

Request for Proposal Q01212**Travel Agency Services For
Faculty International Field Seminar to Morocco and Tunisia****Addendum #2
October 24, 2025**

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 clarifications:

Addendum #1 has been recalled. If you have Addendum #1, please discard it and replace it with Addendum #2.

This Addendum consists of the following questions received to date and their responses:**Question 1:**

Before we finalize the proposal for the Faculty International Field Seminar to Morocco and Tunisia, we'd like to confirm your preferred flight routing option:

Option 1: Chicago (O'Hare) → Morocco → Tunisia → return from Tunisia to Chicago (open-jaw itinerary)

Option 2: Chicago (O'Hare) → Morocco → Tunisia → return to Morocco → then back to Chicago (round trip from Morocco)

Please let us know which route you are looking for, so we could proceed with the most accurate airfare and tour arrangements in our proposal.

Response: Harper College does not have a fixed preference for routing. Vendors are encouraged to propose the option that offers the best balance of overall program experience and cost-efficiency. We welcome your expertise in crafting the itinerary that provides seamless travel logistics and the best value for participants.

Question 2:

- A. Are the locations flexible for this program? While we have an IES Abroad Center located in Rabat, we do not have one in Tunisia. Would Harper College be open to basing the program solely in Rabat (with day or field trips to locations within Morocco) or is the Tunisia component required?

Response: Participation in both Morocco and Tunisia is required for this program. The intent of the Faculty International Seminar is to provide participants with comparative academic and cultural experiences across two North African countries.

Proposals should therefore include itineraries that incorporate travel and structured activities in both Morocco and Tunisia, with clear coordination of logistics between the two destinations.

- B.** Our customized programs do not include airfare for faculty or students. Is this requirement flexible?

Response: The College will evaluate any proposals received. However, proposals should include round-trip airfare from Chicago O'Hare as part of the total package. Airfare is a crucial component of the program to ensure complete, coordinated travel arrangements for all participants. Proposals that do not include airfare may be considered nonresponsive.

Question 3:

- A.** We are a services disabled veteran owned small business, certified by the SBA. When you speak of the BEP Utilization: Duluth Travel has multiple partnerships with multiple vendors required for travel abroad programs, although we coordinated, confirm through these vendors the activities and or local services at location. Is harper college asking that these vendors/partners also have a BEP? Or is it enough with our verification: as a 100% service disabled SDVOSB?

Response: Harper College has an aspirational goal to spend 30% of its procurement dollars with vendors who are minority owned (MBE) or women owned (WBE) and certified with the Illinois Commission on Equity and Inclusion (CEI). While MBE/WBE participation is not mandatory for this RFP, vendors are asked to identify certified MBE/WBE they are working with in their proposals. This will help Harper College receive appropriate credit toward its supplier diversity goals.

- B.** Payment: Theres is mention of payment made to the agency providing the service 10 day after completion of program, through invoicing. What system are you invoicing through? Duluth Travel provides clear itemized invoices and request progress payment terms and prepayment of all services in order to comply with the payment policies required by third-party vendors such as hotels transportation providers, and airlines, museum tickets, meal arranges where possible etc.. Full payment is necessary prior to the commencement of travel to avoid any trip disruptions or cancellations. Duluth Travel Advises the Contracting Officer Representative. Can Harper college accept this form of payments.

Response: Harper College follows the Illinois Prompt Payment Act and issues payment upon completion of services and receipt of an approved invoice. Most invoices are paid within 30 days of receipt. Please note that the College does not provide full prepayment; however, vendors are encouraged to propose a reasonable phased payment schedule based on actual service delivery timelines.

Vendors should include their proposed payment schedule in their submission, clearly identifying the purpose and timing of each phase.

- C.** Does the University require individual travel insurance policies for each traveler, besides providing our COI?

Response: Refer to page 7 and 8 for Harper College's minimum insurance requirements. If you are proposing optional travel protection insurance, please include it in your response as a separate line so the college can choose to opt in or opt out.