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HIV REFORM IN ACTION

Request for Applications:
“Data Collection for Capitation Rate Development”
RFA: 2017-20

April 28, 2017

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Table of Contents

1 SUMMARY.....	<u>44</u>
1.1 USAID HIV REFORM IN ACTION Project Summary	<u>44</u>
1.2 Requests for Application (RFA) Summary	<u>45</u>
2 INSTRUCTIONS FOR APPLICANTS.....	<u>67</u>
2.1 General	<u>67</u>
2.2 RFA Contact Information.....	<u>67</u>
2.3 Questions and Clarifications.....	<u>67</u>
2.4 Application due Date and Time.....	<u>67</u>
2.5 Application Delivery Address	<u>67</u>
2.6 Type of Award.....	<u>67</u>
2.7 Submission Requirements	<u>78</u>
2.8 Eligibility.....	<u>78</u>
2.9 Cost Share	<u>78</u>
2.10 Application Conditions Precedent	<u>89</u>
2.11 Late Applications.....	<u>89</u>
2.12 Modification/Withdrawal of Applications.....	<u>89</u>
2.13 Disposition of Applications	<u>89</u>
3 STATEMENT OF WORK	<u>910</u>
“DATA COLLECTION FOR CAPITATION RATE DEVELOPMENT” (RFA: 2017-20).....	<u>910</u>
3.1 Background and Specific Challenges to be addressed by this Grant	<u>910</u>
3.2 Grant Objectives under this Statement of Work	<u>910</u>
3.3 Expected Results and Deliverables	<u>1213</u>
3.4 Place and Period of Performance	<u>1314</u>
4 TECHNICAL APPLICATION CONTENTS	<u>1415</u>
5 BUDGET CONTENTS	<u>1718</u>
6 EVALUATION.....	<u>1920</u>
7 REFERENCES, TERMS & CONDITIONS.....	<u>2021</u>
7.1 References	<u>2021</u>
7.2 Terms and Conditions.....	<u>2223</u>

List of Acronyms and Abbreviations

AIDS	Acquired Immune Deficiency Syndrome
CME	Continuous Medical Education
CPD	Continuous Professional Development
GoU	Government of Ukraine
HCT	HIV Counselling and Testing
HIV	Human Immunodeficiency Virus
HIVRiA	HIV Reform in Action (project)
HO	Home Office
HRH	Human Resources for Health
LLP	Limited Liability Partnership
MAT	Medication Assisted Treatment
NGO	Non-Governmental Organization
PEPFAR	President's Emergency Plan For AIDS Relief
PHC	Primary Health Care
PLWHA	People Living with HIV\AIDS
RFA	Request for Application
SOW	Scope of Work
TA	Technical Assistance
TBD	To Be Determined
TEC	Technical Evaluation Committee
TOR	Terms of reference
UAH	Ukrainian Hrivnas (local currency)
USAID	United States Agency for International Development
USD	United States Dollar
USG	United States Government

1 SUMMARY

1.1 USAID HIV REFORM IN ACTION Project Summary

HIV Reform in Action is a five-year USAID project in Ukraine implemented by Deloitte Consulting from October 2013.

The purpose of the project is to strengthen Ukraine's health system to ensure effective and sustainable delivery of HIV/AIDS prevention, care and treatment services to key populations.

The purpose will be achieved through the following major objectives:

- (1) Enhance national leadership and capacity for evidence-based and gender-sensitive HIV policy programming and implementation;
- (2) Improve and optimize resource allocation and financing for the national and selected regional HIV/AIDS programs targeting key populations;
- (3) Optimize and strengthen human resources for health (HRH) for the delivery and scale-up of gender-sensitive HIV/AIDS services targeting key populations.

This Grant is issued under Objective 2 of the HIV Reform in Action project and will focus on improving and optimizing resource allocation and financing for the national and selected regional HIV/AIDS programs targeting key populations. Sub-objectives "Support health system financing reforms".

1.2 Requests for Application (RFA) Summary

The USAID HIV Reform in Action Project (HIVRiA Project) requests applications from qualified organizations to undertake activities under the "**Data Collection for Capitation Rate Development**" grant.

This solicitation requests applications from eligible partners to perform the following tasks:

- Task 1.0 – Obtain and summarize Form 20 data;
- Task 2.0 – Obtain most current detailed Ukraine census data;
- Task 3.0 – Collect data from facilities with tariff rates for services;
- Task 4.0 – Collect data and calculate total budget of primary care facilities;
- Task 5.0 – Obtain and summarize Poltava rayon data..

Applications should include a technical approach, with corresponding activities that will be undertaken to complete the grant phases listed below, and achieve the goals of the activities described in the detailed scope of work (SOW) specified in Section 3 of the RFA.

Period of Performance: The expected period of performance for the grant is **June 1, 2017 to September 30, 2017**. The application work plan and budget should reflect this period of performance.

