

FLORIDA POLYTECHNIC UNIVERSITY

ITN 09-003 ESL SERVICES

ADDENDUM #1

Subject: QUESTIONS AND ANSWERS

Date: Friday, October 30, 2015

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ALL RESPONDENTS MUST ACKNOWLEDGE RECEIPT OF THIS ADDENDUM BY SIGNING BELOW AND SUBMITTING THIS EXECUTED DOCUMENT WITH YOUR RESPONSE. FAILURE TO EXECUTE AND RETURN THIS ADDENDUM FORM MAY DISQUALIFY YOUR FIRM'S RESPONSE.

This Addendum shall become part of your firm's response and the subsequent documents if applicable.

The following items are issued to, add to, delete from, modify and clarify the ITN and all associated documents. These items shall have full force and effect as the ITN and all associated documents. Responses to be submitted on the specified response due date shall conform to the additions and revisions listed.

Vendor Name: _____

Address: _____

Phone Number: _____

Email: _____

Signature: _____

Invitation to Negotiate
09-003 ESL Services
Addendum No. 1

QUESTIONS & ANSWERS:

1. Section 1.1, paragraphs 1 and 2, page 3, The Objective and Scope of Work, states that (paraphrased) “the university is looking for a vendor to operate the University’s ESL program, and it further states that this program shall provide a language and cultural bridge program for the university’s international students who have not yet developed the language skills necessary for University study in the US and that the program shall also include English testing for incoming degree seeking students who have not taken the TOEFL....”
 - a. Is the University looking for an English as a Second Language program to serve Pre-Matriculated students, students who already matriculated into the University, or both groups? **Both**
 - b. Will the University allow students not planning to matriculate to the University to enroll in the ESL and Cultural Bridge program? **Yes**

2. Section 1.1, paragraphs 1 and 2, page 3, The Objective and Scope of Work, makes no mention of international promotion, marketing or recruitment for this program, or for the University. However, in Section 4.2, Tab 3, paragraphs 5, 7 and 8 on pages 11 and 12, we are asked to describe in detail the Program Promotion, International Recruitment Resources and Marketing Resources that will be offered to the University.
 - a. Can you please clarify how respondents should understand these requests for details in the context of these services not being mentioned in the Objective and Scope of Work for this ITN? **Although international promotion, marketing or recruitment for this program are not mentioned in the Scope of Work, the University is interested in seeing how the vendor will promote the English Language Program as we are interested in growing our international student population. Therefore, the tabs related to these efforts are included in the ITN and information on these subjects should be provided by the vendors.**
 - b. To best prepare our response in a way that complements the University’s goals for this ITN, kindly consider this as a request to receive a copy of the University’s existing enrollment management plan including the University’s desire for future international enrollment. **We plan to grow the international student population to 10% to 20%**
 - c. What resources does the University have in place for its own international student recruitment? **Fulltime recruiter with a budget**
 - i. Will those resources be maintained by the University during the time-frame of the contract that would result from this ITN? **Yes**
 - d. Will the successful bidder become the University’s exclusive third-party international student recruitment provider? **No**

3. Answers to the following will affect the Matriculation estimates requested in Section 4.2, Tab 3, paragraph 9, page 12:
 - a. Will the University accept successful completion of the ESL and Cultural Bridge program in place of a qualifying TOEFL or other standardized English language test score? **Yes**
 - b. Will the University offer Conditional Admission to language learner students applying to the ESL and Cultural Bridge program? What will the academic requirements be for those students? **Yes**
 - c. Will International Students applying to the ESL and Cultural Bridge program be required to present academic standardized testing with their application? Is the university willing to defer such testing until after the student completes the ESL and Cultural Bridge program? **Yes**
 - d. In place of the academic standardized test score, would the University consider requiring students in the ESL and Cultural Bridge program to achieve a certain GPA in the program in order to matriculate under the terms of their conditional admission? **No**
 - e. What specific goals does the University have for matriculations through the ESL and Cultural Bridge program? **English proficiency**
 - f.
4. Given the closing date and timeline of this ITN Section 2.1, ITN Schedule, page 5, the Spring 2016 Semester opening date stated in Section 1.1 of the ITN, paragraph 1, page 3 does not seem achievable, or in the best interests of the University or the ESL provider. The following issues need to be considered prior to setting an opening date: application for site approval from ACCET, worldwide marketing of the program, confirming space and equipment needs, hiring staff, and other logistical issues. It may take 6-9 months to open this program successfully. Is the University willing to adjust the program's opening date in order to allow sufficient time to address the necessary approvals and logistical requirements? **Yes**
5. Along with any addenda, can the University please send a floor plan for the 5,000 square foot space at the Florida Poly South Campus being proposed as the site for the ESL program per Section 4.2, Tab 3, paragraph 6-General Space Requirements, page 12? **Yes**
6. Section 4.2, Tab 3, paragraph 6, page 12, states that the program will be located on the South Campus. According to the campus map, the South Campus is 15 miles away from the main campus, by toll road. Locating an ESL and Cultural Bridge program so far from the university's main campus could greatly decrease the success of the program- both for the program's students, and for the University's stated goals for this ITN.
 - a. Is there any possibility of locating the ESL and Cultural Bridge program on the main campus? **Yes**
 - b. If an investment would be required to do so, can an initial proposal for such an investment be included in the bidder's response to this ITN? **Yes**
 - i. If so, may the successful bidder negotiate the terms of such an investment at the contracting stage? **Yes**
7. As indicated in Section 4.2, Tab 3, paragraph 6, page 12, the university has allotted 5,000 square feet for the program. As the university grows, is there a plan for increased space needs as the ESL and Cultural Bridge program grows? **Yes**

8. Under Section 4.2, Tab 3, paragraph 12, page 12, Student Housing is mentioned, but the university does not provide more information in the ITN.
 - a. Is on-campus housing available for students enrolled in the ESL and Cultural Bridge program? On both campuses? **The housing will be available only on main campus.**
 - b. There is no mention of inter-campus transportation in the ITN. Is inter-campus transportation available? **Yes**
 - i. May students of the ESL and Cultural Bridge program use this transportation to travel between the South Campus and the main campus? **Yes**
 - ii. What are the schedules and costs to ESL and Cultural Bridge program students for using this inter-campus transportation? **Free**
9. Section 4.2, Tab 4, Item 2, page 12, requests specific, detailed information about two projects completed within the last three years. Our contractual relationships with our Host Campuses are ongoing and protected by confidentiality clauses. Would giving a description of some of the challenges involved in opening and maintaining a campus-based program like the one proposed by Florida Polytechnic University, along with ELS's solutions, without naming the specific institutions involved, satisfy the requirements of this ITN? **Yes**
10. Section 8.51.1, Convenience, on page 26, states "The University reserves the right to terminate the Agreement in whole or part at any time when in the best interests of the University without penalty or cause."

The service we provide involves students who have been brought to the USA with a legal SEVIS document for language study in our program. We always have students in the process of attaining visas with our I-20s or arranging travel plans. For ample notification to both our students and our counselors worldwide, and for sufficient time to relocate current and future students, would the University agree to amend Section 8.51.1, Termination for Convenience, to include the provision of a 12-month transition period to close the program and relocate students?

For the termination for convenience, the provision of a 12-month transition period shall be granted. A 12-month transition period does not apply to termination for cause.

Notice:

The responses to the ITN will now be opened on **Monday, November 9th at 9:30 AM EST.**