

## 2024 BDG Proposal Services BPA – Applicant Q&A

### Question 1:

- **Question:** The RFP says "For each service, Offerors must list at least 3 people per level" - does this mean that individual contractors are not eligible to apply?
- **Answer:** Individuals are eligible to apply. The following requirement is not applicable to an Offeror who is an individual: "For each service, Offerors must list at least 3 people per level, for every level of seniority being proposed [i.e., Senior, Mid, and Junior]."

### Question 2:

- **Question:** Will A/V provide its style guide for the editing test? If not, what style should offerors follow (Chicago, APA, USAID, etc.)?
- **Answer:** The style guide was included as "Appendix E Proposal Template for Production Test".

### Question 3:

- **Question:** Do you require local registration / presence, or would we be eligible so long as we comply with relevant trading laws / regulations?
- **Answer:** Offerors are not required to be registered in the United States, so long as they comply with relevant trading laws and/or regulations.

### Question 4:

- **Question:** Can ACDI/VOCA share examples of previous opportunities and or proposal submissions? This will provide additional background on the types of opportunities of interest to the organization and how the organization structures their responses.
- **Answer:** Examples of our current and past projects can be found on our website. <https://www.acdivoca.org/projects/>. This list includes examples of competitive opportunities ACDI/VOCA has been awarded with the US government (USAID, USDA or MCC).

### Question 5:

- **Question:** Do we understand this test correctly that ACDI/VOCA is seeking edits in the form of grammar, spelling, and comments asking for clarity or additional solution, similar to a pink team review?
- **Answer:** We are seeking the former. Offerors should review Appendix D in a Word document and conduct spelling, math, grammar, and punctuation edits using 'Tracked Changes' and make any comments in comment bubbles. Furthermore, the applicant should format the proposal in accordance with the provided style guide, Appendix E, and give precedence to any guidance provided in Appendix F, which serves as a mock set of solicitation instructions from a donor for the proposal.

### Question 6:

- **Question:** It is unclear what ACDI/VOCA is seeking as part of this test. Can you please provide clarity on what, specifically, offerors should do in order to complete the test?
- **Answer:** In order to complete the Production Test, Offerors must apply the formatting of Appendix E to Appendix D, taking into consideration the precedence to any formatting guidance provided in Appendix F, which serves as a mock set of solicitation instructions from a donor for the proposal.

**Question 7:**

- **Question:** ACDI/VOCA requests a 3-page summary of our capabilities, experiences, resources, support, and any current/recent experience for conducting similar scopes of work as described in Section II A Scope of Work. Would ACDI/VOCA consider allowing up to 5 pages for this part of the response?
- **Answer:** The Offeror should maintain a three (3) page limit for their capabilities summary.

**Question 8:**

- **Question:** To ensure compliance with the requirements, can the ACDI/VOCA provide additional clarity on exactly what they are looking for with respect to “Resources” and “Support”?
- **Answer:** The reference to “Resources” includes any tools and/or methodologies, including trademarked resources, the Offeror may provide to achieve the services presented. An example of “Support” could be personnel.

**Question 9:**

- **Question:** With respect to the request for CVs, can the ACDI/VOCA provide a template for the CV submissions? Additionally, would the organization provide some guidance on the length (page count) for each CV?
- **Answer:** There is no required template for CV submissions. We suggest you provide your CVs in a format you feel is appropriate so long as they include the proposed candidate’s work history, relevant experience, education, and anything else that may suggest the consultant is a strong candidate. Each CV must be limited to a maximum of four (4) pages.

**Question 10:**

- **Question:** Is the Project Staffing table included as part of the 3-page capabilities summary or is it a separate component apart from the 3-page capabilities requirement?
- **Answer:** The illustrative project staffing roster is not counted towards the three (3) page limit for the capabilities summary and may be included as an appendix in the Offerors proposal.

**Question 11:**

- **Question:** Can the ACDI provide a definition for each level in the staffing table (years of experience)?
- **Answer:** The definitions for each of the staffing levels are as follows: Junior (1-3 years); Mid (4-7 years); and Senior (8+ years).

**Question 12:**

- **Question:** Since initial rates are effective for the first year of the BPA (through June 7, 2025), please confirm that rate escalations would be effective in June of each year of the BPA, rather than on January 1 of each year.
- **Answer:** The rate should be valid for the period of one year following the date of the execution of the contract. After the one-year period, it is possible to apply an escalation to the next one-year period. In short, if the contract begins 6/7/24, an escalated rate may be applied on 6/8/25, to be valid until 6/7/26.

**Question 13:**

- **Question:** Are all parts of the submission other than 3. Cost Proposal considered part of the technical proposal? (I.e., technical proposal consists of Capability and Technical Experience Statement, Project Staffing, and References)
- **Answer:** Yes.

**Question 14:**

- **Question:** For consultants who may qualify at different experience levels for their various proposed roles, would it be acceptable to denote this in the table's cell in lieu of an X?
- **Answer:** The Offeror is expected to indicate a consultant's experience with different services at different seniority levels by marking the corresponding cell with an "X". Please see the format and example provided on page four (4) under IV Proposal Preparation and Submission Requirements; A. Instructions for Proposal Preparation; 2. Project Staffing.

**Question 15:**

- **Question:** Our typical practice is to determine a consultant's experience level in line with the specific assignment, and therefore the same consultant may be a "senior" technical writer on one proposal for which they meet our senior qualification guidelines but on another proposal they may only meet the criteria for a "mid" level consultant. Because of this, would it be acceptable to propose a simplified table along with our criteria for determining junior, mid, and senior qualifications on a per-bid basis?
- **Answer:** Please utilize the table provide to display staff the Offeror can propose to work under the BPA. Regarding criteria for determining Junior, Mid, and Senior qualifications, see question 11.

**Question 16:**

- **Question:** As part of the proposal production support service category, is ACDI/VOCA interested in rates and qualifications for graphic design services?
- **Answer:** ACDI/VOCA is not interested in rates and qualifications for graphic design services under this BPA.

**Question 17:**

- **Question:** For the production test, should reviewers assume the guidance in Appendix F is meant to serve as the donor guidance for formatting? If so, please confirm that where the donor guidance (Appendix F) conflicts with ACDI/VOCA's template (Appendix E), the donor guidance should take precedence.
- **Answer:** Yes, offerors should assume the guidance in Appendix F serves as the donor guidance. And yes, the donor guidance should take precedence.

**Question 18:**

- **Question:** Should the editing and production test be completed in line with the ACDI/VOCA internal style guide or any existing style manual (e.g., AP Stylebook)? If so, will ACDI/VOCA share its style guide?
- **Answer:** Offerors are instructed to utilize "Appendix E Proposal Template for Production Test" as a style guide. Please see question two.

**Question 19:**

- **Question:** Given that the proposal template is in Appendix E, is it acceptable to first copy and paste the text from Appendix D into the template (Appendix E) before working in tracked changes and comments to edit?
- **Answer:** Offerors pursuing Editing and Production services are instructed to make formatting changes, with 'Tracked Changes' on, in a Word version of "Appendix D Editing and/or Production Test".