



# DISTRICT OF COLUMBIA PUBLIC SCHOOLS

## Amendment No. 2

### **Response to Prospective Bidders Questions – Attachment A Request For Proposal (RFP) No. GAGA-2019-R-0003 DCPS Study Abroad Program**

The District of Columbia Public Schools (DCPS) issued the subject Request for Proposal (RFP) GAGA-2019-R-0003 on November 27, 2018 seeking competitive responses from Prospective Offerors. The RFP stimulated several questions from interested Offerors. DCPS is providing the following responses to the questions.

#### **OFFEROR QUESTIONS AND DCPS RESPONSES:**

Q1. Which is the official trips' cut-off date 6th July or 3 July (J.10)?

**A1. The end date in the travel window is July 6, 2019**

Q.2 Itinerary format – please confirm itinerary hourly timings are not required in initial proposal, and 2 column template format should be adopted exactly as is?

**A.2 There are two (2) templates for itineraries; the Initial Itinerary does not require strict hourly timing, but the Final Timed Itinerary does. The templates reflect this difference (See Attachment J.18-Itinerary Initial & Itinerary Final Timed)**

Q.3 How do we determine the difference between language immersion and cultural immersion – L.I has reference to classroom so should there be any classroom components? Please confirm

**A.3 No. Language immersion trips can, and often do, have formal class time, but they do not need to. The most important thing is that they must have an international focus on improving the language.**

Q.4 Core Program tour types descriptions for Costa Rica and China differ from the tour type stated in J10 for these two countries. Which is correct - Core Program description or J.10?

- A.4 Both China trips are Cultural Immersion and both Costa Rica trips are combo Service Learning and Language Immersion (see Amendment 1 Revised Attachment J.10 Price Schedule)**
- Q.5** Please confirm the inclusion of J.17 in the solicitation does not mean DCPS wishes us to price in the cost of airport transfers on departure and return to D.C.?
- A.5 No, we're asking for help in completing the template with flight details**
- Q.6** Factor B Trips, page 68 – can you define the focus of “Approach to Travel”
- A.6 “Approach to Travel” is defined in L.2.3.5**
- Q.7** Core Programs are required to be priced at 10 and 20 students but in J.10 the same countries require only one price to be provided. Should we include two prices for these countries in J.10 to mirror the core program pricing?
- A.7 DCPS will clarify via a subsequent amendment**
- Q.8** Are packing lists and country information required as part of the proposal? C.5.4.3 states that “Contractor shall provide a suggested packing list containing essential weather, climate, and cultural information based on the tour’s itinerary, *for every tour selected* by DCPS. *Italicized* text suggests submission of packing lists including country information is required after DCPS has *selected* the itinerary awarded to the contractor, but F.3 states packing lists form part of the proposal.
- A.8 Packing lists are expected to be submitted with the itineraries in the proposal.**
- Q.9** Please confirm that H.9.1 waiver language is incorrect and is being removed? Will DCPS consider requests for waivers in bidders’ response to the Solicitation?
- A.9 Section H.9.1 on page 33 was deleted via Amendment 2. Offerors must submit the Subcontracting Plan with their Proposal. DCPS instructed all Offerors to contact the Department of Small and Local Business Development (DSLBD) at PH: 202-727-3900 or website: <http://lsdbe.dslbd.dc.gov/public/certification/search.aspx> to research potential certified business enterprise with the capacity to fulfill the mandatory subcontract requirements – see Section H Subcontracting Requirements.**
- Q.10** L.1.1.1 - is the bid to include estimated free time per day and travel time per day on all tours if itinerary timings are not required at this stage?
- A.10 As timed itineraries are not required at this time, specific amounts of free time do not need to be provided. However, general information about free time (for example, an afternoon on the itinerary is entirely free) should be noted when applicable.**

**Q.11** Is the Solicitation copy handed out at the meeting printed on the type of paper (bond) specified in L.2.1?

**A.11** Any type of bond paper is acceptable

**Q.12** How do we make reference to other options years and any rates we can provide? Para M4?

**A.12** See Section B.4.2, option year prices will be included via request in the preliminary written notice of option year extension and subsequent bilateral modification.

