

Question & Answers During Pre-proposal Conference

Solicitation No.: SIN650-15-Q-0088; Title: Selection of Candidates for the 2015 India EIS Program;

Date: June 5, 2015

Question:

TORs Item No. 1: Advertise the EIS Program Invitation for Applications on the company website:

(1) Which website: Is the EIS Program Invitation for Applications to be advertised on the Contractor's website?

(2) Is the Contractor expected to support outreach? We noticed that the invitation has already been posted on the NCDC website and advertised in the press and the apply by date is June 25, 2015.

Depending on the date of actual award of this assignment, Contractor involvement and support to outreach, may be too late to be effective?

Answer:

1. Yes, the website can be the contractor's website. 2. The contractor involvement and support is not required, but any assistance is always appreciated. as the deadline is approaching.

Question:

TORs Item No. 2: Contractor to provide up to 300 suitable candidates during screening level and up to 75 suitable candidates for the in-person interview panel:

We assume that the above are the number of candidates whose applications the Contractor is expected to screen (300) and coordinate tele-interviews for (75)?

Answer: Based on the previous three years of recruitment, applications will not exceed 300. Tele-interviews would only be made to candidates who meet the minimum requirements as specified in the India EIS Compendium.

Question:

TORs Item No. 6 a.: Facilitate interviews with highest selected candidates, including all logistics for both the candidates (per diem, transport, and lodging) and the interview panel:

Can the logistical support to candidates and to the panel be spelt out in detail? In the previous RfQ, the following activities had been indicated:

- a. Notify short-listed candidates and organize interviews based on interview schedule provided by CDC.
- b. Support (for coordinating and approving) travel arrangements for all short-listed candidates selected for interviews based on travel entitlements agreed upon by NCDC/CDC.
- c. Provide copies of all short-listed candidate applications to the interview panel at least 3 working days in advance of the interviews.
- d. Provide score sheets for all panel members during the interviews.
- e. Develop an interview schedule based on the short-list of candidates.
- f. Provide staffing during the interview process to ensure the proper movement of candidates throughout the interview process, adhering to the schedule determined for the interviews.
- g. Process travel vouchers for all interview candidates.

Answer: Yes, logistical support to candidates and panels includes all the activities listed above.