

SAREP RFP-2023-010: QUESTIONS AND ANSWERS

S.No.	RFP reference	Details in RFP reference	Query/ Clarification	RTI Response
1.	Attachment C Standard Terms and Conditions		Are bidders required to unconditionally accept all the Standard Terms and Conditions listed in Attachment C and state that in their bid cover page	Yes. By submitting a bid, the bidder is implied to have accepted all the terms and conditions listed in Annexure C. RTI would also like to inform the bidders that since this is a USAID funded project, most of these terms and conditions are flow down clauses from the USAID contract with RTI and cannot be changed or deleted.
2.	Attachment A, Statement of Work, III Tasks Point 1	The consultant/firm will study/review the existing literature as minimum the followings for Assam: <ul style="list-style-type: none"> • Transmission plan • Distribution plan • Generation/Capacity expansion plan • Investment plan • Business plan • Smart grid and IT strategy plan • Any new plans on modernization of power sector 	We understand that RTI / USAID would be assisting us in obtaining the relevant data and sector plans from utilities and sharing with the consultant. Please confirm Also, please confirm if there is a need to sign a Non-Disclosure Agreement with RTI / USAID / relevant Assam power sector utilities for obtaining the plans.	No, the firm has to get it directly from state stakeholder. RTI/USAID will support establishing the initial connect with State and organizing meeting Assam state agencies through SAREP. The responsibility of obtaining the data will be with the firm.
3.	Attachment A, Statement of Work, III Tasks Point 2.a and b	Consultation meetings with Minister, Principal Secretary-Power(E), Managing Director (Discom), Regulatory commission and any other knowledgeable people (Chairman, committee, senior retired officials of sector etc.) Workshop with senior management of utilities.	Please confirm if the meetings and workshops are expected to be undertaken physically or virtually. We understand that RTI / USAID will help us in facilitating and scheduling the meeting and workshops. Please confirm If the workshop is required to be done physically, please confirm that RTI / USAID would take up the activity of finalizing the venues and bear the costs related to venue, seating, food/refreshment (if required),	The firm has to plan the meetings/stakeholder consultation as per their requirement. The workshop could be either physical or virtual. RTI/USAID will manage the organization of workshop and associated costs. The firm shall bear the cost for their own travel, accommodation and logistics. RTI/USAID will be responsible for

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			<p>miscellaneous etc. for the workshops.</p> <p>Please also let us know who would be responsible for coordinating and inviting the relevant representatives from each utility / entity, for the workshop.</p>	<p>coordinating and inviting the relevant representatives from each utility / entity, for the workshop.</p>
4.	Attachment A, Statement of Work, III Tasks Point 3	<p>Establish baseline parameters for Aggregate Technical & Commercial (AT&C) loss, grants, subsidy, and generation etc. These parameter numbers would be arrived by rule of thumb and experience judgement based on Discom existing status, load profile, feeder status etc. The basis for setting baseline must be presented for approval before finalization.</p>	<p>As per our understanding, the said baseline parameters are already included in the ARR filings and similar documents with the utilities. We would like to understand if there is any reason for establishing a new baseline and not adopting the one available in such filings.</p> <p>Please clarify the authority from whom approval is required to be sought for finalization of the baseline (RTI / USAID or concerned utilities). In case the approval is required from utilities, they may ask the consultant to undertake a detailed evaluation / audit to establish a new baseline which is a time-consuming process. We do not envisage such a process within the timeframe mentioned for carrying out this study.</p> <p>Please clarify on these points.</p>	<p>Noted. Reworded to "Establish target parameters" instead of "baseline". This applies to other sections of the RFP as well.</p>
5.	Attachment A, Statement of Work, III Tasks Point 4	<p>Based on outcomes of aforementioned activities, consultant/firm will develop four separate roadmaps for: a) Generation; b) Transmission; c) Distribution; and d) Regulators. The roadmap should cover action plans on operations, business, HR, IT, capacity building, commercial, etc., to</p>	<p>Please clarify what all are expected to be included in the roadmaps. Formulation of sector roadmaps requires intensive efforts and considering the limited time available for the study, it would be helpful to understand the granularity expected from the consultant.</p>	<p>The firm should propose the methodology for developing the roadmaps. At this point simulation and modelling exercise is not envisaged. Firm may use existing report/data to generate scenarios.</p>

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		<p>modernize the utilities and make them self-sustainable and self-reliant. Roadmaps will also list the timeframe, priorities, expected savings, investment requirements, new energy initiatives and outcomes for the proposed activities.</p>	<p>Please clarify if there is a need for conducting modelling and simulation studies such as cost optimal generation planning, load flow studies, etc. to prepare the Generation, transmission and related roadmaps.</p> <p>We understand that a utility roadmap generally includes as-is assessment, gap identification, finalizing the to-be state, understanding target requirements, establishing investment requirements to cater to the target, setting priorities and phasing of interventions and preparing a timeline & action plan. All of these activities are quite extensive and would take more time than what has been suggested for the study. Hence, please clarify on the level of details / granularity expected considering this as a 4-month study. Alternately, we request the overall timeline to be extended to at least 6 months.</p> <p>We do not envisage detailed manpower planning, pay structure and compensation related assessments, etc. as a part of the HR roadmap for each entity. Please confirm our understanding.</p> <p>We understand that Regulatory activities are statutory in nature with no commercial interests. In addition, recruitment and IT related activities in a Regulator entity are defined by relevant statutes and directives. Hence, please clarify on the</p>	<p>No extension beyond the timeline is provided.</p> <p>The firm should propose the methodology for the deliverables in the given timelines</p> <p>The firm should propose the methodology for the deliverables in the given timelines</p>

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			need for preparing HR, IT and commercial action plans for the Regulator.	
6.	Attachment A, Statement of Work, III Tasks Point 6	Present the summary of roadmap(s) to each entity and after including feedback, prepare an integrated version of roadmap for entire state and present it to State Government via presentation	Please confirm whether RTI / USAID would facilitate discussions, meetings and workshops with utilities and relevant stakeholders. Also, please confirm if RTI / USAID would facilitate the consultant in gathering of requisite data from utilities to prepare the roadmap / action plans.	RTI/USAID will support establishing the initial connect with State and organizing meeting Assam state agencies through SAREP. The responsibility of getting the data/reports remains with the firm.
7	Attachment A, Statement of Work, V Performance Period	The subcontractor performance period shall be three (3) months from the date of award of the subcontract.	Please confirm on the total tenure of the assignment (3 /4 months) as there seems to be a contradiction when all these clauses are read in conjunction.	The term of the contract will be 4 months to allow time for closing out the contract
8.	Page 1	Term of Contract: 4 months from the date of award		
9.	Attachment A, Deliverables, Timelines, Special Terms and Conditions	Final presentation on the strategy and Assam Roadmap as per Task 8: T+16 weeks		
10.	Attachment A, Statement of Work, VI Payment	Payments shall be processed upon satisfactory completion of the deliverables and in accordance with the Delivery Schedule below.	Please clarify as to what would comprise satisfactory completion as the same could be very subjective. Also, please confirm on who would be the competent authority for providing approval on deliverables.	Satisfactory completion means acceptance received from Assam State, USAID and RTI on deliverable.
11.	Attachment A, Deliverables, Timelines, Special	Overall timeline	Considering that the study comprises of one on one stakeholder consultations, obtaining data from utilities and preparing	No extension beyond timeline is provided.

