

Responses to Submitted Questions

1. Would USEA consider an extension of two weeks to submit the proposal?
 - a) **In fairness to other applicants, we are unable to grant this request. The proposal submission deadline will be extended only if we receive fewer than 3 valid proposals in response to this RFP.**
2. Can USEA share the estimated budget range for this opportunity?
 - a) **Bidders should submit their best financial offers as cost is an important consideration. USEA considers an estimated budget range of \$50,000 to \$70,000 to be reasonable and appropriate for this project.**
3. Can USEA clarify whether the contractor is to propose a deliverable- based payment schedule, or if this will be determined upon award?
 - a) **Deliverable based payment.**
4. Can USEA confirm that travel expenses will be paid directly by USEA, and therefore do not need to be included in the proposed budget?
 - a) **We don't see travel as a necessary component to this work, however if travel is required USEA will arrange and cover travel expenses, including economy-class airfare, per diem (lodging, meals, and incidental expenses) to include all travel and activity days (Lodging to be provided according to U.S. government regulations), international health insurance for the full duration of the travel, ground transportation to/from the airport, local transportation to meetings.**
5. To whom should deliverables and the response to RFPs be submitted too?
 - a) **While deliverables will be submitted to USEA and SEN, as the end recipient for the project. Responses to the RFP should only be submitted to Peter Lorenz, plorenz@usea.org.**
6. **A budget draft document has been added to the supporting documents.**