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Request for Proposals International Space University Space Studies Program Host Site

Version: August 2016

Deadlines for Proposals:

Letter of Interest: September 1st (each year)

Full Proposal: October 31st (each year)

To be sent to:

International Space University

SSP Director

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This document is available electronically at:

<http://www.isunet.edu/host-site-application-process>

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1 Introduction to the International Space University

The International Space University (ISU) is an educational institution delivering graduate and professional development programs and performing space-related research. Our mission is to prepare individuals to respond to the current needs and evolving demands of the space sector as well as to forward the development and application of space technology in a rapidly changing world through the peaceful use of outer space for the betterment of all humanity. ISU provides interdisciplinary training through a master's program delivered at the Central Campus in Strasbourg, France in addition to its professional development programs taught in locations around the world. All ISU programs are offered in an international and intercultural learning environment.

Since it was founded in 1987, more than 4000 alumni from over 100 countries have completed ISU programs. Together with hundreds of ISU faculty and lecturers from around the world, the ISU alumni comprise an expanding, tight-knit network of space professionals and leaders that actively facilitate individual career growth and promote professional activities and international cooperation.

1.1 ISU Programs

Designed to meet the needs of post-graduates and professionals in the space sector or those who wish to work in a space-related field, ISU offers the following programs.

- Space Studies Program (SSP)
- Master of Space Studies Program (MSS)
- Southern Hemisphere Summer Space Program (SHSSP)
- Executive Space Course (ESC)
- Short courses and seminars
- Symposia and workshops
- Research activities

The ISU programs cover both technical and non-technical disciplines as well as providing intercultural and team skills training relevant to space-related fields and activities. These programs are delivered by ISU resident and part-time faculty and by visiting lecturers coming from academic institutions, government agencies, and industries from around the world.

At ISU, programs focus on the three I's

Interdisciplinary

Broad-based educational programs that encompass all disciplines relevant to space—scientific, engineering, economic, regulatory, social, political and organizational—provide participants with a multi-dimensional perspective, vital for understanding and effectively dealing with complex space development and utilization issues.

International

Global networking opportunities and intensive teamwork practices at ISU provide its diverse participant body a clear edge when performing in competitive and collaborative international space programs.

Intercultural

Interacting with people from a variety of different backgrounds, including academic, cultural, organizational, and national, with varied approaches to problem solving and occasionally conflicting objectives, prepares ISU participants for the multicultural environment of today's world space community.

1.2 ISU Partnerships and Accreditation

Though academically independent, ISU is closely affiliated with many international organizations. It has permanent observer status within the Committee on the Peaceful Uses of Outer Space (COPUOS) of the United Nations Office for Outer Space Affairs. It also has cooperative agreements with CNES (French National Space Agency), CSA (Canadian Space Agency), ESA (European Space Agency), NASA (National Aeronautics and Space Administration), ISRO (Indian Space Research Organization), and JAXA (Japanese Aerospace Exploration

Agency). A member of the International Astronautical Federation (IAF), ISU contributes as the focal point for space education matters to the Space Agency Forum (SAF), created and endorsed by the space agencies of the world. Finally, ISU has cooperative agreements with organizations devoted to furthering public understanding and knowledge about space, such as the National Space Society and The Planetary Society.

The government of France has formally recognized ISU as an “Establishment of Higher Education”, and universities worldwide recognize ISU program certificates at the graduate level. While ISU is working towards obtaining accreditation, we maintain formal academic agreements with many universities to offer further graduate educational opportunities for graduates of the ISU MSS and SSP Programs.

Participants who successfully complete the SSP may receive graduate credits from the host institution. Other universities, such as the Kyushi Institute of Technology in Japan and the Moscow Aviation Institute in Russia, recognize the SSP and grant graduate credit. In some past SSPs, the Host Institution has granted ECTS to participants who successfully completing the program.

1.3 Additional Information

Potential SSP host candidates are invited to consult the ISU website at www.isunet.edu or to contact the SSP Director at: 1, rue Jean-Dominique Cassini, 67400 Illkirch-Graffenstaden, France, Telephone: +33 (0) 3 88 65 54 30; Fax: +33 (0) 3 88 65 54 47; e-mail: info@isunet.edu

2 The Space Studies Program

2.1 Background

The SSP is an intensive and unique 2-month professional development program providing graduate students and professionals alike with a unique educational experience on the world's space activities. The program facilitates the acquisition of knowledge, skills, and professional contacts in an interdisciplinary, intercultural, and international setting. To provide an opportunity to as many different host sites as possible, the program is held annually in a different educational or research institution around the world.

The main SSP session runs for two months. SSP sessions generally convene in the mid-June to early-September timeframe. Start and end dates are flexible. During the week prior to the official opening of the SSP, referred to as Week "zero" (Week 0), the Space English Access Course (SEAC) is offered to non-native English speakers who wish to refresh their skills and familiarize themselves with common terminology to which they will be exposed during the program. The number of participants in the SEAC runs from 10 to 40 individuals. The actual number varies from year-to-year. The SSP typically attracts 90 to 120 participants, who receive a personal educational and developmental experience from the 15 core, department, and team project chairs, 20-30 faculty, and numerous visiting lecturers participating in the program. The total number of staff, TAs, chairs and visiting faculty typically numbers between 120 and 150, though only a fraction of this number stay at the SSP for the duration of the program.

The SSP offers an ideal forum for participants and faculty alike to engage a network of international space experts and to forge new and long-lasting professional relationships. Particularly impressive is the cultural diversity of the ISU programs. During past SSP sessions, participants have typically studied and worked with hundreds of distinguished space educators and experts from more than 30 countries including astronauts and cosmonauts, designers, engineers, specialists in space life sciences, physicists, historians, policy makers, lawyers, managers, entrepreneurs, and many from others areas of expertise.

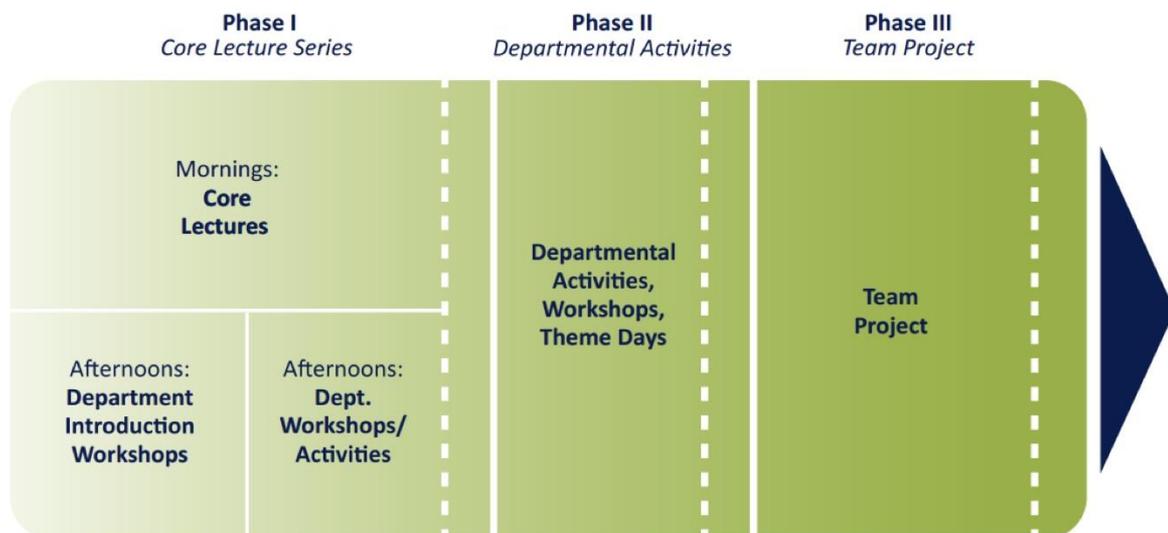
2.2 SSP Academic Program

A detailed description of the SSP academic content is published each year in the form of a Space Studies Program Handbook, which can be downloaded by faculty, staff, visiting lecturers, and registered participants. A general description of the SSP curriculum is available at www.isunet.edu/SSP. The SSP curriculum offers a balanced program comprising:

