2016 Provider Proposal Guidelines

Thank you for your interest in partnering with UC San Diego Global Seminars. We ask that you prepare a proposal for each program and submit it electronically to us no later than Monday, August 3, 2015. Proposals will be reviewed upon receipt, and we anticipate that selection decisions will take place in early September. Once a provider is chosen, our intention is to move expeditiously to complete all planning and preparations by so that we can move forward with outreach at the start of fall quarter at UC San Diego.

The 2016 UC San Diego Global Seminars will take place during either Summer Session I or II. For Session I programs, students normally would depart the United States on Saturday, June 25, arrive on Sunday, June 26, have on-site orientation on Monday, June 27, and start class on either Monday or Tuesday. Session I students should depart their program location on Saturday, July 30. We expect students on Session II programs to depart the United States on Saturday, July 30, arrive on Sunday, July 31, have on-site orientation on Monday, August 1, and start class on either Monday or Tuesday. They would then depart their program location on Saturday, September 3. We can be a bit flexible with the start and end dates by one or two days on either side of this range, but we cannot compromise the need for five full weeks of instruction time.

Each Global Seminar will be led by a UCSD professor who will teach two UCSD courses for a total of 8 quarter units. Each group will consist of 15-28 students (maximum 20 students for the Public Health in Amman and Mathematical Beauty in Rome programs).

Given UC San Diego students’ difficult economic circumstances, we ask that every effort be made to control costs without jeopardizing program quality as well as health and safety. We will cancel programs that do not enroll at least 15 students, so it is imperative that bids be competitively priced to attract students. Preference is given to the low cost provider, but we will look at the totality of services and accommodations. Your price should be all inclusive of the items required below. You may, of course, provide multiple prices to compare different types of student housing for example. But please do not leave items out of the bottom line price. Proposals that are missing required items will not be considered.

UCSD risk management policy requires that we cancel a program in any country where the US State Department issues a travel warning.

Please note that our recruiting period is from late September 2015 to early March 2016. We are not in a position to make down payments until spring 2016. Because down payments must go through a lengthy series of approvals at UC San Diego, we must have your invoice at least two months before payment is required.

Your proposal must be based on the faculty proposal. My colleagues Tonia Pizer, Roseanne Galegher, and I will be your contacts for the bidding process. Contact us if you are unable to open a document, and either Tonia or Roseanne will follow-up with you. You may also contact faculty, but please copy us on those messages.
Include the following services in the cost of the program:

1. Classroom facilities for 6-8 hours per week, per course, for a total of 12 to 16 hours of classroom time per week. Most faculty will aim for 12 hours. Specify the location of the classroom(s) and how the classroom(s) are equipped, including projectors, black or white boards, computers, Internet access, overhead projector, etc. Clearly indicate if the classroom facility is part of a permanent study center with professional on-site staff, or if you will be renting temporary space and sending in staff from other areas. If the former, please include a web link with information about your study center.

2. Computer lab access. Specify the number and type of computers, along with software packages and the hours of availability.

3. Indicate if students will have access to a library or other educational and recreational facilities.

4. Student housing (ideally in a residence hall or apartment, rather than a home stay unless this is the only option). If there are different types of housing accommodations, please price each separately so we can make an informed decision. Specify the following:
   - Residence hall, apartment, other?
   - Housing location, which neighborhood?
   - Is there a kitchen/kitchenette?
   - What type of bathroom (i.e., shared/private) is there?
   - Is there Wi-Fi or other Internet access?
   - Is there a location(s) where students can study? For example, how many desks or tables are located in the actual student rooms? Is there a study lounge in or near the student housing and if so, what are its hours of operation?
   - How many students will be housed per room or suite?
   - If summer weather is hot, please include one fan per student in the rooms.
   - All utilities must be included in the program price.
   - Specify if there is a refundable housing deposit required and the amount.
   - Students must be in a bedroom. They may share a bedroom, but we do not approve students sleeping on beds in a living room for instance.
   - Please insure that your housing can accommodate the possibly that we will have an uneven number of males and females without resorting to having student sleep in the living rooms.
   - Please specify if you would consider gender-inclusive housing if requested by students.
   - The housing should conform to the best health and safety practices in the study abroad field. Be sure to include information about fire safety such as smoke detectors, fire extinguishers, fire escapes, and fire alarms.
   - Please include photos of the student housing.
5. Please indicate the approximate timeframe by which student and faculty housing will be secured.

6. Faculty housing:
   - A furnished one-bedroom apartment for the faculty member near the classroom facilities.
   - The occupancy dates should begin one day before the students are scheduled to arrive and end one day after the final day of the program.
   - Please do not house the faculty in the same building as the students if at all possible. If the faculty must be housed with students, please state this explicitly. This should not be a hotel room, but an apartment with a kitchen, bathroom, living room and bedroom.
   - The apartment must have Internet access. Specify if Internet access is wireless or not.
   - Specify if a spouse or relative of a faculty member may live in the housing and participate in excursions (at their expense of course).
   - Include neighborhood location and distance from study center/classroom.
   - Include photos of sample housing.
   - The housing should conform to the best health and safety practices in the study abroad field. Be sure to include information about fire safety such as smoke detectors, fire extinguishers, fire escapes, and fire alarms.

7. Include international health insurance for all students. Specify the company name and all coverage categories and levels in your proposal. Strong preference will be given to policies with coverage of at least $250,000 ($500,000 is preferred) with no exclusion for pre-existing conditions. Include the insurance company's policy on payment and reimbursement. For example, do students need to pay up front and then submit a claim for reimbursement?

8. Welcome and farewell dinner at a minimum. If you have a meal plan, please include that and itemize the price separately. Note which meals are included and the schedule. For example, are weekends included?

