



# QUESTIONS & ANSWERS

## PROCUREMENT AGENT SERVICES

### MALAWI MILLENNIUM DEVELOPMENT TRUST (MMD)

Ref: **MMD-3002**

No.	Questions	Responses
1.	ITC PDS 1.5 states that the MCA entity will provide office space. We would be grateful if you could confirm if this includes the provision of furniture (desks, offices chairs, storage cabinets, conference facilities etc.)?	This is confirmed. It is anticipated that the office plan will include more than one conference room which will be available to the PA.
2.	FORM TECH 6 requires the CV submission of the proposed Home Office Director. Please can you confirm that the submission of this CV does not count towards the page limit (10 pages) of TECH 6. Please also confirm if the CV should be included in TECH 6 or with the other CVs in TECH 11?	We confirm that the CV of the Home Office Project Director should be included in Tech-11, not in TECH-6. Tech-11 does not have a page limit requirement.
3.	Form TECH 9 requires “Consultants to propose leave schedule for all professional personnel either included in this chart or separately as footnotes on this form.”. We would be grateful if you could confirm that this request requires the submission of a methodology/policy for requesting, and obtaining approval for leave and does not require a detailed list/schedule of actual dates when all proposed personnel will take leave each year of the contract? This level of planning would only be possible once the consultant has full knowledge of procurement plans and procurement implementation plans in order to ascertain workloads and timings.	We confirm that this includes the methodology and process for obtaining leave and the strategy used by the firm to fill up a position while a staff is on leave. The requirement is not for a detailed leave schedule across all Base and Options. However we expect all firms to fill up Form TECH-9 to the extent that it is clear when the professional staff may be going on leave during the Base period. This could be done by indicating for example that a certain staff member will work for 11 months home/field, instead of 12, which then suggests in what month that staff may be on leave.
4.	FORM TECH-9 is entitled “Staffing Schedule (Professional Personnel)”. The inclusion of the term “professional personnel” would indicate that support staff roles (home office and in-country	Form TECH-9 is for Professional Personnel. These are divided into 2 groups: Key Professional Personnel: The PAM and 2 Senior Procurement Specialists.



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	administration, for example) are not required to be included in this staffing schedule. Please confirm whether this assumption is correct.	Non-Key Professional Personnel: 4 Junior Procurement Specialists.
5.	Form TECH 10 states "Use this form for only the Base Period of contract". Please confirm that the consultant should only submit this form for the initial base period of 12 months, and should not submit additional forms for each Option Period.	We confirm that the form TECH 10 needs only be submitted for the Base Period as it indicates in the form "[Use this form for only the Base Period of contract]"
6.	The evaluation criteria on page 43 states: "If the proposed Key Professional Personnel has worked for another MCC-funded program, please request and submit a reference letter from an official at each Accountable Entity (MCA) with substantial knowledge of the person's work." Please confirm that this only applies to MCA Accountable Entities which remain in existence.	This applies to only MCA Entities in existence, as also stipulated in Section 14 of the Form TECH-11.
7.	Page 90 TOR Deliverables require that a number of deliverables (specifically the POM and CMM) are submitted after all key technical staff have come on board (rather than a specified deliverable date). When is this anticipated to take place?	THE POM and CMM deliverables specify " After all of the MCA key technical staff have come on board." At this time, it is not known when the MCA key technical staff will come on board, but the POM and CMM are expected to be finalized in the Base period.
8.	With regards to support to grant programs (page 86, TOR) the TOR appears to indicate that these activities are the responsibility of the Procurement Director of the MCA. However, it states that the PA will "provide support as requested". Given the extent of the activities listed thereunder, particularly in relation to reviews, due diligence, grantee workshops, and audits of grantee procurement systems and processes, we would be grateful for further clarification of the definition of the term "support" as	At this time, the number of grantees is not known, but grant activity is not expected to be a substantial feature of this compact. It is expected that the core PA team (not the STTAs) will provide this support to the PD. It is also MMD's intent that this support will not require considerable input from the core PA team, to the extent that it results in the PA not being able to properly perform its regular responsibilities.  If it gets to the point where considerable input is required, MCA-Malawi II will request the input of 1 or more STTAs from the PA.



