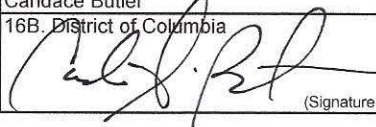


AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. Contract Number	Page of Pages 1 1	
2. Amendment/Modification Number 1		3. Effective Date 11/21/2017		4. Requisition/Purchase Request No.	
5. Solicitation Caption DCPS Study Abroad					
6. Issued By: District of Columbia Public Schools Office of Contracts and Acquisitions 1200 First Street, NE Washington, DC 20002			7. Administered By (If other than line 6) District of Columbia Public Schools Office of Contracts and Acquisitions 1200 First street, NE, 11th Floor Washington, DC 20002 Joan Aird, Tel: (202) 535-1324		
8. Name and Address of Contractor (No. Street, city, country, state and ZIP Code) ALL PROSPECTIVE BIDDERS			(X) 9A. Amendment of Solicitation No. GAGA-2018-I-0005 9B. Dated (See Item 11) 11/21/2017 10A. Modification of Contract/Order No. 10B. Dated (See Item 13)		
Code Facility					
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS					
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended. <input checked="" type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or fax which includes a reference to the solicitation and amendment number. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter or fax, provided each letter or telegram makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.					
12. Accounting and Appropriation Data (If Required)					
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14					
A. This change order is issued pursuant to: (Specify Authority) The changes set forth in Item 14 are made in the contract/order no. in item 10A. B. The above numbered contract/order is modified to reflect the administrative changes (such as changes in paying office, appropriation date, etc.) set forth in item 14, pursuant to the authority of 27 DCMR, Chapter 36, Section 3601.2. C. This supplemental agreement is entered into pursuant to authority of: D. Other (Specify type of modification and authority)					
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.					
14. Description of amendment/modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible.)					
The Solicitation is hereby amended as follows: 1. The IFB GAGA-2018-I-0005 issued on November 13, 2017 stimulated several questions from interested Bidders, therefore DCPS has amended the IFB via amendment number one to provide responses to bidders questions and make changes to the provisions of IFB #GAGA-2018-I-0005.					
Except as provided herein, all terms and conditions of the document referenced in Item (9A or 10A) remain unchanged and in full force and effect					
15A. Name and Title of Signer (Type or print)			16A. Name of Contracting Officer Candace Butler		
15B. Name of Contractor		15C. Date Signed		16B. District of Columbia	
(Signature of person authorized to sign)				(Signature of Contracting Officer) 	
				16C. Date Signed 21 Nov 2017	



DISTRICT OF COLUMBIA
PUBLIC SCHOOLS

OFFICE OF CONTRACTS AND ACQUISITIONS

1200 First Street, NE, 9th Floor, Washington, DC 20002

202-442-5112/ Fax 202-442-6105

AMENDMENT ONE
Response to Prospective Bidders Questions
IFB No: GAGA-2013-I-0005
Caption: DCPS STUDY ABROAD
Issue Date: November 13, 2017

To All Prospective Bidders

The District of Columbia Public Schools (DCPS) issued the subject Invitation for Bid (IFB) GAGA-2018-I-0005 seeking competitive responses from Prospective Bidders. The IFB issued on November 13, 2017 stimulated several questions from interested Bidders. DCPS has amended the IFB via Amendment #1 to 1) provide responses to bidders questions; and 2) clarify provisions of the IFB.

I. Bidders Questions and DCPS Responses:

Question 1

If a bidder has neither 20 years of experience nor travels with 10,000 students a year, does that automatically disqualify them from consideration for applying for Component 1? We have two years history working with DCPS so wanted to clarify this point before we delve into our proposal for 2018 travel?

DCPS Response

Yes.

Question 2

Do contractors need to procure air travel with US flag carriers?

DCPS Response

No. Air travel must be with FAA compliant airlines.

Question 3

Is there a preference for hotels or homestays?

DCPS Response

No. The hotel and/or homestays proposed must meet the requirements expressed in our Statement of Work.

Question No. 4

What is the definition of Certificate 3 special education programs?

DCPS Response

Students in Certificate 3 programs are students with very impactful cognitive and intellectual disabilities who are pursuing a certificate rather than a traditional diploma.

Question No. 5

Please provide examples of the physical, socioemotional, and cognitive needs of learners, as mentioned in Sections C.1.2 and C.4.4.

DCPS Response

Some examples include students who are wheelchair-bound, students with autism, students who are blind or visually impaired, students who are deaf or hard of hearing, students who are first-time and first-generation travelers, immigrant students, undocumented students, LGBTQ students, students from diverse racial/ethnic and socioeconomic backgrounds.

Question 6

Will all DCPS study abroad participants be studying world languages?

DCPS Response

Not necessarily.

Question 7

Please provide us with a link to or copy of the DCPS Study Abroad Travel Ambassador Code of Conduct and Student Code of Conduct.

DCPS Response

The DCPS Study Abroad Travel Ambassador Code of Conduct and Student Code of Conduct are available as Attachment J.12 on the DCPS website at <https://dcps.dc.gov/node/974022>.

Question 8

Section C.3.7 states the target travel window for the 2017-2018 School Year is June 16, 2017 - July 22, 2017. Is this intended to be June 16, 2018 – July 22, 2018?

DCPS Response

Yes, thank you for catching this mistake. The target travel window for the 2017-2018 School year is June 16, 2018 – July 22, 2018.

Question 9

Will the criminal background and traffic record checks described in section H.13 be obtained by DCPS or the contractor?

DCPS Response

All background and traffic record checks described in section H.13 will be conducted by DCPS.

Question 10

Section I.5 F indemnification and Limitation of Liability states “The contractor shall indemnify and save and hold harmless the District, its officers, agents and employees acting within the scope of their official duties...” Are DCPS Travel Ambassadors included in the indemnification requirements?

