

**Request for Proposal Q00927
Conference Center Room and Dining Accommodations for
Harper College Leadership Institute Immersion Experience
Addendum #1
May 11, 2018**

All changes to the Request for Proposal (RFP) are valid only if they are issued by written addendum. Each respondent must acknowledge receipt of any addenda in their proposal submission. Each respondent, by acknowledging receipt of any addenda, is responsible for the contents of the addenda and any changes to the proposal therein. Failure to acknowledge receipt of any addenda may cause the proposal to be rejected. If any language or figures contained in this addendum are in conflict with the original document this addendum shall prevail.

This addendum consists of the following questions received:

1. In the RFP on page 17, under Transportation To/From O'Hare – When it states one pick-up on 9/10 pm – is that a pick-up of ONE person or multiple people? Same goes for the rest of the pick-ups and drop-offs.
Response: At this time because of scheduling with the VIPs, the College is only able to confirm that the pick-up means one VIP may require transportation. On two days there could be multiple pick-ups depending on flight schedules. The speakers' flights have not yet been arranged; however, they are coming from different locations so will likely be at different times. Also note the expense of the actual transportation will be borne by the traveler(s) at the time of service. We are capturing this cost in case they intend to use this service.
2. Is there an option to say transportation is not included?
Response: In order to capture all costs associated with this event, we recommend that you include the transportation costs as requested in the RFP.

Sincerely,

Aaron Thompson
Purchasing Specialist
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