DEPARTMENT OF THE TREASURY
BUREAU OF THE PUBLIC DEBT
PARKERSBURG, WV 26106-1328

November 19, 2010

Dear Potential Offeror:

Enclosed is the Bureau of the Public Debt's solicitation BPD-IAF-10-R-0017 for grant compliance auditing services (AS) for El Salvador (ES) grant recipients, on behalf of the Inter-American Foundation. While I encourage you to review the entire solicitation, you should become particularly familiar with the following sections:

1. Sections B and C, which provide important background information about the type, scope and location of the services to be performed, as well as the requirements, personnel qualifications and basic eligibility criteria. Mandatory requirements consist of the following:

    (a) Offeror is an accredited and licensed (in El Salvador) accountant, accounting firm or organization.
    (b) Offeror shall have legal status to operate in El Salvador, have an equipped in-country physical office and full-time physical presence in El Salvador for the duration of the contract.
    (c) Offeror submits signed Declaration of Independence and Conflict of Interest Statement with proposal.
    (d) Audit Partner/Senior Manager must be a certified public accountant.
    (e) Offeror and all staff involved with this contract shall be fluent in Spanish, speaking, reading and writing in professional business language.

2. Section H, which describes Special Contract Requirements.

3. Sections L and M, which describe the proposal preparation and evaluation process. Please note that instructions regarding the submission of proposals are contained at L.8. and should be adhered to absolutely.

To be considered complete, the proposal must include one hard copy OR one electronic copy (e-mail) of the information below. The proposal may be submitted in either English or Spanish, but must include rates in US dollars.

Electronic proposals are to be submitted to psb3@bpd.treas.gov to be accepted, and must reference solicitation number BPD-IAF-10-R-0017/AS-ES, M.Wargowsky in the subject line.

For hard copy proposals sent via U.S. Mail, the address is shown at Block 5 of the optional form (OF) 308.

When proposals are sent via FedEx, UPS or other courier service, the address for offers is:
Public Debt Warehouse & Operations Center Dock 1
Attn: Division of Procurement, M. Wargowsky
257 Bosley Industrial Park Drive
Parkersburg WV 26101

The proposal must include the information listed below. The list has no particular order of importance.
1. OF 308 (Solicitation and Offer) - Page one of the form, completed and signed by the Offeror (Blocks 12A-D.)

2. Section K. Representations, certifications, and other statements of offerors or respondents.

3. Pricing proposal (see sections B, L and M) - This shall include fixed prices for Orientation/Initial Assessments and fixed prices for Audits, and hourly rates for Other Optional Services, for the base year and each option year.

   Note: The El Salvador auditor should anticipate that his or her workload will be proportional to the size and activities of the El Salvador grant portfolio and will correspond to the needs of the agency, and may increase or decrease according to any portfolio changes. Fluctuations in the portfolio will affect the workload and amount paid under this contract.

4. Technical proposal (see Sections L and M) - This should include information sufficient so as to demonstrate a thorough understanding of the auditing services requirements, as outlined in Section C – Performance Work Statement (PWS). The proposal should also include the curriculum vitae of the proposed personnel (See Section L.8.2.).

5. References – Provide at least two current client references, to include a brief description of the work provided, as well as the contact name, current address, current phone number and current email address of each reference.

6. Attachment F – Include signed copy of Declaration of Independence and Conflict of Interest Statement.

Proposals received after the deadline 2:00 PM ET, December 21, 2010 are late and will not be considered. It is the responsibility of the Offeror to verify receipt of their proposal.

Any questions regarding this solicitation should be submitted no later than fifteen calendar days before the due date for offers; we cannot assure an answer to questions submitted after this deadline. Questions should be submitted to psb3@bpd.treas.gov and must reference solicitation number BPD-IAF-10-R-0017/AS-ES, M.Wargowsky in the subject line. You should have no contact with any employee of the IAF or Treasury regarding this procurement other than me, or Mindy Wargowsky, as designated in Section G.1. of the solicitation.

We appreciate your interest in participating in this procurement.

Sincerely,

Gina Hanna

Gina Hanna
Contracting Officer