DCPS Response

DCPS Travel Ambassadors are employees of the District and thereby a part of the litany of individuals listed above; however, an individual Travel Ambassador cannot assert indemnification that is bestowed upon DCPS by this document, to themselves.

Question 11

Is there flexibility in the trip type associated with each location as listed in Attachment J.11?

DCPS Response

Yes.

Question 12

In Attachment J.11, several locations are listed twice, once for Middle School (8th) and once for High School (11th, etc.). may contractors bid on one grade level of students only or is both preferred?

DCPS Response

Bidders may bid on one only or on both.

Question 13

It appears that we created as many itineraries as we wish to submit, to cities we choose within a country. How can I see the 2017 program/itineraries which were offered and/or the companies who operated the programs?

DCPS Response

DCPS Study Abroad makes available “sample itineraries” from previous trips we have operated on our website. Itineraries for middle school trips are found here:

<https://dcpsglobaled.org/8th-grade/> and itineraries for high school trips are found here:

<http://dcpsglobaled.org/11th-grade/>. DCPS does not actively promote the names of the educational travel vendor who service our trips to the public, as the intent of DCPS Study Abroad is to create a cohesive, centralized model of global travel for students, operated through the DCPS Global Education team, and, as such, we do not publish vendor information on our website.

Question 14

In the document titled J.11, you have listed the prospective tours for FY 2017/18 study abroad. Also listed are ‘target dates’ for each tour. As long as travel happens entirely within the target date window, can the provider select the optimal departure date or will dates be selected by DCPS Study abroad?

DCPS Response

The travel should happen within the target dates identified on the price schedule (Attachment J.11); so long as that requirement is met, yes, the provider can select the optimal departure date within that window.

Question 15

In the document titled IFB #GAGA-2018-I-0005 Study Abroad program, section H.5.1 refers to the First Source Employment Agreement Act in reference to contracts exceeding \$300,000. Does this reference just full-time employees or does this also apply to part-time and/or seasonal employees?

DCPS Response

Section H.5.1 First Source Employment Agreement Act applies to all New Hires to fill jobs created for this agreement.

Question 16

In reference to the ‘New York City Trip’: Can you please clarify the student to adult numbers? It says 12-16 travelers, but does not indicate the potential ratios. (i.e. the international tour indicates 20 students – 3 TAs).

DCPS Response

DCPS will maintain three (3) TAs on the NYC trips. Due to the nature of these particular trips, we have seen some fluctuation in our number of participating student travelers. DCPS expect 12-16 student travelers will be the actual number of participants, but that number could rise to

our standard 20 students/3 TAs ratio. DCPS wants to ensure that the vendor we work with can offer pricing that can fluctuate to accommodate fewer than 23 total travelers without rising.

Question 17

In reference to the 'New York City Trip' - Will the 8th and 11th grade NYC groups be allowed to travel together on the same bus to and from New York since they share the same travel dates (June 16-24)? Understanding that the expectation is to treat the 8th and 11th grades groups as separate once they arrive in New York.

DCPS Response

Yes, the 8th and 11th grades groups may travel together on the same bus to and from NYC, with the understanding that they are to be treated as completely distinct and separate groups upon arrival, with separate itineraries and separate dedicated tour guides.

Question 18

What sort of documentation is required to verify company details beyond the W-9 Request for Taxpayer Identification & certification (regarding C.1.3/H.12.2)?

DCPS Response

In addition to the W-9 Request for Taxpayer Identification & Certification, bidders are asked to complete the bidder/offeror certification (Attachment J.10). Upon award bidder(s) will be asked to submit one of the following: financial statements, bank statements, or letter of credit.

Question 19

Can you advise how the length and content of a program will be considered against the cost of the program?

DCPS Response

The length/content of a program will not be considered against the cost. There are minimum requirements that all vendors must meet in order to be considered responsive, once those criteria have been met – all awards will be given in cost order, from lowest to highest.

Question 20

Can you prioritize the top 3 criteria, other than price, that will be considered against the cost of the program?

DCPS Response

There are no priorities amongst the requirements. All criteria given in section H and L are considered the minimum requirements that all vendors must meet to be considered responsive to this solicitation. Once those criteria have been met – all awards will be given in cost order, from lowest to highest.

Question 21

On a more specific note, for the athletic program, can you advise what the specific sport is to be and the aim/focus of that program?

DCPS Response

The specific sport for the athletic program is soccer. The aim/focus of the program is to provide travel for DCIAA athletic teams to participate in International athletics matches in Spain.

II. Provisions Clarification:

1. **DELETE** the second sentence in C.3.7 and **REPLACE** with the following:
"Target travel window for 2017-2018 School Year is June 16, 2018 – July 22, 2018"
2. **DELETE** sentence in section C.4.1 and **REPLACE** with the following:
"Bidders will bid on trips in Component 1 and 2"
3. **ADD** to Section J: Attachments the following:
Attachment J.12 – DCPS Study Abroad Travel Ambassador Code of Conduct and Student Code of Conduct

DISTRICT OF COLUMBIA PUBLIC SCHOOLS
INVITATION FOR BID (IFB) No.: GAGA-2018-I-0005
PRE-BID CONFERENCE
Date: November 15, 2017
ATTENDANCE SHEET

Name	Title	Agency/Business	Phone Number	E-Mail
Michele Ahouse	Regional Director	EF	617-619-2028	Michele.ahouse@ef.com
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Luke Mueller	Founder	Walking Tree Travel	303-898-5135	luke@walkingtree.org
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Cooper Roberts	International Programs Consultant	National Peace Corps Association	202-293-7728	croberts@peacecorpsconnect.org