

Questions and Answers – 9/11/2014

Funding Opportunity Announcement CDC-RFA-GH15-1539

Public-Private Partnerships in PEPFAR Countries under the President's Emergency Plan for AIDS Relief (PEPFAR)

Questions and Answers by email

Q:

Page 47 of the FOA states that proposed key positions include but are not limited to Principal Investigator, Business Official and Project Manager. It also says that we should refer to section D #10 part D for specific job descriptions required by the FOA. It does not appear that there are job descriptions provided in section D #10 part D. Are these three positions and/or other positions required and if so will you be providing job descriptions?

R:

Per page 23, "d. Organizational Capacity of Awardees to execute the Approach", the applicant must address the organizational capacity requirements as described in the CDC Project Description. Applicants must submit CVs/resumés of the Project Director, Project Manager, Communications Manager, M&E Manager and Financial Administrator, as well as detailed job descriptions of key positions to be created necessary for program development and implementation. Applicants must also submit Organizational Charts. These items must be submitted as part of the appendix, clearly named "CVs/Resumés," Job Descriptions," and "Organizational Charts," and uploaded as PDF files at www.grants.gov." Key staff for program implementation include, but are not limited, to the Principal Investigator, Business Official and Project Manager. The applicant must provide the job descriptions for these and other positions in support of the accomplishment of the project goals and objectives of this funding opportunity announcement.

Q:

Page 23 states that applicants must submit resumes for the Project Director, Project Manager, Communications Manager, M&E Manager and Financial Administrator. How do these positions correlate to the positions mentioned in question #1? Will you be providing job descriptions for these positions?

R:

The applicant must provide job descriptions for these positions. These positions are key to the successful implementation of the objectives of the funding opportunity announcement, outlined on pages 8-9.

Q:

Page 11 states that the Activity Manager assigned to this activity will provide management and technical oversight to this project. Is the Activity Manager a CDC employee and providing technical support to the awardee? If not could you please clarify this person, their role and how they will be funded?

R:

The Activity Manager is a CDC employee and will provide programmatic and technical oversight and support to the awardee.

Q:

Page 7 identifies a short term outcome to me the improved use of secondary data to inform the development of PPPs. Will CDC identify the specific secondary data to be used or will this be at the discretion of the awardee?

R:

The secondary data will be identified by CDC in consultation with the awardee.

Q:

Page 2 says that to be considered a PPP under the PEPFAR program, the private sector partner is expected to match USG funds at a ratio of 1:1 with other resources. Page 2 also states that the average one year award amount is \$10,000,000. How does the funding for the PPP management under this award relate to the private sector match goal? Is the private sector contribution goal \$10,000,000 or some other figure? Is the awardee accountable for meeting the private sector match goal?

R:

For each PPP managed under this funding opportunity announcement, the private sector contribution must be a 1:1 match for USG funds. It is anticipated that 1 -2 PPPs will be developed per year. The applicant will not be responsible for meeting the private sector match goal. The applicant will have responsibility for validating and tracking all private sector contributions.

Q:

Regarding the four project objectives described on page 7, is there a recommended budget allocation across each objective?

R:

There is no recommended budget allocation across each objective.

Q:

Regarding the estimated average annual budget of \$10,000,000, what percentage of the overall budget should be disbursed in-country for implementation of health programs and what percentage should be used for management of PPPs by the awardee?

R:

The percentage of the overall budget that is disbursed in-country for implementation will be contingent upon the complexity of the PPP, the scope of work of the PPP, and resources on the ground required to fully operationalize the PPP within a specific country. The applicant will be required to develop a separate budget for the management of each PPP that it will manage.

Q:

Could CDC please clarify the purpose of the table on page 12 of the RFA?

R:

The Table on page 12 is part of the CDC Evaluation and Performance Measurement Strategy. It shows in table form the evaluation questions, performance measures, data source, collection frequency, and dissemination and utilization plan.

Q:

Part II.B.6 of the RFA (page 16) indicates that the total project period length is five years. Part II.B.12 of the RFA (page 16) states that the budget period length is 12 months. Two required application forms—SF424 and SF424a—accommodate budget information for a multi-year period. Could CDC please confirm that an Applicant's SF424 and SF424a should include budget information only for the first 12 months of the award?

R:

The applicant's SF424 and SF424a should include budget information only for the first 12 months of the award.

Q:

Part II.B.4 of the RFA (page 15) indicates that the approximate total fiscal year funding is \$20M. Part II.B.7 (page 16) indicates that there will be one or two awards, and Part II.B.8 lists the approximate average award as \$10M. Part II.B.10 indicates that the ceiling of an individual award is \$20M. Could CDC please clarify what budget ceiling Applicants should target—\$10M or \$20M?

R:

Applicants should target the average one year award amount of \$10,000,000.00

Q:

Part II.D.17 of the RFA (page 21) states, "The Project Narrative must include all of the bolded headings shown in this section." Please confirm that Applicants may add headings to address items referred to in the evaluation criteria, but not currently covered under the required narrative structure (such as "Administration and Management" and "Personnel," listed under Part II.E.1.b on page 37).

R:

The applicant must include all of the bolded headings in this section. The inclusion of additional headings is at the discretion of individual applicants.

Q:

Part II.D.17.d of the RFA (page 23) states, "Applicants must submit CVs/Resumes of the Project Director, Project Manager, Communications Manager, M&E Manager, and Financial Administrator, as well as detailed job descriptions of key positions to be created necessary for program development and implementation." Will CDC accept Job Descriptions and CVs for additional positions, and would they be evaluated?

R:

CDC will accept additional information in the appendix (appropriately labeled) and submitted information up to page limitations will be evaluated. However, applications will be reviewed according to the Review and Selection Process on pages 35-37 against the requirements of the FOA.

Q:

Regarding Part II.D.17.d of the RFA (page 23), could CDC please clarify which listed position(s), if any, are designated as key personnel?

R:

Key staff for program implementation include, but are not limited, to the Principal Investigator, Business Official and Project Manager. The applicant must provide the job descriptions for these and other positions in support of the accomplishment of the project goals and objectives of this funding opportunity announcement.

Q:

Part II.H of the RFA (page 47) includes a list of items that may be submitted in an Appendix. The fourth bullet reads "Memorandum of Understanding/Agreements (MOU/MOA): See Collaborations section and Funding Preference section, as applicable." Neither listed section refers to MOUs. Please clarify what MOUs should be submitted by the Applicant.

R:

MOUs are not applicable to this award. Applicants are not required to submit MOUs.

Q:

Part II.H of the RFA (page 47) states, "Applicants may submit additional information in an Appendix," implying that a single appendix file is desired. However, in Part II.D, separate filenames are specified for certain items (e.g., budget narrative, indirect cost rate, assurances and certifications, etc.). Please confirm that a single appendix file, not exceeding 90 pages, should be submitted.

R:

Applicants are required to follow submittal requirements. Documents that will be submitted as part of the appendix should be submitted separately named and labeled according to the directions in the FOA. The combined number of pages should not exceed 90 pages.