**Q.13** Are the number of students indicated on J10 the number of students DCPS is willing to accept onto each of those tours? (i.e. 10 students on Spain Language Immersion) or is there the potential to be more on the trip?

**A.13** Once students are selected in January 2019, there may be slight changes to trip numbers, as we will have a better sense of students' needs (for example, a student assigned to an international trip may share that they are unable to travel abroad and will need to be moved to the domestic trip option). However, at this time, vendors should consider the numbers provided as the maximum expected.

**Q.14** Are you willing to combine the Middle School & High School tours that are to the same destination (particularly those indicating smaller numbers of students – i.e. NYC, Language Immersion Peru) to find cost efficiency or must all tours remain separate and private?

**A.14** All trips listed should be considered separate and private. For smaller trips with both grade levels offered (New York, China and Spain), the groups may travel on the same bus and stay at the same hotel, but it is expected that each group will have their own assigned tour guide and differentiated itinerary (groups should have different daily activities, meals separate, etc.).

**Q.15** If a company does not have the specific type of tour in one of the core trips (i.e. only has Service in Costa Rica, but not a combo of Language and Service), does that disqualify them from being eligible to bid on or win any of the core tours?

**A.15** DCPS will clarify via a subsequent amendment

**Q.16** Does each of the 5 copies need its own binder (i.e. 5 technical binders and 5 price binders) or is it one large technical binder with all 5 copies in it and one large price proposal binder with all 5 included?

**A.16 No. See Section L.2.1. Proposal Organization and Content**

**Q.17** If Offeror is submitting pricing for non-core trips, do they need to submit them in the same format as B.4 or just fill in J.10 Price Schedule? If they need to fill out B.4 sheets, will DCPS provide additional B.4 sheets by trip or is the offeror responsible for creating them for each trip?

**A.17 DCPS will clarify via a subsequent amendment**

**Q.18** With regards to B.4. sheets, if per person price is different for 10 students and 25 students, can there be an additional line included to reflect that?

**A.18 Yes**

**Q.19** Can you confirm the pricing equation if offeror isn't bidding on all 20 trips?

**A.19 DCPS will clarify via a subsequent amendment**

**Q.20** We were wondering if there is any specific city you are interested in seeing for the China programs. If not, would you be able to tell us historically which cities in China you have done in the past?

**A.20 We are not looking for any specific cities within China. In the past our groups have traveled to Chengdu, Dujiangyan, Shanghai and Beijing.**

**Q.21** Section B.4 states that the DCPS Study Abroad will be accommodating a minimum of 20 tour groups with between 10-20 middle and high school student travelers, 2-3 adult educators called "Travel Ambassadors," and adult aides/translators if applicable. Should potential vendors include 3 traveler ambassadors (at minimum) in our price proposal (regardless of group size) or will small groups of students (i.e. 10 travelers) require only 2 travel ambassadors?

**A.21 The exact number of Travel Ambassadors per trip is outlined on the document, [Attachment J.10 PRICE SCHEDULE DCPS Study Abroad List of Destinations.xlsx](#)**

**Q.22** Regarding adult aides/translators, shall potential vendors budget for the inclusion of these aids or will amendments to awarded contracts be awarded if/when these individuals are required to travel (resulting in an increased per traveler trip cost).

**A.22 Aides and translators should not be budgeted for in the initial proposal; amendments will be added as needed once students are selected.**

**Q.23** Will the District provide a written clarification of the 'Item Description' and 'Trip Type' (as listed on the Price Schedule Attachment J.10) to make sure these items are consistent?

**A.23** **Trip Types are defined in section C.3 DEFINITIONS. We have already further clarified the Language Immersion trip type definition.**

**Q.24** Section B.4.1.2 states that offerors must submit prices for all ten (10) core trips; additionally offeror shall submit prices for any additional trips on the schedule for which they wish to be considered (see Attachment J.10 – Price Schedule). Using the evaluation metric listed in section M.3.2, can vendors expect that the core trips be evaluated on price individually or will the cost of the core trips be evaluated as a block of trips?

**A.24** **DCPS will clarify via a subsequent amendment**

**Q.25** Section M.3.2 - Is each tour subject to the same price evaluation individually or will the final proposal price be taken into consideration. For example, company A provides a quote for all tours listed on the price schedule (core and other destinations). Company B provides a quote for all core tours and some option destinations. How are the proposal prices here differentiated?