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	<p>it pertains to the PA role - as this may have considerable personnel time/input requirements. Is it the intent of the MCA to utilize the Short Term Technical Assistant (STTA) mechanism to fulfil this support function, or is it expected that the core PA team be required to fulfil this role in addition to their day-to-day procurement activities? Further, how many grantees, and therefore different grantee procurement systems, are anticipated under the grants program envisioned?</p>	
9.	<p>In the pre-proposal conference just held it was mentioned that an amendment to the RFP will be issued which states that current key personnel on a contract with another MCA cannot be proposed as key personnel. Please confirm that this does not apply where the proposed resource (if the consultant is successfully awarded the contract) would have completed their current MCA assignment by the time of contract award (said Compact having ended by that time) – this would also be confirmed by a letter from said MCA confirming their availability to participate.</p>	<p>This is an eligibility requirement. No full time key staff of a consulting firm currently contracted by another MCA Entity can be proposed as key staff in the PA proposal for Malawi, except if the firm seeks and obtains a written approval from that MCA-Entity or confirmation of the completion of the proposed resource’s engagement on the current contract, which should be submitted as part of the proposal by the consulting firm.</p> <p><b>Addendum 1 to the PA RFP formalizes this language.</b></p>
10.	<p>When is the Compact expected to be signed?</p>	<p>The Malawi Compact is currently scheduled to be signed at the end of September 2022.</p>
11.	<p>Qualification Criteria. Please confirm if you need a reference letter from each MCA that proposed key personnel has worked or only from MCA where proposed key personnel is currently working? If it is needed from each MCA that proposed key personnel has worked, then how can this be obtained from MCAs that no longer exists?</p>	<p>Section 14 of Form TECH-11 of the RFP clearly responds to this. Refer to the response to Question 6.</p>



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12.	Determination of Responsiveness. How will this determination happen, and will this determination happen before the scoring of technical proposal by panel members? What is the purpose of this section when Clause 3.6 Scoring Methodology provides a clear scoring system and there is a minimum scoring requirement of 80 points for the technical score?	Determination of responsiveness refers to evaluating the proposals and determining if they are responsive to the evaluation criteria and other requirements in the RFP. The scoring methodology is consistent with this. Please see section 24 "Evaluation of Technical Proposals" and on page 46 section 3.5 Determination of Responsiveness.
13.	Tech 6 has a maximum of 12 pages. We understand that the CV of the home office project director must be provided with Tech 6. Please confirm. Is this CV on top of the 12-page limit?	Response to Q2 refers.
14.	Please confirm that Tech 10 only needs to be completed for the Base Period	Response to Q5 refers.
15.	Please confirm that all STTA engagements require prior MCA approval.	We so confirm.
16.	Will the Procurement Agent have to conduct audit of the procurement files of the Interim Procurement Agent when the Procurement Agent services commence?	The Procurement Agent (PA) does not have the authority to audit the Interim Procurement Agent (IPA) files. The PA may ascertain that the IPA has provided the records of all the procurements in the earlier procurement plans with the exception of the record of the process for the PA services, which the PA does not have the right to see. There will be a specified transition period between the IPA finishing their engagement and PA commencement of services.
17.	Can you please provide an overall indication of how many procurements will be launched during the Base Period and each Option Period?	That information is not known at this time. Please see more information at: <a href="https://www.mcc.gov/where-we-work/program/malawi-proposed-compact">https://www.mcc.gov/where-we-work/program/malawi-proposed-compact</a>
18.	Can you provide an overall indication of the size of the Grant fund, how many grantees there will be and how many	Responses to Q8 and Q17 refer.



