

# MONTCLAIR STATE UNIVERSITY

## Request for Proposal # 1607

### For: Travel Services for Feliciano School of Business

Event	Date	Time
Request For Proposal Issuance	10/28/2024	N/A
Site Visit/Pre-Bid Meeting (Refer to RFP Section 1.0 for more information.)	N/A	N/A
Questions Due	11/4/2024	4:00 PM
Answers Posted (approximate date and time)	11/6/2024	4:00 PM
<b>Bid Submission Due Date</b> (Refer to RFP Section 4.0 for more information.)	11/15/2024	10:00 AM

Dates are subject to change. All changes will be reflected in Addendum issued. All times contained in the RFP refer to Eastern Time.

Small Business	Status	Category
<b>Set-Aside</b>  (Refer to <a href="#">RFP Section 4</a> for more information.)	<input checked="" type="checkbox"/> Not Applicable <input type="checkbox"/> Entire Contract <input type="checkbox"/> Partial Contract <input type="checkbox"/> Subcontracting Only	<input type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> III

RFP Issued By

Office of Procurement Services  
 Montclair State University  
 Overlook Corporate Center  
 150 Clove Road, Third Floor  
 Little Falls, New Jersey 07424

Assigned Procurement Services Buyer: Lisette Bobet  
 Telephone #: 973-655-4410  
 E-mail: [bobetl@montclair.edu](mailto:bobetl@montclair.edu)

SIGNATURE PAGE: REQUEST FOR PROPOSAL # **1607**

FOR: Travel Services for Feliciano School of Business	RETURN PROPOSAL TO: OFFICE OF PROCUREMENT SERVICES MONTCLAIR STATE UNIVERSITY 150 Clove Road, Third Floor Little Falls, NJ 07424
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PROCUREMENT SERVICES BUYER: Lissette Bobet, 973-655-4410 [bobetl@montclair.edu](mailto:bobetl@montclair.edu)

1. PROPOSALS MUST BE RECEIVED AT OR BEFORE THE PUBLIC OPENING TIME OF 10AM ON **NOVEMBER, 15, 2024** AT THE FOLLOWING ADDRESS (NOTE: TELEPHONE, TELEFACSIMILE, EMAIL, OR TELEGRAPH PROPOSALS WILL NOT BE ACCEPTED):

**OFFICE OF PROCUREMENT SERVICES  
MONTCLAIR STATE UNIVERSITY  
150 CLOVE RD, 3<sup>RD</sup> FLOOR  
LITTLE FALLS, NJ 07424**

2. THE BIDDER MUST SIGN THIS REQUEST FOR PROPOSAL (RFP) SIGNATURE PAGE IN ADDITION TO THE ITEMS LISTED AS “APPLICABLE” IN APPENDIX #1 OF THIS REQUEST. HYPERLINKS TO EACH FORM HAVE BEEN PROVIDED WITHIN THE APPENDIX.

3. THE PROPOSAL MUST INCLUDE ALL PRICE INFORMATION. PROPOSAL PRICES SHALL INCLUDE DELIVERY OF ALL ITEMS. F.O.B. DESTINATION OR AS OTHERWISE PROVIDED. PROPOSAL PRICES MUST BE FIRM THROUGH THE ISSUANCE OF A CONTRACT.

4. ALL PROPOSAL PRICES MUST BE TYPED OR WRITTEN IN INK.

5. THE BIDDER IS STRONGLY ENCOURAGED TO ATTEND THE PRE-BID CONFERENCE(S) AND SITE VISIT(S). NO SPECIAL ARRANGEMENTS WILL BE MADE FOR THOSE NOT ATTENDING. INFORMATION ON PRE-BID CONFERENCE(S) AND SITE VISIT(S) CAN BE FOUND IN THE SCHEDULE OF EVENTS SECTION OF THIS REQUEST.

6. PROPOSALS SHALL REMAIN OPEN FOR ACCEPTANCE AND MAY NOT BE CHANGED OR WITHDRAWN FOR A PERIOD OF SIXTY (60) DAYS AFTER THE BID OPENING DATE.

**TO BE COMPLETED BY BIDDER**

BIDDER NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

BIDDER TEL#: \_\_\_\_\_ EXT: \_\_\_\_\_ FEDERAL TAX IDENTIFICATION # \_\_\_\_\_

BIDDER FAX#: \_\_\_\_\_ BIDDER E-MAIL: \_\_\_\_\_

SIGNATURE OF THE BIDDER ATTESTS THAT THE BIDDER HAS READ, UNDERSTANDS, AND AGREES TO ALL TERMS, CONDITIONS, AND SPECIFICATIONS SET FORTH IN THE REQUEST FOR PROPOSAL INCLUDING ALL ADDENDA, FURTHERMORE, SIGNATURE BY THE BIDDER SIGNIFIES THAT ADDENDA ISSUED, THE REQUEST FOR PROPOSAL, THE UNIVERSITY’S STANDARD TERMS AND CONDITIONS (APPENDIX 1) AND THE RESPONSIVE PROPOSAL CONSTITUTE A CONTRACT UPON THE UNIVERSITY’S OPTION TO ISSUE A WRITTEN NOTICE OF ACCEPTANCE TO BIDDER FOR ANY OR ALL OF THE ITEMS BID, AND FOR THE LENGTH OF TIME INDICATED IN THE REQUEST FOR PROPOSAL. FAILURE TO ACCEPT THE CONTRACT WITHIN THE TIME PERIOD INDICATED IN THE REQUEST FOR PROPOSAL, OR FAILURE TO HOLD PRICES OR TO MEET ANY OTHER TERMS AND CONDITIONS AS DEFINED IN EITHER ADDENDA OR THE REQUEST FOR PROPOSAL DURING THE TERM OF THE CONTRACT SHALL CONSTITUTE A BREACH AND MAY RESULT IN DEFAULT BY THE CONTRACTOR AND/OR CONTRACT TERMINATION.

<b>ORIGINAL SIGNATURE OF BIDDER</b>	<b>DATE</b>
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<b>PRINT/TYPE NAME</b>	<b>TITLE</b>
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## 1.1 INFORMATION TO BIDDERS

### 1.2 SCHEDULE OF EVENTS

Event	Date	Time
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<b>Bid Submission Due Date</b> (Refer to RFP Section 4.0 for more information.)	11/15/2024	10:00 AM

#### 1.2.1 REQUEST FOR PROPOSAL

Bidders are requested to provide their proposals in accordance with the terms and conditions provided within this solicitation. A Proposal that is submitted with revisions or additions to the terms and conditions for this Request for Proposal (RFP) may be deemed non-responsive.

#### 1.2.2 SITE VISIT / PRE-BID MEETINGS

Not applicable for this RFP.

