

QUESTION AND ANSWER SHEET – SOLICITATION NUMBER S-IN650-14-Q-0014

QUESTION 1: DO WE NEED TO FILL D2 AND E1 OF SECTION 1 ATTACHMENT 2? IN SECTION 5, K(2)(III), DOES THIS MEAN OUR TEACHERS CAN SPEND ONLY 20% OF THEIR TIME FULFILLING THIS CONTRACT, I.E. THERE SHOULD BE AT LEAST 5 TEACHERS?

ANSWER 1: OFFEROR DO NOT NEED TO FILL IN SECTION D2 AND E1. D2 MERELY STATES POINT CONTACT BETWEEN THE CONTRACTOR AND THE CONTRACTING OFFICER. NO INFORMATION NEEDS TO BE FILLED. E1 IS TO ASSURE QUALITY OF SERVICES. NUMBER OF TEACHERS TO BE EMPLOYED IS TOTALLY AT THE DISCRETION OF THE CONTRACTOR. WE JUST REQUIRE A HINDI AND AN URDU INSTRUCTOR AT ANY GIVEN POINT OF TIME.

QUESTION 2: WOULD THE STUDENT COUNSELLING AND TESTING HOURS FORM PART OF THE CLASS HOURS?

ANSWER 2: YES. WE COULD NOT ASK THE CONTRACTOR TO PROVIDE SERVICE BEYOND THE HOURS PAID FOR, AS THEY ARE BEING PAID BY THE HOUR.

QUESTION 3: OUT OF THE 52 HOURS OF CLASSES TO BE DELIVERED EACH WEEK HOW MANY HOURS ARE FOR WHICH LANGUAGE AND AT WHICH LEVEL?

ANSWER 3: CLASSES ARE AT A RANGE OF LEVELS IN BOTH HINDI AND URDU, BUT THAT THE VAST MAJORITY OF CLASS HOURS ARE FOR HINDI. HOURS FOR THE CLASSES PER WEEK COULD BE IN THE RANGE OF 45 TO 55 HOURS PER WEEK.

QUESTION 4: HOW MANY BATCHES OF STUDENTS ARE THERE EACH TERM?

ANSWER 4: EACH CLASS COMPRISES OF MINIMUM 1 STUDENT AND A MAXIMUM OF 6 STUDENTS. BATCHES ARE FORMED BY THE INSTRUCTORS AS PER THE AVAILABLE STUDY TIMES AND THE LEVELS OF STUDENTS. AT PRESENT, THE TOTAL COUNT COULD (BOTH LANGUAGES AND INCLUDING ALL LEVELS).

QUESTION 5: HOW MANY HOURS OF INSTRUCTION DOES ANY GIVEN STUDENT RECEIVE EACH 10-WEEK TERM?

ANSWER 5: 20 HOURS, UNLESS THEY ARE IN PRE-EXAM PHASE, IN WHICH CASE, UP TO FIVE HOURS PER WEEK.

QUESTION 6: WILL THE SAME STUDENTS CONTINUE INTO THE NEXT TERM?

ANSWER 6: WE DO NOT KNOW. STUDENTS ROUTINELY DROP THEIR CLASSES DUE TO WORK OBLIGATIONS, WHILE NEW ENROLL PRIOR TO EACH NEW 10 WEEK MODULE.

QUESTION 7: PLEASE CAN YOU LET US KNOW WHETHER WE NEED A TIN NUMBER FROM THE IRS? SHOULD IT BE A TIN FOR THE BUSINESS OR A PERSONAL TIN? IF REQUIRED, PLEASE CAN YOU SEND A LINK TO THE URL TO APPLY FOR IT (THE LINK WITHIN THE SAM SYSTEM DOESN'T WORK).

ANSWER 7: NO YOUR COMPANY DOES NOT REQUIRE A TIN NUMBER FROM IRS. IF YOUR COMPANY'S INCOME IS UPTO 5,000,000 INR (INDIAN RUPEES) YOU WOULD BE CONSIDERED A COMPOSITE CONTRACTOR AND NO SERVICE TAX REGISTRATION NUMBER IS REQUIRED, HOWEVER IF YOUR COMPANY'S INCOME IS MORE THAN 5,000,000 INR (INDIAN RUPEES), YOUR COMPANY WOULD NEED TO REGISTERED AND HAVE A SERVICE TAX REGISTRATION NUMBER FOR YOUR BUSINESS CONCERN IN INDIA. YOU DO NOT REQUIRE A US TIN NUMBER.

QUESTION 8: COULD YOU ALSO LET US KNOW IF ANY TRANSLATION WORK IS INVOLVED?

ANSWER 8: NO, NO TRANSLATION WORK IS INCLUDED IN THE CONTRACT. IF ANY WERE NEEDED, IT WOULD BE CONTRACTED FOR SEPARATELY, THROUGH A SEPARATE REQUEST FOR QUOTE.