



DATE: October 17, 2016

TO: Prospective Respondents

FROM: Joseph Lastrina, Purchasing Agent II

RE: Addendum #1, RFP # JL100516, Foreign Tour of Italy for Women's Basketball Team

All Respondents are hereby advised of the following amendments to the Request for Proposal document(s) which are made an integral part of the bid documents. Respondents are required to acknowledge receipt of this addendum in their proposal response, as well as include a signed copy of this addendum with their RFP response.

Item # 1: Responses to Inquiries

Below are responses to inquiries received prior to the deadline established in section 4.1 of the original RFP document.

THE INQUIRY PERIOD FOR THIS RFP IS NOW CLOSED.

Q1. Under Scope, 3.3.3.2- When you are asking to make a reference to officiating procedures, do you want to list what kind of officials we will have? If we're playing under FIBA rules? Please clarify.

A1. Yes, FIBA rules and officials.

Q2. Under Sample Itinerary, 3.3.4- are you all open to other suggestions for changing one of the cities or taking one of the cities off?

A2. Please submit a proposal that meets our requirements and include any deviations as an alternate itinerary.

Q3. Under Tour Dates, 3.7- How far before the 14th or after the 24th do you have room to change the dates?

A3. The University would like to maintain its tour dates of August 14-24, but would be open to a late night departure on the 13th which allows for a full day in Italy on the 14th. The team must return no later than the 24th. Please see A12 below.

Q4. Under Addenda, 4.4- When we go under the UCONN Procurement Services website, how do we know if there are updates? Do we need to re-read the entire document?

A4. Any addenda will be posted as separate documents with separate links.

Q5. Under Organization and Management Proposal, 5.5.6.1- what kind of Management Policies to you want?

A5. Please disregard this requirement.

Q6. Under Appendices/Required Forms Appendix D, 5.5.8.2- For my company profile, I do not want to put in writing my company's revenue or financial statements due to Freedom of

Office of the Executive Vice President for
Administration and Chief Financial Officer

Procurement Services

3 DISCOVERY DRIVE, UNIT 6076

STORRS, CT 06269-6076

PHONE 860.486.2616

FAX 860.486.5051

www.procurement.uconn.edu

Information Act. Both are proprietary information. I trust you understand my concern here and hope we can work around this point.

- A6. The University is waiving the requirement for this information to be furnished at the time of proposal submission although documentation demonstrating the financial surety of the tentative Awardee (the Vendor of Interest) will be required prior to contract execution. The University is obligated to ensure that the successful vendor has the financial stability to execute the tour appropriately and to the satisfaction of the institution.
- Q7. Under Indemnification Requirements, 7.12.3- We would like the same standard to be covered for our company.
- A7. Any exceptions to the terms and conditions of the RFP should be taken in accordance with section 6.27.
- Q8. Under Payment Terms, 7.17.3- What do you mean by 2% 15 days, net 45 days?
- A8. Payments terms of 2% 15, net 45 would allow for a 2% discount to be taken from the invoice total if paid by the University within 15 days of receipt of the invoice. If paid on or after the 16th day, the full invoice amount would be due within 45 days of the date of receipt of the invoice. As a reminder, any exceptions to the terms and conditions of the RFP should be taken in accordance with section 6.27 of the RFP.
- Q9. Under Appendices/Required Forms, 5.5.8- It lists all of the mandatory forms but in 5.6 for Ethics Affidavits and Certifications for State of CT Contracts, the second sentence says these are to be executed at time of contract execution. Want to be clear here do I submit them now w/ this proposal or wait until proposal is awarded?
- A9. The RFP verbiage is unclear. All mandatory forms required pursuant to section 5.5.8 are required at the time of proposal submission. A number of those forms are also required at the time of contract execution.
- Q10. Under FORM OF PROPOSAL, Payment Terms- what exactly do you want listed for payment terms?
- A10. Please provide the payment terms being proposed as part of your firm's proposal. If the Proposer is taking exception to the payment terms included in section 7.17.3, the proposed payment terms must be noted on the Form of Proposal and also included as an exception pursuant to section 6.27.
- Q11. Under Appendix A, Cost Proposal Response Matrix- I am not sure what this matrix requires in terms of the rebate and contract signing bonus.
- A11. The "Incentives" worksheet of Appendix A provides an opportunity for Respondents to include any financial incentives as part of their cost proposal – a rebate and contract signing bonus are being provided as suggestions. While financial incentives are not required, they are encouraged and are offered at the discretion of the Respondent.
- Q12. Regarding the proposed dates for the UCONN WBB trip to Italy, even though the dates state August 14-24, 2017, would it be acceptable to leave Connecticut on August 13 and fly on the redeye, arriving to Italy on August 14 so the team would have a full 10 days?
- A12. Yes.

BIDDER NOTE: This addendum must be completed, signed and submitted with your proposal response to be considered for award. If you have already submitted a proposal, please complete the addendum and submit same in a sealed envelope, clearly marked with the RFP number, response date, and return address. This will be accepted as part of your proposal response, **PROVIDING IT IS RECEIVED BY THE PURCHASING DEPARTMENT BY THE TIME AND DATE SPECIFIED IN THE ORIGINAL ITB DOCUMENT, OR AS AMENDED BY THIS DOCUMENT.** Please acknowledge receipt of this addendum by email to joseph.lastrina@uconn.edu.

Name	Company	Date
------	---------	------

Office of the Executive Vice President for
Administration and Chief Financial Officer

Procurement Services

3 DISCOVERY DRIVE, UNIT 6076

STORRS, CT 06269-6076

PHONE 860.486.2616

FAX 860.486.5051

www.procurement.uconn.edu

An Equal Opportunity Employer