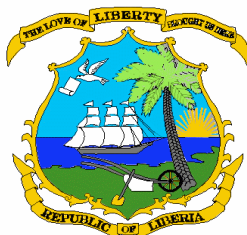


# REPUBLIC OF LIBERIA

## Ministry of Health & Social Welfare



January 11, 2010

Ref: RFP/MOH&SW/005/2009

Please find below: 1.) A revised list of health facilities included under this RFP; and 2.) Responses to questions submitted prior to or during the RFP-Pre-proposal Workshop held on January 8, 2010.

No further questions or clarifications concerning this RFP shall be accepted.

### 1.) Revised Annex 7 List of Health Facilities Included in this RFP<sup>1</sup>

| # | County                      | District  | Type of Health Facility | Facility Name |
|---|-----------------------------|-----------|-------------------------|---------------|
| 1 | <b>Bong (6)<sup>2</sup></b> | Salala    | Clinic                  | Totata        |
| 2 |                             | Salala    | Clinic                  | Zeauzue       |
| 3 |                             | Sanoyea   | Clinic                  | Sanoyea       |
| 4 |                             | Suakoko   | Clinic                  | Gbortala      |
| 5 |                             | Pantakpai | Clinic                  | Foequelleh    |
| 6 |                             | Pantakpai | Clinic                  | Garmu         |

<sup>1</sup> Offerors are required to propose for only the facilities listed for a given county (exception Montserrado which includes the six Bong County facilities for a period of five months (through August 2010)). Offerors should submit a separate proposal for each county, if proposing for more than one county (except for Montserrado). Each proposal must include all of the listed facilities and no additional facilities.

<sup>2</sup> Bong County facilities are expected to be funded by a separate funding source and therefore should be budgeted for a period of only five months, as part of the Montserrado cluster. Montserrado facilities should be budgeted for the full 27 months.

|    |                                  |         |               |                             |
|----|----------------------------------|---------|---------------|-----------------------------|
| 7  | <b>Gbarpolu (12)<sup>3</sup></b> | Bopolu  | Hospital      | Bopolu                      |
| 8  |                                  | Bopolu  | Clinic        | Henry's Town                |
| 9  |                                  | Bokomu  | Clinic        | Gbangay                     |
| 10 |                                  | Gbarma  | Clinic        | Tarkpoima                   |
| 11 |                                  | Kongba  | Clinic        | Kungbor                     |
| 12 |                                  | Belle   | Clinic        | Fassama (Belle)             |
| 13 |                                  | Bopolu  | Clinic        | Totoquelleh                 |
| 14 |                                  | Bopolu  | Clinic        | Bamboo Town (Bambuta)       |
| 15 |                                  | Bopolu  | Clinic        | Gbaryamah                   |
| 16 |                                  | Gbarma  | Clinic        | Gbarma                      |
| 17 |                                  | Gbarma  | Clinic        | Yangaya                     |
| 18 |                                  | Gbarma  | Clinic        | Weasu                       |
| 19 | <b>Grand Gedeh (11)</b>          | B'Hai   | Clinic        | Toe Town                    |
| 20 |                                  | Cavalla | Clinic        | Janzon Clinic               |
| 21 |                                  | Konobo  | Clinic        | Zia Town Clinic             |
| 22 |                                  | Gbao    | Clinic        | Polar Town Clinic           |
| 23 |                                  | Gbao    | Clinic        | Zleh Town                   |
| 24 |                                  | Konobo  | Health Centre | Konodo Health Center (Ziah) |
| 25 |                                  | Konobo  | Clinic        | Jarwodee Clinic             |
| 26 |                                  | Konobo  | Clinic        | Putu Pennoken               |
| 27 |                                  | Tchein  | Clinic        | Gborbwrogba                 |
| 28 |                                  | Tchein  | Clinic        | Kumah Town Clinic           |
| 29 |                                  | Tchein  | Hospital      | MTM Hospital                |

<sup>3</sup> Facilities 14-18 in Gbarpolu (5 total, Bamboo Town, Gbaryamah, Gbarma, Yangaya, and Weasu) are currently funded by ECHO through August 2010. Therefore, these facilities need only be budgeted for 22 months, September 2010 through June 2012.

