

## Annex 7

## Responses to Bidders Questions

1. Based on the different requirements of the technical, administrative and financial aspects of the proposal, could Chemonics International allow more time to the bidders and extend the due date to April 8, 2021?
  - a. The deadline has been pushed back to April 16th, 2021, per Amendment 02 to the RFP.
2. Do bidders have to submit full SOP documents?
  - a. Yes, the bidders should submit SOPs with their proposal as an Annex per page 8.
3. Are route ride along with available before you start? Is it required to Recon any delivery sites that we don't know? Does the work also involve In-person contact with end-use customers would that be best?
  - a. This RFP is purely for warehousing services. Chemonics contracts different 3PL providers for distribution services.
4. Will Chemonics continue to ensure energy sufficiency during the contract (fuel generator)?
  - a. Yes, Chemonics will operate and maintain the set of power generators currently installed at the warehouse (page 17 of RFP).
5. If we are awarded the contract, would we be able to have an umbrella cover with Chemonics because in Haiti, and due to the current socio-political situation, we may not be able to find a coverage for this project in Haiti?
  - a. The awardee is required to obtain their own insurances coverage in Haiti and will not be covered under Chemonics' policy, as per Section II.2.viii-Insurance of the RFP.
6. Can you confirm if the equipment has changed in the warehouse since info shared in August (should we plan the replacement of some of the equipment?)
  - a. Please refer to Appendix Part 1, "List of MHE and WH Equipment."
7. Can we visit the facility?
  - a. Yes, we strongly encourage visits to the facility but it is not a requirement to submit a proposal. To arrange a visit, please email [Haitiwarehouse@ghsc-psm.org](mailto:Haitiwarehouse@ghsc-psm.org).
8. On your document showing the organogram with warehouse functions, 7 pages out of 9 are blank. Could you clarify?
  - a. A draft organogram was provided during the RFI. Please only refer to information provided in the RFP to prepare your proposal. Information provided in the RFI is no longer valid.
9. Is it expecting that the award winner will take over the lease at some point? If yes when?
  - a. Yes; upon satisfactory performance, Chemonics would consider transitioning the lease to the awardee in the coming years.
10. What is the expected timeline for transfer and start of operations after the solicitation is awarded?
  - a. We envision providing the awardee one month to mobilize upon notification of the award, and an additional two weeks for transition and handover.
11. I wondered if I may enquire regarding possible eligibility criteria ? Is the referenced bid open and available to US logistics providers, based on partnering with a local Haiti agent /partner ?
  - a. Please refer to Section I.4.A. "General Requirements."
12. Is insurance cost supposed to be part of the fixed operating service costs?
  - a. Yes.
13. Can Chemonics provide a detailed analysis of accounts receivable & payable and determine responsibility for anything outstanding.
  - a. We are unable to provide a detailed analysis of accounts receivable and payable. Any costs incurred prior to contractor's takeover would remain Chemonics' responsibility.
14. What type of cashflow does the contractor need to run this project?

- a. This is dependent on the bidders' cost structure and how they manage and analyze their finances.
15. What is the value of the Chemonics project in Haiti for the current fiscal year?
  - a. Throughout FY21, we have an average of \$14.9M worth of commodities stored at the warehouse.
16. This is a one-year renewable contract. The contractor has to pay severance to employees every end of year in order to avoid any accumulation of severance pay. Can the contractor insert severance pay in the budget?
  - a. Bidders' should include any costs that are required per local labor law. Chemonics is not requiring a line-by-line budget for this cost proposal. Please refer to Section B.3 "Cost Proposal" for instructions.
17. How does the contractor get compensated for running this project? Is it a cost reimbursement plus fixed fees?
  - a. Please refer to Section B.3 "Cost Proposal". As this section states, "fixed unit rates must... include all associated costs, taxes, and fees."
18. What is the value in US\$ of the contract? The cost of the team part of the scope?
  - a. Chemonics requires bidders to complete their own analysis of the required work (direct and indirect costs) and propose a cost accordingly. Please refer to Section B.3 "Cost Proposal" for detailed instructions.
19. What are your KPIs for current WH operations?
  - a. The KPIs that will be relevant for bidders' offers can be found in Section II.2.V "Key Performance Indicators".
20. Can Chemonics evaluate the personnel at hand and decide who may be qualified to do the job. At the center of this decision is the relevant experience of the individual with regards to the job to be performed.
  - a. CVs and references of our current warehouse staff will be provided to the awardee if requested. There is no requirement to hire Chemonics' staff.
21. if possible, share the total number of warehouse personnel and position levels?
  - a. We are not able to provide this information. Bidders are encouraged to use the information provided in the RFP and Annexes/Appendices to develop their management and personnel structure to be able to respond to the work required.
22. Could you share the current salary band of the positions?
  - a. We are not able to provide this information. Bidders are encouraged to use the information provided in the RFP and Annexes/Appendices to develop their management and personnel structure to be able to respond to the work required.
23. Multiple positions are showing "distribution" responsibility. Considering that the RFQ focuses only on warehousing management services, do we need to requalify the position and their JD? How about the distribution part left?
  - a. This document was provided during the RFI. Please only refer to information provided in the RFP to prepare your proposal. Information provided in the RFI is no longer valid.
24. Does Chemonics require any specific security level or compatibility for the Warehouse Management System (WMS)?
  - a. We are still working on a response to this question. We will be providing the final response during the bidders' conference (and the response will also be included in written notes for the bidders' conference).
25. The first step is to initiate a comprehensive Inventory. This decision must be agreed to by all parties before the start of operations.
  - a. Please refer to Section B.2. Part 1 "Technical Approach, Methodology, and Detailed Work Plan" for our requirements for an Implementation Plan and Execution Time Frame.
26. Equipment - What equipment is available to purchase from, should there is a need to do so?

