Request for Proposals RFP Number: **HQ-2022-03**

Services being Procured: **Bid Development, Preparation, Management & Submission Services**

**RFP Questions & Answers**

Here are the answers to questions EAI received regarding the above-referenced RFP.

**Costs:**

*Question:* Will EAI provide a cost template to structure the cost volume?

*Yes.*

*Question:* How does EAI anticipate working with the contractor to develop a cost strategy? Will EAI provide a point of contact or key team member for cost?

*EAI will work closely with the chosen Contractor to develop the strategy, including providing a staff point of contact to work with the Contractor.*

*Question:* Does EAI have basic cost information for Nepal? Or a local contact who will conduct this research?

*EAI has cost information for Nepal and in-country staff to support research into cost information for the Cost proposal.*

**Research:**

*Question:* What capture or prebid research has EAI conducted? Is the contractor expected to lead the capture effort? Does EAI expect the contractor to hire local consultants in Nepal and/or conduct capture trips for Nepal?
EAI has in-country staff and identified consultants who will work with the Contractor on prebid research. The Contractor will be expected to work closely with these individuals on capture efforts, but the Contractor is not expected to travel to Nepal, nor hire local consultants.

**Recruitment:**

*Question:* How does EAI anticipate collaborating on the recruitment process? For example, will EAI staff participate in candidate interviews, reference checks, or make final selections?

*EAI will collaborate on the recruitment process, including participating in interviews and making final decisions on selection.*

**Subcontractors:**

*Question:* How does EAI anticipate working with the contractor to develop a subcontracting strategy? Will EAI provide a point of contact or key team member for subcontracting? Does EAI have relationships with local subcontractors in Nepal?

*EAI has identified subcontractors for this bid, including local subcontractors, and will provide a staff point of contact to work with the identified contractor on their subcontracting strategy.*

**Technical Approach:**

*Question:* How does EAI anticipate the contractor will engage field staff and/or home office technical experts in the development of the technical approach? Will EAI participate in color reviews? How many?

*EAI technical experts at both home office and in Nepal will participate in design sessions and each color review. It is up to the Contractor to propose the number of proposal reviews.*