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Responses to Questions Submitted by Interested Parties regarding Request for Applications (RFA) No. RFA-AT-2020-001 for Technical Assistance to Establish the International Society of Wheelchair Professionals (ISWP) as an Independent Organization

Question 1: Are there any structural or relationship barriers that will need to be addressed in order to reach a successful outcome?

Response to Question 1: Structural: The organization currently is incorporated in the State of Pennsylvania. The selected applicant will need to advise whether a PA incorporation still makes sense, as well as appropriate non-profit designation. Relationship: Leaders of key assistive technology sector organizations participate on the ISWP Forming Committee, representing the International Society of Prosthetics and Orthotics (ISPO); World Federation of Occupational Therapists (WFOT) and World Confederation for Physical Therapy (WCPT). Through this initiative, it will be important to identify how we can forge stronger strategic alliances with these and other organizations in the assistive technology sector.

Question 2: How many stakeholders do you anticipate will be involved?

Response to Question 2: 17 individuals: A 10-member Forming Committee; 4 ISWP staff members, 2 representatives from URC; and 1 representative from USAID.

Question 3: Where are you in the conceptual development of the organization, commitments from members, and are there non-negotiables established?

Response to Question 3: The ISWP Forming Committee will be instrumental in identifying non-negotiables. The organization currently operates as a USAID grant-funded initiative housed at the University of Pittsburgh; some donor funds also support the organization's activities. In terms of member commitments, ISWP currently has over 3,000 "free" members as part of the USAID grant funding; we have not requested a commitment from them regarding paying membership dues. There are approximately 60 individuals who currently pay a fee to be an ISWP Certified Wheelchair Service Provider. One-third of them will be eligible for recertification this year; they are aware of the recertification requirements and fee. We continue to promote the certification opportunity and fees to the ISWP membership ([link](#)).

Question 4: Who is on the 10 member Forming Committee? What is the assumption about their role after the organization is launched?

Response to Question 4: The ten-member Forming Committee is an ad-hoc committee. Members are leaders in assistive technology organizations (manufacturers, suppliers), non-government

organizations (NGOs), universities and trade associations. The Committee's role once the organization is launched is to be determined.

Question 5: Where will the Forming Committee be located? Is the expectation that this group will meet through online meetings?

Response to Question 5: Forming Committee members are located around the world. The group will meet through online meetings. We had hoped to have an in-person meeting, but it is not likely in the near future due to Coronavirus travel and meeting restrictions.

Question 6: What type of international experience is required? Issue, structure, language, etc.?

Response to Question 6: The selected applicant should have experience working with stakeholders from around the world, understanding multi-cultural values and norms. The applicant should also have experience with establishing, leading and/or advising international organizations.

Question 7: In terms of the financial sustainability section, are you looking for the expertise to run various sustainability scenarios based on the information you have available about start-up funding, operating funds, dues commitments, etc. or would we need to do benchmarking research and build the financials to submit for the funding?

Response to Question 7: A previous consultant prepared high-level financial scenarios based on broad assumptions. The selected applicant would need to do benchmarking research and build the financials.

Question 8: Given the nature of what is asked on the financial side, is the expectation that a law firm would partner with another organization to provide this service? Would that be done within this same pricing structure?

Response to Question 8: It would be up to an applicant to determine the extent to which it can complete the benchmarking research and financial analysis and the need to partner with another organization. It would be done within the same pricing structure.

Question 9: What are administrative management services you expect the selected firm to provide, for instance, meeting planning as outlined on the expected activities including the scheduling and coordination of invites, logistics, communication, and RSVPs; preparing and releasing all status updates; maintaining master lists?

Response to Question 9: The ISWP administrative team would support the consulting firm with administrative management services including meeting logistics, communications, and maintaining master lists. The ISWP team would assist in preparing status updates for the selected organization representative(s) and Forming Committee chair's review and approval.

Question 10: May we assume that the work product and meetings will all be conducted in English?

Response to Question 10: Yes, work products and meetings will be conducted in English.

Question 11: Does the engagement include the legal fees to incorporate the entity and submit the necessary paperwork at the state and federal level?

Response to Question 11: No, the legal fees for incorporation and other federal/state approvals would be considered a separate expense, not part of the proposed budget.

Question 12: Does the engagement include the out of pocket fees to form the entity and submit the necessary paperwork at the state and federal level?

Response to Question 12: Same response as response to Question #11.

Question 13: Is any travel expected, and if so, how will that be priced/handled?

Response to Question 13: In light of the current Coronavirus, we do not anticipate any travel will be expected.

Question 14: We would do an assessment of the data which we think you would need; however, we would like to know the key questions you have for which you have no data or information?

Response to Question 14: Some questions to be answered include:

- The best organizational and governance model.
- The best location for the international organization; e.g., in the U.S. or somewhere else internationally.
- Funding approaches and projections which would enable the organization to operate independently in the next one, three and five years and beyond.
- Preferred organizational structure; e.g., staff only, association management firm, or some combination.
- Plan for strategic alliances.

Question 15: What information have you gathered to date and how comfortable are you will the validity of the data?

Response to Question 15: ISWP hired a consulting firm in 2018 to study the organization's potential to be a standalone organization from a governance and revenue review standpoint. This study provided valuable insights and guidance for the second phase -- developing detailed action and implementation plans for approval by the ISWP Forming Committee and ISWP Advisory Board. The selected applicant also would be responsible for implementing the approved plan.

Question 16: Do you have meeting summaries and records of what has been accomplished to date?

Response to Question 16: Yes. We will provide meeting summaries and records to a selected organization which is awarded the assignment.

Question 17: The requirement for a NICRA or similar financial document. We do not anticipate any indirect costs, so is this necessary?

Response to Question 17: If an applicant does not anticipate to budget any indirect costs, NICRA is not required. Audit reports are not required at the RFA stage but will be requested from a successful applicant as part of pre-award review/assessment process.

Question 18: We do not have a DUNS number. Is this essential?

Response to Question 18: DUNS number is required. Please see the link <http://www.dnb.com> and apply for DUNS number. Applicants that do not have DUNS number at this time should apply now, so they have it by the time of the award, should they be selected.

Question 19: Can you share a copy of the strategic plan developed by the Advisory Board in 2017?

Response to Question 19: The strategic plan is available here: [link](#) (Scroll down the page to the section "S").

Question 20: Are you anticipating in-person kick-off and advisory board presentation meetings (Activity 1 & 10) or will they be virtual?

Response to Question 20: The meetings will be virtual.

Question 21: Please clarify what is meant by "in the case of for-profit organizations no fee or profit will be allowed" under Section 9.1 (bullet 2) and Section 9.4. Are you hoping a firm will do this work pro-bono?

Response to Question 21: Since the contractual mechanism anticipated under this RFA is cost-reimbursable subagreement, applicants cannot budget fee on top of all direct/indirect costs. Applicants should budget all applicable costs that will be required to complete the work (salaries, benefits, other direct costs, general and administrative costs). Staff performing work under this mechanism will be paid in accordance with the agreed SOW and budget.

Question 22: Can you clarify these two points regarding the budget requirements:

- a. The RFA indicates it is a 6-month project, so how would the budget be broken out by project year?
- b. We have no way of knowing how much of the \$40K award is federal vs. non-federal, so how should we break out the federal and non-federal cost-share amounts?

Response to Question 22:

- a. The RFA includes general guidance to budget development. Since the period of performance is 6 months, in this case it does not need to be broken down by years.
- b. \$40,000 USD is US-government funding, applicants should propose possible non-USG cost share source(s) and amount in addition to \$40,000 (3% of the total requested funding).