

Request for Bid Q01210
Transportation Services for Athletics
Addendum #1
October 24, 2025

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

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 are you looking for, so we could proceed with the most accurate airfare and tour arrangements in our proposal.

Answer: 1

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

Answer 2A:

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.

Answer 2B:

Yes, while proposals that include round-trip airfare from Chicago O'Hare are strongly preferred, if your organization does not arrange airfare, you may submit a proposal that excludes airfare, provided this is clearly stated and all other required services are included.

Please ensure that your pricing sheet clearly distinguishes between included and excluded costs so that Harper College can accurately compare proposals.

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

Answer 3A:

There is no formal BEP goal for this RFP. Harper College encourages the inclusion of BEP-certified vendors where it is feasible but does not require it. SDVOSB certification is appreciated and welcomed. Subcontracted vendors are not required to hold BEP certification.

Answer 3B:

Harper College issues payment within 10 business days following completion of services and submission of an approved invoice. The College does not issue prepayments or progress payments in advance of travel.

However, vendors must provide a payment schedule as part of their proposal, outlining the timelines upon which they expect compensation (e.g., deposits, interim payments, final invoicing). This will allow Harper College to evaluate payment expectations and determine feasibility in coordination with its purchasing and accounts payable procedures

Answer 3C:

Harper College does not require individual travel insurance policies for each traveler. However, vendors are encouraged to offer optional travel protection insurance as part of their proposals. A vendor's certificate of insurance (COI) is required.