries other than advanced developing countries, in accordance with the policies in ADS Chapter 310 (<http://www.usaid.gov/ads/policy/300/310>) and 22 CFR Part 228 (<http://www.gpo.gov/fdsys/granule/CFR-2012-title22-vol1/CFR-2012-title22-vol1-part228>).”

- 18) Which are the documents that have to be presented for the subwards or subrecipient in the application? How the subward and subrecipient are related to the prime applicant?



Please refer to 3. Section III, Eligibility Information and the requirements listed in the solicitation.

- 19) Is it possible for the prime applicant to propose modifications of indicators?

Yes.

- 20) Which documents are needed for the joint venture?

Please refer to 3. Section III, Eligibility Information and the requirements listed in the solicitation.

- 21) If the applicant is a joint venture between a prime applicant with previous experience with USAID and organizations with no previous experience with USAID, do these organizations have to be subject to a pre award assessment?

All organizations that have not worked directly with USAID may be subject to a Pre-Award assessment. USAID reserves the right to perform an assessment on any successful applicant. Previous work experience with USAID is not a requirement and will be assessed equal to other valid experience.

- 22) If the prime applicant isn't obliged by the local legislation to have an audit financial statement, but all the resources used come from international cooperation and have been already audited, are those statements really necessary?

Yes. Please provide all appropriate documents requested in the solicitation to be considered eligible.

- 23) Where can we find the format mentioned in SECTION IV "G- COST BUSINESS APPLICATION FORMAT."

Section IV: G. Cost/Business Application Format provides an outline of the items required in the cost application. Below are the links to the listed SF-424 forms.

- SF-424, Application for Federal Assistance (<http://www.epa.gov/ogd/AppKit/form/SF424.pdf>)
- SF-424A, Budget Information – Non-construction Programs (http://www.nps.gov/ncrc/programs/lwcf/stan_fms/sf424a-f.pdf)
- SF-424B, Assurances – Non-construction Programs (http://www.nps.gov/ncrc/programs/lwcf/stan_fms/sf424b-f.pdf)

Applicants are also required to submit a detailed budget and budget notes following the guidelines in Section IV, G. Cost/Business Application Format.

- 24) Can I apply? (in reference to an individual applying)

All organizations that are capable of addressing the requirements set for the in Section I - Funding Opportunity Description and that meet the evaluation criteria set forth in Section III- Eligibility Information for eligibility criteria many apply.



- 25) Is it possible to consider a proposal to strengthen civil society organizations in the rural sector, in a limited number of regions and municipalities, or must the proposal include nationwide coverage?

We want applicants to focus on rural sectors. Our priority areas as a mission are consolidation/conflict zones. The agreement will require work in Bogota and in rural consolidation regions. The applicant must provide a strategic approach to work in the regions in order to achieve results.

- 26) Increasing the number of organizations and regions covered by the project will necessarily mean reducing the level of detail and impact of the organizational strengthening measures. Are there any criteria (requirements) for minimum coverage in relation to the number of organizations, regions and/or municipalities that should be covered by the project?

We want well focused assistance to the organizations that will be strengthened. Applicants should propose reasonable and achievable goals and not spread themselves too thinly. We are looking for major improvements to the organizations that are selected.

- 27) The proposal differentiates between “grant beneficiary organizations” and intermediate service provider organizations that should also be strengthened by the project. Are we correctly understanding that beneficiary organizations are those comprising grassroots groups and/or communities, and that the ISO are those organizations that provide professional services to these organizations?

Yes.

- 28) The project proposes the following criterion: “Beneficiary organizations will be selected through transparent and competitive selection processes”. Does this refer to all organizations that will benefit from the project, i.e. that this competitive selection process should also be applied to the ISO?

Yes.

- 29) In response to the call for Application (RFA) No. RFA-514-14-000012 activity strengthening civil society, and with the firm commitment to be able to submit a proposal that meets the conditions that USAID we are looking for financial support allow us to ask the following questions:

¿Can we submit our proposal for organizational strengthening and improving the value chain for help?

All organizations that are capable of addressing the requirements set for the in Section I - Funding Opportunity Description and that meet the evaluation criteria set forth in Section III- Eligibility Information for eligibility criteria may apply.

What are the requirements needed?



USAID | COLOMBIA

FROM THE AMERICAN PEOPLE

Please refer to Section I - Funding Opportunity Description and Section III- Eligibility Information for eligibility criteria many apply.