Harper College

1200 West Algonquin Road
Palatine, Illinois 60067-7398

847.925.6000
harpercollege.edu

Request for Proposal Q01021
Travel Agency Services for Faculty International Field Seminar to India
Addendum #1
March 12, 2021

All changes to the Request for Proposal (RFP) are valid only if they are issued by written addendum. Each respondent must acknowledge receipt of any addenda in their proposal submission. Each respondent, by acknowledging receipt of any addenda, is responsible for the contents of the addenda and any changes to the proposal therein. Failure to acknowledge receipt of any addenda may cause the proposal to be rejected. If any language or figures contained in this addendum are in conflict with the original document this addendum shall prevail.

This addendum consists of the following amendments:

1. The proposal deadline has been extended to April 5, 2021, 2:00 p.m. Central Time.

2. The pricing form has been revised and included in this addendum.

3. Dropbox is the preferred method of receiving proposals for this RFP.
   Link to Dropbox: https://www.dropbox.com/request/1QbfyZUnVW9OjLTlYpdz"

4. It is recommended that the US Postal Service not be utilized for submitting proposals since timely deliveries are not guaranteed. The College receives mail sent through the USPS once per week. UPS and FedEx are preferred methods for submission of hard copy proposals. The College's Receiving Department is open Monday-Friday to receive UPS and FedEx deliveries.

This addendum consists of the following questions received:

1. In reading over the information provided you mention "there is a 20% aspirational goal on the contract. Could you please advise what that means?
   Response: The College has an aspirational goal to use minority-owned/female-owned firms for 20% of its contracted services as mandated by state statute. To assist the College to achieve its goal, please use the forms included to identify MBE/WBE vendors to be used to perform any portion of this contract. If you have made good faith efforts to achieve the goal and cannot, request a waiver on the forms provided and complete the checklist on the form "Demonstration of Good Faith Efforts."

2. What will be the form of payment that the College requires?
   Response: The College will issue payment in the form of a paper check or an electronic ACH payment.

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3. If the RFP will be submitted online via Dropbox do we still submit the pricing separately from the RFP response?
   Response: Yes. If using the Dropbox upload link, please upload one file with your proposal and a separate file containing your pricing. The files should be labelled accordingly.
4. Is it a requirement to utilize a minority business or BEP certified vendor in order to submit a proposal?
   Response: The 20% BEP goal is the College's aspirational goal. If you have made good faith efforts to utilize BEP firms where practical and cannot, request a waiver using the enclosed forms.

5. Is it a requirement to be a registered business with the City of Illinois?
   Response: No, the selected vendor does not need to be an Illinois registered business.

6. May our firm only bid on the international airfare and lodging portions of this RFP?
   Response: The College will evaluate all proposals received; however, the focus and intent are to award the contract to a firm that can build a full-service faculty development field seminar itinerary.

7. Can we send the Affidavit after award?
   Response: The affidavits need to be completed and returned with your proposal.

8. Regarding the itinerary:- Is it acceptable to offer other cities to adjust to the interests of the group?
   Response: ***We prefer that you work with the itinerary that was provided. Please build an itinerary as outlined in the statement of work and price accordingly. You can provide an alternate proposal and price accordingly for consideration. We reserve the right to accept or reject alternate proposals.***

9. Do you need a price for each land item or I can send a total cost of the land?
   Response: No, all of the land items can be included as a single cost.

10. I see you won't be making a decision until June? Due to travel dates we may not be able to hold properties until then, so the hotels may sell out. How do you handle any possible changes in the accommodations? Same problem with the airfare this cannot be confirmed until a deposit has been made.
    Response: Given the pandemic, we would hope that any vendor would be willing to work with us on changes within reason to the accommodations. We will pay a deposit as soon as we are able, but vendors will have to understand that we too are under restrictions due to the pandemic. Please provide dates when deposits need to be made in order to lock in the pricing and proposed itinerary.

11. Do we need to be BEP certified? Trying to understand that requirement.
    Response: No, you do not need to be BEP certified. See the response to Question #1 for additional information.

12. "(2) Copies of the Pricing (Separately Sealed & Marked Envelope)" - What do you mean Marked Envelope?
    Response: If submitting your proposal via UPS or FedEx, please enclose your pricing in a separate envelope and label as Pricing. If submitting your proposal via Dropbox, please upload your pricing as a separate file and label accordingly.

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13. "PLEASE MARK THE RETURN ENVELOPES"- What do you mean by Return Envelopes?
    Response: Return envelope refers to your proposal submission if using FedEx or UPS.

14. "1. Harper College Faculty International Field Seminar to India, 2. March 17, 2021, 2:00 p.m. Central Time 3. Q01021" - Where does this go?
    Response: If using FedEx or UPS, mark the outside of the shipping box with this information.