#### 1.2.3 QUESTIONS AND ANSWERS

Procurement Services will accept questions and inquiries from all potential Bidders via e-mail to [bobet@montclair.edu](mailto:bobet@montclair.edu). Bidders are not to contact the University user department directly, in person, by telephone or by email, concerning this RFP. All questions submitted by the above due date and time will be provided and answered via Addendum to this RFP on or around the date provided in RFP Section 1.1.

#### 1.2.4 ADDENDUM

In the event that it becomes necessary to clarify or revise this RFP, such clarification or revision will be by Addendum. Any Addendum to this RFP will become part of this RFP and part of any Contract awarded as a result of this RFP.

**ADDENDUM ISSUED WILL BE POSTED ON THE PROCUREMENT SERVICES WEBPAGE.**

There are no designated dates for release of Addendum. Notice of Addendum issued may be emailed by the assigned Procurement Services buyer to the invited Bidders in advance of the bid opening date however interested Bidders should check the Procurement Services' webpage on a daily basis from the time of RFP issuance through Proposal submission. It is the sole responsibility of the Bidder to be knowledgeable of Addendum issued relating to this RFP.

### **1.2.5 QUOTES / PROPOSALS / BIDS DUE DATE**

Bidders must submit all information requested herein no later than the above referenced date and time in order to be considered for award. Incomplete proposals may be rejected. Bidder submissions must be in accordance with the instructions found in Section 4 of this solicitation.

**NOTE:** Bidders are not to contact the University using department directly, in person, by telephone or by email, concerning this RFP.

### **1.3 PURPOSE AND INTENT**

This RFP is issued by the Office of Procurement Services (Procurement Services), Montclair State University (University). The purpose of this RFP is to seek experienced and qualified travel agencies that specialize in the planning and executing of international travel for executive- style MBA programs, specialized graduate level business programs, and undergraduate faculty-led programs for business students.

The intent of this RFP is to award a Contract to that responsible Bidder whose Proposal, conforming to this RFP is most advantageous to the University, price and other factors considered. The University reserves the right to award Contracts as a result of this RFP to more than one Bidder. However, the University reserves the right to separately procure individual requirements that are the subject of the awarded Contract during the Contract term, when deemed by the University's Vice President for Finance and Treasurer to be in the University's best interest.

The University's Standard Contract Terms and Conditions (Appendix 1, Item 2.3), are part of the awarded Contract. The University's Standard Contract Terms and Conditions are in addition to the terms and conditions set forth in this RFP and should be read in conjunction with them.

### **1.4 BACKGROUND**

1.3.1 - General: Montclair State University is a research doctoral institution ranked in the top tier of national universities. Building on a distinguished history dating back to 1908, the University today has 13 colleges and schools that serve approximately 22,500 undergraduate and graduate students with more than 300 doctoral, masters and baccalaureate programs. Situated on a beautiful, 252-acre suburban campus in Passaic and Essex Counties just 14 miles from New York City, Montclair State delivers the instructional and research resources of a large public university in a supportive, sophisticated and diverse academic environment. Effective July 1, 2023, Bloomfield College has officially become part of Montclair and will be known as "Bloomfield College of Montclair State University".

1.3.2 - Project Specific: Please find the following information regarding this RFP that is intended to provide context on the size and scope of this RFP for Bidders:

1. **Targeted Start Date:** The targeted start date of this contract will be during the Winter of 2025 semester to ensure a contractor is in place to provide the needed service for our Fall 2025 semester. This contract will serve the Feliciano School of Business.
2. **Intent of Trips:** The trips are intended to expose the University's business students to international businesses and various cultures through study trips.
3. **Estimated Annual Trips and other context:** While these are strictly estimates that are subject to change, the Feliciano School of Business is expecting to conduct the following trips annually:

**a. MBA international trips:**

- i. Estimated Trips: Six (6) to eight (8) annually
- ii. Estimated Attendance: A total of 15 to 35 people are expected to participate in each MBA international study trip, consisting of 15-33 students, 2-3 faculty members and/or staff.
- iii. Estimated Trip Timing: Anticipate organizing at least two (2) MBA study trips during winter (January) and two (2) to four (4) MBA trips in late spring (May/June). The MBA program is considering adding trips in the fall as well.
- iv. Estimated Location Information: MBA trips include two locations: either two cities in one country or two cities in two geographically-close countries. Specific destinations, dates, number of participants and duration of the international study trips will vary.
- v. Estimated Trip Length and Structure: Each international study trip should be approximately 8 to 11 days in length. The University estimates that each trip should consist of 50% business activities (including consultancy projects and/or strategy challenges), 30% cultural and 20% free time for students to explore on their own.

**b. Faculty-led undergraduate programs:**

- i. Estimated Trips: Eight (8) to then (10) annual trips
- ii. Estimated Attendance: A total of 10-20 people are expected to participate in each faculty-led undergraduate program consisting of 10-18 students, 2 faculty/staff members.
- iii. Estimated Trip Timing: Anticipate five (5) Spring Break faculty-led undergraduate programs and at least three (3) faculty-led summer programs for undergraduate students.
- iv. Estimated Location Information: Undergraduate faculty-led programs typically have one destination; however, summer programs may include multiple cities and/or countries. Specific destinations, dates, number of participants and duration of the study trips will vary.
- v. Estimated Trip Length and Structure: Each trip should be approximately 7 to 10 days in length. The University estimates that each trip should consist of 50%

business activities (including consultancy projects and/or strategy challenges), 30% cultural and 20% free time for students to explore on their own.

c. **Domestic Programs (Master study trip):**

- i. **Estimated Trips:** Two (2) to three (3) annual trips for specialized Master degrees business students.
- ii. **Estimated Attendance:** A total of 30-50 people are expected to participate in each specialized Master study trip including 2 faculty/staff members.
- iii. **Estimated Trip Timing:** Timing to be determined annually.
- iv. **Estimated Location Information:** Specialized Masters programs typically have one destination. Specific destinations, dates, number of participants and duration of the international study trips will vary.
- v. **Estimated Trip Length and Structure:** Each study trip should be approximately 7 to 10 days in length. The University estimates that each trip should consist of 50% business activities (including consultancy projects and/or strategy challenges), 30% cultural and 20% free time for students to explore on their own.

4. **Estimated annual expenditure:** Based on historical data, the estimated annual expenditure for the Feliciano School of Business is approximately \$443,000.

## **1.5 ADDITIONAL INFORMATION**

### **1.5.1 BIDDER RESPONSIBILITY**

The Bidder assumes sole responsibility for the complete effort required in submitting a Proposal in response to this RFP. No special consideration will be given after Proposals are opened because of a Bidder's failure to be knowledgeable as to all of the requirements of this RFP.

### **1.5.2 COST LIABILITY**

The University assumes no responsibility and bears no liability for costs incurred by a Bidder in the preparation and submittal of a Proposal in response to this RFP.

