



**DATE: March 3, 2017**

Joliet Junior College  
1215 Houbolt Road  
Joliet, IL 60431

**TO:** Prospective Respondents  
**SUBJECT:** Addendum No. 2  
**PROJECT NAME:** Travel Agent Services for JJC International Travel Programs  
**JJC PROJECT NO.:** R17002

This Addendum forms a part of the Bidding and Contract Documents and modifies the original bidding document as posted on the JJC website. Acknowledge receipt of this addendum as specified at the end of this addendum. FAILURE TO DO SO MAY SUBJECT BIDDER TO DISQUALIFICATION.

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**Questions Received:**

1. Are the college- sponsored trips typically groups of 10 or more travelers? If so, on average how many travelers are in each group and are the students mandated to take the group flight in order to participate in the program? Further to this, are they also allowed to make changes to incorporate personal travel?

***Yes, they are generally for 10 or more travelers. Our Japan program is usually for 24 people. Smaller programs will be approximately 10-12 people. They are mandated to take the group flight to non-European destinations, but sometimes for European destinations, they can make their own flight bookings, depending on the program.***

2. To what destinations are these groups traveling and typically on average, how much annually, is the college or students spending on travel arrangements for these programs?

***Japan is an annual trip, though we have a partnership with another college and switch off the years we handle travel arrangements for that program. If there is enough student interest, we will continue programs to China, Morocco, and Guatemala each year, and we are working on a new project to Vietnam. We have a process whereby faculty can propose new trips, so the programs do change annually depending on a number of factors. All of these programs require sufficient student interest, which we do not know until we market the trips. This year, we are spending approximately \$150,000 on international travel programs. This amount can vary.***

3. Are these programs embedded in the course study?

***All of the current programs include course credit as a required component of the program. The VetTech program is limited to students in the VetTech program. Most of the programs are open to JJC students as part of the general education curriculum.***

4. Do the same trips operate every year?

***Some of the programs do operate the same each year while others change as new proposals are submitted and student interest changes.***

5. As you have listed a variety of trip types, does the college require a provider who can help develop the course study or is the college only looking for a provider to handle the flight arrangements and possible hotels, excursions, etc. (as listed under the RFI objective section).

***The college is looking for a provider to handle only flight arrangements, hotels, excursions, etc.***

6. How does the college typically make payments (checks, wires, or in need of terms)?

***Payment type varies based on the receiving vendor's requirements/instructions.***

7. In the "Instructions to RFI Respondents", Point 5. Marketing examples Respondent will utilize on campus and in the community; Can you please clarify what this means? And should this not apply to us, would that disqualify us as a potential provider?

***If the college desires to advertise an international program to students, faculty, and/or staff, do you have marketing collateral or means to assist us. Lack of this capability will not disqualify any respondent.***

**End of Addendum #2**



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**Please acknowledge receipt of these addenda by including this page with your proposal. Include your company name, printed name, title, and signature in your acknowledgement below. Failure to do so could result in disqualification of your bid.**

Issued by:

Janice Reodus  
Director of Business & Auxiliary Services  
Joliet Junior College  
815.280.6643

I acknowledge receipt of Addendum #2.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature