

## RFP-CATALYZE-Edu-2023-0099 Questions & Answers

1. How many vendors are being targeted for the BPA award?

Thanks for the question. We are reaching out to multiple vendors for this piece of work. Palladium will evaluate all submitted offers and make a decision around which offer (or offers) best meet our needs. Once that decision has been made, selected offer(s) will be contacted

2. If the subcontractor is an individual consultant, is the individual's Social Security number sufficient as a UEI number?

Thank you for the question. If the subcontractor is an individual, a UEI is not necessary.

3. Is there an email attachment size limit when submitting long-form writing examples? If so, what steps can bidders take in the event that the writing samples exceed the email attachment size limit. For example, if the limit is 20GB, may we submit several emails numbered 1 of 3, 2 of 3, 3 of 3, etc.

Good question. Please keep submitted files to a reasonable size. If the file is too large, please use an online based file sharing system (such as Google Drive or OneDrive) to submit documents

4. Will graphical support be required from the editorial consultant?

Light touch graphical support (updating figures, simple formatting, etc.) may be needed at times, but is not anticipated to be a significant portion of LOE.

5. There are significant time/cost differences between copy editing and rewriting especially when knowledge of blended finance is preferred. Can the CATALYZE team provide an estimate of the percentages of documents that will require a) a copy edit, b) a significant edit, and c) rewrites?

Most LOE will focus on copy edits as the documents will have already been reviewed technically by the management/technical team and the communications team. Significant edits may be necessary, but these would mostly be non-technical, meaning support with reworking underlying structure, flow, additional of new data, writing style, all at the direction of CATALYZE. Full rewrites are not anticipated at this stage but may be required on an individual basis. In terms of %: copy edits (60%), significant edits (35%), rewrites (5%).

6. What percentage of documents will be written by non-native English speakers? If the meaning of what is written is unclear, is it expected that the editorial consultant would contact the writers to clarify?

Most documents will have been written by a native English speaker. Where this is not the case, reviews and copy edits will generally have taken place by a native English speaker within Palladium prior to sharing with the consultant. CATALYZE will coordinate with the consultant on any substantive follow up needs.

7. What is the range of number of authors that may be engaged in drafting documents and what is the estimate of percentage of documents that would be created by multiple authors?

Most requests for support will only have one author.

8. How many words per page is assumed?

Assume roughly 500 words per page (standard format, font, margins, etc.)

9. How many words per page are assumed for the cost estimate?

See above.

10. The RFP also mentions research and writing in its opening paragraph. Is that why the RFP requests a daily rate in the cost proposal instructions and a cost per page quote in the evaluation criteria? If so, would CATALYZE consider having the daily rate be part of the evaluation criteria for the cost proposal? Would CATALYZE also consider using the daily rate for rewriting, which is more time intensive and requires additional skill sets than copy editing?

Thank you for the question. The first paragraph is more an introduction to the project. In terms of evaluation, a firm/individual could submit a daily rate as part of the cost proposal, as well as a cost per page. CATALYZE will make the determination of selected vendor based on technical quality of the submitter offer, as well as cost. CATALYZE will determine the best method for determining the cost of proposed work.