ADDENDUM NO. 2

Request for Proposal #1401
Custom Faculty Led Study Abroad Program
May 1, 2019

Date of Original Bidding Documents: April 22, 2019
Date of Addendum No. 2: May 2, 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.

I. Points of Information:

II. Special Notice of Bid Extension:
NOT USED

III. Changes to Prior Addenda:
Attachment to prior Addendum No 1, is corrected and attached here. Question 9 on page 14 should read 3-6 weeks. The request for proposal has been updated to reflect this correction. Please see attachment 1 on this addendum

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

RFP# 1401 Custom Faculty Led Study Abroad Program
VIII. Changes to Drawings:
NOT USED

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

__________________________  ____________________________  ____________________________
Company Name (please print)  Date  Title

__________________________
Signature

__________________________
Contact Name (please print)

Distribution:
Christine Palma
Attachment 1 (Question 9 on page 14)

4. Provide a description of your visa processing services and experience with the United State Department registration and legal compliance with regards to US Seller of Travel Laws;

5. Must provide three (3) references from U.S. based universities similar in size and scope to Montclair State University that can attest to the type of work requested in this proposal. Please include a contact name, number and email address of each reference submitted under this RFP.

6. Provide a description and a link to your online portal used for students, faculty/staff to register for study abroad programs, gather demographic information, collect payment, and disseminate information;

7. Provide detailed resumes on who will be working on MSU’s account by outlining their experience with organizing custom faculty-led programs;

8. Document a list of international trips; name of Universities, specific dates traveled for every location listed in (see 3.0, Travel Locations, Pg. 9);

9. Provide sample itineraries for the following:

   - Provide three (3) detailed itineraries (preferably, one from each of the following regions: Latin America, Europe, and Asia) of custom faculty-led programs that you have provided within the last 12-months that include a 8-14 day itinerary. Each itinerary should include cities visited, hotel arrangements, ground transportation, tours, excursions, guest lectures/organization visits, group meals, and cultural activities. Provide the per person estimated program fee charged for each itinerary.

   - Provide three (3) detailed itineraries (preferably, one from any three of the following regions: Asia, Europe, Oceania and Africa) of custom faculty-led programs that you have provided within the last 12-months that include a 3-6 week itinerary. Each itinerary should include cities visited, hotel arrangements, ground transportation, tours, excursions, guest lectures/organization visits, group meals, and cultural activities; Provide the per person estimated program fee charged for each itinerary.

10. Explain the international destinations where your organization has particular expertise and experience delivering custom faculty-led programs.

11. Explain the academic disciplines where your organization has particular expertise and experience delivering custom faculty-led programs.

12. Provide a sample of the specific information that you provide to all traveling participants about the destination/s including safety recommendations, specific rules and customs pertaining to travelling safely.