Procurement and Contracting Services

Request for Proposals for a Range of Student Programs to be offered by the University of Arizona Study Abroad Office

ADDENDUM #1

Please mark all proposal submission Envelopes with the following information

Sealed RFP # L192007
Due on December 3, 2019 no later than 2:00 PM, MST
The following questions were received before the technical question/inquiry due date of November 18, 2019 at 12:00PM MST:

1. On p.25 at the bottom, it says that there are 2 certifications and forms that are required, namely (6.1) Certification of Proposal and (6.2) Legal Workers Certification. Do we have to fill out these forms?

   Only 6.1 and 6.2 need to be filled out in the certification section.

2. On p.25 of the RFP, there is a weird new point 5.1 on Accessibility that didn’t feature in the previous RFP document. It’s particularly weird because there is already another point 5.1 on Term of Agreement further up in the same document.

   Section 5.1 (Accessibility) is not required. The section number was duplicated as the Term of Agreement as well which is still applicable.

3. Will the result of this RFP process influence in any way existing study abroad programs that our organizations run currently, and have for nearly 20 years, with University of Arizona? For example, if we somehow get rejected, would our relationship with the university end?

   The University is required to issue Request for Proposals for programs every five years.

4. Are we required to provide specific costs for programs? We have 15 different study abroad programs and prices vary for all programs.

   A general sense of price ranges is sufficient. Examples of past programs or other programs you offer can be included. Specific pricing for 2020 customized programs is not required at this time.

5. What if we don’t know costs of a program? For example, programs that are customized with specific UA departments would require a unique set of inclusions and offerings, and we wouldn’t know those until such time as we enter into discussions and receive requirements from the specific department.

   Please see question #4 for the response to this question.

6. I’m still not clear regarding costs: Are we to fill one Exhibit out for each study abroad program we offer? We have 15 (fifteen) programs in total? Section (a) would seem to indicate this. Or do you want a range of what costs could be, depending on program?

   Please see question #4 for the response to this question.
7. How specific do you want us to be on “fee per student” as listed? List every fee we offer, or again, a range?

Please see question #4 for the response to this question.

8. How do we fill this out under Courses Licensed? At our London center for example, we teach over 40 different courses. And in our Dublin programs, there are literally many hundreds of courses taught via our partner universities.

The Scope of Work and Academic Course License as Exhibits to the MSA do not need to be completed at this time. The MSA needs to be signed and returned, but the Addenda can be completed later. Language modifications can be proposed to the MSA as needed prior to signing.

9. As I understand it, the RFP, beginning on page 23, is asking for a detailed description of the type of services our company could typically provide for both short-term and long-term study abroad programs. Is this correct?

Yes.

10. We currently have a 2019 Liability Agreement in place with the University of Arizona with coverage of up $5,000,000 per occurrence. Did you want that detailed in the body of this RFP, or will attaching a copy of the Liability Agreement to the RFP suffice?

Requests for changes in insurance requirements will be considered if a vendor is awarded.

11. It appears that the Master Services Agreement, only requires us to fill in the yellow highlighted areas and then provide our signature, correct?

Yes.

12. It’s our understanding that Exhibit X and the Appendix to Exhibit X will be completed in more general terms since we are detailing our services for a multitude of different student abroad programs, correct?

Please see question #8 for the response to this question

End of addendum, all else remains the same.