



Technical Assistance Partnership – Expert Deployment Mechanism (TAP-EDM)

RFP Reference Number: 105343

Questions and Answers #4 – November 18, 2020

Question 1: The \$2.4M for additional personnel - When are these positions to be identified and are they supposed to include overhead as well or just salary and benefits?

Answer 1: There are 4 budget envelopes for this project, described in 5.2.1, page 16. This is 5.2.1 (c). This is a budget which is available should the Contractor determine during the course of the work that additional personnel are needed. The Contractor will be required to submit a proposal for additional personnel to DFATD for approval prior to adding anyone to work on the project. You will see the process for approving those additional personnel in part (a) of the Resulting Contract (See Part 8 – Resulting Contract, section 2.3. (Contract Approvals)). Overhead costs for the Contractor can only be included in 5.2.1(a) and 5.2.1(c).

Question 2: We understand that the reimbursable cost table that is to be completed would be for costs incurred by the positions that are specifically identified. There is to be no overhead in these costs. Is this interpretation correct?

Answer 2: This is the envelope described in 5.2.1 (b) – Contractor’s Reimbursable Expenses. This envelope covers only out-of-pocket expenses which the Contractor would incur exclusively in the performance of the Project. The expenses which are eligible under this envelope are described in 5.3.2. Note that 5.3.2 also specifies that “Reimbursable expenses must not contain any elements of fees, nor overhead or indirect costs.”

Question 3: The winner of the contract is expected to absorb a part of the financial risk. All the overhead needs to be priced into 5.2.1(b), which are the 5 positions that are being articulated in the contract. Is this interpretation correct?

Answer 3: We think the section intended to be referenced here is 5.2.1 (a) – Fees for the Personnel of the Contractor. Answer to the second sentence is that the overhead needs to be priced into 5.2.1 (a), and 5.2.1 (c) if a proposal is ever made for Additional Personnel. No overhead is to be included on Contractor’s Reimbursable Expenses (5.2.1 (b)) or the Responsive Technical Assistance Fund. Paragraph 5.3.2 specifies that “Reimbursable expenses must not contain any elements of fees, nor overhead or indirect costs.”



Question 4: This project is to be billed monthly. Is this interpretation correct? Is any advance billing possible?

Answer 4: Interpretation is correct. See Annex B – Basis of Payment –Section 6. GAC considers this a reimbursable contract so there would be no advance billing. (No bulk purchasing or infrastructure to pay for under this project).

Question 5: The budgets for the Technical Assistance Fund assignments will include travel related costs for the volunteers and the cost of a contractor if a contractor is needed. There is to be no overhead in these costs. Is this interpretation correct?

Answer 5: Yes. The Responsive Technical Assistance Fund envelope is described in 5.2.1 (d). The SoW and RFP imply the use of sub-contracted experts, rather than volunteers. GAC will reimburse the Contractor out of the Responsive Technical Assistance Fund for the Contractor's costs related specifically to the Technical Assistance Initiatives, such as Canadian experts' fees, travel, and training. There will be no Contractor overhead amounts added to the Contractor's invoices to GAC but presumably overhead of the Canadian experts would be included in the price which the Contractor pays to the Canadian experts. GAC does not pay the experts directly. No contractual relationship will exist between GAC and the experts being deployed.

Question 6: Requirement B (vi) indicates that points will be awarded for, among other elements, "Consideration for different travel restriction contexts (up to 6 points)." Can DFATD further clarify its expectations in this regard?

Answer 6: The expectation is for Bidders to describe various innovative approaches to delivering technical assistance in different situations when international travel restrictions could arise. Bidders will be asked to describe three situation of potential travel restrictions and to provide appropriate solutions. (Up to 5 points per situation).

An amendment to the RFP will be issued shortly.

Question 7: In the Performance Measurement Framework (PMF) in Appendix A, will any of the TBD sections be updated by DFATD or are these areas for the bidders to complete?

Answer 7: Specific sections in the PMF in Appendix A are purposively left TBD for the Bidders to fill in as part of their Technical Proposal in response to the RFP requirement B - Bidder's Proposed Methodology/Approach to Implement the Project.