Proposal Evaluation: A Technical Evaluation Committee (TEC) will review all Applications against the evaluation criteria described in Section 6. **The minimum score to be considered for grant funding is 70 points.**

Funding Range and Conditions: USAID HIV Reform in Action Project intends to award one grant **up to 25,000 USD**. Funding will be subject to donor approval, availability of funds and demonstrated successful past performance. **Funding will be disbursed in local currency (UAH).**

Submission Deadlines: All applications must be submitted no later than **23:59** Ukraine local time (UTC + 02:00) on **May 21, 2017** to the following email address: grant@hss-share.net.ua

Questions regarding the RFA should be submitted to grant@hss-share.net.ua by close of business on **May 11, 2017** and responses to questions will be provided by **May 12, 2017**.

An informational workshop will be held on **May 11, 2017** to clarify grant procedures and grant objectives. Registration for the informational workshop is via e-mail grant@hss-share.net.ua by **15:00** Ukraine local time on **May 10, 2017**.

The RFA has three Attachments that are relevant to the application development:

Attachment 1: Application Template

Attachment 2: Budget Template

Attachment 3: Grant Applicants Handbook (Includes Grant Award template)

2 INSTRUCTIONS FOR APPLICANTS

2.1 General

- All organizations are under no obligation to submit an application.
- Applicants will not be reimbursed by USAID HIV Reform in Action Project for any costs incurred in connection with the preparation and submission of the application.
- Applicants may submit only one application under this RFA.
- For the purposes of interpretation of these Instructions to Applicants, the periods named herein shall be consecutive calendar days.
- USAID HIV Reform in Action Project reserves the right not to make an award.
- These Instructions to the Applicants will not form part of the offer or Grant Award. They are intended solely to aid the Applicants in the preparation of their applications.

2.2 RFA Contact Information

HIV Reform in Action Project Office

Attention: Olena Korduban

Address: 52A, B. Khmelnytskogo Str., 5th floor, 01030 Kyiv, Ukraine

Tel: +380 44 281 23 76

Email: grant@hss-share.net.ua

2.3 Questions and Clarifications

- **Method:** Only written questions and requests for clarification will receive a response. Questions regarding this RFA should be submitted via email to the RFA Contact noted above.
- **Date for receipt:** All questions and requests for clarification must be received by close of business (COB) **May 11, 2017** to the email address noted above. Only questions received by this date will receive a response.
- **Responses:** We anticipate providing responses to the requests for clarifications by **May 12, 2017**.
- An informational workshop will be held on **May 11, 2017** to clarify grant procedures and grant objectives. Registration can be requested via e-mail grant@hss-share.net.ua by **15:00 local time, May 10, 2017**.

2.4 Application due Date and Time

Closing Date: **May 21, 2017**

Closing Time: **23:59** Ukraine local time (UTC + 02:00)

2.5 Application Delivery Address

The proposal packages should be sent electronically to the email address(es) listed below:

Olena Korduban, Grant Manager: grant@hss-share.net.ua

All electronic file names should include the organization's name and the title of the document. The Applicant should retain copies for their records, as the application received will not be returned. Project staff will confirm receipt of proposals via email.

2.6 Type of Award

Deloitte anticipates the award of one Fixed Amount Award.

2.7 Submission Requirements

- **Language:** The application and all associated correspondence must be in English. However, applications submitted in Ukrainian will also be reviewed. The RFA package should include the Applicants: 1) technical proposal; 2) Key Personnel CVs that demonstrate relevant experience and past performance, current job position, and unique skills.
Any award document resulting from this request will be in English.
- **Currency:** The cost must be presented in UAH.
- **Method:** Electronic copy
- **Marking:** USAID Project HIV Reform in Action RFA # 2017-20.
- **Authorized Signer:** Application must be signed by a person duly authorized to submit an Application on behalf of the Applicant and to bind the Applicant to the Application.
- **Authorized Personnel.** Provide name, title, email, and telephone number of the person or persons in the entity who are authorized to discuss and accept a grant, if awarded.

2.8 Eligibility

To be eligible to apply for and receive funding under a USAID HIV Reform in Action Project Grant Award, potential applicant must meet the following criteria:

- Educational, non-government organizations and/or institutions (not-for-profit and for-profit), regional or national independent, for-profit or not-for-profit organizations, legally established in the country, universities which have a provision in their bylaws for receiving grants are eligible to apply.
- Individuals, political organizations, foreign owned organizations, government institutions, and religious groups are **not eligible to apply**.
- **Have a DUNS number for grants over \$25,000. (USAID Project HIV Reform in Action applicants can apply on <http://fedgov.dnb.com/webform>)**

Eligibility criteria:

- ✓ The organization must have been in existence for more than 3 years.
- ✓ The organization must demonstrate past experience in technical areas relevant to the scope of work and grant focus.
- ✓ The organization must demonstrate past experience in working with local authorities, regional departments of health, regional administrations etc.
- ✓ The organization's other relationships, associations, activities, and interests do not create a conflict of interest in implementation of the grant activities. Organization should not be a service provider in the area of grant focus or have depending relationship with such service providers.
- ✓ Experience in implementation of activities in the geographic areas or technical area(s) for which it is submitting an application is a plus.
- ✓ Proposed personnel with relevant experience (Please, provide CV for project team).

