

**REQUEST FOR PROPOSAL**  
**Establishment of Long-Term Agreements (LTAs) for Ground Transportation Services in Support of the United States Refugee Admissions Program (USRAP)**

**BID BULLETIN**

**Addendum No. 1**

1. This Amendment #1 to the **RFPUS2023-002** is being issued to address amendments on the solicitation documents and clarifications of the vendors.

**2. List of Amendments to the ITB:**

- a. Under Section 3, Article 7, Clarification on solicitation documents is extended until **07 November 2023, 1700HRS (EST)**;
- b. Under Section 3, Article 21, Another **Pre-proposal conference** will be held on **07 November 2023, 1300HRS (EST)** via **online meeting** using this link below:

[RFPUS2023-002 Pre-Proposal Conference for Establishment of Long Term Agreements \(LTAs\) for Ground Transportation Services](#)

- c. Under Section 3, Article 17. Proposal Security is hereby amended into **USD 6,000.00**; **the acceptable forms shall remain the same as per Section 2 and Section 3 Article 17 of the RFP.**
- d. Under Form K, Format for Financial Offer, TABLE 3 – the Breakdown of Fees is hereby amended for **Inter-terminal airport shuttles** to include rates on DAILY and MONTHLY Basis. The NEW Format as follows:

From PoE		Final Destination	Vehicle type/Price (USD)						
			DAILY BASIS						
			Handicap van	2-3 pass	3-7 pass	8-9 pass	9-14 pass	15-36 pass	37-50 pass
<b>JFK</b>	IOM staff and refugees	Inter-terminal airport shuttle (12hrs/ 5days a week)							
<b>ORD</b>									
<b>LAX</b>									
<b>IAH</b>									

From PoE		Final Destination	Vehicle type/Price (USD)						
			MONTHLY BASIS						
			Handicap van	2-3 pass	3-7 pass	8-9 pass	9-14 pass	15-36 pass	37-50 pass
<b>JFK</b>	IOM staff and refugees	Inter-terminal airport shuttle (12hrs/ 5days a week)							
<b>ORD</b>									



LAX									
IAH									

- e. **Under Section 5 Terms of Reference Article 4** is hereby amended to:  
 “The service provider must provide a charter bus or similar with a bathroom on board for trips of more than two hours. **If IOM requests a smaller vehicle style where an on-board bathroom would not be possible**, restroom stops must be provided every two hours and upon request during transit”.

### 3. Clarifications received via email:

	Clarification	Response
1	I see you are the point of contact for Clarification of Solicitation documents; I wonder if you could help me out on this.	The UNGM link is available on this link below: <a href="#">Long-Term Agreements with IOM for Ground Transportation Services in Support of the United States Refugee Admissions Program (USRAP) in the U.S. (ungm.org)</a>
2	I see that there was a pre-proposal conference that occurred this morning. Is there access to a recording of the meeting and/or a list of participants from Industry that attended? We are also moving very quickly to get our questions in. If we get them in tomorrow, would they still be eligible to be answered?	Indeed, there was a preconference meeting held this morning. There are no recordings but all <b>FINAL responses to both verbal and email clarifications will be circulated in writing</b> via the following website:  <b>USRAP</b> <a href="https://usrap.iom.int/procurement">https://usrap.iom.int/procurement</a>  We have extended the submission of <b>clarifications</b> until: <b>07 November 2023 @ 17:00 HRS EST</b> using the mailbox: <a href="mailto:ttruong@iom.int">ttruong@iom.int</a>
3	Does a large business firm preclude them from this RFP?	Please refer on Section 4, Eligibility requirements and Qualification Criteria of the RFP
4	Can the firm subcontract to certified DOT operators to perform the service?	Please refer on Section 5 Terms of Reference Article 4 on Scope of services and requirements on subcontracting
5	Regarding the cancellation policy, can the 4-hour notification be negotiated?	IOM is willing to consider adjusting the four-hour advanced notification period.
6	How far in advance are the movements typically notified to the operator?	Generally, notifications provided on a weekly basis. However, flexibility should be considered due to the dynamic nature of IOM operations as some factors can be beyond IOM controls.
7	Are both hourly and mileage rates acceptable?	Neither are acceptable, refer to the price schedule using Form K of the RFP. Quotes should be on a per trip basis except for inter-terminal shuttle service, which should be at a daily and monthly rate (Refer to 2.D new price format above).
8	Are there vehicle requirements over a certain mileage (i.e. motorcoaches with restrooms) regardless of passenger number?	Please refer on Section 5 Terms of Reference Article 4 on Scope of services, vehicles with bathroom on-board is required for trips over two(2) hours. For smaller vehicles without a bathroom on board, restroom stops must be provided every two hours and upon request during transit.
9	Is there an incumbent currently performing this work?	No incumbent at ORD and IAH.JFK, LAX and IAD do currently have a vendor performing this work.