### **1.5.3 JOINT VENTURE**

If a joint venture is submitting a Proposal, the agreement between the parties relating to such joint venture should be submitted with the joint venture's bid proposal. Authorized signatories from each party comprising the joint venture must sign the RFP Signature Page. All items on Appendix 1 must be completed by each party to the joint venture. Proposals should not include a structure that requires the University to create a joint venture with the Bidder(s).

### **1.5.4 BID ERRORS**

A Bidder may withdraw its Proposal prior to bid opening. Such requests must be made, in writing, to the AVP. The Bidder may submit a revised Proposal as long as the Proposal is received prior to the announced date and time for Proposal submission.



If, after the opening of Proposal but before Contract award, a Bidder discovers an error in its bid proposal, the Bidder may make written request to the AVP for authorization to withdraw its bid proposal from consideration for award. Evidence of the Bidder's good faith in making this request shall be used in making the determination. The factors that will be considered are that the mistake is so significant that to enforce the Contract resulting from the Proposal would be unconscionable; that the mistake relates to a material feature of the contract; that the mistake occurred notwithstanding the Bidder's exercise of reasonable care; and that the University will not be significantly prejudiced by granting the withdrawal of the Proposal.

If, during the evaluation of Proposal received, an obvious pricing error made by a potential Contract awardee is found, the AVP or designee shall issue written notice to the Bidder. The Bidder will have five (5) days after receipt of the notice to confirm its pricing. If the Bidder fails to respond, its Proposal shall be considered withdrawn, and no further consideration shall be given it.

If it is discovered that there is an arithmetic disparity between the unit of measure and the total percentage of net tuition, the unit measure shall prevail. If there is any other ambiguity in the pricing other than a disparity between the unit of measure and net percentage and the Bidder's intention is not readily discernible from other parts of the Proposal, the assigned Procurement Services buyer may seek clarification from the Bidder to ascertain the true intent of the Proposal.

#### **1.5.5 CONTENT OF PROPOSALS**

Subsequent to bid opening, all information submitted by a Bidder in the Proposal is considered public information, except as may be exempted from public disclosure by the Open Public Records Act, N.J.S.A. 47:1A-1 et seq., and/or other applicable law.

A Bidder may designate specific information in its Proposal as confidential and proprietary if the Bidder has a good faith legal/factual basis for such assertion. The University reserves the right to make the determination and will advise the Bidder accordingly. Confidential and proprietary information shall be clearly and prominently identified in the Proposal and in a cover letter. The University will disregard any attempt by a Bidder either to designate its entire Proposal as confidential, proprietary and/or subject to copyright protection.

By signing the RFP Signature Page, the Bidder waives any claims of copyright protection set forth within its proposal and any third-party manufacturer's price list and/or catalogs. Price lists and/or catalogs cannot be kept confidential and must be accessible to University user departments.

The Bidder is advised to thoroughly read and follow all instructions contained in this RFP.

Note: Proposal shall not contain URLs (Uniform Resource Locators, i.e., the global address of documents and other resources on the World Wide Web) or web addresses. Inasmuch as the web contains dynamically changing content, inclusion of a URL or web address in a Proposal response is indicative of potentially changing information. Inclusion of a URL or web address in a Proposal response implies that the Proposal's content changes as the referenced web pages change.

## 2.0 DEFINITIONS

### 2.0 GENERAL DEFINITIONS

The following definitions will be part of the contract awarded as a result of this RFP:

Addendum - Written clarification or revision to this RFP issued by Procurement Services.

All-Inclusive Pricing - A price that is all-inclusive of all direct and indirect costs, including, but not limited to, third party fees, delivery, direct labor costs, overhead, fee or profit, equipment, materials, supplies, managerial support, documents, forms, travel, delivery, reproductions thereof and any other costs. No additional fees or costs shall be paid by the University unless there is a change in the scope of work.

Amendment - A change in the scope of work to be performed by the Contractor after Contract award. An Amendment is not effective until signed by the University's Vice President for Finance and Treasurer.

AVP – Assistant Vice President of Procurement Services.

Best and Final Offer (BAFO) – Pricing timely submitted by a Bidder upon invitation by the Procurement Department after Proposal opening.

Bidder – An entity submitting a Proposal in response to this RFP.

Contract - The Contract consists of any Addendum to this RFP, this RFP, the University's Standard Terms and Conditions (Appendix 1, Item 2.3), the awarded Bidder's Proposal as accepted by the University and any subsequent written document memorializing the agreement, any modifications to any of these documents approved by the University, or post-award documents including Amendments agreed to by the University and the Contractor, in writing.

Contractor - The Contractor is the Bidder awarded a Contract.

Joint Venture – A business undertaking by two or more entities to share risk and responsibility for a specific project.

May - Denotes that which is permissible, but not mandatory.

Proposal – Bidder's timely response to the RFP including, but not limited to, technical Proposal, price Proposal including Best and Final Offer, any licenses, forms, certifications, clarifications, and/or other documentation required by the RFP.

Request for Proposal (RFP) - This document, which establishes the bidding and Contract requirements and solicits bid proposals to meet the purchase needs of the University.

Shall or Must - Denotes that which is a mandatory requirement.

Should - Denotes that which is recommended, but not mandatory.

### 2.1 CONTRACT SPECIFIC DEFINITIONS

Not applicable for this RFP

### **3.0 SCOPE OF WORK**

The Contractor shall provide MBA international trips, faculty-led undergraduate programs and domestic programs for specialized Masters of Business programs. Specific destinations, dates, number of participants and duration of the international study trips will vary and details surrounding trip estimates are outlined in **RFP Section 1.3** The travel agency must provide programming not only in traditional study abroad destinations within the developed world but also has extensive experience in emerging markets, specifically in the southern hemisphere, middle east, and Asia

### **3.0 GENERAL SERVICES**

The Contractor shall provide the following services:

1. Coordination of all trips under this RFP as requested.
2. A dedicated service team member must be the sole contact appointed to Montclair to handle all group travel arrangements, coordinate with business meeting planners, visa processing team, in-country tour companies, schedule and facilitate conference calls (initial planning calls, pre-trip orientation call, post-trip debrief call, etc.), create and provide pre-departure orientation materials, and must be available Monday through Friday 8-6 pm EST prior to trip and available 24/7 during trip dates. Provide frequent (weekly) updates on trip status throughout the planning process.
3. Provide students, faculty, and staff with specific written information about the travel destinations including common sense safety recommendations, specific rules and customs pertaining to traveling safely in each of the destinations.
4. Provide a robust online portal to gather student information, collect payment, and disseminate information to the students, faculty, and staff. The portal must allow students to register for the trip, collect travel information such as passport numbers, nationality, visa information, provide emergency contact information, health and dietary restrictions, preferences for roommates, professional profiles to provide for company visits (as needed). The portal must allow students to view trip itinerary, flight information, visa requirements (if applicable) and suggested packing lists. The portal must also have the ability to collect payment from students for their trip deposit, optional visa services, option to upgrade to single occupancy, and any additional services needed such as extra hotel nights and/or airport transfers (if deviating from group itinerary). Ideally this information is accessible offline during travel in the form of a mobile app.
5. Provide notification to the Office of Global Programs of program alterations in case unforeseeable events occur and also provide regular updates to the University regarding upcoming deadlines for revising airline ticket quantities and other deadlines

6. Provide guidance for international travel for students who may be United States and non-United States citizens. Also, manage visa processing (advise participants on visa requirements, gather passports and other relevant documentation, coordinate with the embassy to process visas, return visas and passports to participants in a timely manner) and all other relevant customs documentation.
7. Provide a group rate for airfare for Montclair participants. However, the University reserves the right to allow students to purchase their own airline tickets when traveling separately. Airline tickets should be on the dates requested by the University and all participants should be on the same flight.