- **Core Lectures:** Series of up to 60 one-hour lectures covering fundamental concepts and inter-relationships in major space-related disciplines, both technical and non-technical.
- **Workshops:** Hands-on or participatory interactive activities that provide reinforcement of the fundamentals taught in the core lecture series as well as a more in-depth learning experience in a broad range of both disciplinary and interdisciplinary topics.
- **Departments:** The seven SSP departments are aligned with space-related disciplines and include Space Engineering, Space Management and Business, Human Performance in Space, Space Policy, Economics and Law, Space Applications, Space Sciences, and Humanities. Departmental activities include in-depth lectures, workshops, or professional visits, and individual or small team assignment work. SSP participants are encouraged to stretch and explore areas outside of their own field of expertise.
- **Professional Visits:** Visits to both space-related and non-space related organizations are used to enhance the participants' learning experience by providing direct exposure to areas such as manufacturing, development, and operations.
- **Team Projects:** The participants choose to participate in one of three Team Projects, which are intense interdisciplinary group studies focused on topics of interest to the space world. The host site is invited to suggest the topic for one of the three Team Projects executed during the course of the session. The goals of the Team Project include experiencing top level decision-making processes in an international context, learning how to function effectively in a multicultural environment, contributing to a successful group effort, putting theoretical instruction into practice, and producing a realistic

conceptual design relating to a current, major international space topic of interest. The outputs are a professional quality final report and executive summary.

- **Distinguished Lectures:** There are a number of public lectures or panel sessions delivered by well-known space experts from around the world during the course of the SSP. The general public is invited to attend these evening events. The International Astronaut Panel is a featured public event every year, as is the Arthur C. Clarke Panel, which explores the intersection of space and popular culture.
- **Theme Days:** These are half-day sessions during which an important or ‘hot’ topic is addressed by specialists from different countries and specialties in an international and interdisciplinary manner. The topic may be related to a particular expertise at the SSP host site.
- **Space English Access Course (SEAC):** Because the official language of ISU is English, a pre-SSP Space English Access Course is provided to those participants who wish to improve their language skills. The course focuses on relevant space-related English terminology. The SEAC convenes in Week 0, the week prior to the official opening of the two-months SSP session. During this time, all SSP teaching associates and staff plus the participants in the SEAC are on site.
- **Cultural Events:** The SSP also provides a uniquely rich human experience. Not only do students discover the culture of the surrounding host city and country, but also the social events and cultural nights held during the session help them learn about and appreciate the cultures of their colleagues.



The SSP program is organized into three interrelated phases as shown in the diagram above. Phase I emphasizes fundamentals via the core lecture series. Phase II comprises focused departmental discipline work. Phase III is mainly devoted to developing the Team Projects. Interspersed throughout the session are theme days on current issues and topics, workshops with hands-on activities, distinguished lectures and panels, and professional visits.

2.3 SSP Planning

Planning for the SSP begins almost immediately after a host site is selected, which is generally in March two years prior to the year of the actual session, or about 28 months prior to opening ceremony. A kick-off meeting, which can be face-to-face or virtual via video or teleconference, will generally convene in the fall of the same year that a site is selected. By this time the host site will have finalized the local organizing committee (LOC) and begun to invite members for the International Organizing Committee, should the host elect to form this committee (see Section 4 for more details).

During the next year, the selected host will begin to promote the event, solicit sponsorship, design a poster for the session, begin recruiting local faculty and experts to provide academic support, and other preliminary activities. In the summer of the year prior to the year for which a site is selected, the selected host sends representatives to the prior year SSP to observe the operations of an in-progress program. During that same summer, the SSP Director will issue a call for chairs and a call for faculty and visiting lecturers. Once the chairs

are endorsed by the ISU Academic Council and appointed by the ISU President or Dean, academic planning begins in earnest.

The first major event associated with the SSP at the selected host site is the Curriculum Planning Meeting, or CPM. The CPM is a one-week meeting of the SSP chairs, director, and relevant permanent SSP staff organized by ISU. The CPM is normally convened at the SSP host site location to give everyone the opportunity to visit all potential ISU dedicated facilities (academic, food service, lodging). This meeting convenes in late November or early December of the year before the SSP. It is during this meeting that the entire curriculum for the upcoming SSP is planned in detail and the project plan, food and lodging contracts are negotiated. It is also an opportunity for the chairs and SSP staff to get acquainted with the host site facilities and local resources.

To support the SSP academic planning, the host is invited to provide the following information at the times indicated.

- Names and resumes or curriculum vita of local faculty or experts who can provide academic content in the form of workshops, theme days, departmental activities, or lectures to the SSP. This information is needed no later than September 15th in the year before the SSP convenes to ensure that local experts are involved.
- A topic, including descriptive title and written summary, of the host site-selected Team Project. Generally, the SSP participants execute three team projects. The ISU Academic Council selects two TP topics from proposals submitted to ISU with the third topic identified and developed by the host site. ISU requests that the host seek local sponsorship for the third topic. The host may provide a chair for the local TP if they so desire. The TP topic and name of the local chair (if a local chair is identified) should be submitted to the SSP Director no later than June 1st of the year prior to the SSP being planned.
- A list of local space industries, agencies, research institutions, or any facilities that might host a professional visit by small groups of SSP participants. This information is required no later than September 1st in the year before the SSP convenes.
- A detailed proposal on the academic credits awarded to ISU alumni after the session, with description of the credits and relation to ECTS credits.

The details of the academic requirements are provided in Sections 5.7 and 5.8.

3 Benefits of hosting an ISU SSP Session

The SSP provides the opportunity for the host to be identified with a highly visible, international event that focuses on space related educational activities. The SSP routinely draws leading international specialists in space development and exploration to the host site, thus creating opportunities for future collaboration. Hosting an SSP brings both tangible and intangible opportunities, events, and economic remuneration. It also provides a forum in which local experts can network, often meeting each other for the first time at one of the many SSP public events. Key SSP attributes include the following.

