**QUESTIONS & ANSWERS**

**Date:** 18 July 2023

**Reference Request for Proposal Number:** RFP-CATALYZE-ASIA-2023-0098 

Dear Offerors,

Please see below answers to the questions submitted catalyze.[procurements@thepalladiumgroup.com](mailto:catalyze.procurements@thepalladiumgroup.com).

| **No** | **Question** | **Answer** |
| --- | --- | --- |
| 1 | Does the subcontractor have to have legal operations in Indonesia or the Philippines or just the ability to provide grants to the nonprofits and/or for profits in those countries? (*eg, can the subcontractor fiscal sponsor partner be based in the US with ability to manage the funding and diligence)*? | The Fiscal Sponsor does not have to have legal operations in Indonesia or the Philippines, but it must be legally allowed to provide grants to nonprofits and/or for profits in those countries. The activities to be performed under this contract can take place globally and the Fiscal Sponsor may be based outside Indonesia and the Philippines. |
| 2 | Can you share more details on the "advanced level of control" over fund disbursement referenced?  Is this based on U.S. IRS nonprofit funding standards for expenditure responsibility?  Can you give us an example of the type of instructions we would receive in regards to distributing the funds per “CATALYZE instructions”? | “Advanced level of control” and any related guidance would be with the objective of ensuring that grant design, grantee selection, etc. would be in line with the CATALYZE contract’s program design. For example, CATALYZE could play a role in evaluation panels or post-award management. |
| 3 | Do the bank accounts have to be in Indonesia and the Philippines? | Not necessarily, but the Fiscal Sponsor must be able to receive funds from various philanthropic donors and distribute the funds to CATALYZE implementing partners in Indonesia and the Philippines—which may require a local bank account. |
| 4 | Will any partner need to be engaged as employees, volunteers, or independent contractors through the fiscal sponsorship that would require HR responsibilities? Or is it just managing the other activities mentioned? Are there possible insurance needs? | There would not be any requirement for bidders to have any HR responsibilities to or through Palladium.Bidders will follow their own operating procedures and be responsible for any and all regulatory/legal considerations of employing their own staff. The only insurance that would be required in addition to any legally mandated employer provided coverage is for bidders to budget for Defense Base Act (DBA) insurance in accordance with FAR 52.228-3, as applicable. |
| 5 | What type of due diligence is expected (eg. Financial and/or impact measurement)? Is the diligence desk only or is onsite diligence required? | The Fiscal Sponsor will be asked to conduct financial and operational due diligence on potential grantees. Only desk due diligence is required. Bidders are also required to complete the Due Diligence Questionnaire as noted in the RFP. |
| 6 | Will CATALYZE provide diligence guidelines for the subcontractor, or will we be asked to provide our recommended approach? | The Fiscal Sponsor will be asked to provide their recommended approach, which Palladium will review and approve. |
| 7 | How often do reports need to be created for donors? | The Fiscal Sponsor will create reports for donors following the frequency and format requested by each donor. |
| 8 | Does the subcontractor have to report on any non-financial related aspects of the program and Fund with regards to the implementing partners? This appears to be a responsibility of CATALYZE, but we would like to confirm. | CATALYZE is responsible for reporting on the non-financial aspects of the program and engagements with its implementing partners in Indonesia and the Philippines. Accordingly, CATALYZE may request from the Fiscal Sponsor additional inputs regarding non-financial aspects, such as status updates on donor outreach, short narrative comments on overall progress, etc. |
| 9 | Under I. Background, it states the subcontractor should be able to support CATALYZE's fundraising efforts. What kind of support is required in fundraising? | As described in the rest of the RFP—preparing and delivering pitches to potential donors, track grants, etc. |