### **3.1 ON-SITE SERVICES**

The Contractor shall provide the following services:

1. A tour guide must be provided for the group in each country who will meet the group at the airport upon arrival, will accompany the group during all planned activities, and will escort the group to the airport upon departure. The guide must be fluent in English and the country's language and be able to provide general information about the location and useful information for free-time activities such as: brochures, social activities, restaurant recommendations, local cultural activities, etc.
2. Provide in-depth crisis consultation and evacuation assistance from professionals who specialize in crisis management and emergency evacuations around the world, in the event of a potential or actual emergency (e.g. illness, disease, terrorism, protests, violence, man-made and natural disasters, etc.).
3. Provide 24/7 access to U.S.-based, English-speaking doctors. Doctors must not only communicate with the student group but also coordinate with the local doctors.
4. Provide multiple redundant emergency contact protocols to allow the traveling group to seamlessly communicate directly with the travel agency, the in-country ground team, the guide, the University, and non-traveling emergency contacts for individual participants.
5. Provide 24/7 U.S. based emergency support via a call center with fully trained staff to triage potential and actual crises around the world.

### **3.2 TRANSPORTATION**

The Contractor must comply with the following:

1. When 2 locations, arrange for the long-haul flight to the first location, an inter-country or intra-country flight between the two locations and the long-haul flight back to the United States. Direct flights are preferred whenever possible.
2. Long-haul flights departing and arriving from Newark International Airport are preferred. LaGuardia and JFK Airports should only be used if no flights are available from Newark or a substantial reduction in price is available.
3. We require safe and reliable airport transfers at each of our locations to and from the airports, when required.
4. Transportation requirements must be arranged by the Contractor when multiple cities and/or countries are included in the program itinerary.
5. On occasion, the Contractor shall need to arrange coach transportation to and from NY area airports (LGA and/or JFK). While at the destination, motor coach/bus transportation is required that adequately hold all in attendance for the company visits, academic/business lectures, cultural sites and eating establishments. Note that students are typically responsible for their own transportation to and from the airport in NJ/NY.

### 3.3 LODGING

The number of nights will vary, and be relayed to the travel agency and be discussed when travel arrangements are being made. Lodging must be secured at a 3-4 star hotel (depending on location). Double occupancy rooms should be reserved for all students and single occupancy rooms for faculty and staff. Students should have the option to upgrade (and pay a supplemental upcharge) to a single occupancy room. The hotel must be located near the city center and sites and include in-room wireless internet access. Student residences or on-campus housing may be considered for undergraduate faculty-led programs that are operated in conjunction with an international university partner.

### 3.4 FOOD/MEALS

The cost of breakfast, some lunches, and some dinners are to be included in the total travel package cost:

1. **Breakfast:** A continental breakfast should be provided at each hotel.
2. **Lunch:** Should either be included for the group or a stop be provided in a convenient location where students can choose to purchase lunch on their own.
3. **Dinner:** A welcome dinner and a farewell dinner must be included for each trip and should incorporate a cultural experience for the students where applicable (e.g. Rodizio restaurant in Brazil, tango dinner show in Argentina, etc.).

### 3.5 COMPANY & LEISURE VISITS

The travel agency shall be responsible for providing a dedicated team to arrange 3-5 business meetings at each of the locations, 7 to 8 meetings per study trip to provide students with a rich academic experience. These meetings should include at least one service learning meeting or local market immersion experience and one strategy challenge. The team must oversee the entire business meeting process including:

1. Identifying companies (global, multinational, regional, local, non-profit, entrepreneur, etc.) at each location.
2. Coordinate group visit including identifying an appropriate English-speaking C-level executive to present to the group and facilitate a Q&A session.
3. Identifying one or more business visits that can offer an experiential opportunity in the form of a consultancy project and/or strategy challenge.
4. Identifying one or more business visits that incorporate a service learning component and social impact exchange. Service learning or social impact exchanges may include non-profit organizations, community service initiatives, or charitable initiatives within corporations. Arranging the time and venue, including a tour of the facility (if appropriate), and including an academic experience for students (if appropriate).
5. Include companies from various industries such as manufacturing, supply chain logistics, finance, marketing, real estate, hospitality, technology, analytics, etc.
6. The travel agency must arrange leisure and cultural excursions to the sites of distinction and well-known establishments in the area. All plans must be approved by Montclair prior to scheduling.

### **3.6 PAYMENT/INVOICING**

The University will issue a purchase order for each trip to denote formal approval for all trips. Under no circumstances will the awarded bidder accept purchase orders for employee travel. This contract is only for trips associated with the academic programs at the Feliciano School of Business. There is a University travel policy in place which the employees must follow. In addition, the Contractor must be able to adhere to the following requirements:

1. The cost per individual for a trip will be agreed upon by both parties.
2. The purchase order must be referenced on all invoices and invoices must have clear descriptions of the services for each trip and must include a breakdown of each unit price and total price for actual cost of trip per person.
3. The University will provide an initial deposit of \$200 per participant within 30 days of receipt of invoice after the Purchase Order for the trip is issued, a second payment of 50% of the remaining amount and the final payment of the remaining 50% based on an agreed upon schedule for the specific trip.
4. The Contractor must collect payments from participating students including required deposit and fees for optional visa services, option to upgrade to a single-room occupancy, and any additional

services needed such as extra hotel nights and/or airport transfers (if deviating from group itinerary) via an online registration portal.

## **4.0 PROPOSAL PREPARATION AND SUBMISSION**

### **4.1 GENERAL**

The Bidder is advised to thoroughly read and follow all instructions contained in this RFP, including the instructions on the RFP's Cover sheet, in preparing and submitting its Proposal. Failure to submit information as indicated below may result in your Proposal being deemed non-responsive.

### **4.2 BID PROPOSAL DELIVERY AND IDENTIFICATION**

In order to be considered, a Proposal must arrive at Procurement Services in accordance with the instructions on the RFP Signature Page.