- An International Showcase: The SSP offers opportunities for a region's space-related industries and research groups to showcase their capacity and strengthen their international contacts. The SSP offers a unique opportunity of gathering leading international specialists at the host site. In addition, the SSP participants, staff, and faculty will remember the place and the host, and will continue to make the host institution known throughout the world.
- International Event: Local space activities can be made visible to the public (local, national, and international) and to decision-makers.
- Curriculum: The SSP is a means to increase international cooperation and to offer a graduate level specialized program. Local experts are invited to contribute to the curriculum and become part of a growing international network of faculty, visiting lecturers, and alumni. Finally, the team projects selected for a given SSP offer the opportunity to deal with topics that are of particular interest to the host, and to have these topics considered by the most promising young minds in the space field. Faculty members from the host sites have made very valuable academic contacts with visiting lecturers. Many host sites in the past have chosen to give credits to SSP graduates.
- Public Events: Numerous opportunities for community outreach occur during each SSP. These can help raise the visibility of the host site space capability set in the local community. Although ISU and its local hosts often seek sponsorship for these events, they are not a contracted cost to the local hosts. Public events include the model rocket launch competition, the robotics competition, and space-themed public exhibitions. The International Astronaut Panel, Arthur C. Clarke Memorial Panel, and all distinguished lecture and other panel events are open to the local community.
- Direct Economic Benefits: ISU normally brings well over 300 people, not counting families and accompanying partners, to the host institution's region during the two-month period in which the SSP is conducted. Most of these visitors have significant purchasing power. About one half of these participants stay in the region for the entire program, while the remainder resides in the area from one day to three weeks. The people participating in an SSP usually require flights, local transportation, accommodation, and meals. In addition, an average of 75 to 100 ISU Alumni gather for a three-day ISU alumni conference held during week five or six of the SSP.

Based on tourism industry research on economic benefits of major international conferences, the Adelaide Convention and Tourism Authority estimated that the total economic benefit to Australia as a result of the SSP04 Program was approximately four million Australian dollars (AU\$4M).

Longer-term benefits

Each SSP host organization can benefit on a long-term basis from the SSP program in a variety of ways. Previous SSP sessions provide the following practical examples.

- A study performed during an SSP was key to setting up a national space agency in the host country.
- A regional Institute of Space Studies was created as a spin-off of the efforts by the local SSP host.
- A lasting awareness among the local population about benefits of space applications, after a series of public events (exhibitions, contests, conferences and panels, etc) held in conjunction with an SSP.
- Increased long-term opportunity for major events selection at the host site (e.g. present selection of Adelaide to host the prestigious IAC event in 2017)
- A permanent affiliation with the ISU network.

4 General Requirements to Host an SSP

4.1 General Responsibilities for SSP

The general principle in defining the responsibilities of the parties involved in conducting a successful SSP is the following.

- ISU provides the curriculum and conducts, operates, and manages the SSP; and
- The host organization provides the infrastructure and services.

4.2 SSP International Advisory Committee

ISU, in collaboration with the selected host organization, may choose to nominate an International Advisory Committee. Its members are chosen for their ability to provide high-level advice from an international perspective to the SSP on sponsorship and other forms of financial support for SSP and support the promotion of SSP to postgraduate students and professionals throughout the international community. The committee is to be co-chaired by the President of ISU and by a nominee of the SSP host organization.

4.3 SSP Local Organizing Committee

As soon as a proposal is in preparation, the host organization should establish a Local Organizing Committee (LOC) comprising representatives from the main partners and/or sponsors involved in the local hosting activities. This arrangement has proven to be quite effective in ensuring successful SSP sessions in the past.

4.4 Host Site Commitments and Costs

4.4.1 Host Site Commitments

The host site partner accepts a number of commitments in the form of goods, services and infrastructure that can effectively support the following areas to the maximum extent possible. Details of all of these are provided in Section 5 of this request for proposals. These goods, services and infrastructure are typically provided in-kind, at no cost to ISU.

- Administrative, academic and social facilities (classrooms, laboratories, administrative and logistics offices for SSP staff, academic offices for faculty, lecturers, teaching associates)
- Support equipment for the above facilities (e.g., furniture and IT/communications equipment).
- Local faculty and visiting lecturers for SSP curriculum
- Local staff to support the day-to-day operations during the SSP session
- Stipends, fees, or honoraria for local faculty and staff, as well as for local visiting lecturers is normally provided as an in-kind contribution by the host and the hosting community to ISU
- Recruitment of local participants
- Provision of, or assistance in, arranging lodging and dining facilities for students, faculty, staff, visiting lecturers and visitors (ISU pays in full for the lodging and meal services)
- Computer facilities with appropriate network and Internet access
- Facilities for ISU Library and access to the host site Library
- Equipment loans for telecommunications, photocopiers, audio-visual devices, and computers
- Provision of, or assistance in, obtaining local transportation and drivers, when necessary (e.g., to/from airport on arrival and departure days, department transportation for professional visits)
- Sponsorship of special events (opening ceremony, public events, guided tour of the host city, welcome brunch, cultural visits, closing ceremony)
- Local support to ISU alumni weekend by ISU local alumni (expenses related to the weekend will be covered by the participants)
- Promotion of the ISU SSP in the host country/region, including the SSP poster and t-shirts as well as possibly banners, signs, and other promotional materials
- Other program support for the ISU curriculum, such as a team project topic (with sponsorship if possible), space-related visits close to the location of the SSP, and hands-on activities

- Introductory language courses in the host country language (if not English).
- Other items listed in the table in Section 4.4.2 (e.g., Opening and Closing Ceremonies, Receptions)

4.4.2 Host Site Costs

The host site will incur some costs associated with its commitment to hosting an SSP session. As outlined in Section 3 of this RFP, there are numerous benefits that the host derives that may serve to offset the investment in an SSP. Costs can be mitigated or eliminated with a well-planned sponsorship campaign, which the host site is encouraged to begin even before the proposal is submitted. ISU stands ready to support the hosts in identifying and working with potential sponsors to enhance the quality of the program and minimize the cost burden to our hosts. The table below summarizes the commitments and costs of an SSP host site. Some host site costs are listed in the table below, and details are provided in Section 5.

Local Expense	Cost Estimate in Euros (€)	Notes
Opening Ceremony	15K€ - 50K€	Cost of the Opening Ceremony is driven by the choice of the local entertainment, reception catering costs, venue costs, and the cost of transporting the SSP participants to and from the OC location.
Closing Ceremony	10K€ - 25K€	Major cost of the Closing Ceremony is the closing banquet or dinner reception and venue.
Field Trips or Cultural Visits	25K€ - 50K€	While such trips are not a mandatory element of the proposal, many hosts choose to provide such trips for the SSP participants. These must be well-planned and are generally fully or partially sponsored when they are included in the program.
Communication and Welcome Pack	5K€ - 15K€	Posters, T-shirts, Academic Handbook, Backpack
Welcome Brunch	2K€ - 5K€	Usually held the morning after participant Arrival Day
Farewell Brunch	2K€ - 5K€	Usually held the morning of the Closing Ceremony
Lodging & Food Service	ISU pays for all lodging and meals consumed. ISU typically purchases between 9000 and 10000 lodging nights and between 18000 and 21000 meals.	The host institution may incur some personnel costs associated with assisting ISU in identifying service providers and facilitating contracts negotiations.
Infrastructure	In-Kind or Opportunity Cost	Academic facilities such as classrooms, lecture halls, computer labs, and staff offices are normally provided at no charge to ISU.
Local transport	2K€ - 5 K€	The local host will provide one van and one car during the duration of the event.
Local Lecturers	In-Kind	Compensation of local lecturers is generally covered by the local host.
Local Support Staff	In-Kind during the session plus travel to the prior year host site	Staff to provide support in the areas of logistics, IT, planning, coordination, and transportation. Provision of an Operations Assistant highly familiar with the local area and fluent in the local language is beneficial. Note that the host is expected to provide at least one staff person to support the prior year SSP session for the full duration of the program. ISU normally covers the lodging and food costs.
Local and Regional Sponsorships	This amount is not contracted. The potential for local sponsorship is an	Local financial sponsorship is important to the success of the program and can help cover most, if not all, of the local costs incurred in hosting an SSP session. Local, regional, and national governments are often major

	important factor in assessing potential SSP host sites.	sources of support as are companies, foundations, and associations with local ties and an interest in space or community development.
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5 Required Information