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	Terms and Conditions		<p>detailed action plans for each entity, we consider the timeline of 4 months to be very stringent. We kindly request the overall timeline to be increased to at-least 6 months.</p> <p>In addition, one on one consultations with various officers / departments across all entities would take considerable amount of time. It is very difficult to complete all consultations within one week of award of contract. We kindly suggest that the timeline for this specific activity should be at-least 1 month or more.</p>	

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12.	Attachment A, Pricing	Break-up of deliverables and suggested payment %	<p>We are of the opinion that the first three milestones viz. one on one stakeholder consultations, establishment of baseline parameters and preparation of draft roadmaps with first order financial analysis would take the most of the time and efforts of the consultant. The total payment proposed for these three milestones is 30% which seems to be inadequate in our opinion.</p> <p>We would kindly request RTI / USAID to consider the following breakup and payment %:</p> <ol style="list-style-type: none"> 1- Stakeholder consultation and objective setting -10% 2- Establishment of baseline parameters – 10% 3- Draft Roadmaps for Assam Power sector including first order financial analysis – 50% 4- Successful delivery of Stakeholders workshop – 10% 5- Guideline note for state government and regulatory commission – 10% 6- Final presentation on the strategy and Assam Roadmap as per Task 8 – 10% 	There would be no change in break-up
13.	Attachment B – 3 (i)	Terms of warranty describing what and how the warranties will be serviced.	<p>Please clarify on what is the response expected from bidders and what should this comprise of. Is this a mandatory requirement to be specified by bidders.</p> <p>Please let us know if there is any format for the same.</p>	If the bidder/seller provides warranties on their services as their usual business practice, please indicate that. There is no specific template or format.

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14.	Attachment B – 3 (l)	Acknowledgment of solicitation amendments (if any)	<p>Please clarify on what is the response expected from bidders and what should this comprise of. Is this a mandatory requirement to be specified by bidders.</p> <p>Please let us know if there is any format for the same.</p>	If any RFP amendments are issued, the bidder should acknowledge that on the cover page of their bid proposal
15.	Attachment B – 3 (g)	If RTI informs Seller that the Commodity is intended for export and the Commodity is not classified for export under Export Classification Control Number (ECCN) "EAR99"	<p>Please confirm if this is relevant for consulting services</p> <p>Please clarify on what is the response expected from bidders and what should this comprise of. Is this a mandatory requirement to be specified by bidders.</p> <p>Please let us know if there is any format for the same.</p>	RTI will inform the subcontractor in the event that this becomes a requirement, Currently, this is not a requirement
16.	General	-	We would like to kindly request RTI /USAID to consider extending the proposal submission deadline to 25 January, 2023. This would ensure that the bidders would get an appreciable amount of time for putting up the best possible proposal and showcasing their expertise and acumen suitably.	Extension granted to 25 January 2023.
17.	S. No.2 of III. Tasks Statement of Work. Deliverables, Timelines, Special Terms and Conditions	<p>a. Consultation meetings with Minister, Principal Secretary-Power(E), Managing Director (Discom), Regulatory commission and any other knowledgeable people (Chairman, committee, senior retired officials of sector etc.)</p> <p>b. Workshop with senior management of utilities. Discuss and understand the</p>	<p>We understand that USAID/RTI would facilitate/provide support for arranging the appointments the Minister and Senior officials in order to expedite the task. Kindly confirm our understanding.</p> <p>The consultation meetings are likely to happen with multiple stakeholders and a timeline of one week would not be sufficient to complete such consultations. Therefore, we request to modify the</p>	<p>RTI/USAID will support establishing the initial connect with State and meeting Assam state agencies through SAREP.</p> <p>The firm will have to manage the deliverables in the given timeline</p>

S.No.	RFP reference	Details in RFP reference	Query/ Clarification	RTI Response						
		<p>expectations of the stakeholders and identify the challenges faced</p> <p>Deliverables, Timelines, Special Terms and Conditions:</p> <table border="1"> <thead> <tr> <th>S.No.</th> <th>Deliverable</th> <th>Estimated Deliverable due date (T = date of issue of subcontract)</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Stakeholder consultation and objective setting (one on one consultation and Stakeholder workshop # 1)</td> <td>T + 1 week</td> </tr> </tbody> </table>	S.No.	Deliverable	Estimated Deliverable due date (T = date of issue of subcontract)	1.	Stakeholder consultation and objective setting (one on one consultation and Stakeholder workshop # 1)	T + 1 week	<p>timeline to T+2 weeks.</p> <p>Further, the one-on-one consultations as specified in the RFP are dependent on the availability of the ministers and senior officials. There might be eventualities where the consultants may get appointments beyond the specified timelines. Therefore, it is requested that USAID/RTI keep flexibility in the timelines of this task.</p>	<p>The firm will have to manage the deliverables in the given timeline</p>
S.No.	Deliverable	Estimated Deliverable due date (T = date of issue of subcontract)								
1.	Stakeholder consultation and objective setting (one on one consultation and Stakeholder workshop # 1)	T + 1 week								
18.	S. No.4 & 5 of Tasks	Roadmap & Financial analysis	Kindly indicate the total number of years for which the financial projections and the roadmap needs to be developed.	The roadmap and financial analysis should be till 2030.						
19.	Performance Period	The subcontractor performance period shall be three (3) months from the date of award of the subcontract.	We understand that the Performance period will be till "Final presentation on the strategy and Assam Roadmap as per Task 8" (T+16 week), i.e., 4 Months. Kindly clarify that subcontractor performance period should also be same, i.e., 4 months.	The term of the contract will be 4 months to allow time for closing out the contract						
20.	S. No.4 of Attachment B	Forms: Sellers (potential bidders or suppliers) must record their pricing utilizing the format found on Attachment "A". Sellers must sign the single hardcopy submitted and send to address listed on the cover page of this RFP.	Kindly provide the detailed address for submitting the hard copy.	Only electronic submissions are to be made. Hard copy submissions are not required						
21.	Page No. 4, Statement of Work, Point No. 1	<p>The consultant/firm will study/review the existing literature as minimum the followings for Assam:</p> <ul style="list-style-type: none"> • Transmission plan • Distribution plan • Generation/Capacity expansion plan • Investment plan • Business plan • Smart grid and IT strategy plan • Any new plans on modernization of power 	We understand that the documents which are not available in the public domain will be provided by the client to the consultants. Similarly, the client will also facilitate collection of required data/ information from the utilities and regulators as part of the assignment. Please confirm.	<p>RTI/USAID will support establishing the initial connect with State and organizing meeting Assam state agencies through SAREP.</p> <p>The responsibility of getting the data/reports remains with the firm.</p>						