15. "Due to Covid-19 restrictions, the College will accept proposals submitted via Dropbox. Upload proposals to Dropbox using the following link: https://www.dropbox.com/request/1QbfyZUnVW9OjLTlYpdz" - So I can do this as an option instead of doing all the above?
    Response: Yes. Proposals can be submitted by using the Dropbox upload link. Pricing should be uploaded as a separate file and labelled accordingly. The College does not require a hard copy of your proposal if submitting electronically via Dropbox.

16. Would Harper be able to identify a set of prioritized objectives for the seminar and expected outcomes as explained below? (Focused participation and program success will require clearly defined goals and objectives and expected outcomes. As an example, for this first trip, we recommend Harper identify 2 of the following as major priorities for development with associated indices for measuring outcomes, 1. Syllabi for potential India-oriented study abroad courses, 2. Student projects in India-centric areas, 3. Entrepreneurially-driven projects for students & faculty in India, 4. Harper-India Educational collaborations, 5. Harper-India Exchange programs (for students, faculty & administrative leaders), 6. Engagement through online programs, 7. Faculty-led research projects, and 8. Volunteer Service projects for students & faculty, and 9. Others, if any.)
    Response: Yes, we could provide this. As a professional development program for faculty, we are generally interested primarily in educational collaborations, exchange programs, and engagement through online programs for the future.

17. Would Harper be willing to send 1-2 administrative leaders and a trustee of Harper's Board to join us on this journey (based on reasons given below)? (To achieve Harper's long-term vision for sustainability and scalability, we recommend two administrative leaders and a trustee of Harper's Board join us on this journey. We can manage their travel expenses, room and board with minimal change in the proposed budget.)
    Response: While this is an excellent idea, we are not sure that we would be able to get that participation. It is possible that we might be able to include an upper-level administrator, but it is by no means guaranteed. In addition to providing a proposal in response to this RFP you can submit an alternate proposal and the cost impact for consideration. The College reserves the right to accept or reject alternate proposals at its sole discretion.

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18. Would Harper permit 3 staff members to accompany Harper's team on the seminar to India (for reasons given below)? (To achieve success during this first year, we would have 3 staff members accompany the Harper group on the journey – a Professor Emeritus, a Professor, and a Logistics/Program coordinator. We will provide necessary justifications for the need for additional personnel. We can manage their travel expenses, room and board with minimal change in the proposed budget.)
Response: No, at present, this would not be in keeping with the objectives of our program.

19. Would Harper be willing to explore a limited engagement in two states at a time, instead of 4 as described in the RFP (for reasons explained below)? (To maximize the impact of relationship building and engagement with local stakeholders during this first year, we propose doing only 2 of the four states, either Kerala and Tamil Nadu or Maharashtra and Karnataka. Another option could be to do two programs simultaneously, one for Kerala and Tamil Nadu and another for Maharashtra and Karnataka with about 8-10 participants in each.)
Response: We would like to visit three states, not four. We want participants to experience two distinct regions of India. After considering other possibilities, we settled on Maharashtra (Mumbai - cosmopolitan city, Ajanta and Ellora – history, art, and architecture) and Kerala (nature, religious diversity). Adding Madurai to the Kerala portion would allow participants to explore an impressive historical site in South India (we also considered Thanjavur and Srirangam) and to compare and contrast Kerala and Tamil Nadu. Two simultaneous programs are not an option.

20. Would Harper be willing to explore a unit pricing policy for reasons explained below? (We propose adopting a unit pricing policy with high expectations (benchmarks) from our Indian program partners. We specify expectations and give them a budget and request them to stay within budget and deliver services meeting benchmarks. We have done this successfully for 15 years and have found that it significantly increases our partner's ability to mix and match and deliver high quality services within a milieu of resources, facilities, vehicles, personnel and technologies to which they have access. Based on our prior experiences and with unit pricing policy in-place, we will request a single-occupancy lodging for all.)
Response: Yes, we would be amenable to this proposal provided that you stay within budget and quality standards outlined in the RFP.

21. When would Harper be able to name the travelers on the trip to India? (We request Harper to name all traveling personnel as soon as feasible, since there will be significant price increases in airfare and lodging, as we approach December 2021/January 2022. Harper's suggested program period also happens to be the peak holiday season and family vacation period for many US residents of Indian origin.)
Response: We would likely be able to provide names of travelers in the early fall by October with August as the earliest we could provide names.

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22. Would Harper be able to accommodate a small price increase to meet our proposed program goals and objectives? (For a faculty seminar program such as the one proposed at Harper, the time, effort and resources it will take to prepare syllabi, organize an itinerary, secure partner support, arrange logistical details and ensure safety, security and healthcare can be significant. Even with all of the above-mentioned variances, a 2-week study-abroad program in India for 2019-20 was priced at $6,800-$7,300. We will offer the same for Harper under $4,500.)
    Response: No, the vendor should understand that the participants have participated in a professional development course on South Asia and some have prior experience in and/or knowledge of the region. Therefore, we do not expect the vendor to provide a formal education on India with syllabi, course outcomes, etc. Our objectives for the program are quite clear. You can provide an alternate proposal with various levels of involvement and price accordingly for consideration. We reserve the right to accept or reject alternate proposals.