ISU requires basic information regarding the organization of and the institutions involved in submitting a proposal to host an SSP. The proposal should provide details in each of the areas described in the following sections. The proposals are evaluated on seven major categories, each of which is identified and details provided in sections 5.2 – 5.8. Evaluation criteria are discussed in Chapter 6 of this document. To facilitate the evaluation process, proposers are requested to address each major category in the proposal submitted in the same order as the same major headings as are presented in this chapter.

Throughout the remainder of this document, the term Proponent refers to any entity assembled for the purpose of responding to this solicitation and which, if selected, will carry out the resulting project. The Proponent can be a single institution or a consortium.

5.1 General Information

In the first section of the proposal:

Provide the following general information regarding the Proponent.

- Name of the proposed host institution, the city, and country in which it is located
- Names of partner organizations, corporations, institutes, or agencies, if any
- Indicate the type(s) of entities involved in the proposal (i.e., educational, government agency, research center, corporation, joint venture, or other)
- General overview description of the Proponent including any information deemed relevant to this proposal, including photographs or graphics (e.g., campus or area maps) as desired
- Proponent's prior experience in organizing events of similar size and scope
- Identify any holidays, religious events, or other scheduled activities that might affect the SSP academic program schedule or related support businesses/organizations
- Identify the type of Visa (if any) required for international participants to enter the country to participate in a 2 months professional development program
- IMPORTANT: Identify any nationalities that are restricted from entering the host country

5.2 Local and Surrounding Area

There are a number of aspects of the local and surrounding area that are important to a successful SSP session.

In this section of the proposal:

Address the following points.

- Safety and Security. The safety and security of the SSP faculty, staff, and participants is of paramount importance and concern. Describe the general safety and security situation in the local area. If available, please provide a summary of the local crime statistics over the last five (5) years. Please also indicate the typical response time for emergency responders, including police, ambulance, and fire department.
- Area attractions and recreation. Describe the public, cultural, and scenic attractions, recreational and athletic possibilities, shopping, restaurants, bars, cinemas, theaters and public facilities like laundry and convenience stores. Indicate which of these are within walking distance or convenient via public transportation or automobile. Identify any special events like concerts or festivals that might be held during the SSP. Indicate if it might be possible for SSP participants and staff to obtain discounted tickets to local entertainment events, theaters, shows, concerts, athletic clubs or facilities, or other attractions. Please also confirm that most local stores, attractions, and facilities are accessible to mobility challenged individuals.
- Health Care Access. It is expected that the host institution will *facilitate* the access to on- and/or off-campus medical services to all participants to the SSP, all of whom are *required* to have appropriate medical and personal liability insurance coverage before joining the program. Specify any additional insurance requirements for each participant coming to the Proponent location (e.g. travel insurance or health insurance). Provide a brief description of the local medical system including the medical

facilities that are available at or near the host institution, hours of operation, financial procedures, and languages spoken at these facilities. Also indicate where the nearest full-service hospital is located and estimated time travel time from the host site. Also indicate whether 24-hour emergency service is available.

- Other Services. Describe the availability of the following: banking/money exchange, photocopying, office supplies, hardware stores, postal services, bookstore, beauty salon, barber shop, travel agency, food market, pharmacy, religious facilities, and day care or nursery facilities.
- Local Policies, Customs, and Laws. Clearly identify relevant local policies, customs, and laws. SSP participants, faculty, and staff come from around the world, where different cultural norms are found. As an example, the host institution policies on smoking and alcohol consumption should be made clear in the proposal. It should also be made clear if males and females can be accommodated in the same facility.

5.3 Transportation

During the course of the SSP session, a number of transfers and various forms of transportation are required. The SSP participants, faculty, and staff will arrive from many different countries, so it is important to have access to an international airport. It is even more important that the transfer times between the accommodations and academic facilities, between the academic facilities and food service location, as well as that between the accommodations and food service location be minimized. Ideally, the accommodations, academic facilities, and food service location should all be within walking distance. Access to safe and reliable public transportation is also important.

Transportation needs of the SSP vary depending on the event in question. Specific events with demanding transportation needs (buses or vans) include arrival day, Opening Ceremony, some workshops and departmental activities (generally there are four or five during the course of the session), professional visits, and departure day. Other events, planned or otherwise, arise on an almost daily basis and have less demanding needs, but typically require at least one full-sized van.

The Proponent normally provides for the transportation needs of the SSP in terms of cars and vans. In the case where ISU staff members may be unfamiliar with the local driving laws and customs, drivers for the vehicles would also be required.

In this section of the proposal:

Provide the information required to address the following transportation-related elements.

- Describe the safety and security of the local transportation services.
- Describe the domestic and local travel methods that would be available to and around the host site.
- Describe the local public transportation system, including prices and days/hours of operation. Indicate whether or not the Proponent will provide directly or seek sponsorship to provide SSP participants, staff, and chairs with public transportation passes or tickets at no cost to ISU for the duration of the session.
- Indicate the transit time and transportation means between the accommodations and the academic facilities.
- Indicate the transit time and transportation means between the academic facilities and food services location.
- Indicate the transit time and transportation means between the accommodations and food services location.
- Indicate the availability of transportation services for mobility challenged individuals among all the facilities listed above.
- Indicate the location of the nearest international airport
- Indicate the transit time and transportation means between the nearest international or local/regional airport and the host site location and accommodations (bus, shuttle, taxi, train, etc.)
- Indicate if the Proponent will provide transportation between the airport and academic or accommodation facilities at no cost to ISU. If not, indicate the approximate cost per person round-trip.

- It is expected that the Proponent provide transportation to/from the SSP opening ceremonies, closing ceremonies, or any public events that do not convene on the premises of the host institution. Confirm that this will be the case.
- The Proponent typically provides transportation for professional visits during the Phase II of the SSP. Each SSP Department may schedule one or more professional visits to local aerospace companies, museums, or research centers with programs of interest to one of the SSP Departments. Confirm that professional visit transportation will be provided.
- If any means of transportation other than walking is required to keep the transit times between the accommodations, academic facilities, and meal service locations less than or equal to 15 minutes, indicate the means and cost of the transportation. Ordinarily, the Proponent covers these costs.
- Indicate whether it is possible to rent cars, vans, bicycles, and chartered busses in the local area. For each positive response, provide a list of potential rental companies.
- Indicate whether or not the Proponent will provide one (1) car and one (1) van for use by the SSP staff for the duration of the program at no cost to ISU.