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	procurements will need to be conducted related to in-kind support to Grantees?	
19.	Terms of Reference - Page 86 of the RFP - Support to Grant Programs. From experience on other Compacts, this extensive task can be a considerable workload requiring several experts. Further, it appears that the requested staffing in the TOR does not take into account staff required for this task. This is because the requested staffing is the same as for the recently launched Lesotho Procurement Agent RFP that did not include the task of supporting grant programs. Will there be an amendment at some point to reflect staffing required for this task? Or is this support only temporarily required until a grant manager has been procured?	Response to Q8 refers.
20.	Terms of Reference - Page 90 of the RFP – states that POM and CAMM will be finalized after all key technical staff are in place. When are key technical staff expected to come on board? Is the IPOM already in place?	Response to Q7 refers. There is an IPOM in place.
21.	Terms of Reference - Page 91 of the RFP - POM/CAMM updates, PIP development and training are not mentioned as deliverables for Option Periods. Is this an omission?	Updates to the POM and CAMM are not considered deliverables but ongoing activities of the PA. Only the initial development of a POM and a CAMM are considered viable deliverables. The PIP development and training should have been completed in the Base period. PIPs will be developed and updated continuously during implementation.
22.	Terms of Reference - Page 94/95 of the RFP - The requirements for key staff does not include explicitly MCC knowledge/experience. However, the TOR on page 94 states: The PA team will have sufficient knowledge of MCC	There is no requirement for the key staff to have MCC experience. The PA team however shall possess sufficient knowledge of MCC procurement processes to be able to carry out quality procurement work.



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	procurement procedures and requirements. So, do key experts require prior MCC experience?	
23.	The PDS (ITC 12.4(c) states that CVs of the Junior Procurement Specialists are not required as part of the proposal, and it does not designate them as Key staff (the TOR indicates that CVs must be submitted after award). Tech-8 implies that the Junior Procurement Specialists should be named, and the PDS states that the costs for these staff should be included in the cost proposal. The Evaluation Criteria in the RFP Section III refer only to the Key Professional Personnel. Please clarify whether Junior Procurement Specialists will be evaluated and how. Please clarify whether Junior Procurement Specialists are to be named in Tech-8.	<p>The Junior Procurement Specialists are non-key professional staff, whose names, area of expertise and tasks to be assigned should be included in Form TECH-8.</p> <p>Consultants are not required to submit CVs of the Junior Procurement Specialists with their proposals and, if these are submitted, they will not be considered as part of the proposal evaluation.</p>
24.	Forms Tech-9, FIN-3 and FIN-4 make a distinction between 'home' and 'field' location. We understand the staff is required to be present full time in Lilongwe, Malawi. For international staff members is this to be considered 'home' or 'field' location?	For international staff, Lilongwe, Malawi, should be considered 'field'.
25.	Should the bidder seek the references from its clients and submit it as part of the proposal?	No. Consultants are supposed to supply the names and email addresses of their referees. References will be sought directly from them by the IPA.
26.	Are you using the Least Cost method?	The procurement/selection method used is Quality and Cost Based Selection (QCBS). The QCBS weights, points structure and formulae for this procurement are defined in Section III of the RFP.
27.	Is there a conflict of interest in being contracted as the Procurement Agent	A firm may choose to participate in submitting both PA and FA proposals and may win both PA and FA contracts for any MCA Entity or multiple





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	and the Fiscal Agent for the same procurement?	MCA Entities. However, in case of one firm winning both contracts in the same MCA entity, PA and FA teams must be set with the clear separation of staff and duties and submitted mitigation plan of eliminating potential conflict of interest.
28.	What is the duration of the assignment?	The duration is: a Base Period of 12 months, Option periods 1 to 4 also of 12 months each and an Option 5 that is 12 months plus 120 days for Compact Closure. While the Base Period may be more than 12 months, consultants are to assume that the Base Period is 12 months for the purposes of submitting their proposals. Should the base period be extended, payment will be made on a month-to-month basis at the same pro rata monthly rate as was agreed for the base period.
29.	Should we include the CVs for the STTAs in our proposal?	No, the names and CVs of STTAs are not to be included in the proposal. The remuneration rates for STTAs should be included in Form FIN-4, failure of which may result in the rejection of the entire proposal.