



**USAID | JORDAN**  
FROM THE AMERICAN PEOPLE

July 16, 2015

**Subject: RFTOP No. SOL-278-15-000011 USAID/Jordan Rule of Law and Public Accountability Strengthening Program (USAID ROLPAS) Amendment # 1**

The purpose of this Amendment is to:

1. Extend the deadline for receipt of electronic applications to August 19, 2015, at 12:00 pm Jordan time; and
2. Disseminate responses to questions received from prospective offerors.

Accordingly, the subject RFTOP is hereby amended at Attachment 1.

Sincerely,

Luis A. Rivera  
Director, Acquisitons and Assistance Office

## Attachment 1

The RFTOP is hereby amended as follows:

1. Under RFTOP Cover Page, Proposal Due, delete “August 5, 2015 at 12 noon Jordan time” and replace with “August 19, 2015 at 12:00 pm Jordan time”.
2. The following are questions received from prospective offerors and answers provided:

**Question No. 1:**

Given the religious holidays during the proposal preparation period, would USAID consider extending the due date by one week?

**Response No. 1:**

The proposal deadline has been amended from August 05, 2015 to August 19, 2015 at 12:00 pm Jordan Time.

**Question No. 2:**

I am writing to ask whether USAID would consider a two week extension, to August 19, for the submission of proposals in response to the captioned solicitation. We are making this request because it is now Ramadan, and Eid-al-Fitr will fall on July 18, and as such many counterparts and other stakeholders in Jordan will be unavailable until late July.

**Response No. 2:**

Please see Response No. 1.

**Question No. 3:**

The RFTOP states that the offeror “will be required to submit a full outreach and communication plan.” We read this requirement to suggest that the plan will be required during start-up versus as a part of the proposal. Please could USAID confirm?

**Response No. 3:**

Page 31, Section F.8 (I), states that three months after the start date of the Task Order, the Contractor will be required to submit a full outreach and communication plan.

**Question No. 4:**

Will USAID please clarify that equivalent experience such as serving as a justice or accountability professional in the U.S. can count for part of the 15 years required experience for the Chief of Party along with significant field operations in emerging democracies?

**Response No. 4:**

The term “or their equivalents” on page 61 refers to similar positions as a COP or D/COP. Offerors are required to demonstrate how proposed Key Personnel satisfy the minimum requirements. For example, the offeror must demonstrate that the COP has a minimum of fifteen years of experience supervising complex, fast-paced, politically-oriented field operations in emerging democracies, at least three years of which have been spent in COP or Deputy COP (DCOP) positions, or their equivalents. Experience may have been gained while working in the United States.

**Question No. 5:**

The RFTOP does not specify required annexes although lists resumes, letters of commitment and reference, past performance reports, and organizational chart as presumed annexes. Please confirm that offerors can include additional annexes as needed such as:

- a. M&E plan
- b. Start-up plan
- c. Chart providing further details of proposed long and short term personnel
- d. Letters of commitment from partners/subcontractors

**Response No. 5:**

This is to confirm that the contractor may include additional annexes as needed.

**Question No. 6:**

Can USAID please confirm that the results framework and Activity M&E Plan is not part of the 25 page limitation, and can be included as an Annex.

**Response No. 6:**

Yes, the results framework and Activity M&E Plan are not subject to the 25 page limitation and they can be submitted as annexes.

**Question No. 7:**

We note that offerors are required to submit proposals in word. Certain pages (such as letters of commitment) are in PDF format. Can offerors submit these as separate PDF attachments?

**Response No. 7:**

The offeror must submit its technical proposal (excluding annexes) in Word but may in addition provide its technical proposal (including annexes) in PDF format.

**Question No. 8:**

Should offerors propose a fee schedule per section B.6?

**Response No. 8:**

No, the offeror is not required to propose a fee schedule per Section B.6.

**Question No. 9:**

Should offerors include the annual \$4m options per section B.4 in their budgets?

**Response No. 9:**

USAID wants to clarify that this is not a FAR 52-217-9 options-type Task Order. Also, please note that the \$4M options are not annual and shall be included in the budget as a plug-figure as set forth in section B.4. As per M.1 52.217-3 EVALUATION EXCLUSIVE OF OPTIONS (APRIL 1984) in the RFTOP, the options will be evaluated separately with the successful offeror during the implementation of the program, if exercised.