2.9 Cost Share

Applicants are expected to cost share the implementation of the proposed grant activity by a minimum of 10% of the total cost of the grant amount. Cost sharing is a requirement for all grants funded under the USAID HIV Reform in Action Project. The cost share contribution may be financial or in-kind (in form of goods or services) and include costs incurred by the recipient from its own funds, or grant activity costs financed with cash, services or property contributed or donated to the recipient from other non U.S. Government sources. In-kind contributions may include labor, volunteer labor, office space, conference space, etc.

Sub awards will not be allowed under USAID HIV Reform in Action Project Grants Program. Sub award means an award of financial assistance to carry out the purposes of the program in the form of money, or property in lieu of money, made under an award by a recipient to an eligible sub-recipient or by a sub-recipient to a lower tier sub-recipient. The term includes financial assistance when provided by any legal

agreement, even if the agreement is called a contract. A sub award does not include a procurement contract for commodities or services.

2.10 Application Conditions Precedent

All Applications must be submitted in the specified format (see Section 4: Technical Application Content and Section 5: Budget Content). Applications submitted in any other format will not be considered. The applicant must also include other supporting documentation (board resolution, articles of incorporation, etc.) as may be necessary to clearly demonstrate that it meets the following conditions precedent to Application Evaluation:

- that the Applicant organization is an eligible organization legally constituted under Ukrainian law;
- that the Applicant has the managerial commitment, as evidenced by written board of directors resolutions, strategic plans (overall long-range plan for beneficiary's organization) or other documentation, indicating that it is, or will be, implementing the objectives referred above;
- that the Applicant has no advances from USAID or a USAID grantee which have been outstanding and unliquidated for longer than 90 days, and that the organization has no grant completion report required under a grant from USAID or a USAID grantee which is more than 30 days past due.
- that at the time of application there exists no condition within the Applicant organization or with respect to the Applicant organization's management which renders the organization ineligible for a grant directly or indirectly funded by USAID.

2.11 Late Applications

The Applicants are wholly responsible for ensuring that their applications are received in accordance with the instructions stated herein. A late application will not be eligible for consideration and will be rejected without evaluation, even if it was late as a result of circumstances beyond the Applicant's control. A late application will be considered only if the sole cause of its becoming late was attributable to USAID HIV Reform in Action Project, Deloitte Consulting, its employees or agents.

2.12 Modification/Withdrawal of Applications

Any Applicant has the right to withdraw, modify or correct its offer after such time as it has been delivered to USAID HIV Reform in Action Project provided that the request is made before the offer closing date.

2.13 Disposition of Applications

Applications submitted in response to this RFA will not be returned.

3 STATEMENT OF WORK

“DATA COLLECTION FOR CAPITATION RATE DEVELOPMENT” (RFA: 2017-20)

3.1 Background and Specific Challenges to be addressed by this Grant

Health financing reform and the introduction of a national strategic purchaser and performance-based payment for services are pivotal components of the 2015-2025 Ukraine Health Reform Strategy. Ukraine’s new Acting Health Minister is committed to implementing this strategy, but the Ministry of Health team needs technical assistance to successfully implement these critical health reforms. In September 2016, the Ministry of Health requested that USAID provide urgent technical assistance to move forward initial health financing reforms.

Support is needed to collect the data needed for the development of the capitation rate related to the utilization and cost associated with the delivery of the primary care benefit.

This grant will be awarded under the HIVRiA Project Objective 2 with the focus on improving and optimizing resource allocation and financing for the national and selected regional HIV/AIDS programs targeting key populations.

3.2 Grant Objectives under this Statement of Work

This grant will contribute to the achievement of HIVRiA Objective 2 – Improve and optimize resource allocation and financing for the national and selected regional HIV/AIDS programs targeting key populations.

Specific Tasks under the award is the following:

Task 1.0 – Obtain and summarize Form-20 data

Form 20 is a reporting form submitted annually by each region (Rayon at the Oblast level and District at the City level) to the National Center of Medical Statistics of the Ministry of Health. This form summarizes the staffing (Type of doctors, nurses, support staff and other nurses), the utilization data (Number of visits) split by visits to the primary health care center and home visits, split by type of visits (Pediatric vs. Adult etc.)

The purpose of this Task is to obtain the aggregated data from the National Center of Medical Statistics for the past three years (2014-2016) and extract the required information for the items described in sub-tasks below in an agreed upon Excel database. The format of the Excel database will be provided by HIVRiA Project.

Sub-Task 1.1 – Collect Staff Data

Table 1100 from Form-20 provides detail on the number of physicians, nurses and support staff. The following information is requested at the region level (Rayon at the Oblast level and District at the City level):

- a. Total Doctors from Row 1 of table 1100
- b. Total Nurses from Row 94 of table 1100
- c. Total Other Nurses from Row 108 of table 1100
- d. Total support staff from Row 109 of table 1100

Sub-Task 1.2 – Collect House Call Utilization Data

Table 1107 and 1108 from Form-20 provides detail on the number of house calls. The following information is requested at the region level (Rayon at the Oblast level and District at the City level):

- a. Total House Calls Utilization Data from Table 1107 split by ages 0-17 and 18+
- b. Total House Calls Utilization Data from Table 1108 split by ages 0-17 and 18+

Sub-Task 1.3 – Collect Primary Health Care Services Utilization Data

Table 2100 from Form-20 provides detail on the number of primary health care services. The following information is requested at the region level (Rayon at the Oblast level and District at the City level):

- a. Total Number of Visits
- b. Total Number of Rural Visits
- c. Total Number of Home Visits
- d. Total Number of Home Visits to Children

Sub-Task 1.4 – Population Detail

Form-20 does not summarize the number of registered patients for each of the catchment areas a primary care consortium (Rayon at the Oblast level and District at the City level) represents. The purpose of this sub-task is to collect data for the registered patients for each of the primary care consortium. i.e. collect the number of people who represent the data reported on Form-20 whether they had a primary care service performed or not during the year.

