



Answers to questions on RFQ UST-002, Facilitation of Hostile Environment Awareness Training (HEAT) Courses For Ukraine Project Portfolio

1. Estimated number of delegates

We currently estimate approximately 200 staff and consultants that will partake on HEAT training over the course of several months. It is possible that not all of them will be trained through the resulting purchase order, but we expect that the majority will. Offerors are welcome to offer training group sizes they may reasonably accommodate and should provide the details of group sizes as required by the RFQ.

2. Is the bidder to provide accommodation for Chemonics delegates?

No. Offerors do not need to provide any accommodation to training participants. Offerors need to provide accommodation for their own staff, if necessary.

3. Is the bidder to provide transportation of delegates to/from accommodation & training venue?

If locations are easily accessible by car or public transportation, then training participants do not need any transportation. If any training location is not easily accessible, then the offeror is responsible for transportation costs between a reasonable meeting point and the training site(s).

4. Does Chemonics require English/Ukrainian translation?

Offerors should indicate whether they can provide interpretation services. We anticipate having participants who speak English and not Ukrainian as well as participants who speak Ukrainian and not English.

5. In order to submit a competitive price, please confirm if we can amend the Pricing Schedule to show separate cost lines for the fixed and variable for each line item, i.e. per person and full group. There are some savings in variable costs (accommodation, meals, etc.) when there is a group of students compared to per person.

On page 13 of the RFQ, Section 3(B), Pricing Schedule, offerors are required to complete pricing information for line items 1 through 4. Offerors may include additional line items for different locations and/or different group sizes to account for variable costs or add details in the existing rows to account for any variable costs. Chemonics asks that any deviations from the pre-populated rows provided in this section be clear and succinct.

6. The "Offer Checklist" (Section 2) – Can you confirm what you mean by Offeror's Identification Card.

Offerors may disregard this requirement.

7. DBA Insurance – Can you clarify if this is for the Chemonics staff attending the courses or our trainers.

Chemonics provides DBA insurance for all Chemonics staff and consultants. Offerors are responsible for ensuring DBA coverage for their own staff and trainers and should factor such costs into their quotations.

8. Psycho-Social Personal (Section 3. A (1) Can you stipulate the minimum qualification required for personnel to be certified professionals with enough experience to deliver HEAT courses.

No. Offerors should indicate training of all personnel who may be in site to provide psycho-social support, but a specific certification is not required.

9. For planning purposes, can we have an idea as to how many more personnel need HEAT training?

Please see response to question #1.