Bidders are cautioned to allow adequate delivery time to ensure timely delivery of bid proposals. Late bid proposals are ineligible for consideration.

THE EXTERIOR OF ALL PROPOSAL PACKAGES ARE TO BE LABELED WITH THE RFP NUMBER AND TITLE AND THE BIDDER'S NAME AND ADDRESS.

### **4.3 SUBMISSION OF PROPOSAL**

In order to be considered for award, the Proposal must be received by Procurement Services at the location and by the required date and time identified in this RFP in a sealed envelope marked with the Proposal title and number.

If your proposal is being submitted by **US Mail**, it must be addressed to:

Montclair State University  
Office of Procurement Services  
Attn: Lissette Bobet  
1 Normal Avenue  
Montclair, New Jersey 07042

If your proposal is being submitted **BY HAND OR OVERNIGHT DELIVERY (FedEx, UPS, etc.)**, please address it to:

Montclair State University  
Office of Procurement Services,  
Attn: Lissette Bobet  
150 Clove Road, 3rd Floor,  
Little Falls, New Jersey 07424.

ANY PROPOSAL NOT RECEIVED BY THE DATE, TIME AND AT THE LOCATION NOTED IN THIS RFP WILL BE REJECTED.



Note: Bidders using US Regular or Express mail services should allow adequate time to ensure that Proposal are received at Procurement Services on the date and time indicated on the cover sheet.

#### **4.4 NUMBER OF PROPOSAL COPIES**

The Bidder must submit one (1) complete ORIGINAL Proposal, clearly marked as the “ORIGINAL” Proposal. **The Bidder should submit one (1) exact copy on a flash drive.** The copies requested are necessary in the evaluation of the Proposal. It is suggested that the Bidder make and retain a copy of its Proposal.

#### **4.5 PROPOSAL CONTENT**

Bidders are instructed to submit its Proposal in the following sections with the content of each section as indicated below:

1. Section 1 – Required Supporting Bid Documents (Appendix # 1)
2. Section 2 – Price Sheet (Section 4.6 and Attachment # 1)
3. Section 3 – Technical Proposal / Statement of Qualifications (Section 4.7)
4. Section 4 – Any other documents to be included by the Bidder

#### **4.6 PRICING**

The Bidder must submit its pricing using the format set forth in the price sheet(s) attached to this RFP (Attachment #1). Failure to submit all information required will result in the Proposal being considered non-responsive unless the University determines the information is not material and may be waived. Each Bidder is required to hold its prices firm through issuance of the Contract.

##### **4.6.1 PRICE ALTERATION**

Bid prices must be typed or written in ink. Any price change (including "white-outs") must be initialed. Failure to initial price changes may preclude a Contract award from being made to the Bidder.

#### **4.7 TECHNICAL PROPOSAL / STATEMENT OF QUALIFICATIONS**

The Bidder must provide the Statement of Qualifications listed below and should be presented in the same order as listed. Attachments that amplify responses or provide relevant illustrations are highly welcome. Failure to provide qualifications will result in your Proposal being deemed non-responsive.

1. Summary Information Sheet (Attachment # 3) – Bidders must complete and provide with its Proposal
2. Specific Questions To Be Addressed By the Bidder:
  - a. Provide details of your organization's experience in international group travel services in coordinating and arranging undergraduate and graduate international study trips for business students, group hotel reservations, international group transportation, and group meals. Also, include a description of your visa processing services offered.

- b. Provide details (refer to section 3.7) of your business meetings planning process. Include lists of companies that you have established relationships with and have organized university visits / tours / lectures in each country.
- c. Highlight your firm's global network of business contacts and company connections that facilitate business meetings with high level executives for student groups.
- d. Provide details (refer to section 3.7) of your organization's risk and crisis management. Provide specific details on your 24/7 emergency-based support team and procedures. This should include a minimum of two (2) scenarios of emergency incidents and how the company responded to the situation.
- e. Provide details (refer to section 3.7) of the medical services/consultations provided to traveling groups.
- f. Provide a description and a link to a sample online portal or app used for students, faculty, and staff to register for international study trips, gather demographic information, collect payment, and disseminate information.
- g. Highlight experience with the United State Department registration and legal compliance with regards to US Seller of Travel Laws.
- h. Outline key stakeholders who will be working on Montclair's account and provide resumes for each that should include their experience with organizing MBA international study trips, specialized graduate business program trips, and undergraduate faculty-led programs for business students.
- i. Provide documentation of a minimum ten (10) years of experience in international travel to worldwide locations in a 9-10 day international study trip format designed specifically for MBA students, specialized business Master's program, and undergraduate faculty-led programs. Documentation must include a list of international trips; name of Universities, specific dates traveled for every location.

### 3. Samples/References

- a. Provide three (3) samples from either MBA programs, specialized business Master's degree programs, and undergraduate business programs, at 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.
  - b. The samples should be for locations where your organization was responsible for identifying and organizing the business visits.
  - c. As part of the sample, provide an itinerary which should include cities visited, all group flight information, hotel and food arrangements, group meals, companies visited (include name of company, industry, organizational title of presenter(s), description of visit (e.g. tour, lecture, business simulation, case study scenario, strategy challenge, consultancy project), and details of cultural visits.
  - d. For each location, provide a sample of the specific information that you provided to all traveling participants about the destinations including safety recommendations, specific rules and customs pertaining to traveling safely.
4. Sample Itinerary (Attachment # 2) - Review the requested sample itinerary and provide a response outlining a proposed program that aligns with the request, including the cost per individual as outlined in the pricing section below.

#### **4.8 REQUIRED SUPPORTING BID DOCUMENTS**

The Bidder must submit Required Supporting Bid Documents (Appendix # 1) at the time of Proposal submission or prior to the issuance of the Contract, as outlined in Appendix # 1.

Note: The first section of Appendix # 1 references RFP specific submittals that are to be provided separately from the other items listed. Refer to RFP Section 4.5 for additional information regarding how Bidders are instructed to submit its Proposal.

##### **4.8.1 BID SECURITY**

Not applicable for this RFP

##### **4.8.2 FINANCIAL CAPABILITY OF THE BIDDER**

In order to provide the University with the ability to judge the Bidder's financial capacity and capabilities to undertake and successfully complete the Contract, the Bidder should submit its most recent annual audited or certified financial statement that includes a balance sheet, income statement and statement of cash flow, and all applicable notes for the most recent calendar year or the Bidder's most recent fiscal year. If a certified financial statement is not available, the Bidder should provide either a reviewed or compiled statement from an independent accountant setting forth the same information required for the certified financial statement, together with a certification from the Chief Executive Officer and the Chief Financial Officer, that the financial statement and other information included in the statement fairly present in all material respects the financial condition, results of operations and cash flows of the Bidder as of, and for, the period presented in the statement. In addition, the Bidder should submit a bank reference.