5.4 Lodging

As an intense, short duration program, the SSP requires accommodations to be available for all participants, staff, and faculty either on site or in close proximity to the host institution. ISU will pay for these services. The host institution is requested to provide some level of financial subsidy, such as the kind available to the host institution’s students and faculty, *if* such is provided. **During a typical SSP, ISU purchases between 9000 and 10,000 lodging nights.**

It is highly desirable that the location of the accommodations is in close proximity to the academic facilities, preferably no more than 10 to 15 minutes walking distance from one another. If proximity for all is not possible, it is most desirable to have participants and program staff closer to the academic facilities, followed by academic staff. All accommodations must have either in-room high-speed Internet access or access provided in nearby common areas. Wireless access is preferable. *Internet access in the residence facilities is generally provided at no cost to ISU.*

The approximate number of participants and the schedule of arrivals and departures to/from the SSP site are provided below as well as the definitions of the types of participants.

- Definitions
 - Participants – Individuals registered for the SSP
 - SEAC participants – Individuals registered for the SSP and also registered for SEAC
 - Academic staff – Core, Department, and Team Project Chairs; SSP Faculty and Visiting Lecturers
 - Program staff – ISU Permanent Staff (SSP Director & employees of ISU), Teaching Associates, and Temporary Staff
- Expected number of Individuals by Type
 - Participants 110 ± 20
 - Academic staff 170 ± 20
 - Program staff 25 ± 5
- Participant Numbers by Program Week

<u>Week</u>	<u>Participants, #</u>	<u>Participants, Type</u>
-1	4 ± 2	Program staff
0	50 ± 20	Program staff + SEAC instructors and participants
1	150 ± 30	All
2	155 ± 30	All
3	155 ± 30	All
4	165 ± 30	All
5	165 ± 30	All

6	150 ± 30	All
7	150 ± 30	All
8	145 ± 30	All
9	145 ± 25	All
10	4 ± 2	Program staff

The requirements for the SSP accommodations are:

- Approximately 150 single occupancy rooms with private or semi-private bath/shower and toilet for the SEAC participants (Week 0); participants and academic staff (Weeks 1-9) and program staff (Weeks -1 through Week 10).
- Up to ten (10) apartments or studios for ISU permanent staff (single or double occupancy) for Weeks -1 to 10
- An average of 30 rooms for academic staff (single or double occupancy with private bath)
- All rooms shall be furnished, at a minimum, with beds, desk, chair, and storage units, and shall include bed sheets, a pillow, blanket, and towels
- Cleaning service shall be provided once per week.

During the course of the SSP, there are a number of VIPs who are invited to provide distinguished lectures, participate in the evening panels, or participate in other SSP activities. Access to nearby hotel accommodations for these visitors is required. The hotels should at a minimum be of the quality of a European 3-star rating. If the host site has arrangements with hotels in the area for discounted room rates, ISU would greatly appreciate the opportunity to take advantage of such discounted rates. Please provide information on appropriate local hotels to accommodate VIP guests at the SSP.

In this section of the proposal:

Address the following points.

- Safety and Security. Discuss the safety and security of the accommodation facilities proposed as well as the area surrounding these facilities. What is the typical response time for emergency responders, including police, ambulance, and fire department?
- Accommodations. Describe the proposed accommodation facility or facilities and confirm that they meet the requirements as specified above. Include recent photographs of typical rooms as well as graphics, including the accommodation location on a campus or area map and, if possible, floor plans.
- Accommodation calendar. Please indicate whether the accommodation requirements of the SSP participants can be met for the full duration of the program, in accordance with the chart on page 9. Indicate also if the accommodations are at a single, or multiple sites. First arrivals are typically two weeks before the main session starts and the last of the staff will depart early in the week following the closing ceremony.
- Accommodation Features. Please describe the rooms, bath/shower/toilet situation, any recreational facilities available as part of the accommodation and any additional features such as laundry rooms, kitchens, and social and study areas.
- Accommodation Rules/Regulations. Indicate the smoking, alcohol consumption, and noise policies for the proposed accommodation facilities.
- Special Billing for Visitors. Indicate whether or not guests of SSP Participants can be part of the accommodation plans on separate billing.
- Internet/Wi-Fi Access. Provide details regarding high-speed network access in the rooms and common areas.
- Linens and Cleaning. It is expected that each room will be furnished with bed sheets, a blanket, a pillow, and bath towels. Cleaning service must be provided at least once per week. Please confirm that the linens and cleaning service is provided.
- Accessibility. Are the accommodation facilities accessible to the mobility challenged (elevators, ramps, etc.)?
- Climate Control. Is in-room climate control, like air conditioning, fans, or heat, provided?
- Costs. In the cost proposal, indicate the cost per person per night, including all required services described above.

- Hotels. Please provide a list of local hotels meeting the requirements specified above for VIPs, and the cost per night.

5.5 Food Service

Similar to the accommodations discussed above, the SSP requires that food services to be available for all participants, program and academic staff either on site or in close proximity to the host institution. ISU will pay for these services. The host institution is expected to provide some level of financial subsidy, such as the kind available to the host institution's students and faculty, *if* such is provided. **During a typical SSP, ISU purchases between 18,000 and 21,000 meals.**

It is highly desirable that the location of the food service is in close proximity to the academic facilities, preferably no more than 10 to 15 minutes walking distance from one another.

The basic meal requirements for SSP are:

- Food Safety and Hygiene: It is of the utmost importance that the food provided be prepared in facilities that meet the highest standards for cleanliness and hygiene.
- Quality & Nutrition: Food served during the SSP should be of high nutritional value. Meals should be based on nutrient rich foods like vegetables (fresh and cooked), fruits, whole grains, and lean meats, rather than high calorie energy rich foods that are heavy in fats and sugar.
- Quantity: A maximum of nineteen (19) meals per week (3 meals per day Monday through Friday, 2 meals on Saturday and Sunday) for an average of 150 people. Of these, the total number of meals consumed has historically been between 18,000 and 21,000. ISU will pay only for meals consumed.
- Serving Time: Food service times coordinated with the SSP schedule: breakfast before 0900, lunch between 1230 and 1400, dinner after 1800, weekend brunch between 1000-1300.
- Other: Special events meals and receptions during the SSP
- To go: the possibility for boxed meals including breakfast, lunch, and dinner
- Special dietary requirements: Accommodation for special diets including allergies, vegetarian, or religious requirements
- Energy content: food quantities sufficient to provide an average of 2500 calories per person per day
- Visitors' meals: the option for visitors to pay for their own meals directly in cash or with a credit card to the catering service.

While not a requirement, it is highly desirable that there is some variety in the foods that are served from day-to-day and week-to-week. In particular, the multinational aspect of the participant body should be taken into account and efforts made to serve a variety of ethnic dishes from time-to-time. One of the first items to become an issue is the food service when quantity and variety are insufficient.

Regarding beverages, other than juice/coffee/tea with breakfast, it is not expected that anything other than water be provided with lunch or dinner. Other beverages may be made available for an extra charge. It is highly desirable to have access to coffee services (extra purchase option is also acceptable) for lunch and dinner.

In this section of the proposal: Describe how the proposed food service will address the requirements and desired features described. Indicate if it is permitted to purchase alcoholic beverages such as wine or beer with the evening meal.