Task 2.0 – Obtain Detailed Ukraine Census Data

The purpose of this Task is to develop an understanding of the population characteristics of Ukraine. The grantee shall collect and summarize the census data separate by Males and Females by age groups in an agreed upon format. The census data can be collected from **State Statistics Service of Ukraine**. The breakdown needs to include the following age groups:

- a. Less than age 1
- b. Ages 1 through 5
- c. Ages 6 through 10
- d. Ages 11 through 15
- e. Ages 16 through 20
- f. Ages 21 through 30

- g. Ages 31 through 40
- h. Ages 41 through 50
- i. Ages 51 through 60
- j. Ages 61 through 70
- k. Ages 71 and above.

Task 3.0 – Collect data from facilities with tariff rates for services;

Identify the facilities that can be used as a representative sample to understand the cost dynamics of providing the health care services related to primary care benefits. As Phase-1 of the project, the grantee will identify the facilities, develop an understanding of the primary care services, develop a list of the primary care services offered by the facility, and develop an understanding of the mechanisms in place to record the utilization of these primary care services. As Phase-2, the grantee will collect the utilization data for a representative sample of patients from each of the identified facilities.

Sub-Task Task 3.1- Identify Facilities

The purpose of this Task is to identify ten (10) facilities that fit the requirements specified above. The facilities should represent a random sample of facilities in Ukraine representing both rural and urban areas and also varying degree of complexity by services they offer.

Sub-Task Task 3.2- Collect Utilization Data

The purpose of this Task is to collect utilization data from the identified ten (10) facilities that fit the requirements specified above. For each of the facilities, the grantee will be required to select a random sample of 1,000 records and use their patient files to understand what services were performed on these individuals that match the services described on the Tariff Sheet. The details of this Sub-Task will be finalized once the grantee has identified the facilities and has delivered the items required in Sub-Task 3.1

Task 4.0 – Collect data and calculate total budget of primary care facilities

The purpose of this Task is to collect the total budget for a region (Rayon at the Oblast level and District at the City level). From the regions listed under Form-20, the grantee shall identify ten (10) regions that are different than the facilities identified in Task 3.0 and obtain the total annual budget for that region. If available the grantee shall collect the budget into the various components like salaries, overhead costs, rent, utilities that make up the budget and provide in an agreed upon format.

Task 5.0 – Obtain and summarize Poltava rayon data.

The grantee shall work with the HIVRiA team to obtain and summarize the data from Poltava district. The grantee shall summarize the following information:

1. Utilization for calendar years 2016, 2015, 2014 from their computer systems in excel format. This information is to include the following:
 - a. Age of the person
 - b. Date of visit
 - c. Gender
 - d. IDC Codes

- e. Any other information they can provide that is related to type of service performed which is not confidential.
- 2. Detail on the number of ECG's performed during the year.
- 3. Detail on the number of HIV tests conducted during the year.
- 4. Detail on the number of preventive visits per year, not reported on Form 20.

3.3 Expected Results and Deliverables

The completion of these activities will contribute to development of the capitation rate related to the utilization and cost associated with the delivery of the primary care benefit.

Deliverables

The Grantee shall use their experience, knowledge of national and international best practices, and additional understanding gleaned from the background and objectives specified in sections 3.1 and 3.2 above to complete and submit the following deliverables by the end of this grant. The deliverables are grouped by grant tasks:

Task 1.0 – Obtain and summarize Form-20 data

Sub-Task 1.1 – Collect Staff Data

Sub-Task 1.2 – Collect House Call Utilization Data

Sub-Task 1.3 – Collect Primary Care Services Utilization Data

Sub-Task 1.4 – Population Detail

Deliverables: By the second week of June 2017, the grantee will deliver in an agreed upon format the following:

- a. Excel file summarizing staff data,
- b. Excel file summarizing home visits,
- c. Excel file summarizing primary care visits, and
- d. Excel file summarizing population detail.

Task 2.0 – Obtain Detailed Ukraine Census Data

Deliverables: By the second week of June 2017, the grantee will deliver in an agreed upon format the following:

- a. Excel file summarizing the census data by age groups, separately for males and females.

Task 3.0 – Collect data from facilities with tariff rates for services;

Sub-Task Task 3.1- Identify Facilities

Deliverables: By the fourth week of June 2017, the grantee will:

- a. A list of ten (10) facilities, including their names, contact information of the person for that facility.
- b. Obtain the Tariff Sheet for each of the facilities.
- c. Provide a short write-up of the data collection mechanism for each of identified facilities related to what information is available for the utilization of services indicated on the Tariff Sheet.