S.No.	RFP reference	Details in RFP reference	Query/ Clarification	RTI Response
		sector		
22.	Page No. 6, Deliverables, Timelines, Special Terms and Conditions, S.No. 1	Stakeholder consultation and objective setting (one on one consultation and Stakeholder workshop # 1)- T+1 week	The Statement of Work mentions meeting Honorable MIC as well as a number of senior officials. Managing time between their already busy schedules for interactions will be challenging to be conducted within a week. We hence propose to conduct the workshop for gathering input and guidance from them in a structured manner which will be time effective. Request for your confirmation on this.	This can be mutually planned post award of contract
23.	Page No. 6, Pricing, Item No. 3	Quantity to be Purchased- 4 Draft Roadmaps for Assam Power sector including first order financial analysis	We understand that the quantity four (4) refers roadmaps for areas namely a) Generation; b) Transmission; c) Distribution; and d) Regulators. Please let us know how the payment for the same will be disbursed, on acceptance of all the roadmaps or will be done on pro-rata basis.	Payment will be disbursed on acceptance of all the roadmaps
24.	Page No. 1, Date Proposal Due, RFP Summary Table	Date Proposal Due: 20 January 2023	It is requested to extend the bid submission by at least 10 days to enable us to prepare a responsive proposal as well as take required approvals for bid submission	Extension granted to 25 January 2023.
25.	Page No. 1, Budget, RFP Summary Table	No Budget Provided	It is requested to also share the indicative budget or the estimated man months of effort for the assignment to have a better understanding of the assignment and propose our team accordingly.	The estimated budget range is US\$ 40,000 – 50,000 including GST

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26.	Page No. 9, Proposal Requirements Clause F, Attachment B Clause 3 (f) Point no.3 and 4	Point 3: Specific Experience in Similar or Related Work Point 4: Past performance in similar or related work	The RFP has separately provided two sections as detailed in Point 3 and Point 4 to provide our credentials of similar or related work, which are similar. We understand that under Point 3, we need to provide the details of similar or relevant assignments under various areas detailed in RFP and under Point 4, we need to provide documentary evidence in support of the assignments covered in Point 3 in form of contracts or citations or completion certificate as applicable. Please confirm our understanding or clarify the difference between Point and 4 as necessary.	Your understanding of Point 3 is correct. Point 4 required you to provide us with the names and contact details of references who can attest to the successful completion of the assignments detailed under Point 3
27.	Page No. 12, Other Evaluation Criteria Overall Score	The selection of the consultancy firm shall be based upon the methodology of Quality and cost-based selection (QCBS) with technical and financial weightage as decided by the SAREP Technical Evaluation committee	It is requested that the weightage of the technical score and financial score for the calculation of overall score may be shared upfront in the RFP to help in development of our proposal accordingly in a responsive manner.	Technical and financial weightage is 80:20

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28.	Attachment 'A' Commodity Specifications or Statement of Work (Page: 6 – 7) PRICING TABLE	<ul style="list-style-type: none"> Draft Roadmaps for Assam Power sector including first order financial analysis (should not exceed 10% of the total firm fixed price excluding reimbursable travel). Guideline note for state government and regulatory commission (should not exceed 15% of the total firm fixed price excluding reimbursable travel). Final presentation on the strategy and Assam Roadmap as per Task 8 (should not exceed 25% of the total firm fixed price excluding reimbursable travel) 	<p>Can we consider the Pricing breakup of deliverable?</p> <p>We propose the following revision:</p> <ul style="list-style-type: none"> Draft Roadmaps for Assam Power sector including first order financial analysis (should not exceed 30% of the total firm fixed price excluding reimbursable travel) <p>Guideline note for state government and regulatory commission (should not exceed 10 % of the total firm fixed price excluding reimbursable travel).</p> <ul style="list-style-type: none"> Final presentation on the strategy and Assam Roadmap as per Task 8 (should not exceed 10% of the total firm fixed price excluding reimbursable travel). 	Pricing breakup will not change
29.	Attachment 'A' Commodity Specifications or Statement of Work (Page: 6 – 7)	Pricing Table	Pricing Quotation should be in USD or INR?	Since the subcontract will be in USD, prices should be quoted in USD. However, please indicate the Exchange Rate used for conversion
30.	Attachment 'B': Instructions to Bidders/Seller (Page: 8 – 9) 3. Proposal Requirements (d)	Unique Entity ID in System for Award Management (SAM) (in lieu of the DUNS number): If you already have an active or inactive registration in SAM.gov today, you've already been assigned a Unique Entity ID. It's viewable on your entity registration record in SAM.gov. For those who don't, a quick start guide to obtaining a SAM UEI number and a UEI Post Transition Fact Sheet are attached to	Is an active SAM Registration mandatory?	No, SAM registration is not required. However, obtaining a SAM Unique Entity ID is mandatory. The Quick Start Guide is also attached as Annexure A at the end of the Questions/Answers

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		this RFP for reference.		
31.	Attachment 'B': Instructions to Bidders/Seller (Page: 10) 4. Forms	Sellers must sign the single hardcopy submitted and send to address listed on the cover page of this RFP.	Is hardcopy submission mandatory?	No. Only electronic submissions are to be made.
32.	Attachment 'C': Standard Terms and Conditions (Page: 24) ARTICLE 24: Indemnification (A)	Subcontractor shall defend, indemnify, and hold harmless RTI from any loss, damage, liability, claims, demands, suits, or judgments ("Claims") including any reasonable attorney's fees, and costs, as a result of any damage or injury to RTI or its employees, directors, officers, or agents, or properties, or for any injury to third persons (including, but not limited to Claims by Subcontractor's employees, directors, officers or agents) or their property which is directly or indirectly caused by the negligence, willful misconduct, breach of this Subcontract, or violation of statutory duties of Subcontractor, or its employees, officers, directors, or agents, arising out of or in connection with the performance of this Subcontract unless such Claim is solely caused by, or resulting from, a material breach of this Agreement by RTI.	We request you to consider the following change in language of the Clause if possible: <ul style="list-style-type: none"> • RTI shall indemnify Subcontractor/Seller from any third party claim arising out of breach of applicable law, wilful default, and gross negligence. • Notwithstanding, anything contained in this RFP, Subcontractor shall not be liable for any indirect or remote damages OR any claim or damage for more than the fees paid by RTI to Subcontractor/Seller. 	As stated in the answer to the first question, unconditional acceptance of all the terms and conditions listed in Attachment "C" is required from all bidders.

