

## Responses to Questions

Original Date Issued:	Friday, October 12, 2018 5:00pm EST
Deadline for Questions:	Tuesday, October 16, 2018 5:00pm EST
Closing Date:	Sunday, October 28, 2018 11:59pm EST
Anticipated Award Date:	Friday, November 9, 2018 5:00pm EST
Reference:	Preventing Terrorism through Community-Based Interventions DoS Cooperative Agreement (SLMAQM-18-CA-2041)
Subject:	Answers to Questions related to Request for Proposal No. ICMAHO/I32 Monitoring and Evaluation/2018

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1. **Question:** *Defining the deliverables.* The purpose states the services include “set baselines” and “conduct end of project evaluation.” These terms are also repeated in the Section 3 – Approach in the table of submission requirements. Yet, Section 1 – Deliverables under the Scope of Work states the requirement as developing a “Baseline M&E framework and indicators” and “Final Review.”  
**Answer:** The main deliverables are M&E framework with baseline and indicators, Mid-Term Review and Final Evaluation. In addition, ICMA expects to receive technical guidance on data collection and analysis issues. ICMA is open to all approaches that meet those requirements.
2. **Question:** *Pricing.* The RFP states the contract will be issued as a Firm Fixed Price (FFP). Yet, the terms of reference do not provide a clear indication of how much time is required to meet the various deliverables, and the deliverable “Technical guidance on data collection and analysis issues” appears too open ended for a FFP contract. Getting greater clarity on the nature of what the contractor is expected to provide in terms of the deliverables as well as defined limits on what appear to be open ended advisory services would be most helpful for developing a realistic price for the work. Please clarify what you need for pricing information.  
**Answer:** The provided expected value of the contract can be used by the offerors to estimate the depth of the services that can be provided based on the required deliverables. The payment schedule that will be deliverables-based will be finalized during the contract negotiation.
3. **Question:** *Travel.* Please clarify if any travel, particularly overseas travel, is required and if the FFP includes only labor or is inclusive of other direct costs, such as travel and transportation.  
**Answer:** Overseas travel is not required but can be included with justification and should be included in the pricing.
4. **Question:** *Annual Report.* Section 1 – Company profile asks for a copy of an annual report, yet it appears that is to be provided within the two-page limit for this section. Please clarify if the information requested under point 3 is to be provided within the two-page limit or in a separate document not counting against the page limit.  
**Answer:** Annual report can be provided in a separate document and will not count against the page limit.
5. **Question:** *Page Limits.* What are the page limits for each section? Only Section 1 and 3 have stated page limits.  
**Answer:** Total pages limit for the entire proposal (excluding resumes, annual report and the requested additions forms) is 10 pages plus Annexes.