**Question No. 10:**

Does USAID have any plug numbers for any of the activities that the contractor should respect and include, e.g., size of grant program, procurement, other?

**Response No. 10:**

To clarify, USAID/Jordan is not establishing a sub-grant program under this project. However, subgrants are required to support certain components of this program, as set forth in the RFTOP. The number of grants and dollar amount of grants are to be determined by the offeror as long as it meets the minimum targets established in the RFTOP. Although, there is no plug number specified in the RFTOP for grants, USAID envisions this figure to be within the range of \$300,000 – \$500,000 per year. However, each offeror can propose an appropriate number of grants and associated costs based on its technical approach.

**Question No. 11:**

Can USAID please confirm that only 3 grants per a year are envisioned under Sub-Result 2.1, and can USAID provide a plug figure for these grants?

**Response No. 11:**

Please see Response No. 10.

**Question No. 12:**

Would USAID consider providing a plug figure for grants under contract?

**Response No. 12:**

Please see Response No. 10.

**Question No. 13:**

Will USAID please provide an updated FSN scale?

**Response No. 13:**

USAID/Jordan Local Compensation Plan Salary Schedule is attached to this Amendment as Attachment 2.

**Question No. 14:**

Can USAID please provide a copy of the Mission's most recent Local Compensation Plan?

**Response No. 14:**

See Response No. 13.

**Question No. 15:**

P. 13 notes that the implementer will design a "yearly perception survey of judiciary performance;" can USAID confirm that the costs of conducting the survey will be paid for out of project funds and if so provide a plug figure for this activity?

**Response No. 15:**

USAID confirms that the costs for conducting the survey will be paid out of the project funds. USAID will not provide a plug figure for this activity.

**Question No. 16:**

P. 22 notes that a "mid-term program assessment may be conducted;" can USAID confirm that bidders should not budget for such mid-term assessment?

**Response No. 16:**

Mid-term program assessment will be conducted directly by USAID; therefore, offerors are not to include associated costs for the mid-term assessment in the budget.

**Question No. 17:**

Can USAID define what it means by a "milestone of engagement" (p. 60)?

**Response No. 17:**

"Milestone of engagement" refers to the time during which the offeror intends to engage and/or extend assistance to various stakeholders over the life of the project.

**Question No. 18:**

The second bullet point under Illustrative Activities on page 17, states: “Target: training programs reaching up to 100 official staff each year.” Are these trainings for government officials or as described in the ACC Action Plan 1.3 “for sectors vulnerable to corruption”?

**Response No. 18:**

Support of the ACC Action Plan 1.3 is an illustrative activity. The target under this bullet extends beyond this activity. Official staff shall include judges, public prosecutors, Government staff in relevant ministries and independent official institutions. Number of trained official staff if proposed under sub-result 1.1 must be counted as well towards this target.

**Question No. 19:**

Can USAID please confirm that as the options will not be included in the evaluation, budgets for the four options are not required? Can USAID further clarify how these options relate to the Windows of Opportunity budgeted amount of \$2,500,000 as described on p. 20 – are these completely separate activities?

**Response No. 19:**

Although the options will not be included in the evaluation, offerors shall include the \$4 million plug-figure as set forth in section B.4 in their budget. As per M.1 52.217-3 EVALUATION EXCLUSIVE OF OPTIONS (APRIL 1984), the options will be evaluated separately with the successful offeror during the implementation of the program, if exercised. There is no relation between the four options and the windows of opportunity.

**Question No. 20:**

Can USAID provide a plug figure for the material support envisioned under Sub-Result 1.2?

**Response No. 20:**

This is an illustrative activity. USAID will not provide a plug figure for the material support under Sub-result 1.2.

**Question No. 21:**

Sub-Result 2.2 states that “other activities will include the funding of pilot projects and studies to determine the effectiveness of reform activities”. Will these pilot projects be funded through grants or provided through technical assistance?

**Response No. 21:**

The pilot projects could be funded through grants or directly through technical assistance.

**Question No. 22:**

Can USAID please confirm that proposals may be submitted as compiled Adobe Acrobat documents?

**Response No. 22:**

The offeror must submit its technical proposal (excluding annexes) in Word but may in addition provide its technical proposal (including annexes) in PDF format.

**Question No. 23:**

Would USAID please confirm that proposals are to be only submitted electronically?

**Response No. 23:**

This is to confirm that proposals are required to be only submitted electronically.

