

## **Questions and Responses for RFP No. USAID-AN-065**

Please find below a list of questions submitted and corresponding responses in connection with RFP No. USAID-AN-065.

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- 1. Are the categories of deliverables referred to on page 2 of the RFP (Cost Proposal paragraph) the same as the services listed in the table on page 7?**
  - a. Response:** Yes.
- 2. When will offerers be provided with specifications for each of the deliverables listed in the table on page 6, such as format and word count?**
  - a. Response:** Once a contract is in place with an Offeror, we will send jobs to them on an as-needed basis. We will send the details of what is needed in an email along with the draft document and will ask for an estimate of hours needed to complete the work. Once we have agreed on the estimate and sent a signed purchase order to the Offeror, the work may begin.
- 3. When will offerers be provided with information on the number of deliverables to be completed during the period of performance?**
  - a. Response:** The work is on an as-needed basis and there is no guaranteed number of deliverables to be completed. But we can say that the project produces more than 100 deliverables per year.
- 4. The RFP contains requests for small business and trafficking certifications. Are these to be filled out, signed and then signed by a third party and included in the submission of the RFP? Who should be the signatory? (An editor? A notary?)**
  - a. Response:** The small business and trafficking certifications should be filled out, signed, and submitted by the vendor as part of the proposal in response to the RFP. The vendor themselves would be the signatory. There is no need for a notary or outside party to sign these documents.
- 5. The table on page 7 of the RFP lists 5 services that are required as: Light Copyedit, Standard Copyedit, Substantive Edit, Proofread, and Writing/Heavy Revision. The Description of Editing Requirements on pages 7 to 11 of the RFP, however, provides details on 6 services: Light Copyedit, Copyedit, Final Proof of Finished Manuscript, Substantive Edit, Editorial Proofread, and Writing/Heavy Revision. Can you please map or correlate the 5 services in the table to the 6 services in the Description of Editing Requirements? Does "Standard Copyedit" in the table, for example, comprise the description provided for "Copyedit"? Does "Proofread" in the table correlate with the description of "Final Proof of Finished Manuscript," or "Editorial Proofread," or of both those two sets of bullets?**
  - a. Response:** "Copyedit" and "standard copyedit" are used interchangeably. "Proofread" in the table correlates with both the description of "Final Proof of Finished Manuscript," and "Editorial Proofread," so everything in both sets of edits should be checked.