Sub-Task Task 3.2- Collect Utilization Data

Deliverables: By the fourth week of June 2017, the grantee will:

- a. Provide the utilization data for primary care services for each of the identified facilities.
- b. The detailed deliverables will be finalized upon delivery of the items from Sub-Task 3.1

Task 4.0 – Collect data and calculate total budget of primary care facilities

Deliverables: By the first week of July 2017, the grantee will deliver:

- a. A list of ten (10) regions, including their names, contact information of the person for that region.
- b. Obtain the total budget for the region broken down in the various components that make up the budget.

Task 5.0 – Obtain and summarize Poltava rayon data.

Deliverables: By the third week of June 2017, the grantee will deliver:

- a. Data summaries in an agreed upon format.

3.4 Place and Period of Performance.

The tasks will be undertaken throughout Ukraine and the anticipated grant period of performance will be June 1, 2017 to September 30, 2017.

4 TECHNICAL APPLICATION CONTENTS

All complete applications received by the deadline will be reviewed for meeting the specification requirements outlined in the guidelines. USAID HIV Reform in Action Project may reject application if it is:

- Incomplete;
- Does not respond to the scope of work in the solicitation;
- Does not comply with the format requirements; or
- Is submitted after the deadline.

Applicants responding to this request should adhere to the following guidelines:

- Written in English or Ukrainian
- Formatting requirements:
 - A4 paper
 - 1 inch (2.54 cm) margins on all sides
 - Single-spaced
 - Times New Roman Font – 12 point
- Include all of the components listed in the section below, in the order specified
- Maximum of 10 pages for the technical proposal (cover page and Annexes do not count towards the 10 page limit).

The Application in response to this solicitation should be organized as follows:

A. Cover Page

Include all of the following information:

- Name, address, phone/fax number, and email of the organization
- Title of proposed project
- Name of contact person
- Duration of project
- Date submitted

B. Applicant Data (see Attachment 1)

C. Technical Proposal (10 pages' maximum)

Sections of the proposal should use the headings italicized below, in order.

1. Project Goal, Objectives, and Geographic Focus

Briefly describe the context of the situation in which the project will be implemented. Explain the need for the project, using evidence and data to support your justification.

Describe the project goal and objectives. Be sure that objectives are SMART (specific, measurable, achievable, time-bound, and realistic). Indicate the performance targets and other results that will be reached over the life of the project. The organization must demonstrate its ability to effectively implement grant objectives (e.g. it is already working in that area or has strong relationships and can quickly expand to that area).

2. Technical Approach

Describe technical and strategic approaches that the organization will use to implement the project interventions. Identify best practices and evidence base/rationale that have informed the project interventions. Demonstrate that strategy is in line with the project goals.

3. Description of Projects milestones.

Provide the list of grant activity milestones using the table below. Milestones are for a verifiable product, task, deliverable or goal of the applicant to be accomplished. For Fixed Amount Awards, budget is produced by milestones and fund disbursement is made based on verification of milestone completion (see Section 5 for more details). Grant activities will be monitored and evaluated against these milestones.

Milestone Name	Milestone Verification	Expected Time of Completion
	<i>How will the recipient document the completion of the product, task, deliverable, or goal?</i>	

4. Past performance and achievements

Describe experience and expertise based on Applicant's past performance and achievements, including collaboration with national and international stakeholders.

Explain Applicant's experience and achievements in implementing similar projects, including in cooperation with national and international stakeholders.

5. Coordination & Collaboration

Describe how the grant activity will be coordinated with local authorities, educational institutions, regional departments of health, local administrations in selected regions, etc.

6. Management Approach and Organizational Capacity

Describe how the project will be managed, including the staff positions that will implement the project and the staff person responsible for managing the project on a day-to-day basis.

Describe systems that exist or will be put in place to enable the organization to effectively manage the project. Include an organogram and a table of positions and responsibilities (as an Annex).

Indicate contacts who will liaise with the USAID HIV Reform in Action Project.

Describe the organization's potential in adapting modern international education curriculum, knowledge of English and other skills to utilize modern pedagogy tools and methodologies.

Annexes (no page limit):

Include the following items as Annexes to the technical proposal:

- A. Project Organogram/staffing table of responsibilities.

- B. CVs of Project Manager and Key Personnel and/or faculty (max 2 pages).
- C. Project Workplan (see attached Grant Applicants Handbook, Appendices).

5 BUDGET CONTENTS

Budget and Payment Terms. The approximate budget is up to 25,000 US dollars. The budget items and associated payment terms and dates according to milestones listed below will be defined based on the Grantee's application and budget negotiations.

Milestones:

Please align budget items and associated payment terms and dates with the milestones listed below.

Milestone	Timeline

Cost Share

To be eligible for a grant award the applicants are expected to cost share the implementation of the proposed grant activity by a minimum of 10% of the total cost of the grant activity. Cost sharing is a requirement for all grants funded under USAID HIV in Action Project.

Cost share contribution may be financial or in-kind and include any of the following:

- Labor to carry out grant activities;
- Payment of non-labor costs associated with grant activities;
- Leveraged funds from other sources (non-US government);
- Equipment and facilities;
- In-kind donations (include labor, volunteer labor, office space, conference space etc.).