- a. Chemonics will consign USG-owned equipment to awardee for their use (please see Appendix Part 1, "List of MHE and WH Equipment") for the duration of the subcontract, but it will remain under the ownership of the US government. Please refer to Section II.2.i "Facilities and Equipment" for a list of equipment that the awardee is required to provide. Any additional equipment that the bidder requires should be included in their proposal budget.
- 27. Will the subcontractor be responsible for all the security guards in the compound ( Inside Warehouse and its)?
  - a. Please refer to Section II.2.vi for details on the awardee's responsibilities for security.
- 28. From the Inbound – Outbound Data: Looking at the 2019 & 2018 summary for Outbound can you kindly confirm that the values for the parameters are in pallets?
  - a. The outbound data shows line items per order processed. 1 line item = 1 product.
- 29. Can you provide a list and categories of SKUs
  - a. Please refer to Appendix Part 1, Warehouse List of Active SKUs. Please email Haitiwarehouse@ghsc-psm.org for the Appendices Part 1 documents.
- 30. Pick operations: at item/box or carton level? Typology/average order per category of SKU
  - a. We do not have this level of detail. Outbound data was constructed based on line item/order. Volumetric and box/carton usage data is not available.
- 31. Can you provide volume indication? Volumes received in 2020 and 2019 (as 2020 is probably not a “normal year” due to Covid) with numbers of containers 20’/40’/pallets/cartons/products and pallets/carton received via air vs. sea, frequency?
  - a. We do not have this level of detail. Inbound data was constructed based on pallet identification in the WMS. Volumetric data as requested is not available.
- 32. Since the cargo is pharmaceuticals, do we need the warehouse to be temperature controlled or general?
  - a. Yes. Please refer to Section II.1.i "About the Fleuriot Warehouse" for details on the temperature standards for the storage areas, and to Section II.2.ii "Temperature Controls" for further information on temperature requirements for the storage areas.
- 33. Are you looking for any GDP certification?
  - a. Good Storage and Distribution Practices Certification is not required, although, per Section II.2 "Scope of Work," we expect awardees to conduct their operations in accordance with WHO Guide to Good Storage and Distribution Practices. Please refer to Annex 3 for the Required Certifications for the proposal.
- 34. Will the director managing both the distribution and the warehousing operations remain part of the Chemonics team?
  - a. The bidder should review the roles and responsibilities outlined in the RFP to determine what staffing is necessary to conduct operations. We envision Chemonics hiring a 3PL Management Director to provide contracting management support. The awardee will be responsible for picking, packing, and dispatch from the warehouse to the transportation 3PLs. Refer to Section II.2.iv - Inventory Management, subsection b and r.
- 35. Are there elevated bay for docking? If not the pallets must be broken down/ More work force needed /time consuming process / high risk of contaminations and losses.
  - a. Yes, there are elevated bays for docking.
- 36. Can the cargo be taken into the premises with a forklift or must it be depalletized outside prior to reception?
  - a. Yes, the cargo can be taken in with a forklift.
- 37. Why should we reconcile the proof of delivery against the quantity in the shipping order? Losses occurring during the transportation should not be our responsibility.
  - a. Losses occurred and properly documented during transportation is not the awardee’s responsibility. The awardee is required to complete POD reconciliation, refer to section II.2.iv Inventory Management, subsection b.