If the financial information is not included with the Bidder's response, the University may request the Bidder to submit it. If the University requests it be submitted and the Bidder fails to submit within seven (7) business days, the University may deem the Bidder's Proposal non-responsive.

The Bidder may designate specific financial information as not subject to disclosure when the Bidder has a good faith legal/factual basis for such assertion. The Bidder may submit specific financial documents in a separate, sealed package clearly marked "Confidential-Financial Information" along with its Proposal. Each page of the financial information that the Bidder considers confidential must also be clearly and prominently marked "confidential."

The University reserves the right to make the determination whether to accept the Bidder's assertion of confidentiality and will advise the Bidder accordingly.

##### **4.8.3 PUBLIC WORKS CONTRACTOR REGISTRATION**

Not applicable for this RFP.

## **5.0 PROPOSAL EVALUATION**

The University reserves the right to waive minor irregularities or omissions in a Proposal. The University also reserves the right to waive a requirement provided that the requirement does not materially affect the procurement or the University's interests associated with the procurement.

### **5.1 EVALUATION CRITERIA**

Proposals will be evaluated on Price and other factors. The following evaluation criteria categories, not necessarily listed in order of significance, will be used to evaluate Proposals received in response to this RFP.

#### **5.1.1 TECHNICAL EVALUATION CRITERIA**

The following criteria will be used to evaluate all Proposal that meet the requirements of this RFP. The criteria are not necessarily listed in order of importance:

1. Experience of Firm: The Bidder's documented experience in successfully completing contracts of a similar size and scope in relation to the work required by this RFP.
2. Ability of firm to complete the Scope of Work based on its Technical Proposal: The overall ability of the Bidder to undertake and successfully complete the technical requirements of the Contract in a timely and effective manner.
3. Personnel: The qualifications and experience of the Bidder's management, supervisory, and key personnel assigned to the Contract, including the candidates recommended for each of the positions/roles required.

#### **5.1.2 PRICE EVALUATION**

For evaluation purposes, Bidders will be ranked according to the pricing located on Attachment # 1 - Price Sheet accompanying this RFP.

## **5.2 ORAL PRESENTATION AND/OR CLARIFICATION OF PROPOSAL**

After Proposals are reviewed, the University may request one (1), some or all Bidders to give an oral presentation to the University concerning its Proposal. Bidders may not attend presentations made by their competitors.

The University may also require the clarify certain aspects of its Proposal. A request for clarification may be made in order to resolve minor ambiguities, irregularities, informalities or clerical errors. Clarifications cannot correct any deficiencies, material omissions, or used to revise or modify a Proposal.

It is within the University's discretion whether to require the Bidder to give an oral presentation, or require the Bidders to submit written responses to questions regarding its Proposal. Action by the University in this regard should not be construed to imply acceptance or rejection of a Proposal. Procurement Services is the sole point of contact regarding any request for an oral presentation or clarification.

## **5.3 BEST AND FINAL OFFER (BAFO)**

The University may invite one (1) Bidder or multiple Bidders to submit a Best and Final Offer (BAFO). Said invitation will establish the time and place for submission of the BAFO. Any BAFO that does not result in more advantageous pricing to the University will not be considered, and the University will evaluate the Bidder's most advantageous previously submitted pricing.

BAFOs will be conducted only in those circumstances where it is deemed by the AVP to be in the University's best interests and to maximize the University's ability to get the best value. Therefore, the Bidder is advised to submit its best technical and price proposal in response to this RFP since the University may, after evaluation, make a Contract award based on the content of the initial submission. The University may conduct more than one (1) round of BAFO in order to attain the best value for the University.

If the University contemplates BAFOs, prices will not be publicly read at the bid opening. Only the name and address of each Bidder will be publicly announced at the bid opening.

#### **5.4 PROPOSAL DISCREPANCIES**

In evaluating Proposal, discrepancies between words and figures will be resolved in favor of words. Discrepancies between unit of measure and totals of unit prices will be resolved in favor of unit prices. Discrepancies in the multiplication of units of measure and unit prices will be resolved in favor of the unit prices. Discrepancies between the indicated total of multiplied unit prices and units of measure and the actual total will be resolved in favor of the actual total. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the corrected sum of the column of figures.

## **6.0 CONTRACT AWARD**

### **6.1 AWARD**

The Contract award shall be made with reasonable promptness by written notice to that responsible Bidder, whose Proposal, conforming to this RFP, is most advantageous to the University, price, and other factors considered. The University reserves the right to reject all bids, to reject those bids that are non-responsive, or to award in whole or in part, if deemed to be in the best interest of the University to do so. Furthermore, the University reserves the right to waive any minor informality where such waiver is permitted by law.

### **6.2 BIDDERS RIGHT TO PROTEST AWARD OF CONTRACT**

A Bidder who submits a proposal in response to an RFP may submit a written protest to the AVP of Procurement of the University setting forth in detail the specific grounds for challenging the award. The protest shall be filed within ten (10) business days following the Bidder's receipt of written notification, sent either by certified mail or facsimile transmission, that its Proposal was not accepted or of notice of the decision to award the Contract. Any protest filed after the 10-day period may be disregarded. If the Contract award is protested, the University may proceed to award the Contract if the failure to award will result in substantial cost to the University or if public exigency so requires. All contract awards will be posted on the Procurement Services website: <https://www.montclair.edu/procurement/awarded-contracts/>.

## **7.0 SPECIAL CONTRACTUAL TERMS AND CONDITIONS**

### **7.1 PRECEDENCE OF SPECIAL CONTRACTUAL TERMS AND CONDITIONS**

The Contract awarded as a result of this RFP shall consist of Addendum to this RFP, this RFP (including the University's Standard Contract Terms and Conditions (Appendix 1, Item 2.3), the Contractor's Proposal and the University's Agreement incorporating these documents and signed by the Contractor and the University's Vice President for Finance and Treasurer.

In the event of a conflict between provisions within the Contract documents, the Contract documents shall have the following order of priority: Contract, RFP Addendum in the order of the most recent issuance date, the RFP, the University's Standard Contract Terms and Conditions and the Contractor's Proposal.

### **7.2 CONTRACT TERM AND EXTENSION OPTION**

The term of the Contract shall be for a period of (3) three years. The anticipated "Contract Effective Date" is provided on the Signature Page of this Request for Proposal. If delays in the procurement process result in a change to the anticipated Contract Effective Date, the Bidder agrees to accept a Contract for the full term of the contract. The Contract may be extended for all or part of two (2), additional (1) one-year periods, by the mutual written consent of the contractor and the University's Vice President of Finance and Treasurer..

