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# USAID iDOTS PRE-APPLICATION CONFERENCE

Office of Acquisition and Assistance  
(OAA)

July 30, 2024





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# OVERVIEW

**US Agency for International Development (USAID)**



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# USAID Mission

The U.S. Agency for International Development leads the U.S. Government's international development and disaster assistance through partnerships and investments that save lives, reduce poverty, strengthen democratic governance, and help people emerge from humanitarian crises and progress beyond assistance.



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## What We Do

**USAID Transforms.** It transforms families, communities, and countries – so they can thrive and prosper. Whether by preventing the spread of pandemic disease, responding to a devastating floods, or helping a farmer access tools to grow his/her business.



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# HOW TO WORK WITH USAID



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# HOW TO WORK WITH USAID

[www.workwithusaid.gov](http://www.workwithusaid.gov)





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## HOW TO WORK WITH USAID

### PREPARE

**Is my organization ready to work with USAID?**

- **Partnership Checklist**

- This checklist will help you examine your organization's readiness, get connected to the USAID partner ecosystem, and take actions that will accelerate your partner journey.

- **Pre-Engagement Assessment**

- Customized report the help you understand your readiness to work with USAID.



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## HOW TO WORK WITH USAID

### LEARN

**What are the best tools and advice for working with USAID?**

- **Resource Library**

- Resources for Partners to assist with various topics of interest

- **News & Insights Blog**

- Keep yourself updated with the latest news

- **Frequently Asked Questions (FAQs)**

- Most common questions organizations ask about engaging with USAID.



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## HOW TO WORK WITH USAID

### CONNECT

**How can I connect with other partners in Nigeria or around the world?**

- **Events**
  - Bringing people together with USAID Events
- **Partner Directory**
  - Listing of development organizations
  - Browse the profiles of a wide range of organizations
  - Learn more about their work and obtain their contact information.
  - Discover **sub-opportunities** offered by USAID prime partners.



## Ways to Introduce Yourself to USAID

- Register your organization in the [WorkwithUSAID.gov](https://www.workwithusaid.gov) Partner Directory.
- Respond to Requests for Information (RFI), Draft Scopes of Work (SOW), and Sources Sought Notices (SSN)
- Respond to a funding opportunity
- Reach out to the points of contact for USAID's [Business Forecast activities](#)
- Schedule a discussion with [USAID's Industry Liaison](#)
- Connect with the Industry Liaison team on social media



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## TEN ACTIONS THAT YOU CAN TAKE

1. Download the [Partnership Checklist](#)
2. Join the [Partner Directory](#)
3. Take the [Pre-Engagement Assessment](#)
4. Build your capacity through our [library resources](#)
5. Attend [USAID partnership events](#)
6. Check for funding opportunities, including [sub-opportunities](#)
7. Gain partnering insights on the [blog](#) or submit a [guest blog](#)
8. Join the [Work with USAID LinkedIn group](#)
9. Subscribe to the [Work with USAID newsletter](#)
10. Spread the word about [WorkwithUSAID.gov](#) in your networks



## Ways to stay engaged and up to date with USAID.

- ❑ **@WorkWithUSAID**: M/OAA's Twitter handle shares information and resources directly with partners. It is used to share new funding opportunities, upcoming events, training, and more. When tweeting, we recommend using #WorkWithUSAID.
- ❑ **The Work with USAID LinkedIn Group** is a great place to connect with partners and access the latest resources available for doing business with USAID.
- ❑ **New Partnerships Initiative YouTube Channel** hosts a number of webinars, trainings, and resources for better understanding how to work with USAID.



## Training and Resources Available

### ❑ Overview of Types of Organizations

[Organizations That Work With USAID | U.S. Agency for International Development](#)

### ❑ Training On How to work with USAID

[Training Series On How To Work With USAID | U.S. Agency for International Development](#)



## Training and Resources Available

### ❑ Grant and Contract Process

[Grant and Contract Process | Work With USAID | U.S. Agency for International Development](#)

### ❑ USAID Industry Liaison:

- USAID’s Industry Liaison offers an open door to partners that want to connect with the Agency.
- Provides orgs with info, responding to general requests from partners.

<https://www.usaid.gov/work-usaid/how-to-work-with-usaid/usaid-industry-liaison>



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# Organizational Requirements to Receive USAID Funding



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## The Objective of this session is to develop an understanding of:

- System for Award Management (SAM)
- How to register in SAM
- Pre-Award Risk assessment



## SYSTEM FOR AWARD MANAGEMENT (SAM)

### What is SAM?

- **System for Award Management (SAM)** is the Federal repository into which a recipient/contractor must provide information required for the conduct of business as a recipient/contractor. Additional information about registration procedures may be found at the SAM internet site (currently at <https://www.sam.gov>).
- To be eligible for USAID awards (and all U.S. federal awards), organizations must **Register in SAM.**
- USAID may not issue an award to an applicant that has not complied with **all SAM requirements.**
- SAM.gov is an official website of the United States government. SAM.gov is **FREE** to use. There is no charge to register and maintain your entity registration at SAM.gov.