Cost share contribution must meet all of the following criteria:

- Be verifiable in the Applicant records;
- Not included as contributions for any other USG federally assisted program;
- Necessary and reasonable for proper and efficient accomplishment of project objectives;
- Allowable under the applicable USAID regulations;
- Not paid by the United States Federal Government under another grant or agreement;
- Provided for in the approved budget.

Sub awards will not be allowed under USAID HIV in Action Grants Program.

Budget Content

The Applicant must:

- Include a detailed and realistic budget using the template provided (see Attachment 2). The budgets must be prepared in the local currency (UAH).
- Budget should be based on activities described in the Technical Proposal. Budgets should not include costs that cannot be directly attributed to the activities proposed.
- Include detailed budget notes following the format of the template provided (see Budget Notes). Supporting documentation to support cost data will be required prior to award of grants. However, these documents will not be required at the time of application submission.

- All bidders must have the financial and administrative systems to adequately account for the grant funds as detailed in the extensive attachments and referenced US Government websites.

Taxes

No taxes, fees, charges, tariffs, duties or levies will be paid under any Grants awarded from this RFA.

6 EVALUATION

HIV Reform in Actions will evaluate both technical and cost categories to determine whether an application provides the best value.

The evaluation criteria will be used as a guide in determining which Applications will present the best value to HIV Reform in Actions and USAID. Each Application will be evaluated against the evaluation criteria set forth below.

Application Evaluation Criteria	Points
1. Project Goal, Objectives, and Geographic Focus	10
2. Technical Approach	20
3. Description of Project Milestones	20
4. Past Performance and Achievements	25
5. Coordination and Collaboration	10
6. Management Approach and Organizational Capacity	20
7. Budget, Budget Notes and Cost Reasonableness	15
Total points	120

Technical Proposal

USAID HIV Reform in Action Project will evaluate the technical approach quantitatively based upon the evaluation factors set forth above. A technical proposal can be categorized as unacceptable when it is incomplete, does not respond to the scope, does not comply with the format requirements, or is submitted after the deadline.

Budget

The proposed budget will be analyzed as part of the Application evaluation process. The Budget must be sufficiently detailed to demonstrate reasonableness and completeness. An application, including budget information, determined to be unreasonable, incomplete, or based on a methodology that is not adequately supported may be judged unacceptable.

- 1) **Reasonableness.** USAID HIV Reform in Action Project will make a determination of reasonableness based on USAID HIV Reform in Action Project's experience for similar items or services, what is available in the marketplace, and/or other competitive offers.
- 2) **Completeness.** A detailed line item budget, budget notes, assumptions, and schedules that clearly explain how the estimated amounts were derived must adequately support the Applicant's budget. USAID HIV Reform in Action Project may request additional supporting information to the extent necessary to determine whether the costs are fair and reasonable.

7 REFERENCES, TERMS & CONDITIONS

7.1 References

The US Government regulations that govern this grant as found at the following website:

<http://www.usaid.gov/sites/default/files/documents/1868/303.pdf>

Required Provisions for a Fixed Amount Awards

- (1) Mandatory Provisions from ADS 303mat, Standard Provisions for Fixed Amount Awards to Nongovernmental Organizations.
- (2) Include ONLY the applicable “Required, As Applicable” provisions from ADS 303mat, Standard Provisions for Fixed Amount Awards to Nongovernmental Organizations.

REQUIRED AS APPLICABLE STANDARD PROVISIONS FOR FIXED AMOUNT AWARDS TO NONGOVERNMENTAL ORGANIZATIONS

☐ **RAA1. FIXED OBLIGATION GRANT ADVANCE PAYMENT AND REFUNDS (JUNE 2012)**

☒ **RAA2. CENTRAL CONTRACTOR REGISTRATION AND UNIVERSAL IDENTIFIER (OCTOBER 2010)**

APPLICABILITY: This provision is required in accordance with 2 CFR 25, Award Term for Central Contractor Registration and Universal Identifier. Agreement Officers (AOs) must include this provision in all assistance solicitations and all awards, unless the AO exempts an organization from compliance with the provision under one of the following exceptions, from paragraph d. below:

Exceptions. The requirements of this provision to obtain a Data Universal Numbering System (DUNS) number and maintain a current registration in the Central Contractor Registration (CCR) do not apply, at the prime award or sub award level, to:

- (1) Awards to individuals
- (2) Awards less than \$25,000 to foreign recipients to be performed outside the United States (based on a USAID determination)
- (3) Awards where the AO determines, in writing, that these requirements would cause personal safety concerns.

☐ **RAA3. REPORTING SUBAWARDS AND EXECUTIVE COMPENSATION (OCTOBER 2010)**

☒ **RAA4. USAID ELIGIBILITY RULES FOR PROCUREMENT OF COMMODITIES AND SERVICES (JUNE 2012)**

This provision is only applicable when specific goods or services are listed as or in milestones.