38. Are handheld barcode scanner used for inventory/reception/put away/picking?
  - a. The bidder should include this WMS capability and hardware. Please refer to section II.2.iv - Inventory Management.
39. Are there any long term agreements signed for the maintenance of the AC/Generators/forklifts?
  - a. As per Appendix Part 1.6 (Responsibilities Matrix), Chemonics will retain responsibility for the maintenance of AC split units, generators, and more, and has long term agreements signed for these maintenance services. The awardee will provide maintenance for all existing MHE per the first line of the Responsibilities Matrix, thus the awardee will be responsible for forklift maintenance.
40. Are the SKU coding dedicated to the different budget holders?
  - a. Yes.
41. Are the MACS products coding identical to the one present in the procurement management system used by Chemonics?
  - a. The coding system will be agreed upon after award.
42. Are the bin locations configured in MACS to support re-order level and min and max level quantity?
  - a. No. Bin locations must be optimized. Bin locations must be fixed-per product. The bidder is encouraged to configure the product flow to improve product management and best practices in the proposed WMS. Please note that using MACS as the WMS is not a requirement, but the awarded subcontractor is encouraged to use their preferred WMS provided that it meets the requirements per the RFP.
43. Is the Warehouse full or could we accommodate other programs/customers in the same facility?
  - a. This is not an option at this time (the space is exclusive to USAID and its partners at this time). This may be an option in future years.
44. What is the deadline (dd/mm/yy) for processing and registering? If it is contingent on the subcontract award date, what is the anticipated date of subcontract award? The RFP states May 31, 2021, but did the change in the proposal due date affect that subcontract award date?
  - a. Please see revised section A. General Requirements, per Amendment 02, for clarification on this requirement. The anticipated date of the subcontract award is currently June 18th, 2021, but please continue to check the RFP publication page (<https://chemonics.com/our-procurements/rfp-no-haiti-3pl-wrh-001/>) in case of further amendments to the RFP and RFP schedule.
45. Please define “local presence in Haiti”. If one of the partnership companies has a local presence in Haiti, does that meet the requirements of a “local presence in Haiti.”?
  - a. Please see revised section A. General Requirements, per Amendment 02, for clarification on this requirement.
46. Warehouse Management System (WMS) – The first bullet states that the 3PL should indicate whether the WMS is “certified”. Please define the type/nature of certification requested.
  - a. We are still working on a response to this question. We will be providing the final response during the bidders conference (and the response will also be included in written notes for the bidders conference).
47. Management & Staffing – Can Chemonics share the current organizational chart and staffing levels by function for the current operation/incumbent?
  - a. We are not able to provide this information. Bidders are encouraged to use the information provided in the RFP and Annexes/Appendices to develop their management and personnel structure to be able to respond to the work required.
48. Should it be assumed that the subcontractor is responsible for providing 24/7 manned security? If so, is the current security part of the warehouse staff or outsourced to a local 3rd party? If outsourced, can you provide the vendor name? If internal, is security staff allowed to perform other duties or is security a dedicated role?

- a. Yes, the awardee shall be responsible for providing internal warehouse security 24 hours a day, seven days a week, in the warehouse. Our current security (internal and external to the warehouse) is provided by a local third-party security company, Corvington Security. Security guards must only be dedicated to security services and may not take on any additional roles/responsibilities.
49. Should the subcontractor assume the security system, monitoring keys, codes, etc. be turned over to them from the current incumbent or should it be assumed the subcontractor shall furnish all new security equipment and system and include with pricing budget?
- a. Chemonics has a current CCTV security system which Chemonics will continue to maintain and operate. This will not be turned over to the awardee. The bidders shall in their proposal include their own CCTV system that they will provide and maintain. Please see Section II.2.i Facilities and Equipment for more details.
50. How many pallets are estimated?
- a. There are estimated 4500 pallet locations in the warehouse.
51. Temperature Controls - What is the current monitoring equipment in use?
- a. Chemonics' current system (which we will continue to operate and maintain) is "Sense Anywhere" brand. The bidder is allowed to propose the brand and equipment capabilities.
52. Temperature Controls – Is it anticipated that this equipment need to be replaced or assume that subcontractor will simply take over the monitoring and PM of the equipment?
- a. The bidder is requested to provide all temperature monitoring and recording equipment. Refer to section II.2.i Facilities and Equipment. Chemonics will maintain operation and maintenance of a separate (existing) temperature monitoring system.
53. Temperature Controls –Does the current system allow for remote monitoring, access, and the appropriate alarms?
- a. Yes.
54. How does Chemonics/the incumbent intend to transfer current staff over to the 3PL?
- a. CVs and references of our current warehouse staff will be provided to the awardee if requested. There is no requirement to hire Chemonics' staff.
55. The proposed cost template provides some significant challenges in pricing based on the way it is designed. Is Chemonics willing to accept alternative pricing models?
- a. Bidders can use their own budget models to develop their proposed budgets, but they must be adapted into our required pricing structure (inbound pallet rates, outbound line items, and fixed monthly operating costs) so that we can compare cost offers across bidders. Bidders must use the provided template for their cost proposal.
56. What are the shift hours? How is overtime identified, approved, scheduled and billed?
- a. Shift hours are up to the determination of the bidder. Labor costs, including overtime, shall be embedded into the fixed inbound and outbound rates and/or fixed monthly operating costs. Chemonics will not be requesting any details on labor usage. The awardee must be compliant with local labor law.
57. Who is the current internet provider for the warehouse?
- a. We use Access Haiti for our internet services.