

with Federal cost principles (which can be found in the applicable OMB Circulars) and with ILAB budget requirements contained in the application instructions in Section III of this solicitation. (10 points)

- Use of existing expertise from the recipient country in order to reduce costs and further develop local capacity. (5 points)

- Inclusion of a sustainability strategy that ensures that project improvements will continue after the project ends. (5 points)

- Submission of a schedule of quarterly deliverables that will serve to determine the level of performance of the contractor. The identification of deliverables that are presented in the proposal should be objective, verifiable, and demonstrate progress in achieving project objectives. (5 points)

#### *C. Institutional Qualifications/Past Performance—25 Points*

- Prior experience in designing and implementing activities in developing countries, especially in Serbia, related to strategic planning, outreach and education, enforcement of workplace safety and health laws, and institution building. The application shall include information as an attachment (which will not count towards the page limit) regarding previous grants, contracts, or grants, including (a) the organization for which the work was done, (b) a contact person in that organization with his/her current phone number, (c) the dollar value of the grant, contract, or Grant for the project(s), (d) the time frame and professional effort, either directly by key personnel, by consultants, or under contractual arrangements involved in the project(s), (e) a brief summary of the

work performed; and (f) a brief summary of accomplishments. (10 points)

- Clear organizational structure and management plan, illustrating experience with carrying out participatory development activities with organizations (*i.e.*, government ministries, employer organizations, worker organizations, community organizations) and maintaining positive and effective relationships with partners. (10 points)

- Demonstration of strong financial management and internal control systems. (5 points)

#### *D. Experience of Personnel—30 Points*

- Key personnel with prior experience directly related to the proposed work, including technical and language qualifications, professional competence, relevant academic background, and demonstrated experience. Applicants shall submit a résumé for each key personnel proposed, which includes the individual's current employment status and previous work experience, including position title, duties performed, dates in position, employing organizations, and educational background. Duties must be clearly defined in terms of role performed (*i.e.*, manager, team leader, consultant). Résumés shall be included as attachments, which do not count against the page limitation. (20 points)

- Clear management plan demonstrating the staffing requirements and other resources needed to implement the approach. (10 points)

#### *E. Leveraging of Grant Funding—5 Points*

USDOL will award up to five (5) additional rating points to applications that include non-Federal resources that

significantly expand the size and scope of project-related activities. These programs will not be financed by the project, but can complement and enhance project objectives. To be eligible for the additional points, the applicant must list the resource(s), the nature, and possible activities anticipated and any partnerships, linkages, or coordination of activities, cooperative funding, *etc.*

#### *F. Suggested Outline for Technical Proposal*

This outline is provided as a guideline. Organizations may elect a format of their choosing, subject to the requirements of this announcement.

1. Executive Summary
2. Program Description
  - Goal and Objectives
  - Background
  - Technical Approach and Implementation Timetable (Proposed Intervention)
  - Experience of Personnel
  - Identification of Deliverables and Quarterly Schedule of their submission to determine contractor performance
  - Staffing Pattern and Project Management Organizational Chart
  - Leveraging of non-Federal Resources
3. Attachments
  - Summaries of other relevant organizational experiences
  - Résumés of key personnel and signed letters of commitment to the project

This stated commitment will be incorporated into the text of the grant with the selected applicant(s).

Signed at Washington, DC, June 25, 2003.

**Lawrence J. Kuss,**  
Grant Officer.

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