☐ **RAA5. FLY AMERICA ACT RESTRICTIONS (AUGUST 2013)**

☐ **RAA6. OCEAN SHIPMENT OF GOODS (JUNE 2012)**

☒ **RAA7. REPORTING HOST GOVERNMENT TAXES (JUNE 2012)**

APPLICABILITY: This provision is only applicable if a host country tax may possibly be charged on items specifically listed as or in milestones in agreements that obligate or subobligate FY 2003 or later

funds except for agreements funded with Operating Expense, Pub. L. 480 funds, or trust funds, or agreements where there will be no commodity transactions in a foreign country over the amount of \$500.

☒ RAA8. PATENT RIGHTS (JUNE 2012)

APPLICABILITY: This provision is applicable to awards to small business firms or nonprofit organizations for the performance of experimental, developmental, or research work funded in whole or in part with USAID funds.

☐ RAA9. EXCHANGE VISITORS AND PARTICIPANT TRAINING (JUNE 2012)

☐ RAA10. INVESTMENT PROMOTION (NOVEMBER 2003)

☐ RAA11. PROTECTION OF HUMAN RESEARCH SUBJECTS (JUNE 2012)

☐ RAA12. STATEMENT FOR IMPLEMENTERS OF ANTI-TRAFFICKING ACTIVITIES ON LACK OF SUPPORT FOR PROSTITUTION (JUNE 2012)

☐ RAA13. ELIGIBILITY OF SUBRECIPIENTS OF ANTI-TRAFFICKING FUNDS (JUNE 2012)

☐ RAA14. PROHIBITION ON THE USE OF ANTI-TRAFFICKING FUNDS TO PROMOTE, SUPPORT, OR ADVOCATE FOR THE LEGALIZATION OR PRACTICE OF PROSTITUTION (JUNE 2012)

☐ RAA15. VOLUNTARY POPULATION PLANNING ACTIVITIES – SUPPLEMENTAL REQUIREMENTS (JANUARY 2009)

☐ RAA16. CONSCIENCE CLAUSE IMPLEMENTATION (ASSISTANCE) (FEBRUARY 2012)

☐ RAA17. CONDOMS (ASSISTANCE) (SEPTEMBER 2014)

☐ RAA18. PROHIBITION ON THE PROMOTION OR ADVOCACY OF THE LEGALIZATION OR PRACTICE OF PROSTITUTION OR SEX TRAFFICKING (ASSISTANCE) (SEPTEMBER 2014)

☐ RAA 19. METRIC SYSTEM OF MEASUREMENT (AUGUST 1992)

☐ RAA20. ACCESS TO USAID FACILITIES AND USAID's INFORMATION SYSTEMS (AUGUST 2013)

☒ RAA21. LIMITATION ON SUBAWARDS TO NON-LOCAL ENTITIES (July 2014)

(For use in all solicitations and resulting awards where eligibility is restricted to local or regional entities. This provision must be used for all awards financed fully or in part with FY14 funds. Please refer to [ADS 303](#), section 303.3.6.6 a.(2), "Other Exceptions to Competition – Local Competition" for additional guidance.)

7.2 Terms and Conditions

- Issuing this RFA is not a guarantee that a grant will be awarded.
- Deloitte reserves the right to issue a grant based on the initial evaluation of offers without discussion.
- Deloitte may choose to award a grant for part of the activities in the RFA.
- Deloitte has the right to rescind an RFA, or rescind an award prior to the signing of a contract due to any unforeseen changes in the direction of Deloitte's client (the US Government), be it funding or programmatic.
- Deloitte reserves the right to waive any deviations by organizations from the requirements of this solicitation that in Deloitte's opinion are considered not to be material defects requiring rejection or disqualification; or where such a waiver will promote increased competition.

Grant Award

A grant agreement will include the approved project description, approved budget, payment terms, reporting requirements and relevant provisions. Once executed it is a legally binding agreement between Deloitte (on behalf of the USAID HIV Reform in Action Project) and the recipient organization. Once the grant agreement is signed, it cannot be modified without prior written approval from Deloitte (on behalf of the USAID HIV Reform in Action Project). Grant Award Template is enclosed in **Grant Applicants Handbook Appendices**.

Grant Disbursement and Financial Management

The grants will be disbursed in local currency and transferred only through bank transactions.

Reporting

The grant agreement will detail the reporting requirements. Recipients must be willing to adhere to the reporting schedule and requirements for both programming activities and financial monitoring.

Monitoring

USAID HIV Reform in Action Project staff will monitor programmatic performance. Deloitte and USAID reserve the right to review finances, expenditures and any relevant documents at any time during the project period and for three years after the completion of the project and closeout. All original receipts must be kept for three years after the formal closeout has been completed.

Late Submissions, Modifications and Withdrawals of Applications

At the discretion of Deloitte, any application received after the exact date and time specified for the receipt may not be considered unless it is received before award is made and it was determined by Deloitte that the late receipt was due solely to mishandling by Deloitte after receipt at its offices.

Applications may be withdrawn by written notice via email received at any time before award. The Application may be withdrawn in person by a vendor or his authorized representative, if the representative's identity is made known and the representative signs a receipt for the application before award.

False Statements in Offer

The applicant must provide full, accurate and complete information as required by this solicitation and its attachments.

