



**Clarifications No. 2**

**To RFP no. UNFPA/USA/RFP/25/004**

**Provision of e-Learning and Digital Services to UNFPA**

No.	RFP Section	Questions/Request for Clarification	Answers/Clarification
1.	SECTION VI – ANNEX F: PRICE SCHEDULE FORM	For each of the rows in sections 1-4 (including sub-sections) you'd like us to include the relevant roles, and levels we have available for prospective staffing, and each role/level's hourly billing rate. Essentially you want a full rate card for all of the services under the LTA, regardless of whether we leverage those roles in our approach to developing the one-hour interactive training, that we describe in our technical proposal.	Yes. We would like to have the option to leverage these roles ourselves.
2.	SECTION VI – ANNEX F: PRICE SCHEDULE FORM	For the estimated total hours needed, you'd like us to adjust the number of hours for that role (if applicable) to match the number of hours in our proposed hypothetical working plan - the plan in our technical proposal.	Please provide "Total Cost (Hours x Hourly Rate) as noted in Annex F Price Schedule Form pasted below.
3.	SECTION VI – ANNEX F: PRICE SCHEDULE FORM	You'd like us to multiply our proposed hours, for each relevant role used in our proposed plan, by their hourly rates, to get to the professional fees associated with that team member executing the plan in our technical proposal.	Multiply "Estimated Total Hours needed per year per service (for evaluation purposes) x Hourly Rate
4.	SECTION VI – ANNEX F: PRICE SCHEDULE FORM	You'd like us to include a line item for any estimated out of pocket expenses we anticipate incurring in executing the hypothetical program, (expenses beyond staff	Under SECTION VI-ANNEX F PRICE SCHEDULE FORM" Please omit the "estimates for out of pocket expenses should be listed separately in item 2



		time), and for us to include that information in section 2.	below” this line item has been removed from the table.
5.	<b>SECTION VI – ANNEX F: PRICE SCHEDULE FORM</b>	You’d like us to ensure each subsection includes a sub-total for that sub-section	Yes
6.	<b>SECTION VI – ANNEX F: PRICE SCHEDULE FORM</b>	You’d like us to total all the subsections into a total price. And this price is the one you will use for the financial evaluation.	Yes
7.	<b>SECTION VI – ANNEX F: PRICE SCHEDULE FORM</b>	Alternatively perhaps you want us to provide hourly rates for the related roles or activities, and then to use the estimated number of hours needed per each of those role categories that you’ve already provided in the Annex F, even if that breakdown doesn't match our proposed working plan?	Please review Section VI-Annex F
8.	<b>SECTION VI – ANNEX F: PRICE SCHEDULE FORM</b>	Annex F references an "attached Excel spreadsheet ‘Annex F: Price Schedule Form.xls’", but we haven't seen this form amongst the provided documents. Instead we see is a table pasted into the Annex F word document. Is the word version of Annex F where you want us to include the information you've requested, or is there an Excel document?	Please use table provided in Annex F

Please note that bidders are allowed to resubmit their proposals based on the clarifications provided to the RFP referenced UNFPA/USA/RFP/25/004. You may refer to the clarifications document to ensure that your proposals are in compliance with the updated requirements.