|    |                                   |                     |                  |                                  |
|----|-----------------------------------|---------------------|------------------|----------------------------------|
| 30 | <b>Mary Land (16)<sup>4</sup></b> | Harper              | Clinic           | Fish Town                        |
| 31 |                                   | Harper              | Clinic           | Rock Town                        |
| 32 |                                   | Harper              | Clinic           | Cavalla Clinic                   |
| 33 |                                   | Pleebo Sodoken      | Clinic           | Barraken                         |
| 34 |                                   | Pleebo Sodoken      | Health Centre    | Pleebo                           |
| 35 |                                   | Karluway            | Clinic           | Karluway-Boniken                 |
| 36 |                                   | Borrobo             | Clinic           | Glofarken Clinic                 |
| 37 |                                   | Harper              | Clinic           | Pullah Clinic                    |
| 38 |                                   | Harper              | Hospital         | JJ Dossen Hospital               |
| 39 |                                   | Karluway #2         | Clinic           | Yedahken Clinic                  |
| 40 |                                   | Karluway #1         | Clinic           | Pougbacken                       |
| 41 |                                   | Pleeboo/<br>Sodoken | Clinic           | Old Sodoken                      |
| 42 |                                   | Karluway            | Clinic           | Boniken                          |
| 43 |                                   | Karluway            | Clinic           | Manolu                           |
| 44 |                                   | Barobo              | Clinic           | Feloken                          |
| 45 |                                   | Barobo              | Clinic           | Juluken                          |
| 46 | <b>Montserrat (7)</b>             | St.Paul             | Clinic           | Blamacee                         |
| 47 |                                   | St.Paul             | Clinic           | Bromely                          |
| 48 |                                   | Johnsonville        | Clinic           | Johnsonville<br>Community Clinic |
| 49 |                                   | Monrovia            | Health<br>Centre | Chocolate City<br>Clinic         |
| 50 |                                   | Caresburg           | Clinic           | Caresburg                        |
| 51 |                                   | Caresburg           | Clinic           | Kingsville #7                    |

<sup>4</sup> Maryland Cluster shall be revised to include the four (4) additional facilities 42-45 (Boniken, Manolu, Feloken, and Juluken) from September 2010. These four facilities are currently funded by ECHO through August 2010.

|    |                       |              |          |                           |
|----|-----------------------|--------------|----------|---------------------------|
| 52 |                       | Todee        | Clinic   | Zannah Town               |
| 53 | <b>Nimba (1)</b>      | Sanniquellie | Hospital | Mahn G.W. Harley Hospital |
| 54 | <b>Rivercess (11)</b> | Timbo        | Hospital | St. Francis               |
| 55 |                       | Timbo        | Clinic   | Charlie Town              |
| 56 |                       | Central C    | Clinic   | Neezuin                   |
| 57 |                       | Jowein       | Clinic   | Larkpazee                 |
| 58 |                       | Bimbo        | Clinic   | Timbo Compound            |
| 59 |                       | Doedain      | Clinic   | Boegeesay                 |
| 60 |                       | Jo-river     | Clinic   | Salyah                    |
| 61 |                       | Doedain      | Clinic   | Kangbo                    |
| 62 |                       | Central C    | Clinic   | Zammie Town               |
| 63 |                       | Yarnee       | Clinic   | ITI                       |
| 64 |                       | Jowein       | Clinic   | Bodowhea                  |

**2.) Responses to Questions Submitted Prior to or During the RFP-Pre-Proposal Workshop, January 8, 2010.**

**A. Scoring and the List of Facilities Included:**

| <b>Question</b>   | <b>MOHSW Response</b>   |
|---|---|
| <p>1. In Annex 2: Basic Data Sheet, p. 12, the RFP listed the points that will be awarded under each criteria of the technical proposal. Under sub-category ii (copied) below, the total number of points awarded for this section does not add up:</p> <p>(ii) Program strategy and technical approach of the proposed methodology and work plan in responding to the Terms of Reference (Form Tech-3 &amp; 4):</p> <p>a) Technical approach and methodology [50points]</p> <p>b) Work plan [10 points]</p> <p>Total points for criterion (ii): [50]</p> | <p>The Technical Approach is worth 40 points and the Work Plan is worth 10 points. The total points for the criterion remains 50 points.</p>  |
| <p>On p.12 under key personnel, are the suggested positions generic titles or are organizations free to use their own job titles. Additionally, is there are required minimum number of key personnel?</p>  | <p>Yes, the titles for Key Personnel may reflect the organization's system of titling positions. The minimum number of key personnel is three.</p>  |
| <p>What were the criteria for selecting the health facilities listed within the RFP?</p>  | <p>The health facilities included in this RFP were selected based upon, but not limited to the following criterion: 1.) Scheduled end of current financial support; 2.) County health plans; 3.) Improved coordination of donor support to health service provision.</p>  |
| <p>Have any of the current organizations supporting delivery of the BPHS in these facilities been consulted prior to the launch of the RFA?</p>   | <p>Yes. The process of developing and implementing both the National Health Plan and the Basic Package of Health Services have been highly consultative. Based on the 2005 Public Procurement and Concessions Act, directly discussing this RFP with a current service provider could disqualify them as potential future service provider.</p> |
| <p>Why have only five (5) of the ECHO supported health facilities been included in this RFP? The five clinics listed in Gbarpolu supported by Save the Children through ECHO Funding continues until August 2010- has this been taken into account when including these health facilities in the RFP. Why was there no prior consultation with Save the Children that these health facilities were being included in this RFP?</p>  | <p>ECHO supported facilities have been included based upon discussions and agreement between ECHO and the MOHSW. Four additional ECHO supported health facilities were included in the Revised Facility List (see above).</p> <p>Prior consultation could have disqualified a potential service provider under the 2005 PPC Act.</p>            |
| <p>What will be the fate of other health facilities currently supported by ECHO but not included in this RFP?</p>   | <p>Please contact the ECHO Liberia representative for further information about ECHO's future funding plan for Liberia.</p>   |