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33.	RFP Attachment 'A'. Statement of Work		<p>To complete the four roadmaps, the quality of the analysis and final products will be highly dependent on the data utilized. The Statement of Work does not provide any information about the sources or quality of the data, and the brief project duration does not allow for any primary data collection. Can SAREP provide more information about data sources, data quality, and timely availability? In particular, see below:</p> <p>a) Confirm that no primary data collection will be required and that the study is to be performed solely based on existing literature and studies.</p> <p>b) Confirm that source documents referred to in Task III.1 will be provided either by SAREP, or if to be provided by Assam governmental authorities, that those authorities have been advised and will provide the documents without extraneous reviews or permit processes.</p> <p>c) Confirm that data such as sales and collections, power purchase amounts and costs, generation costs, personnel costs etc. will be provided by the appropriate authorities without delay for purposes of developing an assessment of existing DISCO status of AT&C loss, levels of grants, subsidies etc. as required in Task III.3.</p> <p>d) What is the proposed source of the cost</p>	<p>a) Study to be performed basis the existing literature and studies, including consultations with state stakeholders and data received from such consultation. Data collection will be prime responsibility of the firm.</p> <p>b) RTI/USAID will support establishing the initial connect with State and organizing meeting Assam state agencies through SAREP. The responsibility of getting the data/reports remains with the firm.</p> <p>c) It is responsibility of firm to get the data so that deliverable timelines are not breached.</p>

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			data to be used in the financial analysis of investment required? If the data is to be provided by the Assam utilities, please confirm that access to that data will be forthcoming without delay. If the data is to be generated by the consultant, please confirm this.	d) The source of cost for financial analysis will be state stakeholders. RTI/USAID will support establishing the initial connect, however, it is responsibility of firm to get the data
34.	RFP Attachment 'A' - Statement of Work and Attachment 'B' – Evaluation Criteria	Task 3 involves setting baseline parameters for a number of factors including AT&C loss, grants, subsidies, etc. using a “rule of thumb” methodology.	Can SAREP provide more clarity to bidders what is meant by rule of thumb? For example, how will the different bidder’s approaches to this task be considered under Selection Criteria No. 1: Approach and Methodology (A&M): Adequacy and quality?	Firm to provide inputs based on experienced judgment and assumptions that can be considered to be true, real, or certain, without proof or demonstration
35.	RFP Attachment 'A' - Statement of Work	Task 3 requires approval of the baseline parameters before proceeding to the analysis.	Please indicate who will approve the parameters and what is the expected duration of their feedback period.	Bidder/Firm to propose parameters which will be reviewed by RTI in consultation with state stakeholders
36.	RFP Attachment 'A' - Statement of Work	Task 4 calls for the roadmaps to include “new energy initiatives”.	Please provide an indication of what is meant by new energy initiatives.	New energy initiatives may include but not limited to – Distributed energy resources Demand Response Energy Efficiency Green Hydrogen Advance technologies (AI/ML/Blockchain) Grid interactive buildings etc.


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37.	RFP Attachment 'A' - Statement of Work		Is the Task 5 financial analysis to be carried out at for each distribution company or at a higher first order statewide level?	There is only one distribution company in Assam.
38.	RFP Attachment 'A' - Deliverables, Timelines, Special Terms and Conditions	Deliverable 5, the guideline note for the state government and regulatory commission, is due only two weeks before the end of this brief project.	<p>a) Please advise what will be the conditions of acceptance of this deliverable by SAREP. Will SAREP's acceptance be dependent on state government concurrence, during the final two weeks of the project?</p> <p>b) Can SAREP provide more guidance as to the content requirements of the "guideline note" ? For instance, is the guideline intended to provide technical or institutional guidance?</p>	<p>a) Yes, state stakeholder concurrence will also be required for acceptance.</p> <p>b) Both technical and institutional guidance is intended.</p>
39.	RFP Attachment 'A' - Deliverables, Timelines, Special Terms and Conditions		Please confirm that the deliverables are meant for utilization by the Assam government, and consultations with the national government will not be required in the brief project duration	Yes

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40.	RFP Attachment 'A' - Deliverables, Timelines, Special Terms and Conditions	Task 6 calls for presentation of the summary roadmaps "to each entity" prior to preparation of an integrated version after feedback.	Please provide information about which entities will review and provide feedback, and what is the duration of their feedback period during this brief project duration?	State stakeholder for whom the roadmaps are intended as well as RTI/USAID will review respective roadmap. It is expected that firm will receive and incorporate the feedback adhering to timelines
41.	RFP Attachment 'A' - Statement of Work and Deliverables, Timelines, Special Terms and Conditions		For the workshops in the project, does SAREP intend for these workshops to be conducted in-person, virtually, or in a hybrid format?	The workshop could be either physical or virtual. RTI/USAID will manage the organization of workshop and associated costs. The firm shall bear the cost for their own travel, accommodation, and logistics.
42.	RFP Cover Sheet and Attachment 'A' - Deliverables, Timelines, Special Terms and Conditions		The RFP cover sheet and the deliverables table call for a 4-month project; but the performance period in the TOR is set at 3-months. Please confirm the correct period	The term of the contract will be 4-months to allow time for closing out contract
43.	RFP Attachment B, Instructions to Bidders/Sellers, No. 3.a.f.2	The instructions includes the following requirement: "The proposed team members should be engaged with the bidder either as an existing employee or as an advisor/consultant. No subcontracting in part or full shall be allowed."	Consultants are, by nature, not employees and therefore require a subcontract to provide their services for a project. Can RTI please clarify what is intended by this requirement, and do you really intend to bar subcontracting to individual consultants?	No subcontracting is allowed.

