

Questions and Answers (Q&A) No.2

USAID CSS RFP-2019-03 Facilitating access to finance for Serbian Micro, Small and Medium Enterprises (MSME) operating in Fruit and Vegetables Processing Sector

1. **Q:** Do we as a subcontractor for the Work Order No.1 within the total of 10 weeks have to conduct the following: 3 one-day seminars/info sessions for 30 participants selected by you in three towns you selected?; individual 2-day mentoring meeting with 10 companies you selected?; and prepare for the same companies 10 business plans?

A: According to Section 7. Work Order No.1, a tentative timeline has been set for completion of tasks as described therein. Deliverables schedule will be finalized based on the USAID CSS Project (the Project) requirements during negotiation with the selected Offerors. Please note that the Project has initially established a list of companies already trained through earlier assistance provided, and these companies will be selected as a priority for assistance within the current Work Order No.1. that means that the Offeror is responsible to conduct up to 3 (three) one-day sessions for selected up to 30 companies, identify among them those most willing and prepared to produce business plans (10) and provide mentoring support to them to complete business plans that will be subject of tangible investment by commercial banks/ Government programs etc. The Offeror may identify and include additional companies from F&V industry ready to apply for financing upon consultations and approval from the Project representatives.

2. **Q:** Does point 1.3. Technical requirements/ Work order expected services refer to one aggregate work order which consists of 3 parts:

1. Technical support through training of selected MSME for strategic financial management and business organization
2. Technical support for selected MSME for the preparation of Business plans and Investment plans intended for the acquisition of new financing from commercial banks, new investors etc.
3. Facilitation in access to finance for the selected companies through other services, which cannot exceed 20 000\$ in aggregate (for all 3 orders), Or every part under point 1.3. is an independent work order worth max. up to 20 000\$, which amounts to 60 000\$ for all three parts?

A: The purpose of this RFP is to contract approximately 3 successful Offerors for one-year period based on Framework Service Agreement (FSA).

Successful Offerors will be simultaneously awarded with Work Order 1 to conduct activities/provide services specified in RFP Section 7: Work Order No.1. Please review the technical requirements outlined in sections 1.3.-1.5., and 7, to help you respond fully to the RFP.

Offerors should prepare proposal responding to: 1. Scope of Work (all range of services outlined as point 1, 2, 3 under Section 1.3.); 2. Work Order No.1 (specific services required).

As for award amount, the budget limitation set forth per each successful Offeror at the maximum of \$80,000.00 refers to the base one-year period of FSA validity. The limit set forth at \$20,000.00 covers only the task of Work Order No.1.

3. Q: Does OTHER DIRECT COSTS/PROGRAM SPECIFIC COST in the Budget refer to other costs such as: preparation and printing of materials for info sessions, rental fees for training/mentoring space, refreshments for participants, gas and hotels for lecturer for info sessions, gas and hotels for mentors for two-day mentoring sessions.

Under point 1.3 section 3. Facilitation in Access to finance for the selected companies through other services - does it include transaction costs, cost of marketing materials, prospects, due diligence etc.

A: Other direct costs/program specific costs represent all costs directly incurred in support of specific activities such as printed materials, renting space and refreshment, accommodation, etc. This relates ONLY for WORK ORDER No.1.

In reference to costs mentioned under point 1.3. section 3, please note that they will be defined under subsequent work orders.

4. Q: Shall we select sites for organization of info sessions and mentoring sessions, or Project will select sites?

A: The Offeror may propose the place for training; however, the final decision will be made during negotiations with the selected Offerors.

5. Q: Given the maximum amount of one Contract is 80 000\$ and the value of a single work order is 20 000\$, can the entire 10 weeks long cycle be repeated 4 times in the course of one-year Contract validity. In our applications, shall we stipulate the number of cycles or the number of cycles will be determined by the Project?

A: Upon award of the Framework Service Agreement, subsequent Work Orders may or may not have the same scope as the Work Order No.1, as it depends solely on the Project needs and requirements. Offerors should respond in accordance with the requirements set forth in the Scope of Work and in the Work Order No.1

6. Q: Are we going to receive advance payment immediately after signing the Contract, or we shall receive the payment upon completion of the part of work order? For example, shall we submit the Report upon completion of info sessions in order to be paid for this part of work and then proceed with following activities, or entire payment is due after completion of Business plans and submission of Invoice?

