

QUESTIONS AND ANSWERS 1

IN RESPONSE TO THE USAID BEP REQUEST FOR PROPOSALS (RFP)-2016-02 FOR TRAININGS FOR PROFESSIONAL ENFORCEMENT OFFICERS ON FINANCIAL MANAGEMENT, MEDIATION AND EFFECTIVE AND EFFICIENT ENFORCEMENT PROCESS

1. Can consortia (in terms of formal partnerships between two or more organizations/companies) submit proposals to carry out services defined in the RFP, in addition to individual organizations/companies?

Please note that organizations/companies cannot apply in the form of a consortium (the form in which multiple entities would act as counterparts of Cardno). However, the Offeror can form a team of persons belonging to different entities that will provide certain services under the RFP, but as team members of the Offeror. In that case the Offeror is the only counterpart to Cardno, and remains responsible for providing all contracted services.

2. Do the trainings in both areas (financial management and mediation) need to be organized for the same group of 125 professional enforcement officers, or the groups may differ between the training areas?

Please note that trainings in both areas do not have to be organized for the same group of 125 participants (the requirement is at least 125 participants per training area), so the groups may differ between the training areas.

3. Is it required that the trainings are provided only to the professional enforcement officers, or the participants can be other employees at the professional enforcement offices as well??

Please note that the idea of the RFP is to provide trainings to the professional enforcement officers, as professionals to whom the Law on Enforcement and Security entrusts enforcement authorities. So only the professional enforcement officers can be participants.

4. The RFP requires that four training rounds per training area are organized, for approximately 25 participants per each round, which equals 100 participants in total per training area, although the invitation states that 125 participants are required. Which of these figures are relevant?

Please note that the RFP instructs that the trainings are conducted in 4 cities (regional distribution), however in Belgrade (as the city closest to the largest number of professional enforcement officers), two rounds of trainings are expected per each of the training areas. So in Belgrade it is expected that at least 50 professional enforcement officers are trained per training area. In other three cities (Nis, Novi Sad and Kragujevac) only one round of trainings is expected for each of the training areas. For example, in financial management trainings it is expected to have the following number of participants: Belgrade 25 + 25, Nis 25, Kragujevac 25, Novi Sad 25, in total 125 participants (the same goes for mediation and "soft-skills" trainings).

5. Does the Offeror need to have financial reports for the last two years, or the companies established less than two years ago can apply to the RFP?

Please note that the condition that the Offeror is a company established more than two years ago (the company has financial reports for the last two years) is not eliminatory prerequisite. The period for which the company exists is used for evaluation (scoring) of corporate history, experience and past performance.

6. I would kindly ask you to clarify the following inconsistency in the RFP. If following training structure is planned: 5 two-day trainings in financial management, plus 5 two-day trainings in mediation a, plus 1 two-day training of trainers, it equals a total of 11 two-day trainings (22 training days); then why it is stated (in the deliverables section) that 23 or more training events are expected?

Please note that this inconsistency is due to a mistake. It is expected to have a total of 11 training sessions, i.e. 22 training days (as "training events"). This error will be corrected in an Amendment 1 to the RFP.

7. Should the training venues be calculated as cost in the budget, or the Offeror can count on offices of partnership organizations (such as the Chamber of Enforcement officers, Regional Chambers of Commerce, etc.)?

Please note that venues should be calculated as an expense in the budget, since at the moment there no agreements with partnership organizations about using their premises. However, the Offerors are welcome to reach an agreement with partnership organizations (such as Judicial Academy, Chamber of Enforcement officers, Regional Chambers of Commerce, etc.) for venues.

8. Should the applications for this RFP be submitted in Serbian or English language?

Please note that all proposals should be submitted in English language.