



REQUEST FOR PROPOSALS (RFP)

ISSUE DATE: February 16, 2016 **COMMODITY CODE(S):** 95300, 95348, 95352, 95892, 96288

RFP NUMBER & TITLE: RFP 16-520 Insurance Services for Inbound International and Study Abroad Program Participants

ISSUING AGENCY & ADDRESS: University of Mary Washington
Procurement Services, Eagle Village Executive Offices, Suite 480
1125 Jefferson Davis Hwy., Fredericksburg, VA 22401

WORK LOCATION: Fredericksburg, Virginia; or based upon specific location requirements

PROPOSAL DUE DATE & TIME: **February 29, 2016; 3:30 PM**

PRE-PROPOSAL CONFERENCE: ☐ Optional ☐ Mandatory ☒ N/A **PRE-PROPOSAL LOCATION:** N/A

PRE-PROPOSAL DATE/TIME: N/A

CONTRACT OFFICER: MELVA A. H. KISHPAUGH, VCO, CUPO **EMAIL:** mkishpau@umw.edu

PERIOD OF CONTRACT: DATE OF AWARD THROUGH ONE YEAR, WITH OPTION FOR NINE (9) 1-YEAR RENEWALS, or as negotiated.

QUESTIONS/INQUIRIES: All inquiries for information should be directed via email to the contract officer listed above, referencing the solicitation by name and number. No questions will be accepted after **February 23, 2016; 4:00 PM.**

PROPOSALS: Sealed Proposals must reach the above address and department by the deadline stated in order to be considered. It is the responsibility of the offeror to ensure that the proposal is submitted in a package that clearly identifies the contents as a proposal submission in response to this RFP. Also reference section V herein. UMW requires the inclusion of a clearly marked redacted proposal if any portion of the Offeror's proposal contains proprietary information; Reference Section V.A.3 stipulations. All resulting contracts will be made available through UMW's Public Contracts Gateway <https://umw.cobblestonesystems.com/public/>.

In Compliance With This Request For Proposal And To All The Conditions Imposed Therein And Hereby Incorporated By Reference, The Undersigned Firm Offers And Agrees To Furnish The Goods/Services In Accordance With The Attached Signed Proposal Or As Mutually Agreed Upon By Subsequent Negotiation and hereby certifies binding authority to confirm that all information provided below and in schedule or attachment of this document is true, correct and complete.

THIS FORM MUST BE COMPLETED AND RETURNED WITH PROPOSAL.

Name of Offering Firm: _____

Address of Offering Firm: _____

Check All That Apply: ☐ Micro Business ☐ Small Business ☐ Woman-Owned Business ☐ Minority-Owned Business

RFP Notification received via: ☐ eVA ☐ Newspaper ☐ Other: _____

DSBSD Certification No.: _____ Expiration Date: _____

Virginia Contractor License No. : _____ Class: _____

Specialty Codes: _____ SCC No.: _____

eVA Vendor ID or DUNS No.: _____ FEIN: _____

Submitted By (Print Name & Title): _____

Email: _____ Telephone: _____

Website: _____ Fax: _____

Signature (In Ink): _____ Date: _____

NOTE: This public body does not discriminate against faith-based organizations in accordance with the Code of Virginia, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

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- I. **PURPOSE:** The purpose of this Request for Proposal (RFP) is to solicit sealed proposals to establish contracts with qualified sources through competitive negotiation for provision of insurance services for Inbound International and Study Abroad Program Participants for the University of Mary Washington and other institutions per the cooperative procurement clause. Providers for both inbound International and outbound Study Abroad Program participants are required, but the University will consider proposals from providers that can offer one or the other, or both. The University reserves the right, in its best interest, to issue a multiple award.
- II. **ORGANIZATIONAL OVERVIEW:** The University of Mary Washington is a coeducational, state-supported institution of the Commonwealth of Virginia enrolling a total of approximately 4,500 undergraduate and graduate students. The institution currently consists of three academic campuses and three colleges – Arts and Sciences, Business and Education, as well as a Center for Economic Development, which connects faculty and students with regional initiatives and businesses seeking their assistance. Approximately 300 UMW students, faculty and staff studied abroad last year. Additional information is available at <http://www.umw.edu/about/>
- III. **BACKGROUND:** The University provides numerous opportunities for customized education abroad programs for study abroad, foreign language immersion, conservation, volunteerism, service learning, academic research, etc., each year. The University also enrolls students from a wide source of diverse locations around the globe. Health insurance is a University and in some cases a federal requirement, although UMW does not participate in a hard waiver program. In order to monitor and ensure insurance purchase, the University advance pays for international students' insurance premiums, and invoices the students accordingly.
- A. Currently the University is providing services to participating students through a Virginia Association of State College and University Purchasing Professionals (VASCUPP) cooperative contract with Cultural Insurance Services International (CISI).
- B. Please refer to the solicitation attachments for historical data related to spend against the current contract. These figures are estimated and provided for informational purposes only. The University makes no express or implied guarantee of any particular spend against any contract resulting from this solicitation.
- IV. **SCOPE OF SERVICES (STATEMENT OF NEEDS):** UMW's Center for International Education requires insurance services for inbound international and study abroad program participants from an established firm in providing insurance and claim services to institutions of higher education in the International and Study Abroad Health Care market. Selected firms should provide services as described below. *Furnish a detailed response within the proposal addressed to each item below.*
- A. All Insured; Requirements:
1. Cost: Proposal must detail all costs to student/university, including all options for coverage.
 - a. Plans should be reflective of zero deductible.
 - b. Proposal must provide pricing for all available enrollment categories; including but not limited to Student, Student/Spouse, Student/Child, Student/Family, Student/Children.
 2. Age Limits
 - a. For outbound / study abroad students, pricing should be the same for all ages and there should be no age limitations.
 - b. For inbound students, in general the applicable age groups for UMW is 18-24 for F-1 Visa Degree-seeking students;
 - c. For inbound students, in general the applicable age groups for UMW are 18-24 for J-1 Visa Exchange Students and 22-35 for Visiting Language Instructors (VLI).
 3. Pre-existing Conditions:
 - a. The University prefers that pre-existing conditions do not apply. However, any offeror must specifically detail any and all pre-existing condition application relative to its proposal to UMW, including the time frame reference.
 4. Prescription Drug Coverage: Coverage should be available to both inbound and outbound students.
 5. Athletic Injuries:
 - a. Any policy should provide athletic injuries coverage for amateur, interscholastic, club/intramural, and NCAA levels. **NCAA required coverage is \$90,000.00 for athletic injuries.*
 - b. Athletic coverage should be included in the standard policy, but may be provided as a "rider" or add-on coverage.

6. Dental Coverage options should be provided for both inbound and outbound; which should include routine for inbound and at least emergency for outbound students, faculty and staff.
 7. A responsive toll-free phone number must be available to Inbound International or Study Abroad participants, parents or family members of students, faculty, staff, CIE staff, or families of University staff, as applicable.
 8. A specific, written procedure for timely and accurate processing of claims by the insurer must be provided.
 9. A designated, named representative(s) to assist with all claims processing, associated claims, payment or other issues, forms preparation, and requests for information must be provided.
 10. The same premium rates regardless of age or sex should be provided, where possible or practical. No evidence of insurability shall be required by the contractor. Only primary insurance shall be considered.
 11. Insurance rates should be prorated from the initial enrollment date on a monthly basis to the expiration date of the policy, which shall be midnight on the thirty-first (31st) day of July of each year.
 12. Monthly claims reports showing enrollment data and expenses, broken down by identified categories shall be provided to the University. Reports should also include information regarding claims which were denied.
 13. All adjustments in premiums and/or changes in policy language, along with appropriate supporting documentation, must be received by the University's office of Risk Management by the first day of February of each renewal year.
 14. The insurance policy shall be filed and approved in the Commonwealth of Virginia and meet all applicable federal and Virginia insurance regulations. No trust or association plan issued in another state will be allowed.
 15. The offeror shall provide examples of brochures, applications, and other materials, including marketing or advertisement materials with the proposal.
 16. The offeror shall provide examples of annual reports that will be provided to the University related to usage data for each plan year.
 17. The offeror should provide any other/additional valuable services as appropriate to individual university program needs.
 - a. In example, any unique or innovative methods to monitor and ensure required coverage (and payment) as an alternative to UMW premium payment for inbound students and VLIs.
- B. Inbound Internationals Specific:**
1. Coverage options must be provided for F-1 Visa Degree-Seeking Students (no federal requirements to have insurance coverage).
 2. The insurance policy for inbound J-1 students must meet the minimum requirements established by regulation. See 22C.F.R. §62.14.
 3. Inbound International students and scholars may consider domestic insurance plans (i.e. plans designed for American students), even though these plans may not cover repatriation of remains or medical evacuation. These plans should be part of the proposal package as an option to these specific students and scholars.
 4. Offerors should provide all possible options for F-1 Degree-seeking students with specific emphasis on high-deductible, low premium options.
 5. Offers shall provide J-1 Visa Exchange Students and Visiting Language Instructors (VLIs) bound by Dept. of State regulations as follows:
 - a. 100,000 maximum per illness/injury
 - b. 25,000 repatriation of remains
 - c. 50,000 medical evacuation
 6. An Open Enrollment Period should be in effect for International students from the first day of the annual policy period (August 1) through September 15th of the same year, totaling a forty-six (46) day period. During the Open Enrollment Period, any claim submitted by an International Student for injury or sickness shall be accepted as long as the student enrolls in the Contractor's insurance plan by September 15th of the same policy year. Additionally, premiums and benefits for such International students shall be calculated based on the August 1 effective date.
 7. Offers should permit International students to be enrolled at any time after the Open Enrollment period with the premium rates prorated.

8. Offers should consider any international student sponsored by the University for an F or J visa to be eligible for health insurance benefits. International students in internships or currently on Optional Practical Training continue to be sponsored by the University and must be eligible for coverage under this plan. All short term students, adjunct faculty and visiting researchers in J status are considered sponsored by the University and must be eligible for coverage under the plan.
 - a. F-1 students should not be required to keep coverage past his/her commencement.
- C. Outbound / Study Abroad Specific:
 1. Plans for complete international medical insurance should include a zero deductible and cover accident, sickness, and mental health services.
 2. Offers for Health insurance plans for accidents and illnesses combined for Study Abroad students, faculty and staff enrolled by the University must include the following required level of insurance:
 - a. Student - \$100,000.00
 - b. Faculty - \$100,000.00
 - c. Staff - \$100,000.00
 3. Offers should reflect UMW preference for a direct bill payment protocol rather than reimbursement.
 4. Enrollment Period for Study Abroad students, faculty and staff should be allowed at any time during the year.
 5. Study Abroad students, faculty and staff should be permitted to enroll on a weekly or monthly basis.
 6. Offers should provide an electronic method (online) for registration/enrollment whereas an applicant could gain nearly immediate confirmation of registration and be able to potentially print an identification card and other coverage materials upon completion of registration or within a very short time period thereafter.
 7. Offers must provide an Identification card and a Certificate (policy) Booklet to all Study Abroad students, faculty and staff enrolled in the insurance program within forty-eight (48) hours of enrolling.
 8. Plans must include the following:
 - a. Routine and Emergency medical coverage
 - b. Accidental death and dismemberment
 - c. Emergency Medical Evacuation
 - d. Emergency Medical Reunion
 - e. Repatriation of mortal remains
 9. Plans should include the following:
 - f. Evacuation for political unrest
 - g. Evacuation for natural disaster
 - h. Risk management and advisory services such as international situation monitoring, emergency alerts, personnel tracking, and an easy to use mobile app available for Apple and Android (at least) platforms.

V. PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS

A. GENERAL REQUIREMENTS FOR PROPOSAL PREPARATION:

1. All information requested must be submitted. Failure to submit all information requested may result in the purchasing vendor requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Offerors may be given an opportunity to correct a deficiency in their proposals, within an appropriate period of time, as determined by the procurement office. Offerors who fail to submit required documentation or meet mandatory requirements, in such time for evaluation purposes may be eliminated from further consideration.
2. This Request for Proposal creates no obligation on the part of the University to award a contract or to compensate vendors for proposal preparation expenses. The University will not be responsible for any costs incurred by any vendor in preparing and submitting a proposal. The University reserves the right to accept or reject any and all proposals, in whole or in part, received as a result of this RFP, to waive minor informalities, or to negotiate with all responsible vendors in any manner necessary to serve the best interests of the University. However, the University has the right to accept the best proposal as submitted, without negotiation, and may do so; therefore, vendors should not rely on having a chance to negotiate and adjust their proposals.
3. If any Offeror takes exception to any terms and conditions of the RFP and/or resulting standard contract, those exceptions must be detailed as part of the proposal package including any proposed alternate

language for University counsel review. If no exceptions are listed, the University will assume that all terms and conditions associated with the solicitation are acceptable to the contractor. *Please note that all terms and conditions required by federal or state law shall be non-negotiable.*

4. Trade secrets or proprietary information submitted for a procurement transaction shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the offeror must invoke the protection of Code of Virginia, § 2.2-4342F, in writing, prior to or upon submission of the data or other materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary. *However, the classification of an entire proposal document, line item prices and/or total proposal prices as proprietary or as a trade secret is not acceptable. If, after being given reasonable time, the offeror refuses to withdraw an entire classification designation, the proposal will be rejected.*
 - a. *Please note that UMW's Public Contract Gateway will publish contract documents, in their redacted digital version as provided by the contractor. No contractor-indicated proprietary data, in compliance with the stipulations detailed above, will be made publically available by UMW.*
5. In order to be considered for selection, Offerors must submit a complete response to the RFP. If proposal is submitted in person, one (1) original and one (1) electronic media version (DVD, CD, Flash Drive) of each proposal must be submitted to the university. If your proposal includes proprietary information and you are invoking protection from disclosure under § 2.2-4342F of the Code of Virginia, *you must submit one (1) redacted copy of the proposal clearly marked with the words "REDACTED COPY" on the cover and on the electronic file. No other distribution of the proposals shall be made by the offeror.*
6. Proposals should be as thorough and detailed as possible so that the University of Mary Washington may properly evaluate the Offeror's capabilities to provide the required services. Offerors are required to submit the following information/items as part of a complete proposal:
 - a. The RFP Cover sheet, and any addenda, must be completed and signed by an authorized representative (able to be contractually obligated) of the offering vendor and returned with the RFP package.
 - b. A brief background statement describing the company should be enclosed.
 - c. Specific Format: Proposals, in accordance with the university's sustainability initiatives, must be prepared simply, economically, and with the ability to be recycled. A simple staple, a binder clip, or if necessary, a re-usable 3-ring binder are all university-preferred methods to hold dual-side printed proposal documents. Only send the quantity of copies requested in the RFP. It is preferable that semi-permanent bindings made of non-recyclable materials (i.e. plastic combs, spiral wire) are not used to bind documents. Each copy of the proposal should be bound in a single volume where practical. All documentation submitted with the proposal should be bound in that single volume. Emphasis should be on completeness and clarity of content; providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP.
 - d. Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. Each paragraph in the proposal should reference the paragraph number of the corresponding section of the RFP. It is also helpful to cite the paragraph number, sub letter, and repeat the text of the requirement as it appears in the RFP. If a response covers more than one page, the paragraph number and sub letter should be repeated at the top of the next page. The proposal should contain a table of contents which cross references the RFP requirements. Information which the offeror desires to present that does not fall within any of the requirements of the RFP should be inserted at the appropriate place or be attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from consideration if the evaluators are unable to find where the RFP requirements are specifically addressed.
 - e. As used in this RFP, the terms "must", "shall", "should" and "may" identify the criticality of requirements. "Must" and "shall" identify requirements whose absence will have a major negative impact on the suitability of the proposed solution. Items labeled as "should" or "may" are highly desirable, although their absence will not have a large impact and would be useful, but are not necessary. Depending on the overall response to the RFP, some individual "must" and "shall" items may not be fully satisfied, but it is the intent to satisfy most, if not all, "must" and "shall" requirements. The inability of an offeror to satisfy a "must" or "shall" requirement does not

automatically remove that offeror from consideration; however, it may seriously affect the overall rating of the offeror's proposal.

7. Include any other information which the vendor feels the university should consider in evaluating its proposal.
8. Vendors who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to the university. This will provide an opportunity for the vendor to clarify or elaborate on the proposal. This is a fact-finding and explanation session only and does not include negotiation. Oral presentations are an option of the university and may not be conducted. Therefore, proposals should be complete.

B. SPECIFIC SUBMISSION REQUIREMENTS FOR THE RFP PACKAGE: The Offeror should provide the following information tabbed as follows:

1. Return the completed and signed RFP cover sheet.
2. Return the Small Business Subcontracting Plan, Contractor Data Sheet (if required), and References (if required).
3. Return acknowledged University issued addenda, if any.
4. Specify A.M. Best Company rating (or equivalent).
5. Address all requirements of the RFP from the Statement of Needs.
6. Provide a comprehensive cost proposal.
7. Please identify the amount of sales your company has had (if any) during the last twelve months with each public Higher Education Institution within the Commonwealth of Virginia.
8. Provide a list of currently serviced higher education and/or governmental clients within the last three years (for services described in this RFP) and the specific services provided.
9. If all services described in section IV.A are not provided "in-house" by the offering firm, please provide the list of providers that partner with the firm to supply the services.
10. Describe business operations:
 - a. Provide resumes for key personnel (particularly the single point of contract who will be working with the University) who would be representing the firm and working with University staff.
 - b. Provide all cost information for each plan, option, rider, etc. that is offered to the University.
11. Describe how the firm ensures that all local state and federal laws and regulations are followed.
12. Provide information regarding services not described in the scope of work that the offering firm is currently able to provide to the University, along with associated pricing.
13. If offered, provide an Emergency Operations / Communications Plan to support University faculty, staff and student travelers, inclusive of emergency contact information (24/7).
 - a. Describe the firm's ability to communicate any alerts or warnings issued by the U.S. Government and/or destination area including travel restrictions to sanctioned countries.
 - b. Describe the firm's ability to provide back-up arrangements with short-term notice.

VI. TIME LINES AND KEY DATES:

- A. Questions from Offerors accepted only through: February 23, 2016
- B. Proposals are Due: February 29, 2016
- C. Evaluation Complete: March 14, 2016
- D. Proposal Clarification questions to Procurement Services: March 14, 2016
- E. Tentative Proposal Clarifications complete and/or presentations (save the date): March 15 – 22, 2016
- F. Tentative Negotiations to be complete: March 31, 2016
- G. Tentative Award: April 4, 2016
- H. Tentative Commencement of Contract(s) (contract signed): April 13, 2016

VII. EVALUATION AND AWARD CRITERIA: The selected vendor(s) must have the demonstrated ability to successfully conduct the type of work specified in the objectives.

- A. Evaluation Criteria: Proposals shall be evaluated by the University of Mary Washington Evaluation Committee using the following criteria:

Criteria	Point Value
Offeror's capability – Experience based on provided resume(s) of personnel proposed, client recommendations/references	30
Quality of proposal – offerings; addresses UMW requirements, specific plans or methodology to be used to provide the services	35
Pricing: Cost Proposal	25
Small Business Subcontracting Plan	5
Total	100

- B. Award of Contract: Selection shall be made of two or more Offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposals, including price, if so stated in the Request for Proposals. Negotiations shall be conducted with the Offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each Offeror so selected, the vendor shall select the Offeror which, in its opinion, has made the best proposal, and shall award the contract to that Offeror. *The University reserves the right to make multiple awards as a result of this solicitation.* The University may cancel this Request for Proposals or reject proposals at any time prior to an award, and is not required to furnish a statement of the reason why a particular proposal was not deemed to be the most advantageous. (Section 11-65D, Code of Virginia.) Should the Commonwealth determine in writing and in its sole discretion that only one Offeror is fully qualified, or that one Offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that Offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the contractor's proposal as negotiated.

VIII. CONTRACT ADMINISTRATION:

- A. The Director of the Center for International Education, or designee, shall be identified by the University as the Contract Administrator and shall use all powers under the contract to enforce its faithfulness and performance in conjunction with the University's Purchasing Department.
- B. The Contract Administrator shall determine the amount, quantity, acceptability, fitness of all aspects of the services and shall decide all other questions in connection with the services. The Contract Administrator shall not have authority to approve changes in the services which alter the concept or which call for an extension of the contract term. Any modifications made to the contract must be authorized by the University Procurement Services Department via a written two-party executed modification to the contract.

IX. GENERAL TERMS AND CONDITIONS: Please refer to the link to follow regarding Required General Terms and Conditions of this Solicitation which are a mandatory part of the resulting contract: <http://adminfinance.umw.edu/procurement/files/2014/11/UMW-General-Terms-and-Conditions-Nov14.pdf>

X. SPECIAL TERMS AND CONDITIONS:

AUDIT: The contractor shall retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. The agency, its authorized agents, and/or state auditors shall have full access to and the right to examine any of said materials during said period.

PROPOSAL ACCEPTANCE PERIOD: Any offer in response to this solicitation shall be valid for one hundred-twenty (120) days. At the end of this period the proposal may be withdrawn at the written request of the offeror. If the proposal is not withdrawn at that time it remains in effect until an award is made or the solicitation is canceled.

COOPERATIVE PROCUREMENT/ADDITIONAL USERS - USE OF AGREEMENT BY THIRD PARTIES: It is the intent of this solicitation and resulting contract(s) to allow for cooperative procurement. Accordingly, any public body (to include government/state agencies, political subdivisions, etc.), cooperative purchasing organizations, public or private health or educational institutions, or any University affiliated agency and/or corporation may access any resulting contract if authorized by the Contractor.

Participation in this cooperative procurement is strictly voluntary. If authorized by the Contractor(s), the resultant contract(s) will be extended to the entities indicated above to purchase goods and services in accordance with contract terms. As a separate contractual relationship, the participating entity will place its own orders directly with the contractor(s) and shall fully and independently administer its use of the contract(s) to include contractual disputes, invoicing and payments without direct administration from the University. No modification of this contract or execution of a separate agreement is required to participate; however, the participating entity and the contractor may modify the terms and conditions of this contract to accommodate specific governing laws, regulations, policies, and business goals required by the participating entity. Any such modification will apply solely between the participating entity and the Contractor.

The Contractor will notify the University in writing of any such entities accessing this Contract. The Contractor will provide semi-annual usage reports for all entities accessing the Contract. The Contractor should consider an offer of special tiered pricing or rebates to all entities accessing the contract, based on the results of such reporting. This tiered pricing and/or rebate structure should be included with the Bidder/Offeror's bid or proposal package.

The University shall not be held liable for any costs or damages incurred by any other participating entity as a result of any authorization by the Contractor to extend the Contract. It is understood and agreed that the University is not responsible for the acts or omissions of any entity, and will not be considered in default of the Contract no matter the circumstances.

Use of this Agreement does not preclude any participating entity from using other agreements or competitive processes.

