

RFP for National Symposium:

Extreme Weather Event Impacts on Transportation Infrastructure

Amendment #1

Questions & Answers

- 1) The RFP notes that, "AASHTO will be responsible for communications with the meeting participants on travel arrangements and will coordinate travel reimbursements." Does AASHTO intend to cover participant travel costs separately, or should we include those reimbursements in our cost estimate? If AASHTO intends to cover invitational travel under this contract, should all bidders use a consistent plug value for this component of the cost estimate?

Participant travel costs will be covered separately. The contractor should not include any participant travel costs in the cost estimate.

- 2) The RFP notes that the contractor will not be responsible for preparing and overseeing a registration website, but that the contractor will work with AASHTO to develop the conference invitation. Should we assume that the contractor will be responsible for developing a list of invitees, crafting a "save the date", tracking participant responses, and reminding invitees to RSVP?

The contractor is responsible for crafting the "save the date"/conference invitation. The contractor is not responsible for developing a list of invitees, tracking participant responses, or reminding invitees to RSVP.

- 3) Similarly, the RFP notes that AASHTO will send the invitations to its own members. To the extent that non-members will be invited, should the contractor plan to draft and send those invitations?

Yes, to the extent that non-members will be invited, the contractor should plan to draft and send those invitations. Non-member participants will likely only include speakers.