

## **ADDENDUM NO. 1**

### **Request for Proposal #1399 Travel Services for Office of International Engagement March 18, 2019**

Date of Original Bidding Documents: March 5, 2019

Date of Addendum No. 1: March 18, 2019

**INTENT:** This Addendum forms a part of the Contract Documents and modifies the Original Bidding Documents and Prior Addenda, if any, as identified above. Acknowledge receipt of this Addendum in the space provided on the Bid Form. Failure to do so may subject to Bidder to disqualification.

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#### **I. Points of Information:**

1. **Question** - Do you require 4 hard copies of the bid or do you now prefer the bid on UBS sticks?

**Answer** - *Number of Bid Proposal Copies is outlined in Section 4.3 of the RFP.*

2. **Question** – When you say “group” what is the minimum participants to be considered as groups?

**Answer** – *MSU does not have an absolute minimum number to define “group”, however, typically groups will consist of at least eight (8) participants/travelers.*

3. **Question** - Would you allow RFP respondents that only provide “flights”?

**Answer** – *No. While MSU will not consider responses from vendors who only provide flights, there will be situations/programs for which MSU will request only flights from the vendor.*

4. **Question** - RFP 1399 page 5 section 1.3.3 Submission of Bid Proposal - Can we submit our RFP Bid via Email?

**Answer** – *No, Submission of Bid Proposal is outlined in Section 1.3.3 of the RFP.*

5. **Question** - RFP 1399 page 9 section 3.0 refers to “group”. How do you define a “group”? Is there a minimum participants and a maximum?

**Answer** – *MSU does not have an absolute minimum number to define “group”, however, typically groups will consist of at least eight (8) participants/travelers.*

*Programs that require domestic (within the US) arrangements, including the Disney International College Program, will have the largest groups. It is expected that these groups may consist of up to 80 participants/travelers per group and may require domestic air and/or ground transportation, accommodations, group meals and other activities. It would be unusual for a group traveling abroad to be larger than 26 participants/travelers.*

6. **Question** - RFP 1399 page 9 section 3.0 under services requested for each trip will vary. You have included the whole “tour package” of the program. Would you accept a bid that only arrange international or domestic airfare/flights?

**Answer** – *While MSU will not consider responses that will only provide flights, there will be situations/programs for which MSU will request only flights from the vendor.*

7. **Question** - RFP 1399 page 10 bullet 10, regarding “timely notification”. How would you define timely?

**Answer** – *MSU expects the vendor to provide MSU with notice of such changes or alterations on the same business day as the vendor becomes aware.*

8. **Question** - RFP 1399 page 11 bullet 1 “to secure seats, the travel agency may need to issue the deposit to the airline before the payment is received from the University”. Would the University be willing to pay a deposit to vendor once the University accepts the flight quotation?

**Answer** – *Yes.*

9. **Question** - 1399 page 11 bullet 2. Cancellations, name or scheduling changes, negotiating the reduction or elimination of airline penalty fees. Penalties and flight alterations is subject to the airline of choice. If cost is associated from penalties and flight alterations, does Montclair State University willing to pay for the charges?

**Answer** – *MSU will pay for the charges incurred for any cancellations, name or scheduling changes requested by MSU. Requests made by individual travelers/participants for scheduling changes will be the responsibility of the individual.*

10. **Question** - RFP 1399 page 11 bullet 3 states “All participants must be booked on the same flight”. Group space is dependent to aircraft group seat inventory. Page 9, section 3.0 mentioned that between 2 and 4 group air travel for approximately 70-75 international students flying to Orlando Florida. If a number of the group exceeds to 50, does the University willing split the group in to two, flying different aircraft, flying the same day?

**Answer** – *MSU has a strong preference for putting all travelers on the same flight. Splitting the group would be undesirable and should be avoided whenever possible. However, yes, the University would be willing if absolutely necessary.*

11. **Question** - RFP 1399 page 11 – invoicing bullet 2, The University will issue a purchase order for each trip. The University will pay the full amount to the travel agency within thirty (30) days of receipt of invoice. Can the university use a credit card for time sensitive payments such as immediate deposits to guarantee group fares? Is the University willing to pay the invoice before the ticket is being issued? (Full payment is expected 45 days before departure).

**Answer** – *No. Currently, there is no P-card travel program in place at the University. However, the University is exploring options and if that changes we can make arrangements.*

12. **Question** - RFP 1399 page 11 – The bid should specify the service fee for management and administration. This fee should be broken down for air and land services. Organizations have a business model to which “management and administration” fees are not fixed with group tickets and vary depending on several factors. Would you accept a range or an estimated cost not specific to a firm “management and administration cost”?

**Answer** – *No. Bidders must present a fixed service fee for management and administration. The fee may be submitted per person and/or per type of service (e.g., one fee for air services, one for land services, etc.).*

**II. Special Notice of Bid Extension:**

NOT USED

**III. Changes to Prior Addenda:**

NOT USED

**IV. Changes to Bidding Requirements:**

NOT USED

**V. Changes to Agreement and Other Contract Forms:**

NOT USED

**VI. Changes to Conditions of the Contract:**

NOT USED

**VII. Changes to Specifications:**

NOT USED

**VIII. Changes to Drawings:**

NOT USED

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Please acknowledge receipt of this Addendum No. 1 via email: [bobetl@montclair.edu](mailto:bobetl@montclair.edu) or fax. The fax number is 973-655-5468.

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Company Name (please print)

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Date

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Signature

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Title

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Contact Name (please print)

Distribution:  
Christine Palma