AWARD TO MULTIPLE OFFERORS: Selection shall be made of two or more offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposals, including price, if so stated in the Request for Proposals. Negotiations shall be conducted with the offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each offeror so selected, the agency shall select the offeror which, in its opinion, has made the best proposal, and shall award the contract to that offeror. The University reserves the right to make multiple awards as a result of this solicitation. The University may cancel this Request for Proposals or reject proposals at any time prior to an award, and is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous (*Code of Virginia*, § 2.2-4359D). Should the University determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that offeror. *The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the contractor's proposal as negotiated.*

CANCELLATION OF CONTRACT: The University reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon sixty (60) days written notice to the contractor. In the event the initial contract

period is for more than twelve (12) months, the resulting contract may be terminated by either party, without penalty, after the initial twelve (12) months of the contract period upon sixty (60) days written notice to the other party. Any contract cancellation notice shall not relieve the contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.

AVAILABILITY OF FUNDS/FISCAL YEAR PROCESSING: The University of Mary Washington's fiscal year is July 1st through June 30th. Payment cannot be made for multiple fiscal years in advance of services. It is understood and agreed between the parties herein that the agency shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.

FORMAL SOLICITATION COMMUNICATIONS/DISQUALIFICATION OF OFFERORS: Informal Communications - From the date of receipt of this RFP by each Offeror until a binding contractual agreement exists with the selected contractor and all other Offerors have been notified, or when the University rejects all proposals, informal communication regarding this procurement shall cease. Informal communication shall include, but not be limited to:

- a. Requests from Offerors to any departments of the University, with the exception of Purchasing, for information, comments, etc.
- b. Requests from any department at the University of any employee of the Offeror, with the exception of Procurement Services, for information, comments, etc.
- c. Contact with any individuals participating on the selection committee.

Formal Communications - From the date of receipt of this RFP by each Offeror, until a binding contractual agreement exists with the selected Offeror, and all other Offerors have been notified, or when the University rejects all proposals, all communications between the University and the Offerors will be formal as provided for in this RFP or as requested by Procurement Services. Formal communication shall include, but not be limited to:

- a. Pre-proposal conference
- b. Oral presentation, if requested
- c. Site visits, etc.

ANY FAILURE TO ADHERE TO PROVISIONS SET FORTH ABOVE MAY RESULT IN THE REJECTION OF ANY OFFERORS PROPOSAL AND CANCELLATION OF THIS REQUEST FOR PROPOSAL.

IDENTIFICATION OF PROPOSAL ENVELOPE: The signed proposal should be returned in a separate envelope or package, sealed and identified as follows (on the outside of the package):

Name of Offeror:

Due Date & Time:

RFP#

RFP Title:

Number and

Street

City, State, Zip

The envelope should be addressed as directed on Page 1 of the solicitation.

OFFEROR'S REPRESENTATION: Offerors, by submission of a proposal, represent that they have read and understand the solicitation documents and specifications and have familiarized themselves with all federal, state and local laws, ordinances, rules and regulations that may affect the cost, progress or performance of the work. The failure or omission of any Offeror to receive or examine any form, instrument, addendum or other documents, or to acquaint itself with existing conditions, shall in no way relieve the Offeror from any obligations with respect to its proposal or to the contract.

RENEWAL OF CONTRACT: IF APPLICABLE This contract may be renewed by the Commonwealth for nine (9) successive one-year periods, *or as negotiated, under the terms and conditions of the original contract except stated in 1. and 2. below.* Price increases may be negotiated only at the time of renewal. Written notice of the Commonwealth's intention to renew shall be given approximately 90 days prior to the expiration date of each contract period.

- i. If the University elects to exercise the option to renew the contract for an additional one-year period, the contract price(s) for the additional one year shall not exceed the contract price(s) of the original contract increased/decreased by more than the percentage increase/decrease of all the services category of the CPI-W section of the Consumer Price Index of the United States Bureau of Labor Statistics, Table 6, for the latest twelve months for which statistics are available.

- ii. If during any subsequent renewal periods, the Commonwealth elects to exercise the option to renew the contract, the contract price(s) for the subsequent renewal period shall not exceed the contract price(s) of the previous renewal period increased/decreased by more than the percentage increase/decrease of the all services category of the CPI-W section of the Consumer Price Index of the United States Bureau of Labor Statistics, Table 6, for the latest twelve months for which statistics are available.

E-VERIFY PROGRAM: Effective 12/1/2013, and pursuant to Code of Virginia, §2.2-4308.2., any employer with more than an average of 50 employees for the previous 12 months entering into a contract in excess of \$50,000 with any agency of the Commonwealth to perform work or provide services pursuant to such contract shall register and participate in the E-Verify program to verify information and work authorization of its newly hired employees performing work pursuant to such public contract. Any such employer who fails to comply with these provisions shall be debarred from contracting with any agency of the Commonwealth for a period up to one year. Such debarment shall cease upon the employer's registration and participation in the E-Verify program. *If requested, the employer shall present a copy of their Maintain Company page from E-Verify to prove that they are enrolled in E-Verify.*

INDEMNIFICATION: Contractor agrees to indemnify, defend and hold harmless the Commonwealth of Virginia, its officers, agents, and employees from any claims, damages and actions of any kind or nature, whether at law or in equity, arising from or caused by the use of any materials, goods, or equipment of any kind or nature furnished by the Contractor/any services of any kind or nature furnished by the Contractor, provided that such liability is not attributable to the sole negligence of the using agency or to failure of the using agency to use the materials, goods, or equipment in the manner already and permanently described by the Contractor on the materials, goods, or equipment delivered.

AUTHORIZATION TO CONDUCT BUSINESS IN THE COMMONWEALTH: A contractor organized as a stock or nonstock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the Code of Virginia or as otherwise required by law. Any business entity described above that enters into a contract with a public body shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth, if so required under Title 13.1 or Title 50, to be revoked or cancelled at any time during the term of the contract. A public body may void any contract with a business entity if the business entity fails to remain in compliance with the provisions of this section.

CONFIDENTIALITY OF PERSONALLY IDENTIFIABLE INFORMATION: The contractor assures that information and data obtained as to personal facts and circumstances related to patients or clients will be collected and held confidential, during and following the term of this agreement, and will not be divulged without the individual's and the agency's written consent and only in accordance with federal law or the Code of Virginia. Contractors who utilize, access, or store personally identifiable information as part of the performance of a contract are required to safeguard this information and immediately notify the agency of any breach or suspected breach in the security of such information. Contractors shall allow the agency to both participate in the investigation of incidents and exercise control over decisions regarding external reporting. Contractors and their employees working on this project may be required to sign a confidentiality statement.

SMALL BUSINESS SUBCONTRACTING AND EVIDENCE OF COMPLIANCE: It is the goal of the Commonwealth that 40% of its purchases are made from small businesses. This includes discretionary spending in prime contracts and subcontracts. All potential bidders/offers are required to submit a Small Business Subcontracting Plan. Unless the bidder/offeror is registered as a Virginia Department of Small Business and Supplier Diversity (DSBSD)-certified small business and where it is practicable for any portion of the awarded contract to be subcontracted to other suppliers, the contractor is encouraged to offer such subcontracting opportunities to DSBSD-certified small businesses. This shall not exclude DSBSD-certified women-owned and minority-owned businesses when they have received DSBSD small business certification. No bidder/offeror or subcontractor shall be considered a Small Business, a Women-Owned Business or a Minority-Owned Business unless certified as such by the DSBSD by the due date for receipt of bids or proposals. If small business subcontractors are used, the prime contractor agrees to report the use of small business subcontractors by providing the purchasing office at a minimum the following information: name of small business with the DSBSD certification number, phone number, total dollar amount subcontracted, category type (small, women-owned, or minority-owned), and type of product/service provided.

- A. Each prime contractor who wins an award in which provision of a small business subcontracting plan is a condition of the award, shall deliver to the contracting agency or institution on a monthly or quarterly basis, evidence of compliance (subject only to insubstantial shortfalls and to shortfalls arising from subcontractor default) with the small business subcontracting plan. When such business has been subcontracted to these firms and upon completion of the contract, the contractor agrees to furnish the purchasing office at a minimum the following information:

1. Name of firm with the DSBSD certification number
2. Phone number
3. Total dollar amount subcontracted
4. Category type (small, women-owned, or minority-owned)
5. Type of product or service provided

Payment(s) may be withheld until compliance with the plan is received and confirmed by the agency or institution. The agency or institution reserves the right to pursue other appropriate remedies to include, but not be limited to, termination for default.

- B. Each prime contractor who wins an award valued over \$200,000 shall deliver to the contracting agency or institution on a monthly or quarterly basis, information on use of subcontractors that are not DSBSD-certified small businesses. When such business has been subcontracted to these firms and upon completion of the contract, the contractor agrees to furnish the purchasing office at a minimum the following information: name of firm, phone number, total dollar amount subcontracted, and type of product or service provided.

SUBCONTRACTS: No portion of the work shall be subcontracted without prior written consent of the purchasing agency. In the event that the contractor desires to subcontract some part of the work specified herein, the contractor shall furnish the purchasing agency the names, qualifications and experience of their proposed subcontractors. The contractor shall, however, remain fully liable and responsible for the work to be done by its subcontractor(s) and shall assure compliance with all requirements of the contract.

RESPONSIBILITIES OF PRIME CONTRACTOR: The contractor shall be responsible for completely supervising and directing the work under this contract and all subcontractors that he may utilize, using his best skill and attention. Subcontractors who perform work under this contract shall be responsible to the prime contractor. The contractor agrees that he is as fully responsible for the acts and omissions of his subcontractors and of persons employed by them as he is for the acts and omissions of his own employees.

FRATERNIZATION: The University is entrusted with the safety of all students at all times. Any behavior by any contractor employee that is determined to be inappropriate by the Contract Administrator may be cause for request for removal of the contractor's employee from University property, at minimum, if applicable, and/or result in contract termination.

STANDARDS OF CONDUCT IN THE WORKPLACE:

The University of Mary Washington, an agency of the Commonwealth of Virginia, strictly forbids harassment of any employee, applicant for employment, vendor, contractor or volunteer in the workplace*, on the basis of an individual's race, sex, color, national origin, religion, sexual orientation, age, veteran status, political affiliation or disability. The Commonwealth will not tolerate any form of retaliation directed against an employee or third party* who either complains about harassment or who participates in any investigation concerning harassment.

The Commonwealth expressly prohibits workplace violence*. Prohibited conduct includes but is not limited to:

- injuring another person physically;
- engaging in behavior that creates a reasonable fear of injury to another person;
- engaging in behavior that subjects another individual to extreme emotional distress;
- possessing, brandishing, or using a weapon that is not required by the individual's position while on state premises or engaged in state business;
- intentionally damaging property;
- threatening to injure an individual or to damage property;

- committing injurious acts motivated by, or related to, domestic violence or sexual harassment; and
- retaliating against any employee who, in good faith, reports a violation of this policy

Violations of the above standards of conduct may result in requests for apparent offenders to temporarily or permanently leave the workplace.

***Definitions**

Workplace: Any location, either permanent or temporary, where an employee or third party performs any work-related duty. This includes, but is not limited to, the buildings and the surrounding perimeters, including the parking lots, field locations, alternate work locations, and travel to and from work assignments.

