

RFP ADDENDUM

May 8, 2015

ADDENDUM NO. 1 TO ALL OFFERORS:

Reference – Request for Proposals: RFP #15-386
Commodity Code/to Furnish Goods or Service: 95892, 96178; CUSTOMIZED INTERNATIONAL TRAVEL PROGRAM SERVICES
Dated: April 29, 2015
For Delivery to: University of Mary Washington,
Commonwealth of Virginia
Proposal Due Date: **April 12, 2015; 3:30 PM**

This addendum consists of four (4) pages.

ADDENDUM #1

Clarification:

The RFP's purpose is to create a pool of qualified contractors able to provide varied international travel services to the University's Center for International Education as laid out within the scope of work.

Please note that e-mailed proposal submissions cannot be accepted. Please pay attention to section V.A. for specific instructions regarding submissions. This solicitation is a request for sealed proposals; therefore, the submissions must be shipped, mailed or delivered in person to the Procurement office, inclusive of the electronic and paper versions as required.

For examples of typical executed Virginia Public Higher Education contracts, please refer to the VASCUPP website found at: <https://vascupp.org/contracts.php> Existing travel contracts may be found by searching "travel services" in the contract title field.

Q. "We received the RFP for customizable international travel services for the University of Mary Washington and we are interested in submitting a proposal, but we wanted to clarify with you, given that we focus on the Latin American region, are there specific countries in Latin America we should focus on when we submit our proposal? Or are you looking for a travel partner that covers all regions of the world?"

A. The University is looking to pursue contracts with firms with varied abilities to provide customized travel programming for UMW. Please respond to the RFP with answers to the questions relative to your firm's abilities.

Q. "Just to verify, the RFP is in fact not requesting pricing on any particular travel program, but rather we are only being asked to provide information related to our travel management fees, any payment processing fees and any fees associated with general services such as visa processing. "

- A. Yes. The University is anticipating a contract with multiple vendors to offer a wide array of customized travel programming opportunities for UMW. There is also pricing expected in the “sample” program question.

Q. “Also, I understand that there is a preference for SWaM certified businesses which is specific to the Commonwealth of Virginia, but is there is nothing to preclude and out of state business from qualifying.”

- A. Correct.

Q. “We are currently not a member of Virginia’s eProcurement Portal. Do we need to sign-up before submitting our RFP response as the first page of the document asks for the DSBSD Certification Number and Virginia Contractor License Number?”

- A. A firm is not required to be eVA registered in order to submit a proposal, nor possess a VA contractor license. However, in order to be awarded a contract as a result of this RFP, the firm must be eVA-registered. This process can take up to three (3) days to complete.

Q. “On page 12 of 19 in the RFP it states to attach a Pricing Schedule. We are a full service travel agency that can service visas, arrange flights and land packages (transportation, hotel accommodation, group meals, excursions and etc.) The package price we provide the university is dependent on the trip specifications. Can you please give some clarity on what the university is looking for pricing schedule as the pricing criterion is worth 20 point value (stated on page 7 of 19 in RFP)?”

- A. In regard to pricing, please provide any and all pricing (fees, etc.) that the firm would charge as part of a custom package for providing any of the services within that package. Also, provide a complete fee structure for the “sample” custom immersion travel package.

Q. “As we are a C corporation, owned by a foreign company, we are not a DSBSD-certified small business. If our “sub-contractors” are also not DSBSD-certified small businesses (not sure yet), does that restrict our eligibility to be approved via this RFP?”

- A. No. This RFP is not set aside for small vendors and does not require a small business subcontracting plan *in order to respond*. Please complete the forms as “not applicable” or that there are no subcontracting plans for this work. The University has goals that it needs to meet for spend with certified small businesses, so we encourage use of small businesses wherever possible.

Q. “Is there any way to see a copy of the contract you would ask us to sign if we are chosen as a vendor? “

- A. UMW’s standard contract template is attached to the RFP. All applicable terms and conditions of the original RFP are incorporated into the University contract by reference. Any negotiated terms are added to the contract. Unless a contractor requires inclusion of its own agreement,

where great minds get to work

which may have terms and conditions to which the University cannot agree, this is the only document that would require a signature. Use of this master agreement will mean that customized travel programming services documents will be limited only to specific programming itineraries minus any contractual terms and conditions, and will be able to be accepted at the department level rather than be vetted each time through the Procurement office.

Q. "Our revenue and client partnership numbers are confidential. I am happy to share this info with UMW. May I request protection from the VA Freedom of Info Act by marking an asterisk to this info and stating the reason in the proposal? Or must I make this request prior? Then, must I also submit an additional, separate and marked redacted copy for public record?"

A. Please indicate which sections of the proposal are considered proprietary. Enclose a separate paper and electronic document marked "redacted proposal." No identified proprietary information will be posted on our public contracting portal, nor will it be released in a FOIA.

Q. "Do you prefer this proposal be submitted on double sided paper?"

A. Please. In the interest of sustainability.

Q. "V.B.4.a. In providing UMW's POC's "resume," do you want his personal resume, of simply history with our company?"

A. Possibly both. If the POC has significant experience outside of employment with your firm, additional resume information could be important and appropriate.

Q. "If we are not a small business, and will not subcontract our services, how should I appropriately respond to the "Small business Sub-Contracting Plan"? p .15"

A. If the firm is not registered a certified small business and does not intend to subcontract, enter "not applicable" in the blanks and that there is no small business subcontracting planned.

Q. "Can you please clarify "site visits" on page 3, under the Scope of Services section? Is this (referring to) individual travel arrangements for group leaders to scope out a potential group destination, or do you have something else in mind?"

A. The "site visits" reference is a very general statement, where it might be applicable, during the evaluation process for the RFP only.

END OF ADDENDUM #1

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*Acknowledged receipt of RFP 15-386 Addendum #1 (and all addenda) should be acknowledged and included in the RFP submittal package:

SIGNATURE

DATE