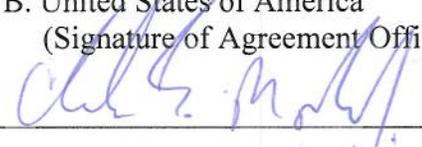
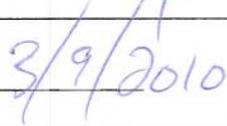


**REQUEST FOR APPLICATION (RFA) 611-2010-09**

**AMENDMENT OF SOLICITATION**

**ACTIVITY TITLE: Community Compacts Program in Zambia**

1	Amendment Number	A01
2	Effective Date	March 10, 2010
3	RFA Number	611-2010-09
4	Issuing Office	USAID/Zambia
5	<p><b>Description of amendment:</b> The purpose of this amendment is to extend the due date of the applications and to provide responses to the questions received under the subject RFA.</p> <p>Accordingly, the RFA is amended as follows:</p> <p>1. The RFA makes several references to the use of incident cases as a measure of program success, but applicants are also “encouraged to recommend other measures that relate directly to program goals” (p. 10) and to “describe possible secondary benchmark indicators, in addition to incidence, for provision of incentive rewards” (p. 11). As the cost of conducting incidence studies is very high compared to the value of the award, could USAID/Zambia please indicate whether the incidence measurement is requirement?</p> <p><b>Answer:</b> While incidence measures are not necessarily required, they are considered as the “gold standard” to determine program impact and are encouraged where practicable. Applicants may suggest other measures they feel will adequately capture both program success and HIV serostatus.</p> <p style="text-align: center;">[See continuation on next page]</p>	
6A	Name and title of Signer: _____ _____	7A. Name and Title of Agreement Officer Charles Mosby Agreement Officer
6B	Applicant: (Signature of authorized person) _____	7B. United States of America (Signature of Agreement Officer)  _____
6C	Date Signed _____	7C. Date signed  _____

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**ACTIVITY TITLE: Community Compacts Program in Zambia**

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2. Section C (p. 10) of the RFA includes a table of PEPFAR indicators and illustrative targets. Two indicators, Number of individuals reached through community outreach that promotes HIV/AIDS prevention through AB\*” and “Number of individuals reached with HIV/AIDS prevention through other behavior change beyond AB\*”, include asterisks without further explanation. Could USAID/Zambia please explain what these asterisks denote?

*Answer:* The asterisk was a typographical error – it has no meaning.

3. Section D (p. 11) of the RFA states that “Applicants are requested to provide an illustrative performance management plan (PMP),” which should be included in the Monitoring and Evaluation section of the technical proposal. Would it be acceptable to USAID/Zambia if applicants included the PMP in tabular format in an annex, with a narrative description in the main body of the technical proposal?

*Answer:* Yes.

4. In section IV.3 of the RFA (p. 14), USAID/Zambia states that “In addition to the certifications that are included in the SF 424, non-U.S. organizations (except as specified below) must provide the following certifications, assurances and other statements...” Could USAID/Zambia kindly specify which certifications are required for U.S. organizations and which are required for non-U.S. organizations?

*Answer:* See <http://www.usaid.gov/policy/ads/300/303sad.pdf>

5. Regarding the technical application format (p. 14): please confirm that the cover page and program abstract do *not* count towards the 25 page limit.

*Answer:* The cover page and program abstract do not count towards the 25 page limit.

6. Regarding the technical application format: on page 15 the RFA states that “the Technical Application Body shall include the following sections: A. Technical Approach/Intended Results; B. Program Management; C. Experience and Organizational Capability; D. Past Performance; E. Monitoring and Evaluation; and F. Gender Equity Plan.” However, in the detailed description of the Technical Application Body sections on pages 16-19, the titles and order of these sections differs: Technical Approach, Past Performance, Management and Institutional Capacity, Gender, Staffing, and Monitoring and Evaluation. Please advise of the preferred titles and order for the sections of the Technical Application Body.