**Question No. 24:**

Would USAID please confirm that biographies for long-term and short-term technical advisors, as required by page 63 of the RFTOP, should be in an annex and are therefore excluded from the page limit?

**Response No. 24:**

Confirmed.

**Question No. 25:**

Should the biographies for each long-term and short-term technical advisor required by page 63 of the RFTOP be provided on separate pages? Can multiple biographies be provided on a single page if space permits?

**Response No. 25:**

Yes, multiple biographies can be included in one page if space permits. See also Response No. 24.

**Question No. 26:**

In section C of the RFTOP, it is clear that USAID intends for the contractor to issue grants under contract; however, can USAID please confirm that contractors will have the authority to implement grants under contract per ADS 302.3.5.6 and ADS 302.3.4.13 and that the authorizing language will be included in the final contract?

**Response No. 26:**

Confirmed.

**Question No. 27:**

Section B.1 notes that “the prospective Task Order will be for a period of five years with an estimated amount of \$34 million, and 4 more options valued at \$4 million each for a total amount of \$16 million exercisable any time during the Task Order’s period of performance if and when political openings and opportunity arise.” In Section C on page 20, “the offeror is required to budget an amount of \$500,000 per year for a total of \$2,500,000” for the Windows of Opportunity component, under a line item called “Opportunities Module.” Could USAID please confirm that the \$2,500,000 for the Windows of Opportunity component is not included in the \$16 million for the four options to be exercised if and when political openings and opportunity arise?

**Response No. 27:**

The Windows of Opportunity component is different from the 4 options.

**Question No. 28:**

Would USAID consider prohibiting *exclusive* letters of commitment for personnel? The pool of expert personnel that meet USAID’s expectations for knowledge and experience, particularly those who are Cooperating Country Nationals and Third Country Nationals, is limited. Allowing exclusivity may restrict USAID’s access to the most appropriate personnel.

**Response No. 28:**

USAID neither prohibits nor requires exclusive letters of commitment for personnel.

**Question No. 29:**

Per guidance on pages 22-23 regarding Regulation 216 environmental documentation, the RFPTOP notes that “no activity...will be funded unless an environmental determination...has been reached for that activity.” Is an IEE available for review to ensure compliance with Regulation 216?

**Response No. 29:**

USAID will not provide the IEE as part of the solicitation. However, The IEE has a categorical exclusion.

**Question No. 30:**

Section L.8(c)(3)(f) on page 61 states that “the offeror shall provide a high quality results framework and Activity M&E Plan with targets disaggregated by gender...” Would USAID accept the results framework and Activity M&E Plan in an annex to the technical proposal? If so, would this annex be counted against the page limit?

**Response No. 30:**

See response No. 6.

**Question No. 31:**

Section L.7(a)(3) on page 59 specifies the technical proposal “must be in MS Word.” Does this apply to the entire technical volume (front matter, technical approach, and annexes) or just the technical approach document? Adding whole-page graphics in MS Word, like the scanned letters of commitment requested on page 63, can create very large files, likely beyond the 5 MB-per-file limit specified on page 59, and potentially affect the stability of the document (making it more likely to crash or display without proper formatting). For the sake of stability and size, can the offeror provide a PDF of the entire technical volume along with a copy of the technical approach document in MS Word?

**Response No. 31:**

Yes, the offeror must submit its technical proposal (excluding annexes) in Word but may in addition provide its technical proposal (including annexes) in PDF format.

**Question No. 32:**

Section L.7(a)(5) on page 59 states “The sections and annexes in the technical and cost proposals must be listed in the table of contents.” Does USAID desire a single, unified table of contents listing the sections and annexes of both volumes to be provided in both volumes, or can each volume contain a separate list of its sections and annexes (i.e., the technical volume’s table of contents only lists pages for the contents of the technical proposal, the cost volume only lists those of the cost)?

**Response No. 32:**

Each of the technical and cost volumes shall contain a separate list of its sections and annexes.

**Question No. 33:**

Section L.8(b) on page 60 provides a list of items not included in the page count of the technical proposal. A list of acronyms is not included in this list. Does USAID desire such a list? If provided, would such a list be counted against the page limit?

**Response No. 33:**

A list of acronyms may be provided and will not be subject to the page limit.

**Question No. 34:**

Could USAID please confirm that the Branding Implementation Plan and Marking Plan and all information related to it should appear in the cost volume and that no elements of that plan should appear in the technical volume?

**Response No. 34:**

Confirmed.

