

AMENDMENT #2: Global Procurement Initiative: Technical Assistance for the Ministry of Finance and Public Service, Government of Jamaica (2021-91012A)

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Please note that the Request for Proposals (RFP) for the Technical Assistance for the Ministry of Finance and Public Service, Government of Jamaica is amended, as follows:

Questions, Answers and Clarifications: This amendment consists of clarifying questions and answers submitted by potential Offerors regarding the RFP packet. Responses to submitted questions are attached.

- 1. The RFP fails to mention a contract duration or period of performance. We would be grateful if you could confirm USTDA / Grantee expectations in this regard.**

The technical approach and work plan should address how the Offeror will complete the full Terms of Reference for this Technical Assistance, including a proposed timeline for completing all deliverables. Task 1 in the Terms of Reference includes a Kick-Off Call meeting where the Contractor shall confirm the schedule of Technical Assistance activities and timing of key deliverables with the Grantee.

- 1. In numerous places the RFP makes mention of Key Personnel. However, the RFP does not appear to indicate which positions are determined as Key Personnel or minimum expectations regarding team composition. We would therefore be grateful if required key personnel could be outlined.**

The technical approach and work plan should address the composition of key personnel proposed by the Contractor to conduct each task. Expectations regarding professional experience of key personnel are outlined in section 4 of the RFP: Award Criteria.

- 2. The RFP (Synopsis Appendix1) provides an option for both in-country and remote working. We would be grateful if you could confirm if USTDA or the Grantee has any minimum requirements regarding in-country presence for the duration of the project and whether those personnel would work out of government premises.**

There is no minimum requirement regarding in-country presence for this Technical Assistance. The Contractor shall propose the travel requirements and time needed in-country to successfully perform the Technical Assistance. Work to be performed onsite in Kingston will be performed at the MOFPS facilities. The technical approach and work plan should address how much time the Contractor and its proposed key personnel will work onsite and/or in remote office locations.

- 3. Section 3.4 of the RFP references a “Project Manager”. Section 4 references a “Project Lead”. We would be grateful if you could clarify if this is intended to be the same position/individual or separate project positions filled by different people.**

The Project Lead and Project Manager referenced in the RFP refer to the same position.

4. **Statement of Work Task 3 (c) references a number of activities, including the promotion of skills development, training, data collection etc. Our understanding of this activity is that the TA will only be responsible for recommending and outlining these activities in the Manual. The TA will not be responsible for the implementation of these activities. Please confirm.**

Correct. Implementation of these activities is not included in the Terms of Reference. As stated in Task 3 (c) of the Terms of Reference, the Contractor shall recommend specific changes to the Grantee's procurement system for the Grantee to undertake after the conclusion of the Technical Assistance.

5. **Task 5 requires the provision of training on the 2 completed manuals. We would be grateful if you could provide details on:**
 - a. **The number of individuals to be trained.**
 - b. **The intended location of the training within Jamaica.**
 - c. **Confirmation of the equipment and training venue/s that will be provided directly by the grantee vs. acquired/rented by the TA firm.**

Training for Task 5 could occur either onsite in Kingston or virtually. In-person training will take place at MOFPS facilities and equipment to carry out the training will be provided by the Grantee. Task 1 in the Terms of Reference includes a Kick-Off call meeting with the Grantee where the Contractor shall discuss and clarify any questions relating to the Technical Assistance and obtain any additional data required for performing the Technical Assistance. The Grantee will specify the number of training participants within MOFPS at the kick-off meeting.

6. **The RFP consistently references "Procurement Professionalization", but does not provide a specific definition that has been adopted by the Grantee/USTDA for this term, or outline what the Grantee intends the term to cover. Many countries and bi- and multi-lateral donors use this term to mean different, albeit somewhat overlapping, activities and concepts. We would therefore be grateful if USTDA/the Grantee could provide their definition of "Procurement Professionalization" as it pertains to this assignment in order to avoid confusion in objectives. For example, in Task 2 (iv) the TOR outlines that the contractor will be expected to develop policies and standards for procurement professionalization. In order to enhance our understanding of Grantee expectations for the assigned deliverable, we would need to understand their definition of procurement professionalization and what it covers.**

The requirement to provide a procurement professionalization manual on how to implement best practices for the professionalization of the procurement workforce and create a sustainable capacity development program stems from the Grantee's wish to create training programs and training requirements for public procurement officials across the Government of Jamaica to successfully implement/follow procurement guidelines according to the procurement law. The purpose of this deliverable is to provide recommendations and requirements needed to create professional standards to support the public procurement officials' career development to best serve the Jamaican government.