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44.	RFP Attachment B, Instructions to Bidders/Sellers, No 11.c	Overall Score states that “technical and financial weightage is to be decided by the SAREP Technical Evaluation Committee.	Failing to specify evaluation factors undermines the QCBS method of selection. Please provide the technical and financial weightages	Technical and financial weightage will be 80:20

ANNEXURE – A

Quick Start Guide for Getting a Unique Entity ID

 SAM.gov is an official website of the United States government. There is **no** charge to register or maintain your entity registration in SAM.gov.

You can get a Unique Entity ID for your organization without having to complete an entity registration. If you only conduct certain types of transactions, such as reporting as a sub-awardee, you may not need to complete an entity registration. Your entity may only need a Unique Entity ID. [Learn more about the difference between getting a Unique Entity ID only and registering your entity.](#)

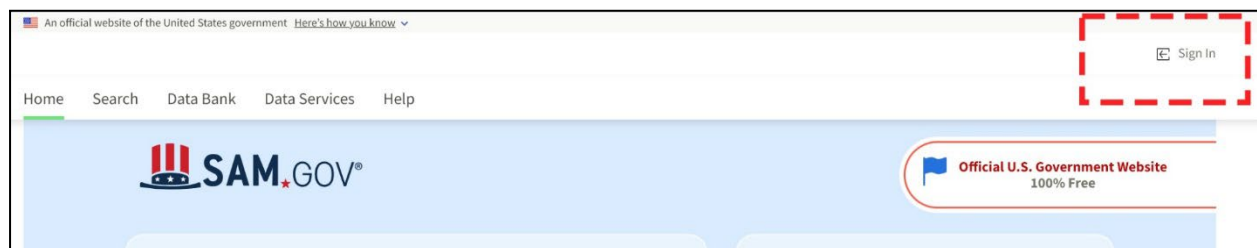
If your entity is registered in SAM.gov, you already have a Unique Entity ID

If you have an active or inactive registration in SAM.gov today, you've already been assigned a Unique Entity ID. It's available on your entity registration record in SAM.gov. [Learn how to view your Unique Entity ID.](#)

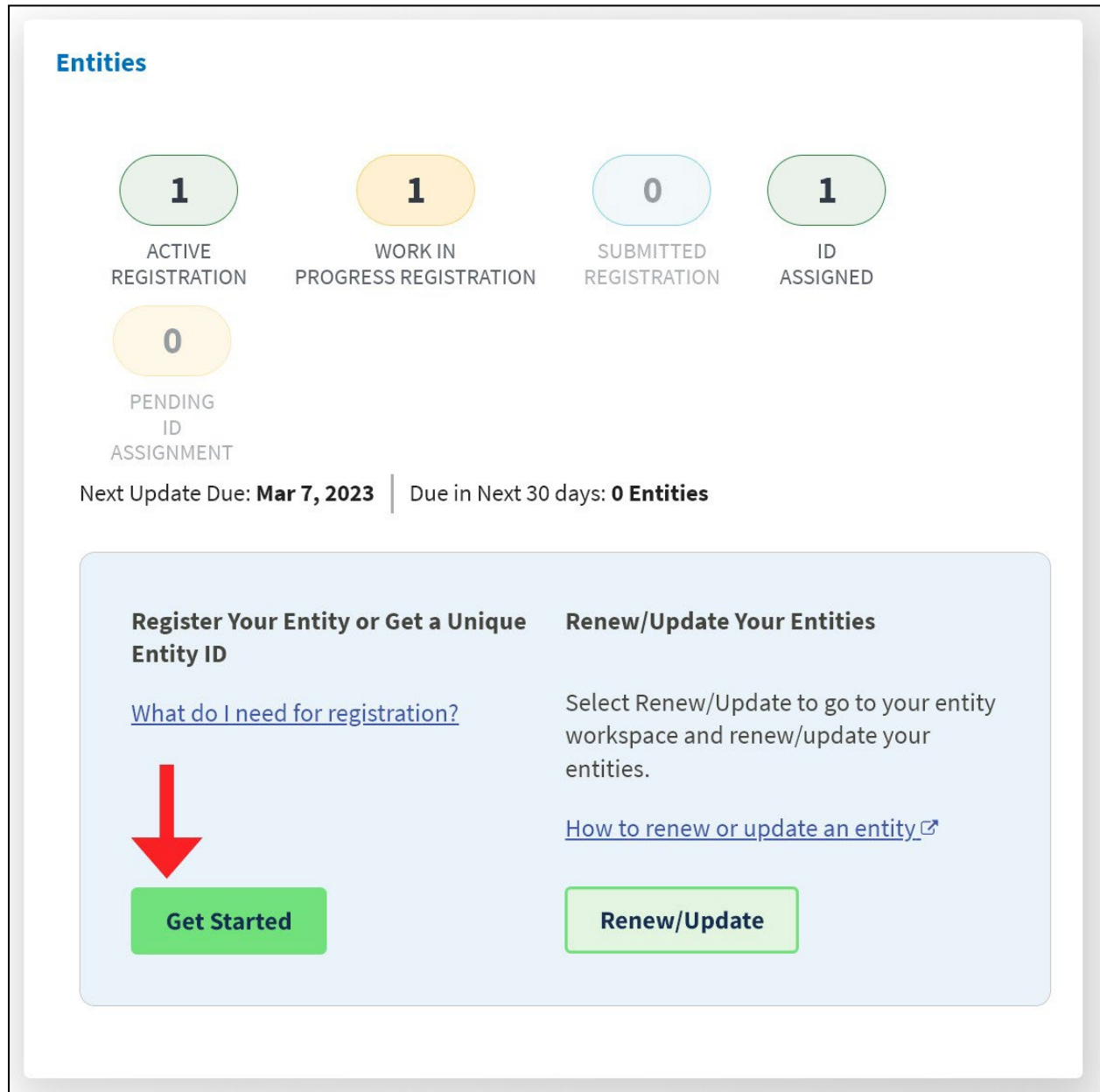
If your entity is not registered in SAM.gov and you only want a Unique Entity ID

If you want only to get a Unique Entity ID and do not want to complete an entity registration in SAM.gov, follow these steps:

1. Go to SAM.gov and select "Sign In" from the upper right corner of the page. If you do not have a SAM.gov account, you must create one. SAM.gov uses Login.gov for usernames and passwords. [View more help with using Login.gov.](#) Once you create your user account, return to SAM.gov to complete your profile.



2. After you sign in, the system will navigate you to your Workspace. On the “Entities” widget, select the “Get Started” button.



