## Solicitation Amendment / Modification

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<td>Solicitation No.</td>
<td>071520/JP</td>
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<td>2.</td>
<td>Solicitation Name</td>
<td>Host Humphrey Fellows in the Field of Substance Abuse Education, Treatment and Prevention</td>
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<td>3.</td>
<td>Issue Date</td>
<td>July 15, 2020</td>
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<td>4.</td>
<td>Closing Date</td>
<td>October 1, 2020</td>
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<td>5.</td>
<td>Solicitation Amendment No.</td>
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<td>6.</td>
<td>Solicitation Amendment Date</td>
<td>08.31.2020</td>
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7. The above numbered solicitation is amended as set forth in Item 9 below.

8. The hour and dates specified for receipt of proposals/quotations: ☒ is not extended; ☐ is extended as described in Item 9 below.

9. Description of Amendment/Modification:

The purpose of this solicitation amendment is to inform prospective offerors/bidders that the above numbered solicitation is hereby amended to provide responses to questions as follows.

### ENTER Q&A or ANY ADDITIONAL INFORMATION/TEXT HERE

**Question:** What is the IDC (indirect cost) allowed by the IIE? Does $230,000 (maximum total) include the IDC?

**Answer:** IIE accepts Negotiated Indirect Cost Rate Agreement (NICRA) that host universities have in place with the federal government. Indirect costs need to be aligned with NICRA or they can be less than NICRA.

The maximum amount of $230,000 does include indirect costs.

**Question:** It says that the total should not exceed 230,000 for up to 13 fellows...is this [the] annual total or for the entire 5 year cycle?

**Answer:** The maximum amount requested from IIE *annually* may not exceed $230,000.

**Question:** Is there an RFP for the English language component of the Fellows’ experience? If so, we would be interested in applying for that as well.
Answer: This RFP only addresses the field-specific university host campus portion of the program. If you are interested in hosting a group of Humphrey Fellows for the pre-academic English language training program in the summer, your university can be included on the outreach list for that solicitation when it is opened for competition.

Question: We noticed that the list of Professional Fields of the fellows is quite varied, but the sample Fellow profiles are all quite connected to the program theme. Should we assume that the 11-13 in the cohort will have the same background and that it will be connected to the field of Substance Abuse Education, Treatment and Prevention?

Answer: Yes, this is correct.

Question: The proposal indicates that Fellows should limit the number of courses they take/audit at the university. Is there a specific number that is recommended? We are trying to get an idea of the required balance of community engagement, professional engagement/affiliation, and campus coursework.

Answer: Most Fellows choose to take one or two courses each semester (either for credit or audit), in addition to the weekly Humphrey Seminar.

Question: Do University Coordinators arrange the 6-week+ professional affiliations? Or support the fellow in their search for this component of the program?

Answer: University Coordinators support the Fellow in arranging the professional affiliation. The Fellow should develop a general idea of which organization(s) they might like to approach and the Coordinator can help them with making the outreach or recommending specific points of contact.

Question: Is there a specific excel budget template we should follow?

Answer: Please see the Excel budget template posted with the solicitation.

Question: In the RFP, there is a list of required appendices which includes an appendix of "Biographical sketches (not to exceed two pages for each individual) of key personnel...)" In addition, in the section on the "Evaluation of Proposals," staffing is listed as one criteria and there it says to "include the CVs of each proposed staff member. Each CV must be no longer than one page in length." Is it the intent that we should submit both a 2 page biographical sketch and a 1 page CV? If so, what is the difference between the CV and biographical sketch and should they be in two separate appendices?

Answer: Please submit CVs for both the proposed Coordinator and Associate Coordinator (if available). Each CV may be two pages, maximum, and may be part of the appendices. If you desire, you may refer to the qualifications of other university faculty in paragraph summaries within the narrative but separate CVs are only required for the proposed Coordinator and Associate Coordinator.
Question: Do I need to submit a letter of intent notifying IIE that we intend to apply?

Answer: No, this is not required.

Question: Are deans appropriate for the role of Coordinator?

Answer: The program on campus would certainly benefit from the high-level support afforded by the dean; however, experience has shown that the Fellows require a substantial amount of time on a daily basis that a dean may not have available to give.

Question: Would you be able to provide guidance regarding successful submissions and F&A costs? We see in the guidelines that the F&A rates must align with our fully executed NICRA; however, can you clarify if we can apply less than our negotiated rate? We note the maximum award amount is $230,000 for 13 fellows.

Answer: Host universities can apply the indirect cost rate that is lower than their fully-executed NICRA. The remaining amount up to the indirect cost rate can be presented as cost share in the budget.

