

## Questions and Answers (Q&A)

*in relation to the Request for Proposal (RFP) to  
establish a Contract Purchase Agreement for Business Continuity Certification Training*

No.	Question from the Vendor	Answer from the IAEA Requesting Office/ Office of Procurement Services
Q&A no. 1 release date: 26 August 2019		
1.	We are working to prepare the proposal, and we would like to ask if you could provide us with the exact number of the expected participants, in order for us to formulate a more punctual offer. If this were not possible, we would prepare an economic offer by ranges of participant number (e.g. X € up to 60 participants, Y € up to 80 participants, etc.).	As per the SoW, we are looking for quotes for cost per session, not per participant (see also paragraph 6. <i>Deliverables</i> in the Statement of Work.)  If separate costs for an official certification (registration) are required per participant, this should be quoted separately. If such certification per participant has variable pricing according to group size, you may provide us with the commercial offer for 20, 30, 40, etc. up to 80 participants.
Q&A no. 2 release date: 30 August 2019		
2.	Pricing for the certified training based on the Business Continuity Institute (BCI) material:  a. Line 1 – Business Continuity Certification Training for up to 20 participants: Considering that our company, as all BCI training partners, has to pay the BCI specific fees per participants (not only the exam fee but also admin fees and	As per the SoW, we are looking for quotes for cost per session, not per participant (see also paragraph 6. <i>Deliverables</i> in the Statement of Work.)  If separate costs for an official certification (registration) are required per participant, this should be quoted separately. If the company has

	<p>intellectual property license fees, we cannot provide a fixed amount for the training up to 20 participants. We would either need a determined number of participants or provide you with a formula to calculate the amount by selecting the number of participants. Please advise on that point.</p> <p>b. Line 2 – Certification Exam for 1 participant: In that context, we can provide you with the cost for one person taking the exam</p>	<p>to pay back BCI charge back specific fees those should be specifically identified in the offer.</p> <p>If such certification per participant has variable pricing according to group size, you may provide us with the formula to calculate the amount and/or commercial offer for 20, 30, 40, etc. up to 80 participants.</p> <p><b>To summarize:</b> We are looking for an offer that quotes a cost per session (trainer, overhead, etc.) that 1) may include all participants to a course, or 2) it may include a formula to calculate additional cost per participant separately.</p>
3.	<p>Pricing for certified training based on the International Organization for Standardization ISO 22301:2014 – Business Continuity Management Systems – Lead Implementer material:</p> <p>a. Line 1 – Business Continuity Certification Training for up to 20 participants: In that case, the certification body invoices per participant, regardless if the participants take the exam or not. Can we then provide you also with a formula to calculate the amount cost depending on the number of participants?</p> <p>b. Line 2 – Certification Exam for 1 participant: In that case, the cost of the exam would be 0</p>	<p>If the company has to pay back ISO charge back fees, those should be specifically identified in the offer.</p> <p>If such certification per participant has variable pricing according to group size, you may provide us with the formula to calculate the amount and/or commercial offer for 20, 30, 40, etc. up to 80 participants.</p> <p><b>To summarize:</b> We are looking for an offer that quotes a cost per session (trainer, overhead, etc.) that 1) may include all participants to a course, or 2) it may include a formula to calculate cost per participant separately.</p>

**END.**