Third parties: Individuals who are not state employees, but who have business interactions with state employees. Such individuals include, but are not limited to:

- Customers, including applicants for state employment or services
- Vendors
- Contractors
- Volunteers
- Relatives
- Unknown parties

Workplace Violence: Any physical assault, threatening behavior or verbal abuse occurring in the workplace by employees or third parties. It includes, but is not limited to, beating, stabbing, suicide, shooting, rape, attempted suicide, psychological trauma such as threats, obscene phone calls, an intimidating presence, and harassment of any nature such as stalking, shouting or swearing.

pursuant to the authority provided in Chapter 10 and 12, Title 2.2 of the Code of Virginia

XI. PRICING SCHEDULE: The contractor shall provide pricing for all products and services included in proposal.

XII. METHOD OF PAYMENT: The contractor shall be paid using one of the following three methods:

1. Small Purchase Charge Card (SPCC): At the time of verified receipt of goods or services, if the Contractor accepts credit cards in payment, the University will authorize payment by SPCC, currently Bank of America Visa. Any "Check-out fees" imposed by the contractor must be disclosed prior to the purchase and shall be detailed in a separate line item on the receipt at point of sale. No check-out fee or surcharge may be greater than 4% of the total sale. *If the contractor's eVA profile indicates acceptance of a credit card in payment, the Commonwealth will pay via credit card for invoices \$50,000.00 or less.*
2. "ePayables" through Bank of America: All payments under ePayables will have a *net 16* payment term. For more information about this payment option, please view <http://www.bankofamerica.com/epayablesvendors> or contact UMW's Accounts Payables department at payables@umw.edu.
3. Payment (by check or ACH) will be made 30 days after satisfactory performance of the contract in all provisions thereof and upon receipt of a properly completed invoice, whichever is later; in accordance with the Virginia Prompt Payment Act. Ref.: Code of Virginia, Sections 11-62.1 through 11-62.9; "Prompt Payment Act" memorandum issued by the Office of the Comptroller, June 27, 1984
4. *To be considered eligible for payment, **all invoices must be received at the following address and should reference the eVA purchase order and UMW contract numbers:***
University of Mary Washington
Attn.: Accounts Payable
1301 College Avenue
Fredericksburg, VA 22401.

XIII. ATTACHMENTS

Attachment #

Greetings:

The quality of service the University of Mary Washington is able to deliver to its customers is directly related to the excellent support we receive from you and many other outstanding suppliers of goods and services. Without you, we would not be able to fulfill our educational mission. An important part of our procurement program involves our commitment to doing business with small, women-owned and minority-owned (SWaM) businesses. We look to you to help us achieve this objective.

We conduct substantial business with small firms and have a particular institutional focus on developing long-term business relationships with women-owned and minority-owned businesses. We count on our majority firms to help us achieve our goal.

I seek your assistance in two areas. First, I ask that you involve small, women-owned and minority-owned businesses in the delivery of goods/services you provide to UMW. The Procurement Services office is able to assist you in identifying qualified diverse business partners. Second, I seek your help in reporting your results through monthly/quarterly subcontracting reports. The terms and conditions previously provided to your organization outlined this process.

As a state agency, this effort is important to us. This is another way that UMW can partner with your company to make things better.

A SWaM reporting template is located on our Procurement Services website at <http://adminfinance.umw.edu/procurement/vendors-2/swam-reporting>.

Sincerely,



Richard R. Pearce
Vice President for Administration and Finance and CFO

SMALL BUSINESS SUBCONTRACTING PLAN
MUST BE COMPLETED AND RETURNED WITH BID OR PROPOSAL PACKAGE

All small businesses must be certified by the Commonwealth of Virginia, Department of Small Business and Supplier Diversity (DSBSD) by the due date of the solicitation to participate in the SWAM program. Certification applications are available through DSBSD online at <http://www.dmbv.virginia.gov/swamcert.html>.

DEFINITIONS:

"Small business" means a business independently owned and controlled by one or more individuals who are U.S. citizens or legal resident aliens, and together with affiliates, has 250 or fewer employees, or average annual gross receipts of \$10 million or less averaged over the previous three years. One or more of the individual owners shall control both the management and daily business operations of the small business. *Note: DSBSD-certified women- and minority-owned businesses shall also be considered small businesses when they have received DSBSD small business certification. (Code of Virginia, § 2.2-4310)*

"Woman-owned business" means a business that is at least 51% owned by one or more women who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest is owned by one or more women who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more women. *(Code of Virginia, § 2.2-4310)*

"Minority-owned business" means a business that is at least 51% owned by one or more minority individuals who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership or limited liability company or other entity, at least 51% of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more minority individuals. *(Code of Virginia, § 2.2-4310)*

Bidder Name: _____

Preparer Name: _____ **Date:** _____

INSTRUCTIONS:

- A. If you are certified by the (DSBSD) as a small business, complete only Section A of this form. This shall not exclude DSBSD-certified women-owned and minority-owned businesses when they have received DSBSD small business certification.
- B. If you are not a DSBSD-certified small business, complete Section B of this form. For the bid to be considered and the bidder to be declared responsive, the bidder shall identify the portions of the contract that will be subcontracted to DSBSD-certified small business in Section B.

Section A

If certified by the Department of Small Business and Supplier Diversity (DSBSD), are you certified as a:

Check Only One: ☐ Small/Micro Business ☐ Small and Woman-Owned Business ☐ Small and Minority-Owned Business

DSBSD Certification No.: _____ Expiration Date: _____

Section B

Populate the table below to show plans for utilization of DSBSD-certified small businesses in the performance of this contract. This shall not exclude DSBSD-certified women-owned and minority-owned businesses that have received the DMBE small business certification. Include plans to utilize small businesses as part of joint ventures, partnerships, subcontractors, suppliers, etc.

Plans for Utilization of DSBSD-Certified Small Businesses for this Procurement

Small Business Name, Address & DSBSD Certificate #	Indicate if also: Women (W) or Minority (M)	Contact Person, Telephone & Email	Type of Goods and/or Services	Planned Involvement During Initial Period of the Contract	Planned Contract Dollars During Initial Period of the Contract
Total Planned Subcontracting Spend (\$)					

SWaM Subcontractor Spend Reporting

Form located on Procurement Services website:

Business Services

Procurement Services

Technology Purchases Current Bids & Proposals Vendors Green Purchasing **SWaM Reporting**

Central Storeroom/Surplus You are here: Home / Vendors Vendor Resources
Contracts SWaM Reporting Vendor Policies and Guidelines
Laws, Policies and Procedures SWaM Subcontractor Reporting Vendor Registration Requirements
Forms The University of Maryland System is required to report all small business spend, importance is also placed on utilizing local woman-owned and minority-owned businesses to secure goods and services for the university. UMW's goal is to have a total SWaM (small, woman-owned, minority-owned) spend of 10% of the total procurement spend.
Training Vendor Survey
Small Purchase Credit Card
Directions and Maps

Virginia's Total e-Procurement Solution!

SWaM Subcontractor Reporting

This form should be used by vendors to report their Small, Woman-owned and Minority-owned (SWaM) business spend.

Purchasing Dates and Deadlines

July 2013

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Vendor *

Please enter the name of the COMPANY

Contract Number

Please enter the CONTRACT NUMBER

Name *

First Last

Please enter the SUBMITTER'S first and last name

Email *

Please enter the SUBMITTER'S email address

Select Reporting Method *

☐ Upload Spreadsheet/Document

☐ Manual Input

Additional Comments/Information

Please provide any relevant comments or information

Captcha

chromate miniglan

Type the text

Privacy & Terms

no CAPTCHA™ stop spam, read books.

<http://adminfinance.umw.edu/procurement/vendors-2/swam-reporting/>

Upload document – Excel
or Word Only

Type in info for each
sub

SAMPLE ONLY
Contract #XX-XX
UNIVERSITY OF MARY WASHINGTON
Commonwealth of Virginia
Standard Contract/Master Agreement

=====

This contract entered into this XX day of Month 2016 by CONTRACTOR NAME, hereinafter called the "Contractor" and the Commonwealth of Virginia, University of Mary Washington called the "Purchasing Agency", "University", or "UMW."

WITNESSETH that the Contractor and the University, in consideration of the mutual covenants, promises and agreements herein contained, agree as follows:

SCOPE OF SERVICES: The Contractor shall provide the services described herein.

PERIOD OF CONTRACT: DATE; through DATE with an option to renew for an additional (OPTIONAL RENEWALS IF ANY) additional TERM periods.

COMPENSATION AND METHOD OF PAYMENT: Will be in accordance with the contract documents.

CONTRACT DOCUMENTS: The contract documents shall consist of this signed Contract, the general conditions, special conditions, Offeror's proposal, subsequent clarifications and modifications as described in Attachment I, all of which are incorporated herein by reference and constitute the "contract documents."

Any contractual claims shall be submitted in accordance with the contractual dispute procedures set forth in the Commonwealth of Virginia Purchasing Manual for Institutions of Higher Education and their Vendors.

In witness, whereof, the parties have caused this Contract to be duly executed intending to be bound thereby.

CONTRACTOR-_____

PURCHASING AGENCY - UNIVERSITY OF MARY WASHINGTON:

By:_____

By:_____

Title:_____

Title:_____

Date:_____

Date:_____

FEI/FIN#_____

Note: This public body does not discriminate against faith-based organizations in accordance with the *Code of Virginia 2.2-4343.1* or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any basis prohibited by state law relating to discrimination in employment.

2014 – 15 ACADEMIC YEAR DATA

In the 2014-2015 period, the International Students and Scholars Plan covered approximately 39 students and scholars (see attachment for detail) with the following benefits:

Accidental Death Per Insured	\$15,000
Basic Medical Expense Limit	\$10,000 at 90%
Major Medical Expense Limit	\$40,000 at 100%
Catastrophic Medical Expense Limit (Student Only)	\$50,000 at 100%
Deductible per Injury or Illness	\$0
Emergency Room (ER) deductible (Illness only*)	\$500
Emergency Medical Reunion	\$500
Return Ticket	\$1500
Emergency Medical Evacuation	\$50,000.00
Repatriation/Return of Mortal Remains	\$25,000.00

**The ER Deductible is waived if the Insured Person is admitted to the Hospital*

In the 2014-2015 period, the Study Abroad Plan covered 248 students (see attachment for detail), with the following benefits:

Coverage and Services	Maximum Limits
Accidental Death Per Insured	\$15,000.00
Medical Expenses (Per Accident or Sickness):	
Deductible	Zero
Basic Medical	\$250,000.00 at 100%
Extension of Benefits	30 days
Emergency Medical Reunion	\$5,000.00
Team Assist Plan (TAP): 24/7 medical, travel, technical assistance	
Emergency Medical Evacuation	\$250,000.00
Repatriation/Return of Mortal Remains	\$100,000.00
Security Evacuation (Comprehensive)	\$100,000.00

2014 INBOUND CLAIM BY BENEFIT DETAIL

Benefit Code and Description	Total Paid
DRU - MEDICATIONS	\$ 623.16
DVM - PHYSICIAN VISIT	\$ 615.63
XRY - X-RAY	\$ 274.00
NEG - FEE NEGOTIATION-PHX	\$ 33.47
MSP - MEDICAL SUPPLIES	\$ 13.00
LAB - LABORATORY CHARGES	\$ 8.47
Report Totals:	\$ 1,567.73

2014 INBOUND CLAIM BY DIAGNOSIS DETAIL

Diagnosis & Description	PAID
493 ASTHMA	\$537.46
719 OTH AND UNSPECIFIED DISORDERS OF JOINT	\$396.00
ACC ACCIDENTAL INJURY	\$368.00
099 OTHER VENEREAL DISEASES	\$85.70
STD SEXUALLY TRANSMITTED DISEASE	\$78.75
607 STERILIZATION	\$68.35
RPI REPRICING FEES	\$33.47
Total:	\$1,567.73

2015 INBOUND CLAIM BY BENEFIT DETAIL

Benefit Code and Description	Total Paid
XRP - X-RAY PROFESSIONAL COMPONENT	\$ 21.70
Report Totals:	\$ 21.70

2015 INBOUND CLAIM BY DIAGNOSIS DETAIL

Diagnosis & Description	PAID
795 ABNORMAL HISTOLOGICAL/IMMUNOLOGICAL FIND	\$21.70
Total:	\$21.70

2014 OUTBOUND CLAIM DETAIL BY BENEFIT CODE

Benefit Code and Description	Total Paid
DVM - PHYSICIAN VISIT	\$61.58
CLI - CLINIC VISITS	\$609.58
DRU - MEDICATIONS	\$20.13
Report Totals:	\$ 691.29

