

These are the Questions and Answers related to Solicitation # 7200AA23R00037:

Question 1:

Other than the one (1) key personnel are their more labor categories needed to be proposed.

Answer 1:

We expect interested organizations to propose a staffing plan that best supports their proposal. In the staffing plan, Key Personnel member(s) should be clearly identified.

Question 2:

Can you provide the Attachment A, Pricing Table.xlsx.

Answer 2:

Attachment A - Pricing Table has been included in this Amendment.

Question 3:

Can you provide the Attachment B, KP Resume Format.docx.

Answer 3

Attachment B - Key Personnel Resume Format document has been included in this Amendment.

Question 4:

After reading thru this announcement, I can find the dollar value of this effort. Would you please provide this information?

Answer 4:

Please refer to Attachment A - Pricing Table (included in this Amendment), and see Section L.10.2 VOLUME II-PRICE on pages 103-105 of the RFP.

Question 5:

At the current state, how many FTEs are engaged?

Answer 5:

None. There are approximately 60 investigators, none of whom are employed on a full-time basis. BOAs are contracted and work on an as-needed basis.

Question 6:

Except that the system should be online, is any other qualification required for both the accounting and investigator systems?

Answer 6:

No. Please refer to Section C.4 Contractor Requirements on pages 7-10 of the RFP.

Question 7:

We assume USAID owns the data submitted in the system, therefore at the end of the contract period, how would USAID want their data back?

Answer 7:

Please refer to Section C.4(b) Financial Support Services on pages 8-10 of the RFP. USAID/SEC will receive weekly logs from the payment processor including all investigators receiving payments, which are then securely maintained within the USAID IT infrastructure.

Question 8:

Any data migration involved from the previous system? If so, how many years of transaction data is supposed to be migrated?

Answer 8:

No data migration needed. The investigators would be signing up as brand new users into a brand new system.

Question 9:

Can the Government please advise the approximate number of user logins required in the system and the breakdown by roles?

Answer 9:

Currently around 65 user accounts are utilized (60 investigators and 5 administrators), but possibly to increase to approximately 85 (~80 investigators and 5 administrators) user accounts in the future, please refer to Section C.2 TITLE AND SCOPE on page 7 of the RFP.

Question 10:

Is any specific format for the reports or payment file required? If so, can you please provide the format? Or is all document access via the system and central repository only?

Answer 10:

Please refer to Section C.4(b) Financial Support Services on pages 8-10 of the RFP for the standard forms required to submit for payment processing.

Question 11:

Any file transfer via email or by electronic media to COR or SEC?

Answer 11:

File transfer via email is acceptable to the CORs who are also employed by SEC.

Question 12:

Any helpdesk support after business hours needed?

Answer 12:

Please refer to Section C.4(a)(7) on page 8 of the RFP , as helpdesk support hours are specified there.

Question 13:

If the weekly payment is missed due to a delay in fund transfer against the payment voucher from USAID, is this amount run in the middle of the week or is it adjusted in the next week's payment processing?

Answer 13:

Payments are to be run on a weekly basis and in the event any potential delay is incurred, payments are to be processed immediately as soon as the reason for the delay has been identified and resolved.

Question 14:

Are the investigators paid via electronic transfer or via check in the mail or both?

Answer 14:

Investigators are paid via ACH electronic transfer. No paper checks.

Question 15:

Is ACH or any preferred Payment gateway?

Answer 15:

Investigators are paid via ACH electronic transfer. No paper checks.

Question 16:

L.9.6 Electronic Copies of the Proposals (pg.103)

The content and page size of electronic copies must be identical to the hardcopy original. The offeror shall submit electronic copies via email.

(pg. 2) Proposals will be accepted via email only by the closing date and time shown above.

Email correspondence for questions and proposal submission must be directed to Lucilyn Susi at lsusi@usaid.gov, with a copy to Deidre Jackson at dejackson@usaid.gov. The subject line must read: "Questions: RFP 7200AaR2300037 – SEC Administrative and Financial Support Services Contract-[Name of Firm]".

Could USAID clarify if the submission offerors are required to submit a hard copy or soft copy? The two sections provide conflicting information.

Answer 16:

Under Section L.9.6 (Electronic Copies for the Proposals on 103 of the RFP) **DELETE** the following sentence in its entirety: “*The content and page size of electronic copies must be identical to the hardcopy.*” All submissions must be electronic, and sent to Ms. Lucillyn Susi @ lsusi@usaid.gov, with a copy sent to Ms. Deidre Jackson @ dejackson@usaid.gov as discussed in the cover page (page 2) of the RFP.

The revised RFP included in this amendment should be consulted for updated information.

Question 17:

H39 SPECIAL CONTRACT REQUIREMENTS

This contract is designated as a classified contract in accordance with ADS Chapter 567 “Classified Contracts under USAID’s National Industrial Security Program” and FAR Subpart 4.4 “Safeguarding Classified Information within Industry.” As such, it is subject to the requirements of these regulations and the security classification specifications contained in the DD Form 254.

The contractor must maintain a Facility Security Clearance (FCL) at the level on the DD Form 254.

Would USAID clarify if the offerors are allowed to bid as they pursue facility clearance?

Answer 17:

The clause requirement stated in the RFP is deemed not applicable and, as a result, is being deleted in its entirety. The revised RFP included in this amendment should be consulted for updated information.

Question 18:

C4 Contractor Requirements; c. Additional Requirements

The Contractor must have a fully operational system in place, meeting all requirements stated above, at the time of proposal submission.

Would USAID clarify if offerors are allowed to submit the proposal if they are in the process of setting up their online systems for SEC Administrative and Financial Support Services?

Answer 18:

All offerors must have a fully operational system in place at time of proposal submission. As all proposed systems will be reviewed as part of the evaluation process. Please refer to Section C.4(c) on page 10 of the RFP.

Question 19:

Would USAID clarify if the incumbent is allowed to bid for this work?

Answer 19

Anyone can bid on this RFP if they meet the requirements as specified in the RFP.

Question 20

Is there any reason the solicitation is on the NAICS code – 54121 – Payroll services instead of NAICS Code 561320 – Temporary Help Services? Are those without specific code – 54121 – eligible to respond?

Answer 20:

USAID determined that NAICS code 541214 - Payroll Services is in the best interest of this procurement and the Agency. Therefore, only offerors within that particular NAICS category can apply for this procurement.