

MONTCLAIR STATE UNIVERSITY

Montclair, NJ 07043

ADDENDUM NO. 1

Request for Proposal # 1607 Travel Services for Feliciano School of Business

Date of Original Bidding Documents: October 28, 2024
 Date of Addendum No. 1: November 6, 2024
 Bid Opening Date: November 15, 2024 at 10:00 a.m.

INTENT: This Addendum forms a part of the Contract Documents and modifies the Original Bidding Documents and Prior Addenda, if any, as identified above. Unless specifically noted or specified hereinafter, all work shall comply with the applicable provisions of the Contract Documents.

It is the sole responsibility of the Bidder to be knowledgeable of all of the additions, deletions, clarifications and modifications to the RFP relative to this RFP as set forth in all addenda. Bidders should acknowledge receipt of this Addendum in the space provided on the Bid Form. Failure to do so may subject Bidder to disqualification.

I. ANSWERS TO QUESTIONS:

#	RFP Section Reference	Question (Bolded) and Answer
1	4.7 and Price Sheet	<p>Could you please confirm that we are creating only the one South African proposal?</p> <p>Answer: For purposes of responding to this RFP, yes. The Sample Itinerary is not a program that is moving forward, it was created based upon historical trips to ensure Bidders have to submit a response to the same proposed program. Bidders should treat the response to this sample program as it is real as the University will review Bidders responses from both a price and a technical perspective during its evaluation process. Refer to question # 2 for clarity on the process for the awarded Contractor.</p>
2	General	<p>Is this RFP tender process to determine if we will be considered to bid on future Feliciano programs?</p> <p>Answer: The intent is to award a Contractor to that responsible Bidder whose Proposal, conforming to this RFP is most advantageous to the University, price and other factors considered for a three (3) year term with two (2) optional 1-year extensions. The intent is for this Contractor to work with the Feliciano School of Business for its trips during the term of the contract.</p>
3	Pg. 29	<p>Is this program to South Africa a real program? As a courtesy to our grounds teams I'd like to let them know if there is a possibility of this running</p>

#	RFP Section Reference	Question (Bolded) and Answer
		Answer: It is a sample itinerary so you can provide a response outlining a proposed program that aligns with the request, including cost details in the Price Sheet section.
4	4.4	In submitting the RFP by mail, could you please clarify what you would like for us to mail. a flash drive only? a flash drive and the hard copies of the documents? Answer: Bidder should submit one (1) complete original proposal clearly marked as the “ORIGINAL” and one (1) exact copy on a flash drive
5	1.3.2 and Price Sheet	How many faculty leaders should we include? Are leaders traveling free of charge, i.e., will their price be wrapped into student costs or listed separately? i.e., will their price be wrapped into student costs or listed separately? Answer: There should be 2 faculty leaders per group. Prices should be listed separately since they stay in single occupancy rooms. Please refer to the revised Price Sheet submitted with this RFP.
6	General	Would you like any alcoholic beverages included for the welcome dinner? Answer: Usually wine and sodas are included but are not mandatory.
7	General	Do you have any additional details for the reception? Will the reception be for students or are local business leaders anticipated to join? Answer: Local business leaders could be invited.
9	General	Do you prefer a private or semi private space (if so then a rental fee may apply)? Answer: We prefer to have the company visits in the company's working location. Not in hotels. In the case of social activities, there is no need for a private space.
10	General	Shall we include appetizers + 2 alcoholic drinks per person? Answer: This is acceptable.
11	General	Any preferences for the location (rooftop, restaurant, hotel?) Answer: Restaurant is the usual location.
12	General	Is there a specific date when the decision will be made, or just sometime during the winter? Answer: The University intends to make a decision within 60 days of the bid submission date.
13	General	Will the same provider do all the undergrad programs and all graduate programs, or not necessarily? Answer: Refer to question # 2.
14	3.0	Does the point of contact mentioned in 3.0 need to be the same for Grad and UG?

#	RFP Section Reference	Question (Bolded) and Answer
		Answer: Yes.
15	Price Sheet	Should gratuity for guides/drivers be included in the South Africa pricing? Answer: Yes.
16	Price Sheet	Is the order of activities in the itinerary for South Africa flexible? Answer: Yes.
17	General	Should alcohol be included in the networking reception or any meals? Answer: Usually wine and sodas are included but are not mandatory.
18	Price Sheet	I don't see mention of some sort of consultancy project or strategy challenge, service learning, or local market immersion in the itinerary, but they're mentioned in the program specifics. Do you want these in this South Africa proposal pricing? Answer: Yes. Refer to page 28, where a strategy challenge is mentioned.
19	3.2 and Price Sheet	The bid says EWR is preferred but the itinerary says JFK. Can you clarify which you prefer? Answer: The University prefers EWR but understands that sometimes the pricing from JFK is more competitive or the frequency of flights is more convenient. In response to the sample itinerary, please leverage JFK and include the price of the bus from Montclair campus to JFK (roundtrip) in the proposal.
20	Pg. 27	Is the pricing for the South Africa going to be for an actual program that runs, or should this be just an estimate? The dates are before this contract begins and only 4 months away, so please clarify. Answer: Please refer to question # 1.
21	1.3.2	What month and year would you anticipate the first programs to take place? Answer: Fall 2025.
22	1.3.2	Which cities domestically have worked well? Answer: We have traveled to Washington DC and Seattle.
23	1.3.2	Which cities globally have worked well previously and which do you envision you will revisit? Answer: Argentina, Austria, Brazil, Chile, Costa Rica, Croatia, Czech Republic, Estonia, Finland, Greece, Hong Kong, Hungary, India, Malaysia, Morocco, Panama, Peru, Portugal, Singapore, South Africa, South Korea, Spain, Thailand, Turkey, United Arab Emirates, Uruguay, Vietnam.
24	Price Sheet	Do you have any preferred hotels in Johannesburg and Cape Town where you have stayed before or would like us to include?

#	RFP Section Reference	Question (Bolded) and Answer
		Answer: The University does not have a preferred hotel but notes that participants typically stay in 4-star hotels.
25	General	As a higher education institution, do you have any maximum limits on how much can be allocated per person per meal and/or per hotel room night? Answer: We use the Foreign Per Diem Rates of the Department of State as reference.
26	General	Should alcohol be budgeted for in the meals? Answer: Usually wine is included but is not mandatory.

II. ADDITIONS, DELETIONS, CLARIFICATIONS AND MODIFICATIONS TO THE RFP

#	RFP Section Reference	Additions, Deletions, Clarifications and Modifications
1	Attachment 1 - Price Sheet	The RFP has been revised to adjust the Attachment #1 - Price Sheet to allow for separate pricing to be submitted per student and per program leader. In addition, please review the above questions and answers for additional clarity on the submission. As a reminder, it is highly recommended that Bidders provide an additional context surrounding how the Bidder arrived at the pricing for the grounds and academics package submitted.
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Please acknowledge receipt of this Addendum No. 1 via the following email address: bobetl@montclair.edu

Company Name (please print)

Date

Signature

Title

Contact Name (please print)