23. Are you able to waive having a notary public due to issues surrounding Covid-19? In this case, would a signature from our SVP be acceptable without a notary?
    Response: Yes.

24. We are planning to submit our proposals via dropbox. How would you like us to label the documents, and would you still like multiple copies of each document?
    Response: No, multiple copies are not required.

    a. We want to ensure we are including the two documents as requested. In the proposal document, as I understand this should not include any pricing at all – just information about our company with our proposed itinerary and program information. For the separate pricing document, would you like us to provide the per person rates of ground, airfare, and then reductions if the leader is not "free"? We can provide this pricing document and then attach the pricing form to the end if this is acceptable.
       Response: Complete the pricing form and provide an itemized breakdown of pricing along with the per person price and impact of removing the "free" leader.

    b. Would you like us to attach all forms (except pricing form) to our proposal document as attachments?
       Response: Include the proposal and required forms in one file with the exception of pricing which should be submitted as a separate form.

    c. On the pricing form: Can you confirm you'd like us to put the max budget for the program? Essentially, this would cover 18 participants with one included leader and airfare for all 19?
       Response: The pricing form should include the maximum do not exceed amount. Provide the per person impact if the College does not have the maximum number of participants.

d. Does the school typically recruit students based on having an even breakdown of rooms (i.e. should we consider any single supplements at the hotels in this rate)
Response: Including single supplements would be good. Provide pricing for double occupancy and single occupancy should we need to supplement.

25. For section C.04 – would you like us to copy these questions within our proposal with specific answers listed below, or can we reply by adding a note to see "X" section within our proposal?
Response: Include the requested information within your proposal. The questions do not need to be copied into your proposal.

26. We want to double check the dates and make sure travel can happen between December 30, 2021 and January 16, 2022 – the RFP notes travel between Saturday January 16, 2022, and January 16 is a Sunday, so we just want to ensure we are aligning with your request.
Response: The final date of the range should be Sunday, January 16, 2022.

27. Is the order of cities flexible?
Response: Yes.

28. Will you only be selecting providers as long as the overall per person cost is between $3,000-$4,000 including airfare?
Response: No. We will make our decision taking all factors of the program into account. The evaluation considerations are outlined in Section B.06 Evaluation Considerations: Compliance with Request for Proposals, Quality of Response, Services to be Provided, Schedule, Proposals of the Consultant, and Cost.

29. Do you have a minimum requirement for academic visits such as company visits/guest lectures?
Response: We are flexible. We will have participants from various departments (e.g. arts, STEM, social sciences) and so we will not be able to visit individuals or organizations that specialize in all of them.

30. Do you have a minimum requirement for meals, or do you just want to include as many as we can within the budget stated?
Response: We do not have a minimum and yes, we would like you to include as many as you can within the stated budget. Breakfast should be included with hotel accommodations and as many other meals as possible within stated budget.

31. Is classroom or meeting space needed? If so, how frequent and for how long throughout the program? What supplies would be needed?
Response: No.

32. Would you want us to included visa processing for the group, or list this as an optional inclusion?
Response: Please list this as an optional inclusion (above and beyond the stated budget).

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33. Are both ground and air costs for the "free" leader, covered by the participants, or is the air cost separate?
    Response: We would hope that ground, room, and board costs might be "comped" by the vendor. Given the cost of air travel, the air cost could be separated.

Sincerely,
Michele Ottenfeld
Purchasing Assistant
Purchasing@harpercollege.edu

<u>FORM OF PROPOSAL</u> – PRICING – REVISED 3/12/21

RETURN THIS PAGE IN A SEPARATE ENVELOPE MARKED "PRICING"

TO: Harper College
1200 W. Algonquin Road
Palatine, IL 60067
Attn: Purchasing Department

FROM: Organization: _____

Address: _____

City, State, Zip Code: _____

Contact Person: _____

Telephone Number: _____

Email: _____

In compliance with this Request for Proposal, and subject to all conditions thereof, the undersigned offers and agrees, if this proposal is accepted, to furnish the services as outlined herein, to provide the services as enumerated within the "Specification" or "Statement of Work" herein for the Harper College in the amount indicated, subject to modification through negotiations which may be conducted pursuant to conditions set forth in the Request for Proposals.

TOTAL NOT TO EXCEED COST FOR: $_____*

***The "Not to Exceed "Cost must include all fees, including but not limited to "Reimbursables".**

Provide Pricing Breakdown Below:

Item	Number of Travelers	Unit Price	Extended Price	Number of Travelers	Unit Price	Extended Price
Airfare	12-14			15-18		
Land Itinerary including hotels, meals, ground transportation	12-14			15-18		
Ancillary Fees (not listed above)	12-14			15-18		
Optional Travel Insurance	12-14			15-18		