10	In order to provide realistic or complete pricing, can the United Nations apply percentages for each of the 5 major international airports. (Eg., Based on historical numbers, it is expected that 70% of the transportation requests or movements will be from JFK international airport.) --- RE: Annex A (LIST OF GROUND TRANSPORT DESTINATIONS), pages 24-27	IAD – 33% JFK – 41% LAX – 22% ORD – 2% IAH – 2%
11	Can the United Nations provide industry an estimate of how many refugees are expected to be transported on this contract, on an annual basis. How many IOM staff?	Approximately 15,000 refugees and 170 staff. In some instances, medical and/or operational escorts will accompany the refugees.
12	Once movement or transportation request is in execution, what is the United Nations expectations or requirements for the immediate direct care of refugees being transported. (Eg., Will food or drink or basic medical needs be provided by the contractors or vendors?)	Please refer to section 4 of the Terms of Reference, Articles 1 and 3.  The service provider must be able to accommodate all refugees and their baggage, including those with mobility/medical equipment needs, such as wheelchairs and oxygen tanks.  Note that IOM typically provides food for refugees. For some long-haul trips of 3 or more hours, sufficient water and/or meals for all refugee passengers shall be provided on an exceptional basis, upon advanced request by IOM, utilizing the IOM Ground Transportation Request Form (Annex X) to be provided.
13	Does the United Nation require a travel management system that also tracks the transportation of refugees in real time that the United Nation can access?	No
14	If multiple LTAs are established, will UN award by the six international airports? Or will UN issue Orders to which the awardees will bid on them?	LTAs will be awarded on per POE location basis
15	When a travel arrangement is made for a refugee at a particular airport, how long lead time will a Contractor have before their arrival to coordinate ground transportation services?	Generally, notifications provided on a weekly basis. However, flexibility should be considered due to the dynamic nature of IOM operations as some factors can be beyond IOM controls.
16	What is the current process time for background checks provided by IOM?	Average time is 3-5 weeks, but some cases may take longer.
17	Historically what home countries have the refugees been arriving from?	Last fiscal year, refugees resettled to the U.S. were from more than 50 nationalities. Regional allocations may vary from year to year.



		<p>Per the Presidential Determination on Refugee Admissions for Fiscal Year 2024, the admissions numbers shall be allocated among refugees of special humanitarian concern to the United States in accordance with the following regional allocations:</p> <p>Africa . . . . . 30,000-50,000  East Asia . . . . . 10,000-20,000  Europe and Central Asia . . . . . 2,000-3,000  Latin America/Caribbean . . . . . 35,000-50,000  Near East/South Asia . . . . . 30,000-45,000</p>
18	<p>On page 21-22, IOM lists the types of vans/buses required from a 2-3 passenger vehicle to a bus. Across all vehicles, what percentage of the time do you need a 2-3 passenger vehicle, 3-7 passenger vehicle, 9-14, 15-36, 37-50? The goal of this question is to determine is the greatest volume being smaller vehicles or buses?</p>	<p>Please see below projections based on our historical data:</p> <p>2-3 pax – 21%  3-7 pax – 35%  8-9 pax – 23%  9-14 pax – 18%  15-36 pax – 2%  37-50 pax – 1%</p>
19	<p>In Section 4.3, IOM states the need for long haul trips. How many hours of ground travel is considered long haul?</p>	<p>3 hours or more</p>

**4. All other terms and conditions of the RFPUS2023-002 remain unchanged.**

Prepared by: BEAC Secretariat

Approved By: David John