9. Airport pick-up and drop off, and this should be flexible to include multiple arrival and departure times. Our students will not arrive on a group flight. If there is a specific time frame that student flights must fall within in order for students to take advantage of airport transportation (e.g. 9:00 am to 5:00 pm), please include it. Be sure that the shuttle van company has a strong safety record.

10. Local transportation for students and faculty must be provided for the entire time the students are in the country. For example, in most cases a local transit pass will be provided.

11. If you include international cell phone service, please specify this. If not, include instructions and recommendations for students.
12. Comprehensive on-site orientation, including health and safety as well as cultural adjustment and intercultural learning.

13. Include 24/7 health and safety support from professional on-site staff. Health and safety is our highest priority. Please be sure to include information about your site specific health & safety resources. Is there a site-specific emergency plan for fire safety, security incidents, terrorism, natural disasters, group evacuation, and individual health issues?

14. Include all excursion costs such as tickets, guides, and transportation. Consult with us if you have questions about the list of excursions. We may revise the list in light of the overall program cost, so please be ready to detail the cost of individual excursions should we need to reduce the cost of the program. We expect that a member of your staff will accompany all excursions. This should be explicitly included in your program price.

15. Include program price breaks based on enrollment levels if applicable. For example, price breaks for 15-19 students, 20-24 students, and 25-28 students.

16. If your facility cannot accommodate 28 students, then specify the number of students that can be accommodated.

17. If selected to host a UC San Diego Global Seminar, we welcome participation by a member of your staff in our pre-departure orientation, which will typically occur in April or May. This is completely optional and would likely be a part of a regular campus visit for tabling and outreach. We would ask that this not be added if it increases the cost for students.

18. Separate faculty and student handbooks, with copies for UC San Diego International Center staff as well. These must be ready no later than April 1, 2016 so that we can use them in pre-departure orientations.

19. We require the price to be quoted in US dollars and to have a fixed price guarantee. After the contract is signed, no price changes will be allowed without prior consultation and approval by UC San Diego Study Abroad.

20. Marketing is a key priority. Since UC San Diego Global Seminars are open to all students, we would like the provider to assist us to market the programs nationally. Preference will be given to proposals that include the following: a section of your web site for customized faculty-led programs with an attractive program page and a link to our Global Seminar web site, a plan to distribute program flyers at your tables during fall study abroad fairs and campus visits, placement on study abroad search engines such as goabroad.com, iiepassport.org, etc.
21. We highly value working with professional organizations that provide excellent administrative and logistical support, whether it is a study abroad organization or an international center at a university. To this end, we expect that your organization will designate a dedicated person or team of contacts to assist with each stage of the planning and implementation of this program. In particular, we expect that a member of your team will respond to our communications within one to two business days, and that your team will work quickly and collaboratively with the Global Seminar team. Please indicate which administrative duties are and are not included in your bid.

22. If you have an on-line portal for selected students to use during the pre-departure process, please provide a description, including screen shots. **Strong preference is given to providers with on-line applications because this will save administrative costs.** This system must be for faculty-led, rather than the provider’s catalogue programs, in order to avoid confusion for our students. We will expect providers to follow-up with students on missing provider required information.

23. Indicate your payment policy and deadlines. We will give strong preference to providers who will accept one payment all at once. We prefer one payment at 60 days prior to the start of the program. UCSD has a lengthy payment process, so please be flexible. **Under no circumstances will UCSD provide any down payment earlier than the spring before the summer program.** Once a provider is selected, they will be required to use the UCSD Marketplace invoice and billing system. We will provide information on how to access this system.

24. Please provide evidence of financial strength and stability. We must be assured that a study abroad provider has the stability to carry through on its commitment to run the program. We do not wish to cancel a program because of the financial weakness of the study abroad provider.

25. If you have run faculty-led programs in this location, please provide information about them, including references from the university that sponsored the program.

26. All partners must provide proof of business liability insurance. We require that your organization must include a “certificate of liability insurance” with this proposal documenting at least $2,000,000 US Dollars of business liability insurance, though of course more is preferred. Note that University of California policy does not allow our partners to disclaim liability for the actions of vendors hired by the study abroad partner, such as hotels or bus operators.

27. Your proposal must include all the above requirements. If we select your proposal and go to contract, the contract will include all these requirements. If the contract does not specifically list them, we will still expect them to be included in the final cost, so please do not miss any of these points. The provider assumes all responsibility for providing these services.
This is a competitive bidding process. All selected proposals will be revised through a collaborative process facilitated by our office and will include your organization and the faculty member. Please be aware that there is an extensive approval process by which all contracts and payments must go through at UC San Diego. All contracts will be reviewed carefully before being signed by our Director of Study Abroad, Kelly O’Sullivan.

If your proposal is selected, then the UC San Diego Purchasing Office will require your organization to sign a Master Services Agreement (template attached). This document will be part of the Purchase Order. If you have signed a Master Services Agreement with UC San Diego in the past, you will not need to sign it again each year. Your organization will need to plan well ahead to give UC San Diego time to process invoices, including any deposits or down payments.

**Proposed Terms and Conditions**

While reserving the rights of all parties to negotiate, the University expects that negotiations for any agreement which may be entered into in support of UC San Diego’s Global Seminar program will be based on the attached [University of California Terms and Conditions of Purchase](#). Respondents are requested to review and consider these terms and conditions, and to advise the University whether or not respondent takes exception to or otherwise objects to any of the proposed terms and conditions.

Thank you in advance for participating in the UC San Diego Global Seminar program. As you prepare your proposal, please contact me if you have any questions along the way.

We look forward to reviewing your proposal.

Sincerely,

Jim Galvin
Director
Opportunities Abroad and Faculty-Led Programs