Certification of Independent Price Determination

(a) The offeror certifies that--

- (1) The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offer or, including but

not limited to subsidiaries or other entities in which offered has any ownership or other interests, or any competitor relating to: (i) those prices, (ii) the intention to submit an offer, or (iii) the methods or factors used to calculate the prices offered;

- (2) The prices in this offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror, including but not limited to subsidiaries or other entities in which offeror has any ownership or other interests, or any competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated or competitive solicitation) unless otherwise required by law; and
 - (3) No attempt has been made or will be made by the offeror to induce any other concern or individual to submit or not to submit an offer for the purpose of restricting competition or influencing the competitive environment.
- (b) Each signature on the offer is considered to be a certification by the signatory that the signatory--
- (1) Is the person in the offeror's organization responsible for determining the prices being offered in this bid or application, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or
 - (2) (i) Has been authorized, in writing, to act as agent for the principals of the offeror in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; (ii) As an authorized agent, does certify that the principals of the offeror have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above; and (iii) As an agent, has not personally participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above.
- (c) Offeror understands and agrees that --
- (1) violation of this certification will result in immediate disqualification from this solicitation without recourse and may result in disqualification from future solicitations; and
 - (2) discovery of any violation after award to the offeror will result in the termination of the award for default.

Standard Provisions

Deloitte is required to respect the provisions of the United States Foreign Assistance Act and other United States laws and regulations. The USAID HIV Reform in Action Project Grant Program will be administered according to Deloitte's policies and procedures as well as USAID's regulations for non-U.S. non-governmental recipients. These include:

1. Indirect rates

Indirect rates such as fringe, overhead, and general and administrative (G&A) that have not been approved by a U.S. Government agency in a NICRA (Negotiated Indirect Cost Rate Agreement) may not be charged to this award. All costs charged to the project shall be directly related to the project's implementation. For additional information, please see

www.usaid.gov/procurement_bus_opp/procurement/cib/pdf/cib92_17.pdf.

2. Activities that will not be considered for funding

In keeping with the conditions above, programs that fall within the following categories or indicate they might participate in any one of the following shall be automatically disqualified:

- Activities related to the promotion of specific political parties.
- Reconstruction or building rehabilitation projects that are not accompanied by plans for wide community use and maintenance.

- Distribution of emergency/humanitarian assistance or funds.
- Religious events or activities that promote a particular faith.
- For-profit business activities that benefit a small select group, rather than providing increased opportunities to the larger community.
- Unrelated operational expenses.

3. Prohibited Goods and Services

Under no circumstances shall the recipient procure any of the following under this award, as these items are excluded by the Foreign Assistance Act and other legislation which govern USAID funding. Programs which are found to transact in any of these shall be disqualified:

- military equipment;
- surveillance equipment;
- commodities and services for support of police or other law enforcement activities;
- abortion equipment and services;
- luxury goods and gambling equipment; and
- weather modification equipment.

4. Restricted Goods

The following costs are restricted by USAID and require prior approval from Deloitte and USAID:

- agricultural commodities;
- motor vehicles;
- pharmaceuticals;
- pesticides;
- fertilizer;
- used equipment; and
- U.S. Government-owned excess property

5. Certifications for Non-US Non-Governmental Recipients

Applicants are required to provide the following certifications, signed by the authorized representative of the organization:

1. Assurance of Compliance with Laws and Regulations Governing Non-Discrimination in Federally Assisted Programs (this certification applies to Non-U.S. organizations if any part of the grant activity will be undertaken in the United States);
2. Certification Regarding Lobbying;
3. Prohibition on Assistance to Drug Traffickers for Covered Countries and Individuals (ADS 206);
4. Certification Regarding Terrorist Financing, Implementing Executive Order 13224.

Applicants are also required to provide the following assurances, signed by the authorized representative of the organization:

- a. That the organization has not received any funding from the USAID HIV Reform in Action Project for the preparation of the Application;
- b. That the organization has no advances from USAID or a USAID contractor which have been outstanding and un-liquidated for longer than 90 days, and the organization has no grant completion report required under a grant from USAID or a USAID contractor which is more than 30 days past due;

- c. That the organization has legal authority to apply for USAID-sponsored assistance and the institutional, managerial and financial resources to ensure proper implementation of the proposed grant activity, including funds necessary to pay the organization's contribution to the total cost of the proposed grant activity;
- d. That the organization is not requesting funding for any indirect organizational costs under the application;
- e. That, at the time of application there exists no condition within the organization or with respect to the organization's management which renders the organization ineligible for a grant directly or indirectly funded by USAID;
- f. That the organization will give the USAID HIV Reform in Action Project and /or USAID and/or their designees, access to and the right to examine all records, books, papers, or documents related to grant award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives;
- g. That no motion for enforcement has been filed before the competent court for the purpose of collecting claims over financial resources of the organization;
- h. That the organization will initiate and implement the required Branding and Marking requirements after the receipt of the approval of the award and will comply with environmental standards which may be prescribed;
- i. That the organization will comply with the relevant regulations of the U.S. Government applicable for the awards under the USAID HIV Reform in Action Project Grants Program.

Applicants that fail to provide the necessary certifications and assurances will be deemed ineligible to receive a grant. USAID HIV Reform in Action Project will take reasonable steps to check that the relevant assurances provided above are correct based on the documents provided by the organization and other information.