



**REQUEST FOR INFORMATION
FOR
Travel Agent Services for JJC
International Travel Programs**

SUBMISSIONS ARE DUE AT THE ADDRESS SHOWN BELOW
NO LATER THAN:

March 10, 2017

2:00 P.M. CST

Joliet Junior College
Attn: Janice Reedus
Director of Business &
Auxiliary Services
A-3102
1215 Houbolt Road
Joliet, IL 60431



Schedule

The following schedule represents dates that respondents should use for planning purposes. Respondents will be notified of any schedule changes via e-mail.

Date	Event
February 22, 2017	Vendors contacted via email / advertised
March 2, 2017 @ 12:00 p.m. CST	Last date/time for submission of written questions via email to jreedus@jjc.edu
March 6, 2017 @ end of business day	Responses to questions emailed
March 10, 2017 @ 2:00 P.M. CST	Responses must be submitted in a sealed envelope to: Janice Reedus Director of Business & Auxiliary Services, Campus Center Building A, Room 3102, 1215 Houbolt Road, Joliet, IL 60431

Evaluation and Next Steps

RFIs will be evaluated based on the following criteria:

- Compliance with stated requirements and provisions of the RFI
- Value added offerings to further enhance the partnership

Instructions to RFI Respondents

Respondents should respond with four (4) originals and one electronic copy mailed to the name and address above no later than 12:00 p.m. CDT March 2, 2017. The submitted proposal must include, but is not limited to the following information:

1. Firm description (history, local and national markets served)
2. Description of international travel services available
3. Experience providing international travel services to the higher education community
4. Description of any third party partnerships with your organization
5. Marketing examples Respondent will utilize on campus and in the community
6. Implementation schedule and contractual documentation assuming an anticipated start date of April 1, 2017
7. Financial considerations, inclusive of all fees and invoicing process, to the College (
8. Three references of similar size and scope to this College