The screenshot shows the 'Entities' widget in the SAM.GOV system. It displays five status categories with their respective counts: Active Registration (1), Work in Progress Registration (1), Submitted Registration (0), ID Assigned (1), and Pending ID Assignment (0). Below these counts, it indicates the next update due date is March 7, 2023, and that there are 0 entities due in the next 30 days. Two main action buttons are highlighted: 'Get Started' (with a red arrow pointing to it) and 'Renew/Update'. The 'Get Started' button is associated with the link 'What do I need for registration?', and the 'Renew/Update' button is associated with the link 'How to renew or update an entity'.

Entities

1	1	0	1
ACTIVE REGISTRATION	WORK IN PROGRESS REGISTRATION	SUBMITTED REGISTRATION	ID ASSIGNED
0			
PENDING ID ASSIGNMENT			

Next Update Due: **Mar 7, 2023** | Due in Next 30 days: **0 Entities**

Register Your Entity or Get a Unique Entity ID

[What do I need for registration?](#)

Get Started

Renew/Update Your Entities




Select Renew/Update to go to your entity workspace and renew/update your entities.


[How to renew or update an entity](#)

Renew/Update


3. Select the “Get Unique Entity ID only” option on the next page.

What do you want to do?
Choose what you need and we will show you what information to prepare.

- Register for Financial Assistance Awards Only
 - To apply for grants and loans as described by [2 CFR 200](#).
 - Includes getting a Unique Entity ID and entity registration.
- Register for All Awards
 - To bid on federal contracts and other procurements, as described by the [Federal Acquisition Regulation \(FAR\)](#).
 - To apply for grants and loans as described by [2 CFR 200](#).
- Get a Unique Entity ID Only
 - May be required to report subawards, such as federal subcontracts or sub-grants.
 - You will get a Unique Entity ID. This is NOT an entity registration.[What's the difference between getting a UEI only and registration](#) 

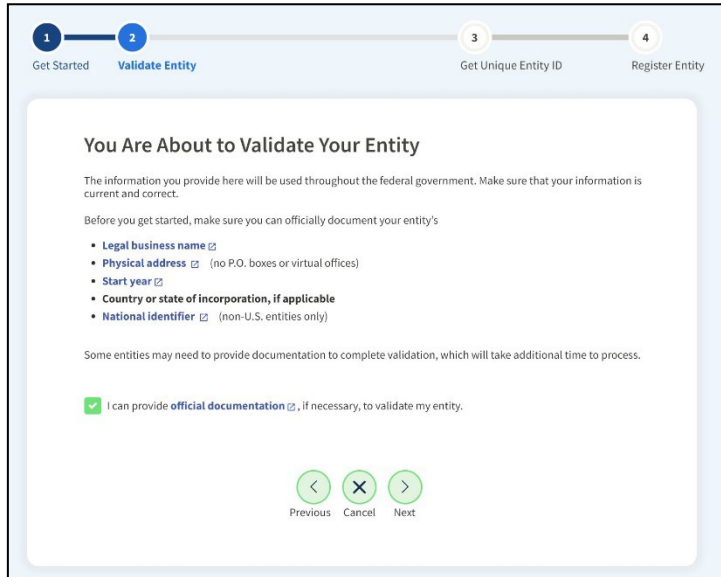
 **What do I need for registration?**
Download our guide.

[Download](#)

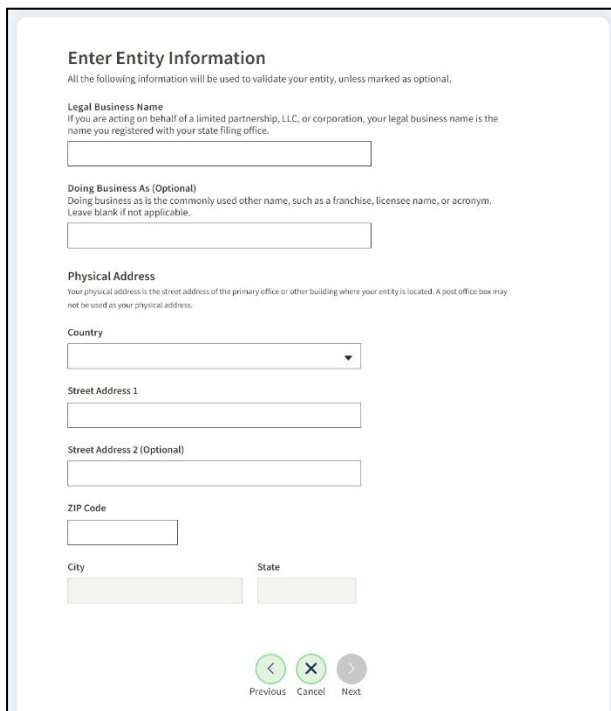
 **Is your entity based outside of the United States?**
If you are registering an entity based outside of the United States, you must get an NCAGE Code before starting a registration. [Go to NCAGE Request](#) to submit a request.

[Previous](#) [Cancel](#) [Next](#)

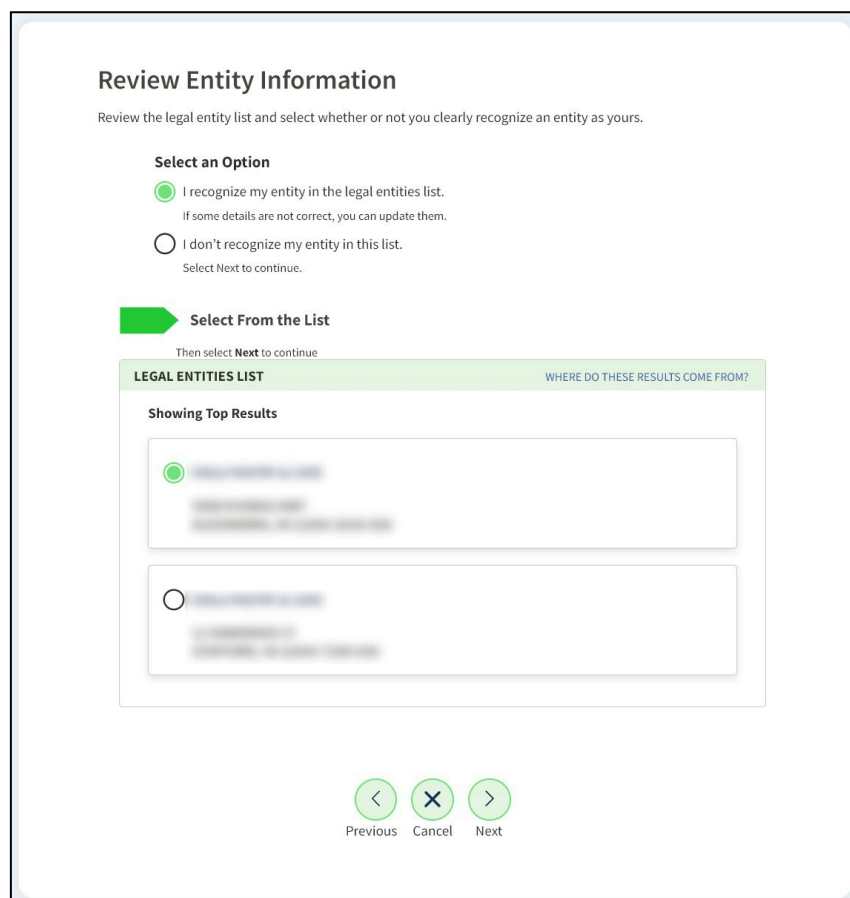
- Next, the “You Are About to Validate Your Entity” page displays. It lists the information used to validate your entity. You may need to submit documents later in the process to complete validation. Select the checkbox and then select “Next.”