5.6 General Support

5.6.1 Proponent Provided SSP Support Staff

Proponent-provided SSP staff members are critical to the success of the program. The Proponent SSP support staff positions typically include an Operations Assistant, Computer Lab Assistant(s), Audio/Visual Assistant(s), and a Public Relations Coordinator. Specific responsibilities for Proponent-provided SSP staff could include:

- Organize local events (such as receptions and outings) for ISU participation.

- Provide support to the ISU Tech team in charge of computers, network, and audiovisuals.
- Negotiate with local vendors and contractors for efficient, low-cost services (banking, supplies, printers, shipping, and customs).
- Serve as liaison between the host organizers and ISU staff in specified fields of activity.
- Operate local transportation driving services throughout the program duration, particularly between the airport/train station and the session site.
- Work with the ISU public relations staff for media coverage, publicity, and promotion of the session (it is important that the local PR support will be able to provide press information both in English and in the local language for local media).

5.6.2 Number of Proponent Provided Staff

The number of staff members provided by the Proponent can vary from a minimum of two up to six or more, depending on the SSP site. In a country where the language is not familiar to the rest of the SSP staff, the need for additional Proponent-provided staff members increases. The Proponent provided staff members are expected to provide support to the SSP during the 10 weeks that the SSP is ongoing (Week -1 through Week 9).

ISU understands that the number of support staff that can be offered is variable and depends on the Proponent. ISU is flexible on this point, but strongly emphasizes the need for an operations assistant who is fluent in the local language and familiar with the local area.

5.6.3 Prior year on-site SSP Staff Support

The Proponent selected to host an SSP is required to send a representative to participate as a fully operational member of the staff during the SSP in the year prior to the year during which they will host the session. It is expected that this representative be provided as in-kind support, with ISU providing food and lodging. This arrangement has proven to be enormously helpful to provide a better understanding of the dynamics and challenges that an SSP represents.

5.6.4 Visa and Immigration Support

Another critical area of support required is assistance with visas and immigration. It is required for the Proponent to provide visa acquisition support to the SSP management team. Visas will be required by many of the SSP participants, faculty, and staff. ISU will work closely with the Proponent on this point.

5.6.5 Public Relations and Promotion

Working with the ISU Central Campus, a high-visibility promotional campaign and media coverage of the session should be planned and implemented. Promotion of SSP in the SSP host country typically includes: design, printing and mailing of the SSP poster; SSP t-shirts for participants and staff (typically 250-300 units); banners and signs; welcome packet bags with maps; and small memorabilia/tokens for visitors. The Proponent provides for the design, printing and mailing of a specific poster to promote the session. The ISU specifications on format and contents are provided as soon as a Proponent is selected to host a session. The total number of posters typically printed is 1000, of which:

- 250 are to be sent to the SSP site (while ongoing) one year before SSP
- 500 are used by the Proponent for its own promotional activities
- 250 are sent to ISU Central Campus nine months before SSP
- The electronic file of the poster is also made available to ISU.

5.6.6 Opening and Closing Ceremonies

The SSP Opening Ceremony provides an opportunity for the Proponent to showcase local, regional, or national government officials, their institution(s), and local culture. The Proponent works closely with ISU External Relations to plan this event, the main purpose of which is to welcome the SSP participants and mark the official beginning of the session. A suitable venue must be provided. It is expected that the Proponent cover the cost of the opening ceremony and the reception, either directly or by finding sponsorship for the event. The Closing Ceremony is a less extravagant affair with an emphasis on recognizing the accomplishments of the SSP participants. The ISU External Affairs office aids the proponent with the organization of the Opening Ceremony and executes most of the planning for Closing Ceremony. The Proponent is required to provide a suitable venue and requested to sponsor the closing reception.

In this section of the proposal:

For each of the elements described in the sub-sections 5.6.1 through 5.6.6, indicate how the Proponent will provide the general support required.

5.7 Academic Facilities

To ensure a successful academic program, the SSP requires access to lecture halls, classrooms, computers, some level of IT support, printers, copiers, audio-visual equipment, mobile phones, access to a facsimile machine, a library, and a comfortable working environment for the staff and faculty. *With the exception of mobile phones, the Proponent generally provides use of these facilities at no cost to ISU.*

5.7.1 Safety and Security

The Proponent is obliged to provide a safe and secure environment in which the SSP faculty, staff, and participants can work. If the proposed site does not have an on-site security operation or campus police force, it is important to know that assistance can be provided quickly in the event of an emergency. The typical response times for emergency responders, including police, ambulance, and fire department must be provided.

5.7.2 Academic Materials

Before the program starts, electronic versions of all of the core course materials and team project guideline documents are put on a dedicated website for distribution to the participants. At the end of the program, additional course materials, electronic versions of the team project reports and other TP deliverables, as well as the SSP Retrospective and the thousands of photographs taken during the session will be made available to the participants on a common server or on the cloud for download.

The only documents that are printed as part of the course are the Program Handbook and three team project Executive Summaries. The Program Handbook is approximately 70 pages in length (eight A4 or US Letter-sized sheets printed front and back) and printed in color. The summaries are 16 pages in length (eight A4 or US Letter-sized sheets printed front and back) and printed in color. Generally, 100 to 150 copies of each team project Executive Summary is produced.

The Proponent generally produces the printed copies of executive summaries at no cost or reduced cost to ISU.

5.7.3 Lecture halls, classrooms, and office spaces

Required for SSP are:

- One (1) auditorium for the core lectures with a seating capacity of 150-200 people at a minimum equipped with one (1) computer, wireless audio, video projection capabilities, and HD audio/video recording and webcasting capability
- One (1) auditorium for distinguished lectures, panels, and public events with a seating capacity of 200-300+ people equipped with one (1) computer, wireless audio, video projection capabilities, HD audio/video recording and webcasting capability, and webcast capability. This auditorium will also be used for the exam.
- Seven (7) department classrooms each with a seating capacity of up to 30 people equipped with one (1) computer, audio/video projection capabilities and reconfigurable classroom furniture
- One (1) SEAC/English Tutorial classroom with a seating capacity of up to 40 people equipped with one (1) computer, audio/video projection capabilities and reconfigurable classroom furniture
- Three (3) team project classrooms each with a seating capacity of 40-50 people equipped with one (1) computer, audio/video projection capabilities, and reconfigurable classroom furniture
- Two (2) computer lab spaces with 25-30 computers each (or one computer lab with 50-60 computers) with audio/video projection capability
- Furnished office space for faculty and teaching associates that can accommodate ten (10) workspaces in a bullpen configuration and up to 25 people equipped with one (1) computer per workspace
- Furnished office space for SSP staff that accommodates up to 20 people equipped with 20 computers
- Two (2) lockable furnished office spaces that can accommodate two (2) to three (3) people and equipped with two (2) computers per office

- One (1) lockable furnished office space for the SSP Director’s office equipped with one (1) computer
- Regular access to one (1) large conference room/area with table and seating for 30 people, and teleconferencing/ internet videoconferencing capability
- Daily access to one (1) small conference room with table and seating for 15 people
- One (1) lockable room for materials storage
- 24/7 access to all office spaces, computer labs, and classrooms
- Climate control commensurate with the local weather conditions
- Each room should have at least one trash container
- All lecture halls, office spaces, computer labs, and classrooms must be accessible by mobility challenged individuals

Some facilities are required for the full duration of the SSP (office spaces), and other facilities are required only for specific periods of time, or for specific events (auditoriums, departmental classrooms, Team Project classrooms, computer rooms) Specific schedules for each facility will be established in the months preceding the start of the SSP. It is required that the classroom furniture (desks, chairs) in the 11 classrooms be reconfigurable to suit the needs of different departmental and workshop activities

5.7.4 Library Facilities and Resources

The ISU Central Campus Library hosts a large quantity of space-related resources, and an ISU Librarian is supplied by ISU to work with the Host Site library system in order to provide online access to these ISU library resources. An ISU SSP temporary library space should include one (1) lockable room equipped with three (3) computers: one for the librarian and two for library users. The library room should be furnished with one desk and chair for the librarian and at least two worktables with chairs. The library room should be accessible by physically challenged individuals.

