Solicitation Amendment / Modification

1. Solicitation No.     31020/MM
2. Solicitation Name    Bay Area Housing Preferred Vendor
3. Issue Date          March 10, 2020
4. Closing Date        March 31, 2020
5. Solicitation Amendment No. 1
6. Solicitation Amendment Date  March 23, 2020

7. The above numbered solicitation is amended as set forth in Item 9 below.

8. The hour and dates specified for receipt of proposals/quotations: ☒ is not extended; ☐ is extended as described in Item 9 below.

9. Description of Amendment/Modification:

The purpose of this solicitation amendment is to inform prospective offerors/bidders that the above numbered solicitation is hereby amended to provide responses to questions as follows.
Questions and Answers

Q1a. What volume of your program is anticipated to be in San Francisco and what volume in Mountain View/Sunnyvale? Are the inventory requirements separate or related to each other (i.e. for a total program of 100, do you split them between the two locations or does each location have its own specific volume)?

Q1b. Since you’re requiring rates to be listed on this response, can you please confirm the dates and anticipated volume?

Q1c. So for now, you do not have specific dates or number of units needed, is that correct?

Q1d. When will your annual program dates be communicated to the suppliers that you select?
   A. Through this RFP, we are first establishing preferred vendor(s) for any housing needs for the TechWomen program in the San Francisco Bay Area, renewable annually for the next five years. Following vendor selection, we will provide a specific scope of work for services related to 2020 TechWomen program participants. For now, we know the TechWomen program will require housing for 108 participants from September 15 to October 17. However, we do not yet know how many of them will be housed in San Francisco versus the South Bay.

Q2a. If more than one provider is selected will we be notified so that we will understand the potential volume decrease, and if so by how much?

Q2b. Will Institute for International Education/TechWomen be utilizing more than one partner?

Q2c. If IIE is using more than one partner, then would we be bidding on only part of the group?
   A. IIE reserves the right to select multiple preferred vendors as a result of this RFP and reserves the right to select additional preferred vendors at a later date. Preferred vendors are not guaranteed work from IIE; however, services may be utilized on a non-mandatory basis by the TechWomen Program. After establishing preferred vendor(s) as a result of this RFP, IIE will provide a specific scope of work for services in 2020. Selected preferred vendors will be asked to offer their current availability and IIE will work with the selected providers to fulfill the housing needs in both San Francisco and the South Bay.

Q3a. Is housekeeping something IIE would like presented as an Add on option?

Q3b. Can you clarify the frequency of the housekeeping services you prefer?
   A. Housekeeping is included on the Apartment Details and Pricing Sheet at the end of the RFP document under the Rates section. Please include rates for weekly and bi-weekly housekeeping.

Q4. With the annual rate increases that are permitted, what is your timing and expectations around when new rates are presented?
   A. Any rate changes would be negotiated upon the annual renewal of the contract, usually in spring/summer of each year.

Q5. The RFP mentions “holding” units. How do you define “holding”?
   A. The exact definition and practice of holding units can vary among housing providers. Successful examples in the past include housing providers proposing inventory to IIE and refraining from offering those units to other clients for an agreed period before IIE confirms. “Holding” could also include housing providers granting IIE the first right of refusal on units offered to IIE if another client is interested in that inventory. The placement of TechWomen participants is not evenly split between San Francisco and the South Bay, so IIE appreciates flexibility with its preferred housing providers when securing units for the program each year.
Q6. Will the guests need parking?

A. As TechWomen participants are international and only in the Bay Area for a few weeks, they will likely not need parking.