7. In addition to the approval of the Government of Jamaica, is there a project requirement of peer review or formal approval of the MAPS Assessment by the MAPS Secretariat, the OECD, or any other international organization?

No, there is not a peer review requirement. The only approval requirement is from the Government of Jamaica.

8. If a Jamaican firm is used in the proposal, must the proposed personnel for the project also be citizens of Jamaica, or is it acceptable if they just have Jamaican residency / work authorization?

If a Jamaica firm is used in the proposal, the proposed personnel would not necessarily need to be citizens of Jamaica. Per USTDA's Nationality Requirements, " up to twenty percent (20%) of the Grant Funds may be used to pay for work performed in connection with the activity by (i) Subcontractors that are organized as legal entities under the laws of the Host Country, and/or (ii) natural persons working as a Subcontractor, or as employees of the Contractor or any Subcontractor, in each case, who are citizens of the Host Country."

9. Is it possible to grant a two week proposal submission deadline extension until February 11th, 2022? COVID resurgence has delayed our team's response.

The Grantee has approved a submission deadline extension to February 11, 2022, 2:00 PM local time (Kingston, Jamaica) UTC -05:00.

10. Can the RFP be more specific about where Past Performance should be included?

Offerors should at their discretion determine the most appropriate place for including past performance information in their proposals. Offerors should clearly delineate and annotate which information is being provided for past performance.

11. Are there page limits for each section beyond the Executive Summary?

As stated on page 11 of the RFP, "Offerors are requested to make every effort to limit the length of the Executive Summary to no more than five (5) pages." There are no required page limits for other sections of the proposal.

12. Is there a total page limit for the submission?

There is no total page limit for the proposal.

13. Could you please confirm the project timeline? What is the expected duration GOJ anticipates for the completion of Tasks 1 through 7?

It is a priority of the Grantee to be able to have the Terms of Reference completed as thoroughly and efficiently as possible. The technical approach and work plan should address how the Offeror will complete the full Terms of Reference for this Technical Assistance, including a proposed timeline for completing all deliverables. Task 1 in the Terms of Reference includes a Kick-Off Call meeting where the Contractor shall confirm the schedule of Technical Assistance activities and timing of key deliverables with the Grantee.

14. Who will be the key stakeholders that needed to be trained under this program? Can you confirm number of people to be trained under the program?

Task 1 in the Terms of Reference includes a Kick-Off call meeting with the Grantee where the Contractor shall discuss and clarify any questions relating to the Technical Assistance and obtain any additional data required for performing the Technical Assistance. The Grantee will specify the number of training participants within MOFPS at the kick-off meeting. The Grantee will also clarify all key stakeholders during the kickoff meeting.

15. As per our understanding, the project scope is Procurement transformation including current state assessment and recommendations on future state (As mentioned in Tasks 1 to 6, under Terms of Reference). Please confirm if implementation of the recommendations are also in scope of RFP?

Implementation of the recommendations is not included in the project scope. Implementation of the recommendations will occur after the conclusion of the Technical Assistance.

16. Under 'Term Of Reference', Task 2 activities, It is mentioned that contractor to use Organization for Economic Co-operation and Development's Methodology for Assessing Procurement Systems ("MAPS") for assessment of GoJ's procurement system. Are you open to leverage any other assessment methodology, in addition to 'MAPS'?

Yes, Offerors can use any other internationally acceptable assessment methodology approved by MOFPS.

17. What is the targeted timeline following RFP submission?

As stated on page 8 of the RFP (section 2.17), Offerors' proposals are valid for 90 days after the proposal due date in order to allow the Grantee sufficient time to complete their selection process. All Offerors will be notified once the Grantee has made their selection.

18. When shall the contract be awarded to the final selected contractor?

An exact timeline cannot be provided at this time. The Grantee will review proposals once the RFP has closed, and all Offerors will be notified when the Grantee has made their selection.

19. When is the program expected to kick-off?"

An exact timeline cannot be provided at this time. Once the Grantee has made their selection, the Grantee and selected U.S. Firm will sign a Secondary Agreement (Contract) prior to the kickoff.