### **7.3 CONTRACT TRANSITION**

In the event that a new Contract has not been awarded prior to the Contract expiration date, as may be extended herein, it shall be incumbent upon the Contractor to continue the Contract under the same terms and conditions until a new Contract can be completely operational. At no time shall this transition period extend more than ninety (90) days beyond the expiration date of the Contract.

### **7.4 CONTRACT AMENDMENT**

Any changes or modifications to the terms of the Contract shall be valid only when they have been reduced to writing and signed by the Contractor and the University's Vice President for Finance and Treasurer.

### **7.5 CONTRACTOR'S WARRANTY**

The Contractor is responsible for the quality, technical accuracy, timely completion and delivery of all deliverables and other services to be furnished by the Contractor under the Contract. The Contractor agrees to perform in a good, skillful and timely manner all services set forth in the Contract.

The Contractor shall, without additional compensation, correct or revise any errors, omissions, or other deficiencies in its services and deliverables furnished under the Contract. The approval of interim deliverables furnished under the Contract shall not in any way relieve the Contractor of fulfilling all of its obligations under the Contract. The acceptance or payment for any of the services rendered under the Contract shall not be construed as a waiver by the University, of any rights under the agreement or of any cause of action arising out of the Contractor's performance of the Contract.

The acceptance of, approval of or payment for any of the services performed by the Contractor under the Contract shall not constitute a release or waiver of any claim the University has or may have for latent defects or errors or other breaches of warranty or negligence.

#### **7.6 ITEMS ORDERED AND DELIVERED**

Not applicable for this RFP.

#### **7.7 REMEDIES FOR FAILURE TO COMPLY WITH MATERIAL CONTRACT REQUIREMENTS**

In the event that the Contractor fails to comply with any material Contract requirements, the University's Vice President for Finance and Treasurer may take steps to terminate the Contract in accordance with the provisions herein and/or authorize the delivery of Contract items by any available means, with the difference between the price paid and the defaulting contractor's price either being deducted from any monies due the defaulting Contractor or being an obligation owed the University by the defaulting Contractor.

#### **7.8 SUBSTITUTION OF STAFF**

If it becomes necessary for the Contractor to substitute any management, supervisory or key personnel, the Contractor shall identify the substitute personnel and the work to be performed. The Contractor must provide detailed justification documenting the necessity for the substitution. Resumes must be submitted evidencing that the individual(s) proposed as substitute(s) have qualifications and experience equal to or better than the individual(s) originally proposed or currently assigned.

The Contractor shall forward a request to substitute staff to the University for consideration and approval. No substitute personnel are authorized to begin work until the Contractor has received written approval to proceed from the University.

#### **7.9 ADDITIONAL WORK AND/OR SPECIAL PROJECTS**

The Contractor shall not begin performing any additional work or special projects related to this RFP without first obtaining the University's written approval.

In the event of additional work and/or special projects, the Contractor must present a written Quote to perform the additional work to the University. The Quote should provide justification for the necessity of the additional work. The Contractor's written Quote must provide a detailed description of the work to be performed broken down by task and subtask. The written Quote must detail the cost necessary to complete the additional work in a manner consistent with this Contract. The written price schedule must be based upon the hourly rates, unit costs or other cost elements submitted by the Contractor in the Contractor's original Proposal submitted in response to this RFP. Whenever possible, the price schedule should be a firm, fixed all-inclusive price to perform the required work. A payment schedule, tied to successful completion of tasks and subtasks, must be included.



In the event the Contractor proceeds with additional work and/or special projects without the University's written approval, it shall be at the Contractor's sole risk. The University shall be under no obligation to pay for work performed without the University's written approval.

## APPENDIX #1 - REQUIRED SUPPORTING BID DOCUMENTS (CHECKLIST)

NOTE: The documents listed below are required by State Law and University Policy. All documents are required to be completed. Procurement Services Forms can be found at: <https://www.montclair.edu/procurement/forms/>.

THIS CHECKLIST WAS CREATED AS A GUIDE TO ASSIST BIDDERS AND MAY NOT IDENTIFY ALL REQUIREMENTS FOR SUBMITTING A COMPLETE PROPOSAL. IT IS THE BIDDER'S RESPONSIBILITY TO ENSURE THAT ALL REQUIREMENTS OF THE RFP HAVE BEEN MET.		
<b>1. RFP SPECIFIC SUBMITTALS THAT MUST BE SUBMITTED BY THE BIDDER <u>WITH THE PROPOSAL</u>.</b>		
#	Document Title	Applicable?
1	<b>PRICE SHEET</b> – Refer to Section 4.6 and Attachment 1 for information.	Yes
2	<b>TECHNICAL PROPOSAL / STATEMENT OF QUALIFICATIONS</b> – Refer to Section 4.7 for information.	Yes
<b>2. STANDARD SUBMITTALS THAT MUST BE SUBMITTED BY THE BIDDER <u>WITH THE PROPOSAL</u>.</b>		
#	Document Title	Applicable?
1	<b>SIGNATURE PAGE</b> – Refer to Page 2 of this RFP.	Yes
2	<b>OWNERSHIP DISCLOSURE FORM</b> - Refer to Ownership Disclosure Form (PDF)	Yes
3	<b>MONTCLAIR STATE UNIVERSITY STANDARD CONTRACT TERMS AND CONDITIONS</b> - Refer to Montclair State University Standard Terms and Conditions (PDF)	Yes
<b>3. STANDARD SUBMITTALS THAT SHOULD BE SUBMITTED BY THE VENDOR WITH THE PROPOSAL. THESE FORMS MUST BE SUBMITTED PRIOR TO THE ISSUANCE OF CONTRACT.</b>		
#	Document Title	Applicable?
1	<b>BUSINESS REGISTRATION CERTIFICATE</b> - Refer to New Jersey Business Registration Certificate (BRC) Instructions & Sample (PDF)	Yes
2	<b>POLITICAL CONTRIBUTION DISCLOSURE (CHAPTER 51)</b> - Refer to Chapter 51 / EO 117 Vendor Certification and Disclosure of Political Contributions (PDF)	Yes
3	<b>MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE</b> - Refer to AA-302 Employee Information Report for Good and Services (PDF)	Yes
4	<b>EXCESS LIABILITY INSURANCE</b> - PROVIDED IN STANDARD CONTRACT TERMS AND CONDITIONS)	Yes

# ATTACHMENT #1 - PRICE SHEET

Bidder Name: \_\_\_\_\_

The University will award this contract based on price and other factors. The pricing to be submitted is listed below or attached to this RFP. Please reference Scope of Work Section 3.0. Pricing must be submitted in the provided format. No other price format will be considered or your Proposal may be non-responsive.

