ADDENDUM NO. 1

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. 1: May 1, 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:

1. **Question** - Is Montclair in the process of expanding their faculty led/custom programs portfolio? Based on the information in the RFP, it seems that not many programs have run in the past, and of those that have run, not many have run in locations where we can support custom programs. We want to make sure our values, goals, and locations align so we can confidently move forward if we are able to submit a proposal?

   **Answer** - Yes, MSU is intending to expand our portfolio of faculty-led programs over the next 5 years. Our strategy to build capacity includes working with partner custom faculty-led program providers who can help us engage new faculty leaders to increase the number of programs. We also hope to diversify the locations, the academic fields and the population of students who participate in faculty-led programs.

2. **Question** – Also, would it be possible for us an extension in order to give our legal team enough time to review all of the documents and get back with questions about the RFP requirements?

   **Answer** – Yes, the new bid submission date is May 22, 2019 @10:00AM
3. **Question** - On Page 13, under Payment/Invoicing, you write: “Bidders must be able to supply “a la carte” services as needed, as well as comprehensive program packages”, Can you clarify when you mean by “a la carte”?

   **Answer** – **MSU intends to work with bidders who are able to provide comprehensive faculty-led study abroad programs. However circumstances might exist when we only require limited services such as accommodation only, ground transportation only, site visits/activities only or some combination of a few services. In this case we would like the flexibility to request particular services based on the needs of the program.**

4. **Question** - On Page 14 (starting on Page 13) under Statement of Qualifications #9 asks to provide proposals for programs of 8-14 days and 3-6 days in length

   **Answer** – **This is an error - it should read 3-6 weeks. The request for proposal has been updated to reflect this correction. Please see attachment as reflected under VII. Changes to Specifications on this Addendum No1.**

5. **Question** - You do not ask for anything longer than 14 days, even though you earlier state that their programs range from 8 days to 6 weeks in length. Can you clarify this point? Would we be considered if we only provided examples of longer-term programs?

   **Answer** – **See question 4. We would like bidders to provide program proposals for longer-term programs from 3-6 weeks. The request for proposal has been updated to reflect this correction. Please see attachment as reflected under VII. Changes to Specifications on this Addendum No1.**

   **Question** - Just to clarify, we are just meant to read through all of the terms and conditions and then sign the page saying that we agree to those terms, correct?

   **Answer** – **Bidders are expected to read and understand the provided terms and conditions and sign the signature page indicating agreement to the terms.**

6. **Question** - The attachment documents and/or disclosures are just meant for us to fill out with the appropriate information and then indicating whether or not we have certain things, correct? For example, the Macbride Principals Form would just be for us to sign stating that we don’t have any business being conducted in Northern Ireland or the Disclosure of Investment Activities in Iran is just for us to sign saying that we don’t have any of those, correct?

   **Answer** – **The attached documents and disclosures are required by New Jersey State**
Law. Bidders must include each document and disclosure with the appropriate information with their bid.

7. **Question** - There has been some concern about making sure we request any legal documents or financial documents we may need with enough time to attach to the proposal before the deadline. However, I didn’t see anywhere in the proposal about having to include any specific documents or forms regarding the program from our end, correct? We are just responsible for reading through and signing all of the terms and conditions and disclosure forms?

**Answer** – See question 7 above. The attached documents and disclosures must be included with bid submissions. Financial documents are not required for initial bid submission but may be requested by the University. See section 4.4.5 of the RFP for additional information.

8. **Question** - Is there any particular country Montclair would be most interested in for this bid? We have expertise in Argentina, Chile and Spain

**Answer** – No there is not a particular country – please submit examples of programs in the countries where you have expertise.

9. **Question** - Page 9, 3.0 -What happens if the group fall under 10?

**Answer** – If student enrollment did not reach the minimum 10 students we would review the program to see if it can be run cost effectively and is still viable.

10. **Question** - Page 11, In Country Support Staff - Please clarify “In country support” is this based on being awarded the entire program or “A LA CARTE “sections?

**Answer** – Where bidders are requested to provide a comprehensive faculty-led study abroad program it is expected that services will include in-country personnel who can provide support to the students and faculty-leaders. In circumstances when we request ‘a la carte’ services we would like the option of requesting ‘in country support’.

*In-country support might vary by location and program and could range from a guide that travels with the group for the duration of the program to local staff that provide general support and are available to assist if needed.*

11. **Question** - Additional Requirements: #2 – who is responsible for incorrect information that is/was submitted by the student or MSU?

**Answer** – Either the student or MSU, whoever submitted the incorrect information.
13. Question - Payment/Invoicing: What is MSU’s definition of “a La Carte”?

Answer – see question 3

14. Question - Will MSU require a difference invoice for each of the (3) payments. (Deposit, Second payment and Final Payment)?

Answer – Yes

15. Question – Attachment#5 – What does Montclair State expect the management fee to include?

Answer - The management fee is the cost of administrative services the bidder charges or builds into the program cost, distinct from the actual services (cost of room, cost of bus, cost of lecture, etc.) received by program participants.

As a state university we need a mechanism to compare the competitiveness of bids in a standardized way. If your billing structure doesn’t normally charge a management fee or administrative service fee please indicate that in your response. As stated in the RFP Vendors approved for this contract will have the opportunity to quote on specific programs and be evaluated based on, among other factors, a per student total program cost and will not need to specify their service management fee for specific proposals.

16. Will you accept providers who only specialize in one type of programing (7-14 days vs. +3 week model)?

Answer - Possibly depending on the strength of other aspects of the vendor’s proposal.

17. What has the breakdown of program type looked like over recent years? How many students travel on short-term faculty led programs vs. longer term programs?

Answer- Proposed Summer Programs

<table>
<thead>
<tr>
<th>Year</th>
<th># of Programs Proposed</th>
<th>7-14 days</th>
<th>3+ weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020</td>
<td>3</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>2019</td>
<td>5</td>
<td></td>
<td>2</td>
</tr>
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<td>2018</td>
<td>4</td>
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</tr>
<tr>
<td>2016</td>
<td>5</td>
<td>0</td>
<td>5</td>
</tr>
</tbody>
</table>

On average the group size is 12-20 students.
18. What is your planning process and timeline? Would we begin building 2020 or 2021 programs?

Answer: Most likely 2021 programs. We have six programs already proposed for spring break or summer 2020. These programs will be developed over the summer and advertised to students at the beginning of Fall Semester. It is unlikely that timing will allow vendors to participate in the planning process for these programs. However, we intend for our partner(s) to begin working with us in AY2019-2020 to engage faculty and departments in conceiving programs for the following year.

Additionally, once contracts are in place we would be open to work with vendors and faculty to try and add some additional programs for summer 2020. Our normal timeline for Faculty to propose a faculty-led program can be found on MSU’s Procurement website.

II. Special Notice of Bid Extension:
Date extended to May 22, 2019 @10:00AM

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:
Please see attachment, correction to page 14 under Statement of Qualification, Question #9

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

_________________________________________
Signature

_________________________________________
Title
Contact Name (please print)

Distribution:
Christine Palma
1. 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;

2. 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.

3. 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;

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

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

6. 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 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.

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

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

9. 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.

**BID PROPOSAL PREPARATION AND SUBMISSION**