- On the next page, enter your entity’s legal business name, doing business as name (if applicable), and physical address, then select “Next.” All fields are required, unless marked as optional.



6. Your entity name and address will be [validated](#) by the SAM.gov entity validation service (EVS). The EVS independently verifies the uniqueness of an entity.
 - a. If the EVS has your entity information or has entities with similar information, the next page will show a list of entities.
 - i. If your entity information is shown in the list, select “I recognize my entity in the legal entities list. If some details are not correct, you can update them.” Then select the entity from the list, then select “Next.”
 1. You should select this option if all entity details are correct or if a few details are missing or incorrect. For example, your legal business name is shown, but LLC or Corp is missing, or an old address for your entity is shown. Go to step 7.




- b. If your entity is not listed, select “I don’t recognize my entity in this list.” then select “Next.” Go to step 8.
- c. If the EVS does not have any entities that resemble your information, the next page will ask for your start year and state of incorporation. (You won’t see a list of entities at all.) Go to step 9.



7. If you choose “I recognize my entity in the legal entities list,” the next page will ask you to confirm your entity details. If some information is missing or incorrect, select “No.” If all information is complete and correct, select “Yes” and go to step 11.
 - a. Then, the next page will allow you to update information that needs to be corrected.
 - b. Once corrected, the next page will ask for your entity’s start year and state of incorporation.
8. If you choose “I don’t recognize my entity in this list,” the next page will ask for your entity’s start year and state of incorporation.
9. Enter your start year and state of incorporation, then select “Next.”
 - a. Start year could be your year of incorporation, your “established date,” the year you legally began doing business, or you received your employer identification number (EIN). If your entity is incorporated, use your year of incorporation.
 - b. State of incorporation could be where you incorporated your organization, filed your certificate or articles of formation, or where the organization is located, if not incorporated.
10. If your entity information was not shown in the entity list or if information needs to be updated, you must submit documentation to prove your information. If this is the case for your entity, you will be navigated to a page where the required information will be listed, and you can upload documents. Check your documents against the list to ensure they are acceptable and to avoid unnecessary delays due to unacceptable documents. Once you submit your documents, you will get a reference ID number and you will have to wait until the EVS has entered or updated your validation data before you can proceed.

Document Your Entity Details

1 Review requirements.

 View this list of [acceptable documents](#) to understand the requirements.

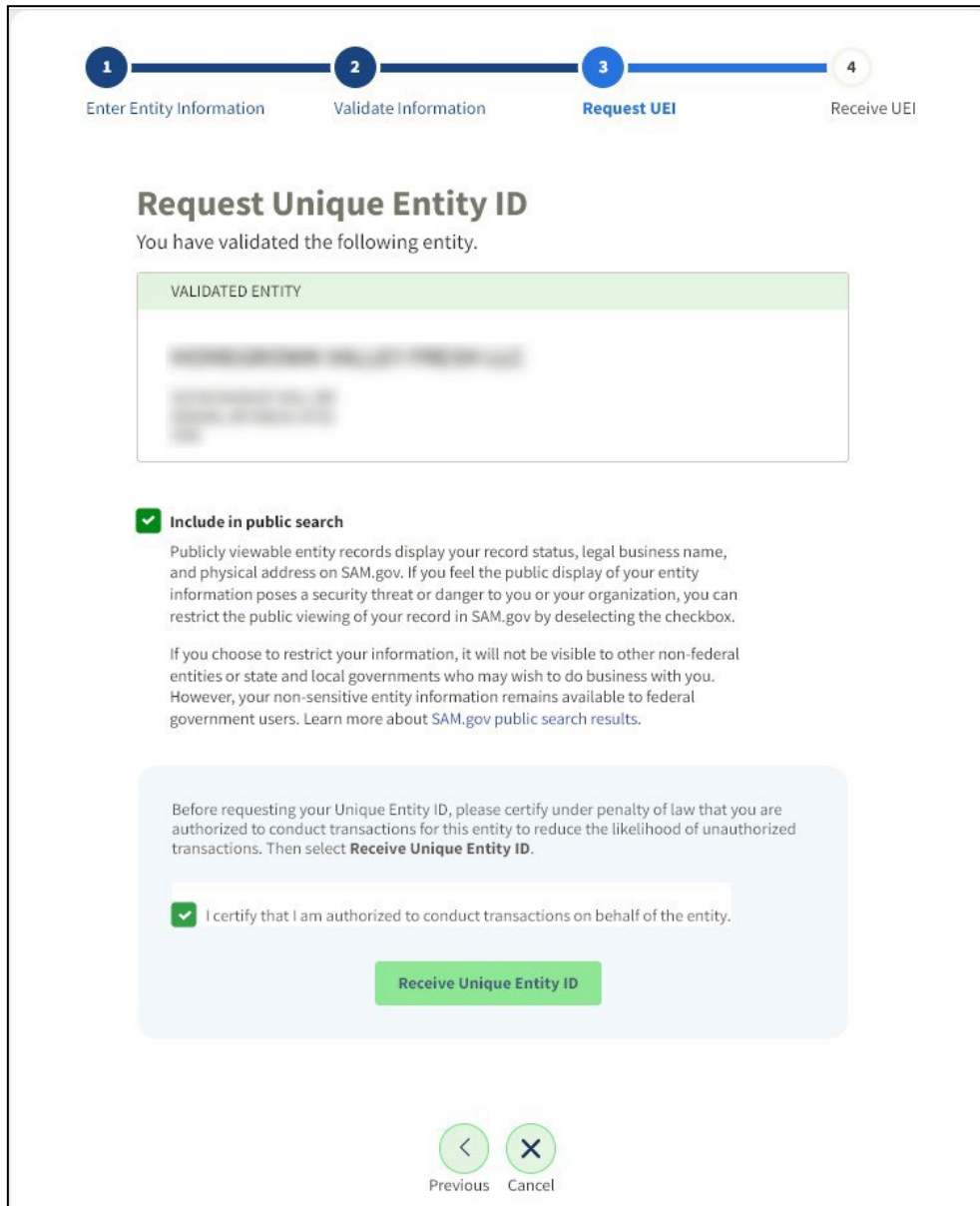
YOU ARE DOCUMENTING

	Year of Incorporation 2015
	State of Incorporation Virginia

2 Attach documents.

You must attach one or more [official documents](#) that prove each of the items listed.