**A.25** **DCPS will clarify via a subsequent amendment**

**Q.26** USA Tour Selection and Future Program Selection - These sections (and several other suggests) that a program provider can offer a tour in the USA, within a nine hour drive from DC, but does not define a destination. The Price Schedule (attachment J.10) and RFP section 4.1 defines New York City as the destination. It was mentioned during the pre-proposal conference that vendors should submit a program itinerary for New York City, but the District will be open to other destinations in the future. If a vendor does not submit the most advantageous bid for a New York Trip for the 2018 travel year, will there be consideration for a vendor to provide a domestic option in the future or will not being selected as the vendor for the USA tour in the 2018 RFP make a vendor non-eligible for the future domestic operational needs of District's Study Abroad program? Will you clarify the needs of the district as listed in Section F.2 (more specifically F.2.3)?

**A.26** **Domestic trips serve students not able to provide documentation, so we need private charter bus transit only (not train, not plane). We don't want students sitting on a bus for too long. We need a trip that has a global connection domestically. NYC is the destination for the Domestic trip this year. DCPS will allow for other Domestic destinations next year.**

**Q.27** Section C.5.3.10 defines that the Contractor shall secure group accommodations at safe, sanitary hotels, owned and operated independently and separately from the Contractor,

with a class rating of at least 3 stars. If advantageous to a program itinerary, will the contractor be allowed to accommodate students/travel ambassadors with home stay families? If applicable, will the District please provide a written outline of homestay requirements for vendors?

**A.27 DCPS Study Abroad no longer offers tours with homestay components.**

**Q.28** On the price schedule (attachment J.10), a target date window is provided for each trip. Section C.5.2.1 says that the Contractor shall plan private, high-quality, and engaging educational trips for DCPS Study Abroad, within the District's specified travel date window. Will vendors be allowed to select the most advantageous departure date within that window (as long as students return to the District during the target date window)?

**A.28 Yes, vendors can select departure dates within the travel window, provided that all students also return within the window.**

**Q.29** Will the District please clarify the travel date window. Is this June 22nd to July 3rd or June 22nd to July 6th?

**A.29 The end date in the travel window is July 6, 2019**

**Q.30** Section C.4.7 defines a travel window for Domestic tours. Will the District please clarify whether domestic tours in the United States should be 5 days with travel time or should vendors include 2 travel days to/from destination?

**A.30 Domestic tours' trip length should not include 2 travel days to/from destination. The 5 days guideline should include travel time.**

**Q.31** Section H.9.1.1 says that the Director of the Department of Small and Local Business Development (DSLBD) has approved a waiver of the mandatory subcontracting requirements for this contract. Given this clause, shall potential contractors submit a Waiver Request letter with proposals?

**A.31 Section H.9.1.1 on page 33 was deleted via Amendment 2. DSLBD has not approved a waiver of the mandatory subcontracting requirements for this solicitation. Offerors must submit the Subcontracting Plan with their Proposal.**

**Q.32** According to (C.5.1.1) Contractors should have experience with 20 years or more of programming on a scale of 10,000 students per year. Qualifications of the Contractor was not a focus of yesterday's meeting, so can you confirm whether the 10,000 threshold is correct and desired? Are there any other qualifications of a Contractor?

**A.32 Yes. See Solicitation Section L: Instructions, Conditions and Notices to Offerors**

**Q.33** Are you looking for an agency that can fulfill all five (5) destinations, or if we can submit proposal for the countries that we feel confident to deliver high quality programs?

**A.33** DCPS will clarify via a subsequent amendment

**Q.34** The only program we'd be able to run is an "other destination," i.e. Morocco. If we have misunderstood the process, or if there is, in fact, a way for us to bid on Morocco, please let us know. As these are being awarded as 5-year contracts, we will assume we can't even bid unless and until the requirement to bid on "core destinations" changes.

**A.34** Most DCPS students who apply and participate in DCPS Study Abroad are studying the world languages represented in our core list – Spanish is the most common by far. Maintaining our core list allows us to ensure we're contracting with that in mind and it allows us to contract most efficiently, by awarding contracts to vendors who can serve what will be the bulk of our travel needs.