*Answer:* The sections as listed on page 15 are the requested order.

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**ACTIVITY TITLE: Community Compacts Program in Zambia**

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7. Regarding the technical application format, B.2 Past Performance (p. 16): the RFA states that “An information sheet with the information required in subsection c above should be provided for any program discussed in this subsection.” Could USAID/Zambia please clarify what is meant by this?

*Answer:* Please include additional past performance reference of offeror’s in-country programs to meet the requirement of the RFA, but more importantly, provide further evidence of offeror’s ability and experience in this area, especially in sub-Saharan Africa

8. Regarding the cost/business application format (p. 22): the RFA states that “the proposed budget should provide separate cost estimates for the management of the program (including program monitoring.” Could USAID/Zambia please explain its preferred presentation of management costs in the cost application?

*Answer:* Applicants should include management cost, monitoring costs, related support costs, etc. related to the project on a separate table as instructed in the RFA. The estimate format should detail each cost objective for these management costs using the same categorization (salaries, associated fringes, other direct charges, etc) as with the summary budget. The basis of the estimates of cost objectives should be explained in budget narratives as is required for the summary budget

9. Regarding the cost/business application format (p. 22): The RFA states that applicants should “Indicate if financial commitments were made among partners during the preparation of the proposal. Budgets shall indicate the amounts committed to each member of the team. Letters of commitments from partners should be included.” Please advise if partner letters of commitment should be appended to the cost proposal or to the technical proposal.

*Answer:* Letters of commitment should be appended to the cost proposal

10. Regarding the cost/business application format (pp. 22-23): the RFA states that “The cost/business portion of the application should describe headquarters and field procedures for financial reporting” and “should also address the applicant’s resources and capacity ...in narrative form.” Should this information be included in the budget narrative?

*Answer:* Financial reporting procedures, resources and capacity should be described as a separate attachment. These narrations are not to be included in the budget narratives

11. Section 7 of the RFA (p. 24) indicates that “The preferred delivery method is electronically via email with up to 10 attachments (2MB limit) per email compatible with MS WORD, and Excel environment.”

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**ACTIVITY TITLE: Community Compacts Program in Zambia**

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- a. Please confirm that PDFs are acceptable for documents requiring signatures, such as the SF-424 and letters of commitment.

*Answer:* Yes PDFs are acceptable.

- b. Does the 2 MB refer to the maximum size of each attachment or to the maximum size of each email?

*Answer:* It refers to maximum size of each email.

12. Section 7 of the RFA (p. 24) indicates that “If the electronic submission is timely, the delivery of the courtesy hard copies are not required to arrive by the date and time specified for submission of applications in Subsection 5 above.” For applicants planning to submit electronically, could USAID/Zambia please state the deadline for receipt of the hard copy submission?

*Answer:* Hard copies may arrive after the closing date, provided that they are postmarked on or before the closing date

13. Section VI.C (p. 30) of the RFA states that quarterly progress reports need to be submitted within 10 days of the end of each quarter. However, 22 CFR 226.51 states that quarterly reports are due 30 days after the end of each reporting period. 22 CFR 226.52 states the same deadline for financial status reports. Could USAID/Zambia please clarify why reporting periods in the RFA do not follow those specified in 22 CFR 226?

*Answer:* Quarterly program performance reports and financial status reports are not later than 30 days after the end of each quarterly period

14. Section VI.D (p. 31) of the RFA states that the final agreement completion report is due upon the completion date of the agreement, but 22 CFR 226.51 states that final performance reports are due 90 days after the end of the agreement. Could USAID/Zambia clarify why the RFA does not follow 22 CFR 226?

*Answer:* Final performance reports are due 90 days after the end of the agreement

15. As RFAs for USAID cooperative agreements generally allow about six weeks for proposal preparation, and in order to ensure that proposals are of the highest possible caliber, would USAID/Zambia consider extending the deadline for submissions?

*Answer:* The submission date remains the same.

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**[End of Amendment No.1]**