2014 OUTBOUND CLAIM DETAIL BY DIAGNOSIS

Diagnosis & Description	PAID
461 ACUTE SINUSITIS	\$61.58
372 DISORDERS OF CONJUCTIVA	\$275.13
789 OTH SYMPTOMS ABDOMEN AND PELVIS	\$354.58
Total:	\$691.29

STUDY ABROAD ENROLLMENT 2014-2016 (a/o 1/26/16) REDACTED

(See Attachment)

INTERNATIONAL INBOUND PARTICIPANTS (a/o 1/26/16) REDACTED

(See Attachment)

SPONSOR_CODE	Type	DoB	Gender	Coverage Start	Coverage End	Origin	Destination	Sponsor Program	Sponsor ParticID	Enrollment Status	Enrollment Cell Code	COVERAGE TYPE	CityName
UMW	NEW	31-Dec-90	M	18-Aug-14	31-Dec-14	DE	US			A	A	PO	
UMW	NEW	18-Oct-91	M	8-Sep-14	12-Jan-15	KR	US	UMW		A	A	PO	
UMW	NEW	11-Aug-87	F	16-Aug-14	16-May-15	ES	US			A	A	PO	
UMW	NEW	6-May-95	M	18-Aug-14	18-Aug-15	ML	US			A	A	PO	
UMW	ERT	6-May-95	M	19-May-15	18-Aug-15	ML	US			A	A	PO	
UMW	NEW	11-Apr-89	F	18-Aug-14	16-May-15	ES	US			A	A	PO	
UMW	NEW	24-May-91	F	18-Aug-14	31-May-15	KR	US			A	A	PO	
UMW	COR	1-Oct-86	F	19-Aug-14	20-May-15	CN	US			A	A	PO	
UMW	NEW	28-Aug-96	M	18-Aug-14	18-Aug-15	AO	US			A	A	PO	
UMW	NEW	17-Dec-84	M	16-Aug-14	16-May-15	DE	US			A	A	PO	
UMW	NEW	8-Jul-83	M	22-Aug-14	22-May-15	FR	US			A	A	PO	
UMW	COR	29-Aug-93	F	18-Aug-14	20-Dec-14	IT	US			A	A	PO	
UMW	NEW	25-Oct-94	M	8-Jan-15	13-May-15	CN	US	UMW	UMW	A	A	PO	FREDERICKS BURG
UMW	NEW	21-Aug-93	F	18-Aug-14	18-Dec-14	HK	US			A	A	PO	
UMW	NEW	19-Mar-96	F	8-Jan-15	8-May-15	MN	US			A	A	PO	FREDERICKS
UMW	NEW	18-Aug-91	F	19-Aug-15	19-Dec-15	AF	US			A	A	PO	FREDERICKS
UMW	NEW	15-Jun-56	F	7-Jan-16	30-Apr-16	JP	US	UMW		A	A	PO	FREDERICKS
UMW	NEW	16-Oct-92	F	15-Aug-15	15-May-16	ES	US			A	A	PO	FREDERICKS
UMW	NEW	24-Oct-97	F	17-Aug-15	16-Aug-16	VN	US			A	A	PO	FREDERICKS
UMW	NEW	26-Aug-92	F	17-Aug-15	17-Dec-15	DE	US			A	A	PO	FREDERICKS
UMW	NEW	10-Jan-95	F	17-Aug-15	17-Dec-15	IT	US			A	A	PO	FREDERICKS
UMW	NEW	24-Oct-96	M	7-Jan-16	6-May-16	AU	US			A	A	PO	FREDERICKS
UMW	NEW	13-Dec-96	F	17-Aug-15	17-Dec-15	IT	US			A	A	PO	FREDERICKS
UMW	NEW	10-May-94	M	17-Aug-15	17-Dec-15	DE	US			A	A	PO	FREDERICKS
UMW	NEW	22-Jul-97	F	17-Aug-15	16-Aug-16	VE	US			A	A	PO	FREDERICKS
UMW	NEW	10-May-95	M	17-Aug-15	16-Aug-16	TW	US	UMW		A	A	PO	FREDERICKS BURG
UMW	ERT	10-May-95	M	11-Jan-16	16-Aug-16	TW	US	UMW		A	A	PO	FREDERICKS BURG
UMW	NEW	1-Mar-94	F	17-Aug-15	17-Dec-15	DE	US			A	A	PO	FREDERICKS
UMW	NEW	13-Apr-94	M	17-Aug-15	16-Aug-16	SA	US			A	A	PO	FREDERICKS
UMW	NEW	11-Jan-92	F	15-Aug-15	15-May-16	FR	US			A	A	PO	FREDERICKS
UMW	NEW	8-Nov-95	M	17-Aug-15	16-Aug-16	KR	US	UMW		A	A	PO	FREDERICKS BURG
UMW	NEW	21-Jul-96	F	7-Jan-16	6-May-16	GH	US			A	A	PO	FREDERICKS
UMW	NEW	28-Oct-92	F	15-Aug-15	15-May-16	ES	US			A	A	PO	FREDERICKS
UMW	NEW	2-Oct-81	M	15-Aug-15	15-May-16	IT	US			A	A	PO	FREDERICKS
UMW	NEW	19-May-97	F	17-Aug-15	22-Dec-15	LB	US			A	A	PO	
UMW	NEW	2-Oct-94	M	7-Jan-16	6-May-16	QA	US			A	A	PO	FREDERICKS BURG

UMW	NEW	22-Jul-90	M	15-Aug-15	15-May-16	DE	US			A	A	PO	FREDERICKS BURG
UMW	NEW	6-May-91	F	19-Aug-15	19-Dec-15	AF	US			A	A	PO	FREDERICKS BURG
UMW	NEW	19-Mar-96	F	17-Aug-15	16-Aug-16	MN	US			A	A	PO	FREDERICKS BURG

SPONSOR_CODE	Type	DoB	Gender	Coverage Start	Coverage End	Origin	Destination	Sponsor Program	Enrollment Status	Enrollment Cell Code	COVERAGE TYPE	CityName
UMW-SA	NEW	29-Feb-84	F	2-Sep-14	3-Aug-15	US	EC		A	B	PO	
UMW-SA	NEW	15-Oct-93	F	19-Oct-14	24-Oct-14	US	CA	UMW-SA	A	A	PO	VANCOUVE
UMW-SA	NEW	7-Aug-93	F	21-Nov-14	28-Nov-14	US	NL	UMW-SA	A	A	PO	
UMW-SA	NEW	12-Oct-89	M	12-Dec-14	31-Dec-14	US	CR	WORLD WIDE OPPORTUNITIES ON ORGANIC FARMS	A	A	PO	
UMW-SA	NEW	10-Sep-95	F	12-Dec-14	31-Dec-14	US	CR	WORLD WIDE OPPORTUNITIES ON ORGANIC FARMS	A	A	PO	
UMW-SA	NEW	30-Apr-71	F	28-Dec-14	9-Jan-15	US	ZA		A	A	PO	
UMW-SA	NEW	22-Jan-89	M	28-Dec-14	9-Jan-15	US	ZA		A	A	PO	
UMW-SA	NEW	31-Aug-89	F	28-Dec-14	9-Jan-15	US	ZA		A	A	PO	
UMW-SA	NEW	23-Jul-92	M	28-Dec-14	9-Jan-15	US	ZA		A	A	PO	
UMW-SA	NEW	20-Mar-93	F	28-Dec-14	9-Jan-15	US	ZA		A	A	PO	
UMW-SA	NEW	12-May-93	F	28-Dec-14	9-Jan-15	US	ZA		A	A	PO	
UMW-SA	NEW	18-Jun-93	F	28-Dec-14	9-Jan-15	US	ZA		A	A	PO	
UMW-SA	NEW	22-Sep-93	M	28-Dec-14	9-Jan-15	US	ZA		A	A	PO	
UMW-SA	NEW	9-Nov-93	F	28-Dec-14	9-Jan-15	US	ZA		A	A	PO	
UMW-SA	NEW	6-Dec-93	F	28-Dec-14	9-Jan-15	US	ZA		A	A	PO	
UMW-SA	NEW	13-Jan-94	M	28-Dec-14	9-Jan-15	US	ZA		A	A	PO	
UMW-SA	NEW	4-Aug-94	F	28-Dec-14	9-Jan-15	US	ZA		A	A	PO	
UMW-SA	NEW	21-Aug-94	F	28-Dec-14	9-Jan-15	US	ZA		A	A	PO	
UMW-SA	NEW	19-Nov-94	F	28-Dec-14	9-Jan-15	US	ZA		A	A	PO	
UMW-SA	NEW	22-May-95	F	28-Dec-14	9-Jan-15	US	ZA		A	A	PO	
UMW-SA	NEW	3-Aug-95	F	28-Dec-14	9-Jan-15	US	ZA		A	A	PO	
UMW-SA	NEW	2-Feb-68	M	29-Dec-14	11-Jan-15	US	AU		A	A	PO	
UMW-SA	NEW	28-Jul-91	F	29-Dec-14	11-Jan-15	US	AU		A	A	PO	
UMW-SA	NEW	15-Jan-93	F	29-Dec-14	11-Jan-15	US	AU		A	A	PO	
UMW-SA	NEW	21-Jul-93	F	29-Dec-14	11-Jan-15	US	AU		A	A	PO	
UMW-SA	NEW	8-Dec-93	U	29-Dec-14	11-Jan-15	US	AU	GIRLS	A	A	PO	
UMW-SA	NEW	16-Jan-94	F	29-Dec-14	11-Jan-15	US	AU		A	A	PO	
UMW-SA	NEW	1-Jan-95	F	29-Dec-14	11-Jan-15	US	AU		A	A	PO	

UMW-SA	NEW	24-Mar-90	M	1-Jan-15	31-May-15	US	FR		A	B	PO	
UMW-SA	NEW	9-Jun-94	F	6-Jan-15	31-Mar-15	US	BO		A	B	PO	
UMW-SA	NEW	13-May-94	F	7-Jan-15	10-Jun-15	US	IE		A	B	PO	
UMW-SA	NEW	1-Jul-94	F	7-Jan-15	10-Jun-15	US	IE	GIRLS	A	B	PO	
UMW-SA	NEW	18-Oct-93	F	15-Jan-15	20-Jun-15	US	UK		A	B	PO	
UMW-SA	NEW	29-Dec-94	M	18-Jan-15	27-Jun-15	US	UK		A	B	PO	
UMW-SA	NEW	7-Dec-93	F	26-Jan-15	31-May-15	US	UK		A	B	PO	
UMW-SA	NEW	30-Jun-94	F	17-Feb-15	31-Jul-15	US	DE		A	B	PO	
UMW-SA	NEW	18-Apr-69	M	25-Feb-15	7-Mar-15	US	ES	SPRING BREAK TRAVEL	A	A	PO	BILBAO, DUBLIN, CORK, GALWAY,
UMW-SA	NEW	18-Jan-63	M	26-Feb-15	7-Mar-15	US	IE	UMW MOTHER'S RUGBY	A	A	PO	CORK & DUBLIN
UMW-SA	NEW	1-Nov-66	F	26-Feb-15	7-Mar-15	US	IE	UMW MOTHER'S RUGBY	A	A	PO	CORK & DUBLIN
UMW-SA	NEW	24-Oct-72	M	26-Feb-15	7-Mar-15	US	IE	UMW MOTHER'S RUGBY	A	A	PO	CORK & DUBLIN
UMW-SA	NEW	30-Sep-77	M	26-Feb-15	7-Mar-15	US	IE	UMW MOTHER'S RUGBY	A	A	PO	CORK & DUBLIN
UMW-SA	NEW	2-Apr-90	M	26-Feb-15	7-Mar-15	US	IE	UMW MOTHER'S RUGBY	A	A	PO	CORK & DUBLIN
UMW-SA	NEW	12-Sep-90	M	26-Feb-15	7-Mar-15	US	IE	UMW MOTHER'S RUGBY	A	A	PO	CORK & DUBLIN
UMW-SA	NEW	7-Dec-90	M	26-Feb-15	7-Mar-15	US	IE	UMW MOTHER'S RUGBY	A	A	PO	CORK & DUBLIN
UMW-SA	NEW	25-Jan-91	M	26-Feb-15	7-Mar-15	US	IE	UMW MOTHER'S RUGBY	A	A	PO	CORK & DUBLIN
UMW-SA	NEW	6-Dec-91	M	26-Feb-15	7-Mar-15	US	IE	UMW MOTHER'S RUGBY	A	A	PO	CORK & DUBLIN