## **4.0 PROGRAM INVESTMENT DETAILS FOR SAMPLE ITINERARY (ATTACHMENT #2)**

- **INTERNATIONAL GROUP LONG-HAUL AIRFARE\***
  - \$ \_\_\_\_\_ per student & program leader – Booking for group airfare in economy class seating on \_\_\_\_\_ Airlines
- **GROUND & ACADEMICS PACKAGE\***
  - \$ \_\_\_\_\_ per student & program leader
    - Based on a minimum of 15-19 full paying participants\*\*
  - \$ \_\_\_\_\_ per student & program leader
    - Based on a minimum of 20-24 full paying participants\*\*
  - \$ \_\_\_\_\_ per student & program leader
    - Based on a minimum of 25-29 full paying participants\*\*
- **PARTICIPANT OPTIONAL ADD-ONS (NOT INCLUDED)**
  - \$ \_\_\_\_\_ per participant – Single occupancy upgrade throughout the program
  - \$ \_\_\_\_\_ per room, per night – Pre-program hotel accommodations at Hotel \_\_\_\_\_
  - \$ \_\_\_\_\_ per room, per night – Post-program hotel accommodations at Hotel \_\_\_\_\_

*\*Pricing is all inclusive (refer to RFP Section 2.1) and includes all components detailed in the Bidders submitted itinerary (refer to Attachment #2).*

*\*\*It is recommended that Bidders provide an additional context surrounding how the Bidder arrived at the pricing for the grounds and academics package submitted.*

## **Cooperative Partners Price Extension**

Montclair's Board of Trustees adopted a Resolution on April 16, 2021 authorizing the establishment of a cooperative pricing system with other New Jersey public colleges and universities. This RFP may establish a master agreement with Montclair to procure goods and services through a cooperative pricing system so that New Jersey public colleges and universities may procure goods or services of the same specification, quality and price as that contained in the master contract with Montclair. Please respond to the following questions:

1. Will you extend bid prices to any New Jersey Public College or University? Yes \_\_\_\_\_ No \_\_\_\_\_
2. Will you enter into a master agreement that incorporates your bid and establish a cooperative pricing system with other New Jersey Public Colleges and Universities? Yes \_\_\_\_\_ No \_\_\_\_\_

3. Montclair State University is a member of the New Jersey Higher Purchasing Association (NJHEPA), whose members include the 4 year Public Colleges and Universities, as well as private institutions: the private Universities include: Princeton University, Seton Hall University, Rider University, and Monmouth University. Will you extend pricing to members of NJHEPA that are not a New Jersey Public College or University: Yes \_\_\_\_\_ No \_\_\_\_\_

---

Signature

Date

---

Printed Name & Title

Phone Number

## **ATTACHMENT # 2 - SAMPLE ITINERARY**

### **Sample MBA Faculty Led Program to Johannesburg, South Africa**

**Instructions:** Review the requested sample itinerary and provide a response outlining a proposed program that aligns with the request, including cost details in the Price Sheet section. In the response the Bidder should include components detailed throughout the itinerary, such as the following:

6.0 Academic engagements

7.0 Risk management and insurance

8.0 Accommodations, meals, transportation, guides, & cultural immersions tailored to business students

9.0 Train ticket(s)

**Dates:** March 7, 2025 through March 15, 2025

- Day 1: Travel
  - Transfer from Montclair State University to JFK Airport
  - International Flight from JFK to Tambo International (OR) overnight flight
- Day 2: Arrival and Cultural Immersion
  - Arrive at Tambo International
  - Transfer to hotel and check-in
  - Visit the Apartheid Museum
  - Welcome dinner at local restaurant
- Day 3: Business and Entrepreneurship
  - Visit a local township (eg. Sowento)
  - Visit the Johannesburg Stock Exchange (JSE)
- Day 4: Corporate Skills
  - Visit multinational company (eg IBM, Microsoft)
  - Meet with local business leaders
  - Networking reception
- Day 5: Johannesburg to Cape Town
  - Flight from Tambo International (OR) to Cape Town (CPT)
  - City Tour
- Day 6: Academic and Cultural Exchange
  - Attend Lecture on African Business and economics at a University
  - Visit Iziko Bo-Kapp Museum
- Day 7: Academic and Cultural Exchange (2)
  - Private transportation from hotel to an academic engagement of choice;
  - Private transportation to museum or other cultural immersion of choice;
  - Private transportation back to the hotel.
- Day 8: Economic Development and Policy

- Visit South Africa Reserve Bank
- Meet with government officials to discuss economic development initiatives
- Day 9: Wrap-Up & Travel
  - Spend the morning shopping
  - Private coach bus from hotel to OR CPT
  - International Flight from CPT Airport to JFK Airport

**ATTACHMENT # 3 - SUMMARY INFORMATION SHEET**

FIRM NAME: \_\_\_\_\_

1. NUMBER OF YEARS FIRM HAS BEEN IN OPERATION: \_\_\_\_\_

2. CONTACT/LOCATION OF THE RESPONDENT'S OFFICE THAT WILL BE RESPONSIBLE FOR MANAGING THIS CONTRACT: NAME: \_\_\_\_\_  
TITLE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE: \_\_\_\_\_  
CELL PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

3. NAME(S) AND TELEPHONE NUMBER(S) OF MANAGEMENT PERSONNEL TO BE CONTACTED IF PROBLEMS OR EMERGENCIES OCCUR \_\_\_\_\_  
\_\_\_\_\_

**CURRENT CONTRACTS**

4. PLEASE LIST THE NEW JERSEY AGENCIES, US GOVERNMENTAL AGENCIES, PUBLIC AND PRIVATE COLLEGES AND UNIVERSITIES NOW UNDER CONTRACT WITH THE RESPONDENT FIRM:  
\_\_\_\_\_  
\_\_\_\_\_

5. PLEASE LIST REFERENCES WHERE SIMILAR TYPE SERVICES WERE PROVIDED. PROVIDE THE NAME, TITLE, AND TELEPHONE NUMBER OF AN INDIVIDUAL AT EACH REFERENCE SITE WHO CAN PROVIDE AN INDEPENDENT ASSESSMENT OF THE PROPOSER'S PERFORMANCE:

COMPANY NAME: \_\_\_\_\_  
NAME/TITLE: \_\_\_\_\_ TEL.#: \_\_\_\_\_  
EMAIL #: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_  
NAME/TITLE: \_\_\_\_\_ TEL.#: \_\_\_\_\_  
EMAIL #: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_  
NAME/TITLE: \_\_\_\_\_ TEL.#: \_\_\_\_\_  
EMAIL #: \_\_\_\_\_

6. PLEASE LIST CONTRACTS THE RESPONDENT HAS HAD TERMINATED DURING THE LAST THREE YEARS WITH THE REASON THE CONTRACT WAS TERMINATED FOR EACH JOB. IF NONE, INDICATE SO:

TERMINATED CONTRACT: \_\_\_\_\_  
TERMINATED CONTRACT: \_\_\_\_\_  
TERMINATED CONTRACT: \_\_\_\_\_