Procurement and Contracting Services

Request for Proposals for the Eller Executive MBA Program Hotel Accommodations

ADDENDUM #2

Please mark all proposal submission Envelopes with the following information

Sealed RFP # L191920
Due on May 14, 2019 no later than 2:00 PM, MST
The following questions were received prior to the technical questions/inquiries due date of April 30, 2019 at 12:00PM MST:

1. For the rate proposal do they require a flat rate for all the year or are we able to bid seasonal?

Eller MBA is requesting a flat rate for all the year. We anticipate that hotels may develop a blended rate that is less than high season and greater than low season. The flat rate is administratively much more straightforward for the University.

2. Parking – Is there an estimate or expected number of cars that will park? Or a percentage? For the larger groups of 75 do they all park?

Eller MBA expects to need a parking space for each guest room. So, for those nights when we project needing 75 rooms, we will also need 75 parking spaces. We do not have a firm number, as the incoming class of Executive MBA students is currently being recruited. We believe 75 is the maximum number.

3. Do you have a max room rate budget? Or best available?

We are expected to make prudent, cost effective decisions as stewards of state resources. As a data point, we will consider the current Arizona State hotel rates for the Phoenix/Scottsdale area, which range from $172 to $94, depending on the month. We are also cognizant that hotel rates in downtown Phoenix are likely driven by market factors distinct to the location.

4. Will you need parking for all 75 attendees per program?

Eller MBA expects to need a parking space for each guest room. So, for those nights when we project needing 75 rooms, we will also need 75 parking spaces. We do not have a firm number, as the incoming class of Executive MBA students is currently being recruited. We believe 75 is the maximum number.

5. Will you accept proposals if the hotel does not have ALL dates available?

Yes, Eller MBA will consider proposals from hotels that are not available for all dates. However, the hotel would need to be available for the great majority of dates.

6. Do you require any designated meeting space per program?

The Executive MBA program does not require a meeting room to conduct class sessions, as classes are delivered at the University of Arizona Downtown.
Phoenix campus, at 550 East Van Buren Street. However, we are requesting information regarding space that could be used by small groups of students who may meet to study or collaborate on group projects.

7. Do you require any other info aside from the proposal/evaluation criteria?

We will be evaluating proposals on the criteria stated on pages 12-13 of the RFP. To support your proposal, we encourage you to provide promotional collateral or breakfast menus.

8. I see the check in dates and how many rooms would be needed for that date but didn’t see the checkout date. If it’s only showing the Friday date I’m assuming it’s for only one night.

This is correct. The majority of rooms that we need are Friday nights for the Executive MBA program. We project needing a maximum of 75 rooms on specific Friday nights. The Executive MBA program is structured for in-person classes one Friday and Saturday per month. Students will check-in on Friday and check-out on Saturday.

End of addendum, all else remains the same.