UMW-SA	NEW	4-Jan-92	M	26-Feb-15	7-Mar-15	US	IE	UMW MOTHER'S RUGBY	A	A	PO	CORK & DUBLIN
UMW-SA	NEW	16-Jun-92	M	26-Feb-15	7-Mar-15	US	IE	UMW MOTHER'S RUGBY	A	A	PO	CORK & DUBLIN
UMW-SA	NEW	23-Sep-92	M	26-Feb-15	7-Mar-15	US	IE	UMW MOTHER'S RUGBY	A	A	PO	CORK & DUBLIN
UMW-SA	NEW	11-Dec-92	M	26-Feb-15	7-Mar-15	US	IE	UMW MOTHER'S RUGBY	A	A	PO	CORK & DUBLIN
UMW-SA	NEW	15-Apr-93	M	26-Feb-15	7-Mar-15	US	IE	UMW MOTHER'S RUGBY	A	A	PO	CORK & DUBLIN
UMW-SA	NEW	2-May-93	M	26-Feb-15	7-Mar-15	US	IE	UMW MOTHER'S RUGBY	A	A	PO	CORK & DUBLIN
UMW-SA	NEW	7-May-93	M	26-Feb-15	7-Mar-15	US	IE	UMW MOTHER'S RUGBY	A	A	PO	CORK & DUBLIN
UMW-SA	NEW	22-Jun-93	M	26-Feb-15	7-Mar-15	US	IE	UMW MOTHER'S RUGBY	A	A	PO	CORK & DUBLIN
UMW-SA	NEW	5-Jul-93	M	26-Feb-15	7-Mar-15	US	IE	UMW MOTHER'S RUGBY	A	A	PO	CORK & DUBLIN
UMW-SA	NEW	24-Sep-93	M	26-Feb-15	7-Mar-15	US	IE	UMW MOTHER'S RUGBY	A	A	PO	CORK & DUBLIN
UMW-SA	NEW	2-Feb-94	F	26-Feb-15	7-Mar-15	US	IE	UMW MOTHER'S RUGBY	A	A	PO	CORK & DUBLIN
UMW-SA	NEW	27-Feb-94	M	26-Feb-15	7-Mar-15	US	IE	UMW MOTHER'S RUGBY	A	A	PO	CORK & DUBLIN
UMW-SA	NEW	19-Mar-94	M	26-Feb-15	7-Mar-15	US	IE	UMW MOTHER'S RUGBY	A	A	PO	CORK & DUBLIN

UMW-SA	NEW	26-May-94	M	26-Feb-15	7-Mar-15	US	IE	UMW MOTHER'S RUGBY	A	A	PO	CORK & DUBLIN
UMW-SA	NEW	12-Jun-94	M	26-Feb-15	7-Mar-15	US	IE	UMW MOTHER'S RUGBY	A	A	PO	CORK & DUBLIN
UMW-SA	NEW	7-Oct-94	M	26-Feb-15	7-Mar-15	US	IE	UMW MOTHER'S RUGBY	A	A	PO	CORK & DUBLIN
UMW-SA	NEW	4-Nov-94	M	26-Feb-15	7-Mar-15	US	IE	UMW MOTHER'S RUGBY	A	A	PO	CORK & DUBLIN
UMW-SA	NEW	18-Jul-95	F	26-Feb-15	7-Mar-15	US	IE	UMW MOTHER'S RUGBY	A	A	PO	CORK & DUBLIN
UMW-SA	NEW	3-Sep-95	M	26-Feb-15	7-Mar-15	US	IE	UMW MOTHER'S RUGBY	A	A	PO	CORK & DUBLIN
UMW-SA	NEW	6-Apr-96	M	26-Feb-15	7-Mar-15	US	IE	UMW MOTHER'S RUGBY	A	A	PO	CORK & DUBLIN
UMW-SA	NEW	6-Aug-96	M	26-Feb-15	7-Mar-15	US	IE	UMW MOTHER'S RUGBY	A	A	PO	CORK & DUBLIN
UMW-SA	NEW	9-Aug-96	M	26-Feb-15	7-Mar-15	US	IE	UMW MOTHER'S RUGBY	A	A	PO	CORK & DUBLIN
UMW-SA	NEW	11-Feb-72	M	27-Feb-15	8-Mar-15	US	UK	UMW IN THE UK	A	A	PO	LONDON, BLACKBURN ,
UMW-SA	NEW	18-Mar-93	F	27-Feb-15	8-Mar-15	US	UK	UMW IN THE UK	A	A	PO	LONDON, BLACKBURN ,
UMW-SA	NEW	9-Apr-93	M	27-Feb-15	8-Mar-15	US	UK	UMW IN THE UK	A	A	PO	LONDON, BLACKBURN ,
UMW-SA	NEW	24-May-93	M	27-Feb-15	8-Mar-15	US	UK	UMW IN THE UK	A	A	PO	LONDON, BLACKBURN ,

UMW-SA	NEW	15-Jun-93	F	27-Feb-15	8-Mar-15	US	UK	UMW IN THE UK	A	A	PO	LONDON, BLACKBURN ,
UMW-SA	NEW	2-Aug-94	F	27-Feb-15	8-Mar-15	US	UK	UMW IN THE UK	A	A	PO	LONDON, BLACKBURN ,
UMW-SA	NEW	9-Oct-94	M	27-Feb-15	8-Mar-15	US	UK	UMW IN THE UK	A	A	PO	LONDON, BLACKBURN ,
UMW-SA	NEW	12-May-95	F	27-Feb-15	8-Mar-15	US	UK	UMW IN THE UK	A	A	PO	LONDON, BLACKBURN ,
UMW-SA	NEW	21-Jun-95	F	27-Feb-15	8-Mar-15	US	UK	UMW IN THE UK	A	A	PO	LONDON, BLACKBURN ,
UMW-SA	NEW	3-Jul-95	F	27-Feb-15	8-Mar-15	US	UK	UMW IN THE UK	A	A	PO	LONDON, BLACKBURN ,
UMW-SA	NEW	2-Sep-95	M	27-Feb-15	8-Mar-15	US	UK	UMW IN THE UK	A	A	PO	LONDON, BLACKBURN ,
UMW-SA	NEW	1-Jul-73	M	27-Feb-15	6-Mar-15	US		UMW IN QU?BEC	A	A	PO	
UMW-SA	NEW	27-Nov-82	M	27-Feb-15	6-Mar-15	US		UMW IN QU?BEC	A	A	PO	
UMW-SA	NEW	22-Nov-92	M	27-Feb-15	6-Mar-15	US		UMW IN QU?BEC	A	A	PO	
UMW-SA	NEW	23-Nov-93	M	27-Feb-15	6-Mar-15	US		UMW IN QU?BEC	A	A	PO	
UMW-SA	NEW	27-Jul-94	F	27-Feb-15	6-Mar-15	US		UMW IN QU?BEC	A	A	PO	
UMW-SA	NEW	16-Sep-94	F	27-Feb-15	6-Mar-15	US		UMW IN QU?BEC	A	A	PO	
UMW-SA	NEW	15-Nov-94	F	27-Feb-15	6-Mar-15	US		UMW IN QU?BEC	A	A	PO	
UMW-SA	NEW	11-Dec-94	F	27-Feb-15	6-Mar-15	US		UMW IN QU?BEC	A	A	PO	
UMW-SA	NEW	13-Apr-95	F	27-Feb-15	6-Mar-15	US		UMW IN QU?BEC	A	A	PO	

UMW-SA	NEW	9-Aug-95	F	27-Feb-15	6-Mar-15	US		UMW IN QU?BEC	A	A	PO	
UMW-SA	NEW	6-Jun-96	M	27-Feb-15	6-Mar-15	US		UMW IN QU?BEC	A	A	PO	
UMW-SA	NEW	14-Mar-45	M	28-Feb-15	8-Mar-15	US	CR	UMW IN COSTA RICA	A	A	PO	
UMW-SA	NEW	29-Nov-88	F	28-Feb-15	8-Mar-15	US	CR	UMW IN COSTA RICA	A	A	PO	
UMW-SA	NEW	27-Jul-89	F	28-Feb-15	8-Mar-15	US	CR	UMW IN COSTA RICA	A	A	PO	
UMW-SA	NEW	1-Jun-90	F	28-Feb-15	8-Mar-15	US	CR	UMW IN COSTA RICA	A	A	PO	
UMW-SA	NEW	16-Oct-91	M	28-Feb-15	8-Mar-15	US	CR	UMW IN COSTA RICA	A	A	PO	
UMW-SA	NEW	9-Jun-92	F	28-Feb-15	8-Mar-15	US	CR	UMW IN COSTA RICA	A	A	PO	
UMW-SA	NEW	29-Apr-93	F	28-Feb-15	8-Mar-15	US	CR	UMW IN COSTA RICA	A	A	PO	
UMW-SA	NEW	2-May-93	F	28-Feb-15	8-Mar-15	US	CR	UMW IN COSTA RICA	A	A	PO	
UMW-SA	NEW	4-Aug-93	F	28-Feb-15	8-Mar-15	US	CR	UMW IN COSTA RICA	A	A	PO	
UMW-SA	NEW	18-Aug-93	M	28-Feb-15	8-Mar-15	US	CR	UMW IN COSTA RICA	A	A	PO	
UMW-SA	NEW	5-Sep-93	F	28-Feb-15	8-Mar-15	US	CR	UMW IN COSTA RICA	A	A	PO	
UMW-SA	NEW	5-Sep-93	F	28-Feb-15	8-Mar-15	US	CR	UMW IN COSTA RICA	A	A	PO	
UMW-SA	NEW	25-Sep-93	F	28-Feb-15	8-Mar-15	US	CR	UMW IN COSTA RICA	A	A	PO	
UMW-SA	NEW	29-Sep-93	F	28-Feb-15	8-Mar-15	US	CR	UMW IN COSTA RICA	A	A	PO	
UMW-SA	NEW	20-Feb-94	M	28-Feb-15	8-Mar-15	US	CR	UMW IN COSTA RICA	A	A	PO	
UMW-SA	NEW	27-Apr-94	F	28-Feb-15	8-Mar-15	US	CR	UMW IN COSTA RICA	A	A	PO	
UMW-SA	NEW	14-May-94	F	28-Feb-15	8-Mar-15	US	CR	UMW IN COSTA RICA	A	A	PO	
UMW-SA	NEW	20-Jul-94	M	28-Feb-15	8-Mar-15	US	CR	UMW IN COSTA RICA	A	A	PO	