A: Payments are executed based on submitted deliverables and approved by the Project, i.e. portions of work performed, supported with adequate documents delivered and approved by the Project representatives. The schedule of deliverables and subsequent payments will be finalized during negotiations with the selected Offerors.

7. Q: Shall we use the same templates (developed by subcontracted consultant) for Business plans for all clients, or templates should be adjusted to the specific needs of the chosen financing model e.g. banks, development fund, investment fund etc.?

A: The selection of methods/approach to the tasks under the Work Order No.1 is responsibility of the Offeror, in line with the requirements set forth therein and based on expertise and experience of the Offeror. As required within the Work Order No.1 the Offerors' approach should result in successful application and likelihood for companies to gain access to finance from the various targeted sources.

8. Q: In the course of Info session, shall we prepare requirements' estimate for each participating company based on its specific development strategy for this and following year? (around 25 -30 companies per subcontractor)

Shall we provide participating companies with printed materials or it is sufficient to send them work documents via e-mail?

A: The intention of the Work Order 1 is to obtain Offerors proposals and approach which suits best targeted results.

9. Q : Section 1.3 of the RFP describes three types of technical services. Does individual consultant need to apply to all three, or is it possible to apply for only one?

A: The Purpose of this RFP is to select a subcontractor capable and available to perform the full range of services as described in the Section 1.3. of this RFP, therefore the consultants must provide their proposals for both Scope of Work set forth in the Section 1.3.; and the tasks outlined in the Work Order No.1 respectively. Offerors may engage other experts in respective fields who are not full-time core team members of the bidding company, but can be proposed only for the project implementation.

Q 10. Can you please clarify in more details the last paragraph in the Section 1.3 of the RFP: Does Subcontractors who aspire to apply to technical services 2 or 3 must have an expert from specific industry in their team or is financial expert sufficient? Furthermore, if it necessary to have an expert from specific industry in the team, does it mean he/she need to be employed by the Subcontractor or can have employment status on some other basis? Finally, does expert who should work on some specific task should be presented with its CV in the Subcontractors offer?

A: The Offeror shall propose their staffing in compliance with the Section 1.4. of this RFP "Offerors Qualifications and Experience".

Experts do not have to be employees of the organization; however, their engagement shall follow the relevant rules and regulations pertaining to hiring/contracting. Please note that the assessment of the Offeror's overall capacity to perform the services will be done by evaluating overall staffing capability to undertake the requested scope of work, as well as past experience and capabilities in undertaking similar activities, which ensures the Offeror has good track record, and is financially and professionally viable and credible partner.

When preparing technical proposal- part relevant to the Scope of Work- the Offerors shall include staffing plan adequate to perform all the tasks described within the scope of work and enclose CVs of the proposed employees and experts.

If experts' engagement is contemplated for the future tasks but not selected yet, they should be enlisted in the resource plan/organizational chart with the position title and the qualifications requirements. For details please see Section 1.4. and 1.5. of this RFP for the organizational and personnel requirements; also, please see mandatory Attachment 3B for presenting fixed daily rates of the proposed staff. These fixed rates will be used in any subsequent work order including Work Order No.1.

When preparing the technical proposal – part relevant to the Work Order No.1 – the Offeror shall include detailed technical approach to tasks described therein; CV of key

personnel as required in the Work Order No.1 (for the requirements, please see Section 7.), along with the detailed budget through filling the mandatory Attachment 3C.

Q 11. Section 7 (page 21) set the same activities as Section 1.3 point 2 (page 6). Does that mean that in this phase Subcontractors can apply only to perform tasks set in Section 1.3 point 2, not the tasks stipulated in Section 1.3 point 1 or 3?

A: The Offerors shall provide their proposals for all points 1, 2, 3 within Section 1.3. confirming that are capable to perform all required tasks within one-year- Framework Service Agreement. Offerors may engage and combine own technical and human capacities with capacity of other consultants in order to meet the RFP requirement. All such arrangements need to be presented to the Project in order to be approved.