To complete the ISU library requirements, the SSP often relies on the host institution libraries when significant English-based resources are available. The resources needed are primarily space-related (space policy and law, international cooperation, space-related economics, remote sensing, Earth observation, telecommunication, engineering, astronomy, space-applied life sciences) but may also be wider (management, team work, earth sciences, statistics, history, art, music, and other topics). The services needed from the host institution library are mainly access to bibliographical databases to enable SSP participants to research a particular subject and find references for periodical articles; and access to inter-library loan services to enable SSP participants to obtain documents not available on-site.

5.7.5 Computers, Printers/Copiers and Server

Because of the traveling nature of the SSP, it is not feasible for ISU to invest significant resources in computer hardware and copier/printers that are specific to the locale of any selected host. Therefore, ISU depends upon the loan or donation of any such necessary items (including IT human resources support) from local sources in industry, academia, and government. A successful proposal will identify potential sources to fulfill the IT requirements.

In summary the requirements for SSP computers are listed below. Unless otherwise specified, the term “computer” refers to a desktop PC.

- A total of up to 114 networked computers should be available for the duration of the SSP:
 - 50 to 60 for the computer lab(s)
 - 20 for the staff offices
 - 14 for the faculty/teaching associate offices
 - 13 for the lecture halls and classrooms
 - 3 in the ISU Library
 - Up to 4 additional mobile laptop computers
- VDI service (Desktop virtualization) could be complementary to Computer Labs
- LAN network & Internet access for all computers
- Latest English language version of the Microsoft operating system on all computers
- Latest English language version of the Microsoft Office suite on all computers

- Three (3) networked high-volume multifunction copier/printers.

5.7.6 Local Area Network, Internet Access and Maintenance

All spaces used by ISU should be covered with Wi-Fi. All workspaces made available to ISU require full Local Area Network (LAN) capability, using Ethernet and/or wireless (Wi-Fi) technology, with full and permanent Internet access. ISU requests that the host provide network and computer facility maintenance during normal working hours. The SSP IT staff will be responsible for network and computer facility maintenance outside of normal working hours.

All computers, printers, and network should be made available to the SSP staff for configuration two weeks prior to the SSP start and be available uninterrupted until the end of SSP.

5.7.7 Audiovisual/Multimedia

The A/V and multimedia requirements for SSP are:

- There should be one (1) computer projector in the main auditorium and in each classroom and computer lab
- One (1) portable video/computer projectors during the entire program duration
- One (1) portable sound system including microphone, amplifier (40 W/channel minimum), and two speakers with stands
- Mobile equipment to allow HD A/V recording and Web conferencing for 2 simultaneous activities

In this section of the proposal:

First, describe the safety and security of the academic facilities proposed, including whether or not an on-site (on campus) security operation or police force is present. Then describe how the requirements for each element described in sub-sections 5.7.1 through 5.7.8 will be met. Use narratives, photographs, floor plans, and graphics as required to support your response. Include a description of the furnishings, wi-fi capability, and an approximate number of power outlets in office and classroom areas. Indicate the frequency that the classroom and office spaces will be cleaned. In the cost proposal, indicate any costs to ISU for the use of the academic spaces, offices, computers, networks, printing, A/V equipment, and telecommunications equipment/services, if any.

Depending on the building access and room locking system, there is generally a need for approximately 75-100 keys/proximity cards required by SSP staff and faculty. In the cost proposal, indicate what the expected cost to ISU will be for the provision of keys or proximity cards (access badges), if any. The host site typically covers this cost.

Should there be any costs to ISU, the host institution should indicate whether it is able to provide billing to ISU for the items and services, such as, phone, Internet use, and other consumables.

5.8 Local Academic Involvement

To promote a stronger partnership between ISU and the Proponent, there are many opportunities for the host to participate in the SSP academic program. Typical participation includes, but is not limited to, the following:

- Teaching resources in the form of lecturers, experts, and professional visit sites (ISU considers these resources in greater detail during the curriculum planning process.)
- Team Project Topic as describe in section 2.3, including the title, descriptive narrative, and a TP chair, should the Proponent wish to provide someone to chair the project
- Sponsorship of curriculum areas like the team projects, theme days, or public events
- Scholarships for local participants to attend the SSP (can be provided by the host or local sponsors)
- Provision of introductory language courses in the host country language if other than English for SSP participants
- Curriculum Planning Meeting support – ISU expects that at least one Proponent representative participate in the SSP CPM

- Description of academic credits to ISU alumni – ISU welcomes a proposal on the number of credits awarded for successfully completing the SSP program including lectures, workshops, and exams. In case these credits are expressed in terms of local rules, it will be appreciated to explain the relation to international credits (e.g. in terms of ECTS).
- Professional site visit support in the form of points of contact at local or regional space-related enterprises that will support visits by SSP participants (see paragraph below for details).

An important element of the SSP academic program is the participation in professional site visits. Normally, these visits are conducted at local/regional space companies or agencies, research institutes, museums, or to any other facility to which a visit would enhance the academic program. The format varies from year to year and host site to host site. Often each department conducts its own professional visit that is strongly linked to the academic theme of that department. In some sessions, the entire SSP class participates as a group in a professional visit that is planned and generally sponsored by the Proponent or a sponsoring partner. In the case of the latter, the professional visit is organized on departmental activity day. An example of such a group professional visit is that of the SSP10 class overnight visit to DLR in Stuttgart and Lampoldshausen. For this event, DLR sponsored the busses roundtrip from Strasbourg, overnight accommodations, and meals. Potential hosts are encouraged to organize such excursions; however, it is not a requirement.

In this section of the proposal:

For each of the elements described in the above bullet points, indicate how the Proponent will support the SSP academic program.

5.9 Cost Proposal

A proposal to host the SSP should include a summary of costs that are expected to be paid by ISU. This includes the cost of lodging (see Section 5.4) and food service (see Section 5.5), and may also include any other known expenses that the host site expects ISU to pay. A Lodging and Meals calculator spreadsheet is available from ISU to help with the calculation of lodging and food service costs. This spreadsheet is available on the Host Site Application website (<http://www.isunet.edu/host-site-application-process>) or can be obtained by request from info@isunet.edu.

Cost proposals may also contain itemized breakdowns of costs that will be paid, or offered in-kind by the host site. [NOTE: ISU does not under any circumstances pay for host site staff time/salaries.] A “Project Plan” spreadsheet, also available at the above sources, contains a detailed breakout of many of the items listed in this RFP, and may serve as a good starting template for a Cost Proposal.