B. Local Partner Requirements and Other:

| <b>Question</b>   | <b>MOHSW Response</b>   |
|---|---|
| <p>Is there a preference for indigenous community based, faith based, or non-governmental organizations under this RFP?</p> <p>What if the organization is a national organization but has not worked in a given county?</p>  | <p>Yes. All other things being equal, Liberian law and the MOHSW's contracting policy both include 'preference for organizations representing the communities being served' (NGO, FBO, or CBO). Where capacity constraints exist, partnership between local and international organizations is allowed.</p> <p>Experience working in the county for which the organization is proposing is preferred, but not required.</p> |
| <p>Can a local NGO submit a proposal without including an INGO partner.</p>   | <p>Yes.</p>   |
| <p>[For international NGOs] Is it mandatory under the RFP to have a local NGO partner to be a qualified bidder? Most local NGOs require finance and support for capacity building and this would need to be reflected within the bid and budget- currently there is no separate objective within the RFP to build the capacity of local NGOs in health. The main focus within the RFP is to support strengthening the County Health Teams to deliver on the BPHS.</p> | <p>INGOs are required by law and policy to partner with a credible (demonstrably legal entity with relevant experience) local partner (NGO, CBO or FBO) under this RFP.</p>   |
| <p>Many community-based organizations are not registered with the Ministry of Planning. How must local organizations be 'legally identifiable.'</p>   | <p>Legally registered, local organizations (especially with experience in health services) are encouraged. Non-MoP registered organizations must demonstrate their status by submitting any by-laws of the organization or professional accreditation (including faith-based), an organizational description, and a letter of official recognition by the respective County Development Superintendent.</p>                 |
| <p>If two International NGOs (INGOs) propose to collaborate may they include a local partner?</p>   | <p>In this scenario, a local partner would be required.</p>   |
| <p>The RFP requires 12 pt. font. Which type of font is required?</p>  | <p>Times New Roman or equivalent.</p>   |
| <p>I could not find the RFP on the MOHSW website?</p>   | <p>All related documents are on <a href="http://www.liberiamohsw.org/procurement.html">www.liberiamohsw.org/procurement.html</a> (bottom of the page).</p>  |
| <p>Can field assessment reports and research papers be annexed to the proposal as supporting documentation.</p>   | <p>No. This is neither requested nor preferred. However, the technical proposal may indicate that an assessment was carried out and provide information from the assessment to demonstrate contextual, facility and/or community level knowledge.</p>   |

C. Budgeting and the Cost Proposal:

| Question   | MOHSW Response   |
|--|--|
| Is there an end of project evaluation required for which proposals should include the activity and related resource requirements?  | No. The MOHSW will be responsible for end of project evaluation(s).  |
| What is the allowable, organizational overhead?  | 5% is the allowable organizational overhead, or indirect project cost.   |
| Where should CHT support costs be budgeted?  | CHT costs should be included in the Program Costs worksheet, along with supplemental description in the budget narrative.  |
| <p>Please provide guidance in the following areas</p> <p>I. Per Diem for the CHT and facility staff.</p> <p>II. Potential increase in MOHSW incentive</p> <p>III. Procurement of drugs and medical supplies (domestic and international)</p> | <p>I. All Government employees required to spend a night outside of their duty station are entitled to Daily Subsistence Allowance (DSA). Whoever is paying the staff member's salary or incentive is responsible for any DSA entitlement incurred during approved, work related duties.</p> <p>II. The BPHS incentive scale has not been revised. If it changes, contract budgets will change to reflect any revisions.</p> <p>III. Domestic and international procurement of drugs from recognized suppliers are both allowed.</p> |
| Are County Health Team incentives allowed under this RFP?  | No. These will be paid by the MOHSW from another source.   |
| Is the issue of potentially paying bonuses to staff deployed to hard to reach areas being considered by the MOHSW?   | Yes. However, the MOHSW will not issue a revised BPHS salary scale without consulting the partner community.   |
| What level of renovation costs can be budgeted? Could the cost of adding a maternity room at a facility be included?   | Neither new construction, nor major renovation is allowed under this RFP. However, minor renovations necessary to enable the facility to provide the BPHS and achieve BPHS accreditation is permitted, including adding a delivery room if necessary.  |
| Where should community level costs be included in the budget template?   | All direct costs that can be broken down should be included in the respective health facility budget worksheet (each facility has a catchment population for which community-level services are being provided). If the cost is an overall cost for all community level work, it should be included under the Program Costs worksheet, be clearly identified as a community-level cost, and described in the budget narrative.   |