11. For entities that did not need to update entity information, or for those who have passed entity validation with the EVS, on the next page you will choose whether to allow your entity record to be publicly displayed in SAM.gov. Note that if you deselect this box and restrict the public display of your entity, only you and federal government users will be able to search and view your entity record on SAM.gov. However, your non-sensitive entity information remains available to federal government users and is [available through public data services](#).



1 Enter Entity Information 2 Validate Information 3 Request UEI 4 Receive UEI

Request Unique Entity ID

You have validated the following entity.

VALIDATED ENTITY

Include in public search

Publicly viewable entity records display your record status, legal business name, and physical address on SAM.gov. If you feel the public display of your entity information poses a security threat or danger to you or your organization, you can restrict the public viewing of your record in SAM.gov by deselecting the checkbox.

If you choose to restrict your information, it will not be visible to other non-federal entities or state and local governments who may wish to do business with you. However, your non-sensitive entity information remains available to federal government users. [Learn more about SAM.gov public search results.](#)

Before requesting your Unique Entity ID, please certify under penalty of law that you are authorized to conduct transactions for this entity to reduce the likelihood of unauthorized transactions. Then select **Receive Unique Entity ID**.

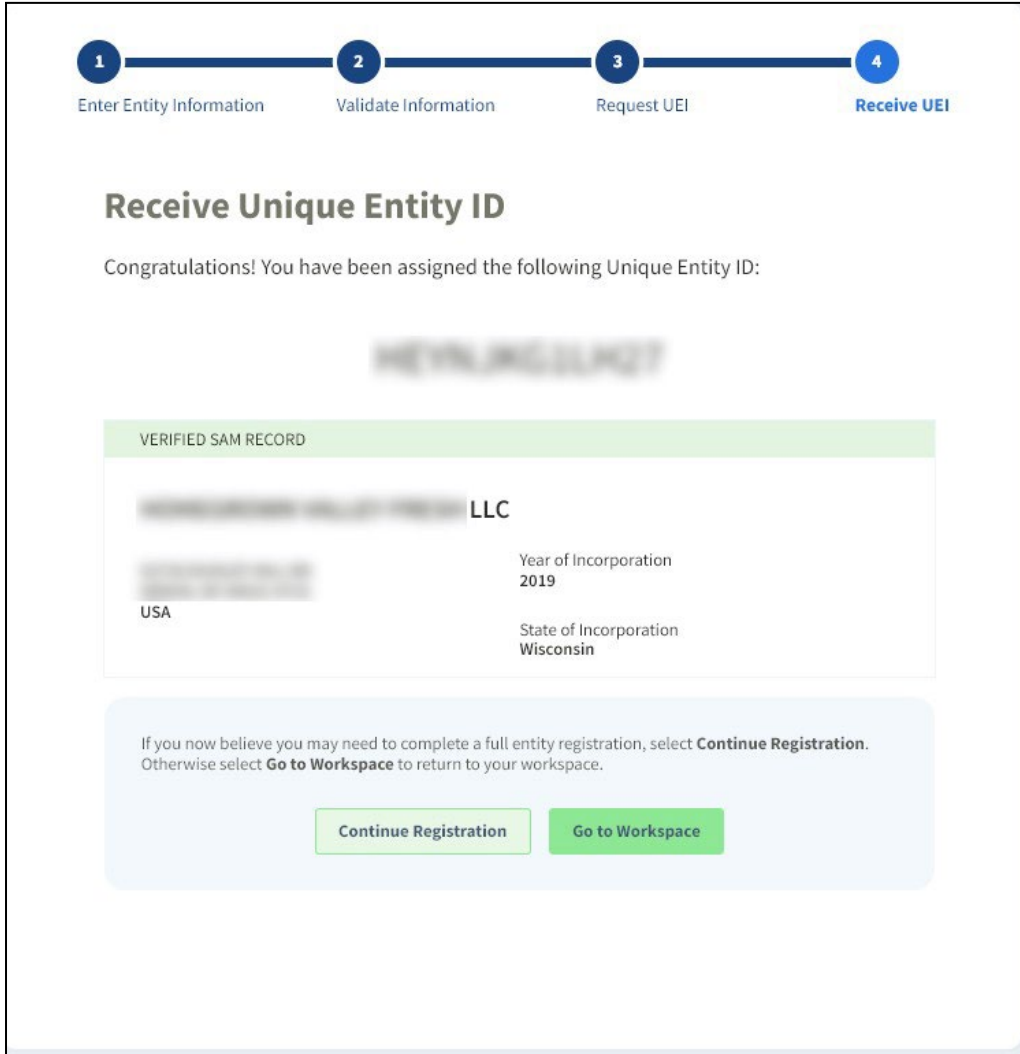
I certify that I am authorized to conduct transactions on behalf of the entity.

Receive Unique Entity ID

Previous Cancel

12. You must certify under penalty of law that you are authorized to conduct transactions for the entity. Then, select “Receive Unique Entity ID.”

13. The next page will display your Unique Entity ID. If the entity already has a registration or a Unique Entity ID, you will see informational alerts at the top of the page with more details. You can begin to use the Unique Entity ID for your entity right away. Select “Go to Workspace” to exit.



1 Enter Entity Information 2 Validate Information 3 Request UEI 4 **Receive UEI**

Receive Unique Entity ID

Congratulations! You have been assigned the following Unique Entity ID:

[REDACTED]

VERIFIED SAM RECORD

[REDACTED] LLC	Year of Incorporation 2019
[REDACTED]	State of Incorporation Wisconsin
USA	

If you now believe you may need to complete a full entity registration, select **Continue Registration**. Otherwise select **Go to Workspace** to return to your workspace.

[Continue Registration](#) [Go to Workspace](#)