UMW-SA	NEW	6-Oct-94	F	28-Feb-15	8-Mar-15	US	CR	UMW IN COSTA RICA	A	A	PO	
UMW-SA	NEW	12-Apr-64	F	28-Feb-15	8-Mar-15	US	GT	UMW IN GUATEMALA	A	A	PO	GUATEMALA CITY, COB?N, ANTIGUA
UMW-SA	NEW	22-Sep-91	F	28-Feb-15	8-Mar-15	US	GT	UMW IN GUATEMALA	A	A	PO	GUATEMALA CITY, COB?N, ANTIGUA
UMW-SA	NEW	30-Nov-92	F	28-Feb-15	8-Mar-15	US	GT	UMW IN GUATEMALA	A	A	PO	GUATEMALA CITY, COB?N, ANTIGUA
UMW-SA	NEW	25-Jan-93	F	28-Feb-15	8-Mar-15	US	GT	UMW IN GUATEMALA	A	A	PO	GUATEMALA CITY, COB?N, ANTIGUA
UMW-SA	NEW	12-Jun-93	F	28-Feb-15	8-Mar-15	US	GT	UMW IN GUATEMALA	A	A	PO	GUATEMALA CITY, COB?N, ANTIGUA
UMW-SA	NEW	15-Jun-93	M	28-Feb-15	8-Mar-15	US	GT	UMW IN GUATEMALA	A	A	PO	GUATEMALA CITY, COB?N, ANTIGUA
UMW-SA	NEW	16-Jun-93	M	28-Feb-15	8-Mar-15	US	GT	UMW IN GUATEMALA	A	A	PO	GUATEMALA CITY, COB?N, ANTIGUA
UMW-SA	NEW	26-Sep-93	F	28-Feb-15	8-Mar-15	US	GT	UMW IN GUATEMALA	A	A	PO	GUATEMALA CITY, COB?N, ANTIGUA
UMW-SA	NEW	28-Sep-93	F	28-Feb-15	8-Mar-15	US	GT	UMW IN GUATEMALA	A	A	PO	GUATEMALA CITY, COB?N, ANTIGUA

UMW-SA	NEW	8-Oct-93	F	28-Feb-15	8-Mar-15	US	GT	UMW IN GUATEMAL A	A	A	PO	GUATEMAL A CITY, COB?N, ANTIGUA
UMW-SA	NEW	6-Apr-94	F	28-Feb-15	8-Mar-15	US	GT	UMW IN GUATEMAL A	A	A	PO	GUATEMAL A CITY, COB?N, ANTIGUA
UMW-SA	NEW	14-May-94	F	28-Feb-15	8-Mar-15	US	GT	UMW IN GUATEMAL A	A	A	PO	GUATEMAL A CITY, COB?N, ANTIGUA
UMW-SA	NEW	8-Jul-94	F	28-Feb-15	8-Mar-15	US	GT	UMW IN GUATEMAL A	A	A	PO	GUATEMAL A CITY, COB?N, ANTIGUA
UMW-SA	NEW	5-Aug-94	F	28-Feb-15	8-Mar-15	US	GT	UMW IN GUATEMAL A	A	A	PO	GUATEMAL A CITY, COB?N, ANTIGUA
UMW-SA	NEW	17-Jan-95	F	28-Feb-15	8-Mar-15	US	GT	UMW IN GUATEMAL A	A	A	PO	GUATEMAL A CITY, COB?N, ANTIGUA
UMW-SA	NEW	18-May-48	M	28-Feb-15	7-Mar-15	US	IE	UMW PHILHARM ONIC TOUR	A	A	PO	DUBLIN, GALWAY CITY
UMW-SA	NEW	28-Jan-64	M	28-Feb-15	7-Mar-15	US	IE	UMW PHILHARM ONIC TOUR	A	A	PO	DUBLIN, GALWAY CITY
UMW-SA	NEW	19-Jan-75	M	28-Feb-15	7-Mar-15	US	IE	UMW PHILHARM ONIC TOUR	A	A	PO	DUBLIN, GALWAY CITY
UMW-SA	NEW	24-Oct-89	M	28-Feb-15	7-Mar-15	US	IE	UMW PHILHARM ONIC TOUR	A	A	PO	DUBLIN, GALWAY CITY
UMW-SA	NEW	19-Oct-93	M	28-Feb-15	7-Mar-15	US	IE	UMW PHILHARM ONIC TOUR	A	A	PO	DUBLIN, GALWAY CITY

UMW-SA	NEW	5-Jan-94	F	28-Feb-15	7-Mar-15	US	IE	UMW PHILHARM ONIC TOUR	A	A	PO	DUBLIN, GALWAY CITY
UMW-SA	NEW	19-Feb-94	M	28-Feb-15	7-Mar-15	US	IE	UMW PHILHARM ONIC TOUR	A	A	PO	DUBLIN, GALWAY CITY
UMW-SA	NEW	31-Mar-94	F	28-Feb-15	7-Mar-15	US	IE	UMW PHILHARM ONIC TOUR	A	A	PO	DUBLIN, GALWAY CITY
UMW-SA	NEW	27-Apr-94	F	28-Feb-15	7-Mar-15	US	IE	UMW PHILHARM ONIC TOUR	A	A	PO	DUBLIN, GALWAY CITY
UMW-SA	NEW	15-May-94	F	28-Feb-15	7-Mar-15	US	IE	UMW PHILHARM ONIC TOUR	A	A	PO	DUBLIN, GALWAY CITY
UMW-SA	NEW	16-Aug-94	F	28-Feb-15	7-Mar-15	US	IE	UMW PHILHARM ONIC TOUR	A	A	PO	DUBLIN, GALWAY CITY
UMW-SA	NEW	3-Nov-94	U	28-Feb-15	7-Mar-15	US	IE	UMW PHILHARM ONIC TOUR	A	A	PO	DUBLIN, GALWAY CITY
UMW-SA	NEW	22-Nov-94	M	28-Feb-15	7-Mar-15	US	IE	UMW PHILHARM ONIC TOUR	A	A	PO	DUBLIN, GALWAY CITY
UMW-SA	NEW	1-Jan-95	F	28-Feb-15	7-Mar-15	US	IE	UMW PHILHARM ONIC TOUR	A	A	PO	DUBLIN, GALWAY CITY
UMW-SA	NEW	11-Dec-95	F	28-Feb-15	7-Mar-15	US	IE	UMW PHILHARM ONIC TOUR	A	A	PO	DUBLIN, GALWAY CITY
UMW-SA	NEW	22-Mar-96	M	28-Feb-15	7-Mar-15	US	IE	UMW PHILHARM ONIC TOUR	A	A	PO	DUBLIN, GALWAY CITY
UMW-SA	NEW	9-May-96	F	28-Feb-15	7-Mar-15	US	IE	UMW PHILHARM ONIC TOUR	A	A	PO	DUBLIN, GALWAY CITY
UMW-SA	NEW	16-Jul-96	F	28-Feb-15	7-Mar-15	US	IE	UMW PHILHARM ONIC TOUR	A	A	PO	DUBLIN, GALWAY CITY

UMW-SA	NEW	7-Aug-96	F	28-Feb-15	7-Mar-15	US	IE	UMW PHILHARM ONIC TOUR	A	A	PO	DUBLIN, GALWAY CITY
UMW-SA	NEW	19-Dec-63	M	28-Feb-15	7-Mar-15	US	PL	UMW IN POLAND - HOLOCAUS T MEMORY	A	A	PO	WARSAW, KRAKOW
UMW-SA	NEW	6-Jun-75	F	28-Feb-15	7-Mar-15	US	PL	UMW IN POLAND - HOLOCAUS T MEMORY	A	A	PO	WARSAW, KRAKOW
UMW-SA	NEW	23-Sep-89	M	28-Feb-15	7-Mar-15	US	PL	UMW IN POLAND - HOLOCAUS T MEMORY	A	A	PO	WARSAW, KRAKOW
UMW-SA	NEW	25-Aug-92	M	28-Feb-15	7-Mar-15	US	PL	UMW IN POLAND - HOLOCAUS T MEMORY	A	A	PO	WARSAW, KRAKOW
UMW-SA	NEW	25-Mar-93	F	28-Feb-15	7-Mar-15	US	PL	UMW IN POLAND - HOLOCAUS T MEMORY	A	A	PO	WARSAW, KRAKOW
UMW-SA	NEW	2-Sep-93	F	28-Feb-15	7-Mar-15	US	PL	UMW IN POLAND - HOLOCAUS T MEMORY	A	A	PO	WARSAW, KRAKOW
UMW-SA	NEW	2-Nov-93	M	28-Feb-15	7-Mar-15	US	PL	UMW IN POLAND - HOLOCAUS T MEMORY	A	A	PO	WARSAW, KRAKOW
UMW-SA	NEW	20-Apr-94	F	28-Feb-15	7-Mar-15	US	PL	UMW IN POLAND - HOLOCAUS T MEMORY	A	A	PO	WARSAW, KRAKOW
UMW-SA	NEW	14-Jun-94	F	28-Feb-15	7-Mar-15	US	PL	UMW IN POLAND - HOLOCAUS T MEMORY	A	A	PO	WARSAW, KRAKOW

UMW-SA	NEW	16-Jan-95	F	28-Feb-15	7-Mar-15	US	PL	UMW IN POLAND - HOLOCAUS T MEMORY	A	A	PO	WARSAW, KRAKOW
UMW-SA	NEW	28-Aug-95	F	28-Feb-15	7-Mar-15	US	PL	UMW IN POLAND - HOLOCAUS T MEMORY	A	A	PO	WARSAW, KRAKOW
UMW-SA	NEW	29-Sep-93	F	26-Mar-15	31-Jul-15	US	DE		A	B	PO	
UMW-SA	NEW	15-Mar-65	F	4-May-15	18-May-15	US	UK		A	A	PO	LONDON, PARIS, WURZBURG , VIENNA
UMW-SA	NEW	7-Nov-66	M	4-May-15	18-May-15	US	UK		A	A	PO	LONDON, PARIS, WURZBURG , VIENNA
UMW-SA	NEW	12-Feb-92	F	4-May-15	18-May-15	US	UK		A	A	PO	LONDON, PARIS, WURZBURG , VIENNA
UMW-SA	NEW	24-Aug-92	F	4-May-15	18-May-15	US	UK		A	A	PO	LONDON, PARIS, WURZBURG , VIENNA
UMW-SA	NEW	30-Sep-93	F	4-May-15	18-May-15	US	UK		A	A	PO	LONDON, PARIS, WURZBURG , VIENNA
UMW-SA	NEW	31-Oct-93	F	4-May-15	18-May-15	US	UK		A	A	PO	LONDON, PARIS, WURZBURG , VIENNA
UMW-SA	NEW	7-Jan-94	F	4-May-15	18-May-15	US	UK		A	A	PO	LONDON, PARIS, WURZBURG , VIENNA

UMW-SA	NEW	10-Feb-94	F	4-May-15	18-May-15	US	UK		A	A	PO	LONDON, PARIS, WURZBURG , VIENNA
UMW-SA	NEW	21-May-94	F	4-May-15	18-May-15	US	UK		A	A	PO	LONDON, PARIS, WURZBURG , VIENNA
UMW-SA	NEW	20-Nov-94	F	4-May-15	18-May-15	US	UK		A	A	PO	LONDON, PARIS, WURZBURG , VIENNA
UMW-SA	NEW	25-Mar-95	F	4-May-15	18-May-15	US	UK		A	A	PO	LONDON, PARIS, WURZBURG , VIENNA
UMW-SA	NEW	26-Apr-95	F	4-May-15	18-May-15	US	UK		A	A	PO	LONDON, PARIS, WURZBURG , VIENNA
UMW-SA	NEW	5-Jul-94	M	5-May-15	25-Aug-15	US	WS		A	B	PO	
UMW-SA	NEW	31-Oct-93	M	11-May-15	10-Aug-15	US	CN	UMW IN POLAND - HOLOCAUS T MEMORY	A	B	PO	
UMW-SA	NEW	16-Feb-69	M	19-May-15	19-Jun-15	US	GH		A	B	PO	
UMW-SA	NEW	21-Feb-92	F	27-May-15	6-Jun-15	US	NL	AIST AMSTERDA M TOUR	A	A	PO	AMSTERDA M
UMW-SA	NEW	27-Oct-94	F	27-May-15	6-Jun-15	US	NL	AIST AMSTERDA M TOUR	A	A	PO	AMSTERDA M
UMW-SA	NEW	16-Feb-95	F	27-May-15	6-Jun-15	US	NL	AIST AMSTERDA M TOUR	A	A	PO	AMSTERDA M
UMW-SA	NEW	11-Apr-96	F	27-May-15	6-Jun-15	US	NL	AIST AMSTERDA M TOUR	A	A	PO	AMSTERDA M
UMW-SA	NEW	10-Dec-93	M	28-May-15	22-Jul-15	US	CN		A	B	PO	
UMW-SA	NEW	5-Aug-84	M	1-Jun-15	1-Aug-15	US	JP		A	B	PO	