## SYSTEM FOR AWARD MANAGEMENT (SAM)

### SAM REGISTRATION REQUIREMENTS

- In SAM, your company/business/organization is referred to as an “Entity.” You register your entity to do business with the U.S. Federal government by completing the registration process in SAM.
- **Entity** includes all non-governmental entities:
  - **Local Non-Government Organization**
  - **U.S. & International Non-Governmental Organization**



## SYSTEM FOR AWARD MANAGEMENT (SAM)

- **CAGE (U.S. entities only)** If you do not have a CAGE code, select “No” and one will be assigned to your entity after you submit your registration.
- **NCAGE Code (Non-U.S. entities)** If your entity is based outside of the U.S., go to the NCAGE Request Tool and register for an NCAGE code before starting a SAM.gov registration.
- **Unique Entity Identifier (UEI)** means the identifier assigned by SAM to uniquely identify business entities. UEI is a 12-character alphanumeric ID assigned to an entity by SAM.gov.

**SAM registration may take 15-45 days and sometime more.**



## **PRE-AWARD RISK ASSESSMENT**

### **May be conducted through:**

- Checking the History of Performance
- Checking SAM, OFAC and UNSC consolidated List
- Conducting pre-award surveys (Non-U.S Organizations Pre-award Survey (NUPAS))
  - NUPAS is used to determine if a potential partner has appropriate tools and resources in place prior to receiving U.S funds.
  - Organizations receiving direct USAID funding for the first time may go through a NUPAS.



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## PRE-AWARD RISK ASSESSMENT

### PURPOSE OF NUPAS:

- To ensure the organization has the financial and managerial capacity to manage USAID funds;
- To assess the organization's internal control systems and identify areas that may require strengthening and improvement to effectively implement activities;
- To determine the most appropriate method of financing;  
and
- To determine the degree of support and oversight



## **PRE-AWARD RISK ASSESSMENT**

### **NUPAS AREAS OF CONSIDERATION:**

- Legal Structure
- Financial Management and Internal Control Systems
- Procurement Systems
- Human Resources System
- Project Management
- Records Management
- Cybersecurity
- Procurement and asset management
- Subaward management



## RESULT OF PRE-AWARD RISK ASSESSMENT

There are three possible outcomes of the pre-award risk assessment:

- No award at all
- Make an award without specific conditions
- Make an award with specific conditions



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## Tips for Responding to a Solicitation

- Read the solicitation carefully
- Review the Evaluation Criteria
- Ask Questions
- Be aware of dates
- Follow instructions
- Submit your best response to the correct email address
- Understand USAID
- Demonstrate ability to perform
- Explain how your proposed costs are competitive
- Demonstrate financial soundness and organizational responsibility



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## Application and Submission Information

### Example of instructions

Applications **must** comply with the following:

- **USAID will not review any pages in excess of the page limits** noted in the subsequent sections. Please ensure that applications comply with the page limitations.
- Written in English.
- Use standard 8 ½" x 11", single sided, single-spaced, 12 point Times New Roman font, 1" margins, left justification and headers and/or footers on each page including consecutive page numbers, date of submission, and applicant's name.
- 10 point font can be used for graphs and charts. Tables however, **must** comply with the 12 point Times New Roman requirement.
- Submitted via Microsoft Word or PDF formats, except budget files which must be submitted in Microsoft Excel.



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## Application and Submission Information Cont.

- The estimated start date identified in Section B of this NOFO **must** be used in the cost application.
- The technical application **must** be a searchable and editable Word or PDF format as appropriate.
- The Cost Schedule **must** include an Excel spreadsheet with all cells unlocked and no hidden formulas or sheets. A PDF version of the Excel spreadsheet may be submitted in addition to the Excel version at the applicant's discretion, however, the official cost application submission is the unlocked Excel version.

Applicants **must** review, understand, and comply with all aspects of this NOFO. Failure to do so may be considered as being non-responsive and may be evaluated accordingly. Applicants should retain a copy of the application and all enclosures for their records.



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## Application and Submission Information Cont.

### Technical Application Format

The technical application should be specific, complete, and presented concisely. The application must demonstrate the applicant's capabilities and expertise with respect to achieving the goals of this activity. The application should take into account the requirements of the activity and merit review criteria found in this NOFO.

The Technical Application should consist of the following:

- (a) Cover Page (as discussed above) (limit: one page)
- (b) Table of Contents:

Include major sections and page numbering to easily cross-reference and identify merit review criteria.



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## Application and Submission Information Cont.

(c) Executive Summary (limit: one page)

The Executive Summary must provide a high-level overview of key elements of the Technical Application.

(d) Technical Application Body (limit: not to exceed twenty (20) pages excluding annexes);

The basic purpose of the Technical Application Body is to provide the information necessary to allow USAID/Nigeria to evaluate the applicant fairly and completely under each of the merit review criteria specified in Section E of this NOFO.



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# Procurement Process for iDOTS Activity

1. Pre-Application Conference
2. Notice of Funding Opportunity
3. Questions and Answers
4. Application Process
  - Phase 1: Submission of Concept Slides
  - Phase 2: Oral Presentation
  - Phase 3: Full Application
1. Evaluation of Full Technical Applications
2. Pre-Award Risk Assessment (NUPAS)
3. Responsibility Determination
4. Negotiations and Award



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# Timeline to Award (Estimated July - December 2024)

- **July 30**: Pre-Application Conference
- **August 5**: USAID Send out Notice of Funding Opportunity.
- **August 23**: USAID receives Concept Slides Deck.
- **August 28- Sept 6**: Review of Concept slides.
- **Sept 11 - 27**: Oral Presentations
- **Sept 30 –Oct 4**: Co-creation
- **October 28**: Full Applications
- **November 11**: NUPAS
- **December 6**: Award(s) made.



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# Question and Answer (Q&A) Session



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**THANK YOU!!!**