Question: Do Fellows receive a stipend for housing and living expenses? (Also asked: What funds do Fellows receive apart from the host institution? and Are things like meals (beyond group meals) and housing included?)

Answer: Each Fellow is provided a maintenance stipend (disbursed 4 times over the course of the year). There is no mandatory way the Fellows must obligate these funds but most Fellows use these funds for their housing, meals and daily living expenses. The stipends vary by host campus location, estimated by local cost of living. Neither the host university nor IIE pays directly for housing. Fellows are expected to pay for their own housing, using the maintenance stipend provided or through their own means.

(Note: The Fellows’ maintenance stipends are provided to them directly by IIE and are not part of the award to the host university.)

Question: Is there an expectation of how many faculty working in the field of substance abuse can be involved in the program in addition to the Coordinator and Assistant Coordinator?

Answer: No, there is not. However, it is expected that each Fellow will be assigned a faculty advisor or mentor as part of the program.

Question: How many grants do you expect to fund in this round?

Answer: Universities that are recommended by the peer review panel to host a group of Humphrey Fellows will be assessed at the time that the pool of final candidates for the upcoming Fellowship year is determined. The number of final candidates in each field of study will determine the number of host universities needed in that year to accommodate those candidates.
Question: Will masters comprehensive universities be considered for this grant?

Answer: Yes, they are eligible to apply. However, universities that award doctoral degrees are likely to have a broader range of resources to offer the Fellows. For the past several years, the substance abuse cohort has been widely divergent, with some Fellows already having a PhD or MD and others having just a bachelor’s degree. A university that offers doctoral degrees would be able to meet the needs of all Fellows, whereas a school where the highest degree awarded is a master’s degree might not be able to meet the needs of Fellows who have already earned advanced degrees.

Question: With regard to housing, as an option, are shared apartments appropriate?

Answer: Yes, they are appropriate.

Question: Are fellows accompanied by family members?

Answer: A Fellow may apply to have his/her family join them in the U.S. on J-2 dependent visas but most universities require that a Fellow wait for at least 30 days after arrival before the family may arrive.

Question: If a family would like to host a fellow for their time in the city where there fellowship is being held, is that type of housing appropriate?

Answer: It is appropriate but less than ideal. Experience has shown that private apartments may afford the Fellow more independence over the ten months they will be living there.

Question: Is the cost of housing considered part of $230,000 cap, or are the fellows responsible for the cost.

Answer: Fellows are responsible for paying their own monthly housing costs from the maintenance stipend provided by IIE.

Question: Are fellows provided a stipend by IIE for meals, rent and daily living other than during their six-week professional affiliation? If not, is the organization responsible to budget in meals for the fellows for each day while they are in the program?

Answer: Fellows can receive supplemental funds to support their extra costs during the six-week professional affiliation. The PA host organization should not be expected to provide any financial support to the Fellow.

Question: Is an organization able to request how many fellows they would like? (I’m not sure about this as in the packet it states the following – “Fellows are assigned in geographically-diverse groups of eleven to thirteen to the most appropriate host institution based on field and specific area of interest.”)
Answer: No, they are not able to request a specific number of Fellows. Each host university will be assigned a group of Fellows that numbers between 11 and 13, ideally.

Question: We noted in the RFP the language that "offerors are requested to ...format their proposals as follows:" Does this mean that proposals should follow the format of a cover sheet, narrative, appendices and budget? Or does it mean that, in addition, the narrative should also be organized according to the "points" listed--that these points are required sub-sections of the narrative? If the latter, there are evaluation criteria (e.g., staffing plan) that don't seem to fall under any of these sections/points. Could you please clarify the required format of the proposal.

Answer: The proposal should be formatted as follows: cover sheet, narrative, appendices and budget. The points listed in the evaluation criteria (e.g. staffing plan) may be worked into the narrative.

Question: We note that the maximum length of the narrative is 15 pages. In addition, maximum page lengths are specified in the section on the "Evaluation of Proposals" for specific "requirements." However, the maximum page lengths listed only add up to 9 pages plus CVs, and as we asked in a previous question, we are not clear if we are to provide both biosketches in the appendix as well as CVs in the narrative or not (and what the difference is). Can you please clarify the expectations regarding maximum page lengths, and what (in addition to the budget) is not included in the maximum page lengths specified.

Answer: The maximum length for the narrative section itself is 15 pages. This does not include the cover sheet, appendices or the budget. Please disregard the maximum page lengths included in the Evaluation of Proposals section.

END OF AMENDMENT