UMW-SA	NEW	16-Nov-93	F	6-Jun-15	11-Jul-15	US	UK		A	B	PO	
UMW-SA	NEW	11-Dec-93	F	6-Jun-15	11-Jul-15	US	UK		A	B	PO	
UMW-SA	NEW	14-Apr-94	F	6-Jun-15	11-Jul-15	US	UK		A	B	PO	
UMW-SA	NEW	19-Dec-94	F	6-Jun-15	11-Jul-15	US	UK		A	B	PO	
UMW-SA	NEW	27-Dec-94	F	6-Jun-15	11-Jul-15	US	UK		A	B	PO	
UMW-SA	NEW	8-Sep-92	M	14-Jun-15	8-Aug-15	US	CZ		A	B	PO	
UMW-SA	NEW	10-Oct-96	M	20-Jun-15	15-Aug-15	US	CN		A	B	PO	
UMW-SA	NEW	8-Apr-77	F	26-Jun-15	26-Jul-15	US	FR	UMW IN FRANCE PROVENCE TO PARIS	A	B	PO	AIX EN PROVENCE, PARIS
UMW-SA	NEW	21-Nov-54	M	26-Jun-15	21-Jul-15	US	UK	UMW IN WALES	A	B	PO	BANGOR, WALES
UMW-SA	NEW	2-Aug-93	M	28-Jun-15	18-Jul-15	US	UK	UMW IN WALES	A	A	PO	BANGOR, WALES
UMW-SA	NEW	23-Nov-93	F	28-Jun-15	18-Jul-15	US	UK	UMW IN WALES	A	A	PO	BANGOR, WALES
UMW-SA	NEW	13-Dec-93	F	28-Jun-15	18-Jul-15	US	UK	UMW IN WALES	A	A	PO	BANGOR, WALES
UMW-SA	NEW	19-Apr-94	M	28-Jun-15	18-Jul-15	US	UK	UMW IN WALES	A	A	PO	BANGOR, WALES
UMW-SA	NEW	15-May-94	F	28-Jun-15	18-Jul-15	US	UK	UMW IN WALES	A	A	PO	BANGOR, WALES
UMW-SA	NEW	5-Dec-94	M	28-Jun-15	18-Jul-15	US	UK	UMW IN WALES	A	A	PO	BANGOR, WALES
UMW-SA	NEW	1-Jan-95	F	28-Jun-15	18-Jul-15	US	UK	UMW IN WALES	A	A	PO	BANGOR, WALES
UMW-SA	NEW	13-Apr-95	F	28-Jun-15	18-Jul-15	US	UK	UMW IN WALES	A	A	PO	BANGOR, WALES
UMW-SA	NEW	14-Apr-95	M	28-Jun-15	18-Jul-15	US	UK	UMW IN WALES	A	A	PO	BANGOR, WALES
UMW-SA	NEW	20-Jun-95	F	28-Jun-15	18-Jul-15	US	UK	UMW IN WALES	A	A	PO	BANGOR, WALES
UMW-SA	NEW	18-Apr-69	M	30-Jun-15	30-Jul-15	US	ES	UMW IN SPAIN	A	B	PO	BILBAO
UMW-SA	NEW	17-Feb-71	F	30-Jun-15	18-Jul-15	US	ES		A	C	SO	
UMW-SA	NEW	19-Dec-04	M	30-Jun-15	30-Jul-15	US	ES		A	H	CH	

UMW-SA	NEW	19-Jul-61	M	1-Jul-15	31-Jul-15	US	FR	UMW IN FRANCE- PRESERVATI ON	A	B	PO	PARIS
UMW-SA	NEW	24-Dec-61	F	1-Jul-15	31-Jul-15	US	FR	UMW IN FRANCE- PRESERVATI ON	A	B	PO	PARIS
UMW-SA	NEW	18-Jun-77	F	1-Jul-15	31-Jul-15	US	FR	UMW IN FRANCE- PRESERVATI ON	A	B	PO	PARIS
UMW-SA	NEW	11-Sep-93	F	1-Jul-15	31-Jul-15	US	FR	UMW IN FRANCE- PRESERVATI ON	A	B	PO	PARIS
UMW-SA	NEW	2-Dec-93	F	1-Jul-15	31-Jul-15	US	FR	UMW IN FRANCE- PRESERVATI ON	A	B	PO	PARIS
UMW-SA	NEW	2-Jan-94	F	1-Jul-15	31-Jul-15	US	FR	UMW IN FRANCE- PRESERVATI ON	A	B	PO	PARIS
UMW-SA	NEW	28-Mar-94	F	1-Jul-15	31-Jul-15	US	FR	UMW IN FRANCE- PRESERVATI ON	A	B	PO	PARIS
UMW-SA	NEW	19-May-94	F	1-Jul-15	31-Jul-15	US	FR	UMW IN FRANCE- PRESERVATI ON	A	B	PO	PARIS
UMW-SA	NEW	29-Jul-94	F	1-Jul-15	31-Jul-15	US	FR	UMW IN FRANCE- PRESERVATI ON	A	B	PO	PARIS
UMW-SA	NEW	1-Sep-94	F	1-Jul-15	31-Jul-15	US	FR	UMW IN FRANCE- PRESERVATI ON	A	B	PO	PARIS

UMW-SA	NEW	20-Sep-94	F	1-Jul-15	31-Jul-15	US	FR	UMW IN FRANCE-PRESERVATION	A	B	PO	PARIS
UMW-SA	NEW	21-Feb-95	F	1-Jul-15	31-Jul-15	US	FR	UMW IN FRANCE-PRESERVATION	A	B	PO	PARIS
UMW-SA	NEW	26-Apr-95	F	1-Jul-15	31-Jul-15	US	FR	UMW IN FRANCE-PRESERVATION	A	B	PO	PARIS
UMW-SA	NEW	10-May-95	F	1-Jul-15	31-Jul-15	US	FR	UMW IN FRANCE-PRESERVATION	A	B	PO	PARIS
UMW-SA	NEW	19-Aug-09	F	1-Jul-15	31-Jul-15	US	FR		A	F	CO	
UMW-SA	NEW	27-Oct-94	F	1-Jul-15	1-Aug-15	US	UK		A	B	PO	
UMW-SA	NEW	13-Jun-95	M	1-Jul-15	1-Aug-15	US	UK		A	B	PO	
UMW-SA	NEW	7-Sep-94	F	9-Jul-15	15-Jul-15	US	EU		A	A	PO	
UMW-SA	NEW	6-Aug-96	M	13-Jul-15	21-Aug-15	US	RU		A	B	PO	
UMW-SA	NEW	13-Apr-93	F	17-Jul-15	8-Aug-15	US	FJ		A	B	PO	
UMW-SA	NEW	24-Jan-94	M	17-Aug-15	10-Jan-16	US	HK		A	B	PO	
UMW-SA	NEW	8-Aug-95	F	30-Aug-15	30-Dec-15	US	IT		A	B	PO	
UMW-SA	NEW	4-Sep-93	F	31-Aug-15	31-Dec-15	US	IT		A	B	PO	
UMW-SA	NEW	12-Jun-95	F	1-Sep-15	6-May-16	US	IE		A	B	PO	
UMW-SA	NEW	12-Jun-95	F	2-Sep-15	31-Dec-15	US	IE		A	B	PO	
UMW-SA	NEW	9-Apr-94	F	10-Sep-15	31-Dec-15	US	UK		A	B	PO	
UMW-SA	NEW	7-Nov-95	F	15-Sep-15	19-Dec-15	US	UK		A	B	PO	
UMW-SA	NEW	17-Jun-94	F	1-Oct-15	31-Jul-16	US	DE		A	B	PO	
UMW-SA	NEW	9-Dec-94	M	27-Oct-15	1-Nov-15	US	EE	URES	A	A	PO	TALLINN,
UMW-SA	NEW	5-Sep-94	F	12-Dec-15	20-Dec-15	US	IS		A	A	PO	
UMW-SA	NEW	14-Jun-94	F	27-Dec-15	18-Jan-16	US	TZ	KOMBOA VULNERABLE GROUPS ASSOCIATION	A	B	PO	MOSHI
UMW-SA	NEW	7-Jan-95	F	3-Jan-16	2-Jun-16	US	IE		A	B	PO	CORK
UMW-SA	NEW	25-Apr-95	F	3-Jan-16	2-Jun-16	US	IE		A	B	PO	CORK
UMW-SA	NEW	11-Aug-95	U	3-Jan-16	2-Jun-16	US	IE	GIRLS	A	B	PO	CORK
UMW-SA	NEW	3-Oct-94	F	4-Jan-16	9-May-16	US	IE		A	B	PO	CORK

UMW-SA	NEW	24-Jul-95	F	7-Jan-16	22-May-16	US	UK		A	B	PO	EDINBURGH
UMW-SA	NEW	10-Feb-90	F	8-Jan-16	24-May-16	US	FR		A	B	PO	PARIS
UMW-SA	NEW	3-Jan-95	F	8-Jan-16	27-May-16	US	UK		A	B	PO	EDINBURGH
UMW-SA	NEW	24-Oct-94	F	11-Jan-16	6-Jun-16	US	IE		A	B	PO	CORK
UMW-SA	NEW	18-Sep-96	F	11-Jan-16	20-May-16	US	UK		A	B	PO	EDINBURGH
UMW-SA	NEW	23-Jan-95	F	17-Jan-16	8-Jun-16	US	UK		A	B	PO	BANGOR
UMW-SA	NEW	1-Jul-95	F	17-Jan-16	8-Jun-16	US	UK		A	B	PO	BANGOR
UMW-SA	NEW	19-Dec-95	F	21-Jan-16	31-May-16	US	IE		A	B	PO	CORK
UMW-SA	NEW	10-Apr-95	F	30-Jan-16	4-Jun-16	US	IT	UNIVERSITY CATTOLICA DEL SACRO CUORE EXCHANGE	A	B	PO	MILAN
UMW-SA	NEW	8-Dec-95	M	1-Feb-16	30-May-16	US	CZ	CESP SCHOOL OF ECONOMIC	A	B	PO	PRAGUE
UMW-SA	NEW	26-Sep-94	M	1-Feb-16	27-May-16	US	IT		A	B	PO	MILAN
UMW-SA	NEW	25-Dec-94	F	1-Feb-16	30-May-16	US	IT		A	B	PO	MILAN
UMW-SA	NEW	10-Nov-94	M	3-Feb-16	1-Aug-16	US	CZ	CESP SCHOOL OF ECONOMIC	A	B	PO	PRAGUE
UMW-SA	NEW	1-May-96	F	2-Mar-16	9-Aug-16	US	DE	UNIVERSITY OF ERFURT - EXCHANGE	A	B	PO	ERFURT
UMW-SA	NEW	3-Oct-94	M	6-Mar-16	30-Jul-16	US	DE		A	B	PO	ERFURT