5.10 The ISU SSP Contract

The roles and responsibilities of the Proponent and of ISU in relation to a given SSP are specified in a contract, signed by the Proponent and ISU. Specific solutions to each requirement are left to the hosting institution to propose. It is desirable to have a fully negotiated contract signed and in place no less than 6 months prior to the start of the SSP. An example ISU SSP contract is available upon request to the SSP Director.

There is no response required for this section.

6 SSP Host Site Selection Process

The choice of the location of an SSP is an important part of ISU policy. To facilitate the efforts of potential host sites, ISU has a permanent call for host site proposals based on this RFP document, and may also solicit particular regions to respond to this RFP by suggesting an appropriate host site. It is a goal of ISU that the relationship and partnership with the host institutions to be a mutually rewarding and long-term experience.

6.1 Selection Process and Due Dates

The selection of the SSP host site is competitively evaluated on the basis of the formal proposals submitted in response to this document whether they are solicited or unsolicited. Experience gained since 1988 has helped to define the requirements set forth in this document. Though the requirements identified in this document are quantitative, the respondents may propose to substitute and provide local equipment, facilities, and capabilities, other than those indicated in this document. Respondents should thus recognize that requirements, which may be difficult to meet, might be subject to discussion and modification.

A detailed score sheet is used to evaluate the proposals as submitted. An example of this score sheet is provided in Appendix A. The score sheet indicates the weightings applied to each of the seven major categories described in sections 5.2 through 5.8. It is highly recommended that this example score sheet be used in conjunction with Chapter 5 in the preparation of the proposals.

All responses will be acknowledged. After a thorough analysis of the proposals, it is possible that the evaluation team will send questions for clarification to some or all proposers. Upon completion of the evaluation process, several of the proposals will be selected and considered for a final evaluation. This evaluation is based on a visit to the selected candidate host sites with in-depth discussions with the respondents.

The time periods and deadlines in the ISU SSP site solicitation and selection process is designed to give the Proponent two years notice with which to plan, prepare and hold the SSP in close coordination with ISU. For any given year, the deadlines for the SSP site proposals occur three years before the year in which the SSP will be held.

1. For the SSP to be held in calendar year (N), a Letter of Interest is due by August 31st in calendar year (N-3). (For example, for the 2020 SSP, this letter is due by 15 August 2017). The final proposal (see Section 6.5) including a full financial commitment is due by October 31st in the year (N-3).
2. The review of the final proposal will be completed by the end of November in the year (N-3). At this time, a recommendation is made to the Dean and the President of ISU as to which sites are attractive enough to merit a site visit.
3. Site visits are conducted late in the year (N-3) or early in year (N-2) including question/answer sessions with the applicants.
4. Upon completion of the site visits, the review team submits recommendations to the ISU Academic Council regarding which sites should be selected based on the criteria (see Section 6.2) to host the SSP.
5. Following the AC review, a recommendation is presented to the ISU Board of Trustees (BOT). Based on the academic, logistical, financial and strategic criteria, the Board of Trustees decides which site will host the SSP in the year N during their winter meeting of year N-2. Notification of the decision to all the proponents is made immediately.
6. The public announcement of the host site for the SSP in the year N is announced in the spring of year N-2.

Each proposal submitted to ISU will be kept confidential, considered a legal offer and will serve as a basis for a contractual agreement. ISU reserves the right to select no proposal or to delay the selection process if it determines it appropriate to do so.

Late and/or partial proposals may be considered if coordinated with the SSP Director, however ISU reserves the right to give preference to bids received by the deadline.

A multi-year proposal may also be submitted. The Proponent may submit a proposal for Year N may indicate that the validity of the proposal may extend for other subsequent Years (N+1, N+2), to be specified.

6.2 Selection Criteria

Considering the role and purposes of an SSP, the choice of the SSP location is based on the following criteria. The academic and logistics criteria are weighted approximately the same in the evaluation process.

ACADEMIC

This criterion includes; academic reputation, local academic support, academic facilities, library facilities, professional visit locations, and university and community support. This criteria will be largely addressed in the responses to Sections 5.1 and 5.8 of this RFP.

LOGISTICS

This criterion includes; accommodation, meals, proposed time period for SSP, computer labs and network facilities, proximity of accommodations, offices, academic facilities, and meal facilities, faculty and staff offices, opening and closing week events, airport access and transportation, and recreational activities. This criteria will largely be addressed in the responses to Sections 5.2 thru 5.7 of this RFP.

FINANCIAL

This criterion includes the cost to the Proponents, either in-kind or through financial sponsorship, and the cost to ISU. The costs are considered only after the Proponent has been deemed competitive based on the academic and logistics criteria. It should be noted that while cost is a factor, it is not necessarily the Proponent that submits the lowest priced proposal that is ultimately selected. This criteria will largely be addressed in the Cost Proposal as described in Section 5.9 of this RFP.

STRATEGIC

This criterion includes the advantages for the Proponent to host an SSP session, the advantages for ISU to be hosted by the Proponent, and the state of preparation at the Proponent. The ISU Board of Trustees assesses this criterion. Once the Proponent has been recommended to the Board for consideration, the strategic issues are considered.

6.3 Preparation of a Proposal to Host an SSP

ISU will provide clarifications and general assistance to any Proponent in the preparation of their proposal to increase the number of suitable and strong proposals received for any given SSP year.

6.3.1 Proposal Guidelines

Below are the general guidelines for submitting an ISU SSP host site proposal. They should be followed carefully.

1. All proposals are *required* to be written in English, all units in the metric system, and all monetary figures in **Euros (€)** on the date of submission.
2. The total length of a proposal should be substantial enough to provide all the necessary information (approximately 25 pages). This suggestion does not include brochures or other informational materials. (Attachments such as photos, area maps, floor plans, videos, and brochures are highly encouraged.)
3. Submit one official signed hardcopy and an electronic copy of the proposal in PDF format. The signed original hardcopy may arrive at the ISU Central Campus after the proposal due date, so long as the electronic PDF copy is submitted on time.
4. Fill out the Proposal Cover Page completely (see section 6.3.2).
5. The cover page must bear the signature of the President, Provost, Rector, Vice Chancellor, or a Vice President or equivalent of the lead institution that will be submitting the proposal.
6. Proponents should designate a contact person.
7. ISU is not responsible for any costs incurred by the Proponents in the preparation of their proposals.
8. Proponents may withdraw their proposals for a period of up to two months after submission and upon written notification to the International Space University.

6.3.2 Proposal Cover Page

The ISU SSP Host Site Proposal Cover Page is provided in Appendix B. This page should be the first page inside the cover of your proposal. A Microsoft Word version of this page is available for download on the ISU web site at the link provided on the cover page of this RFP.

IMPORTANT

The individual(s) named as contact person(s) on the Proposal Cover Page will receive all communication from ISU with regards to the status of or questions about the proposal. All of the key decisions, including the qualification for a site visit and the final selection, will be communicated to the contact person(s) only.

6.4 The Letter of Interest

The Letter of Interest should be submitted per the due date in Section 6.1 and contain the following information.

- Name and address of the Proponent
- A statement that the Proponent is interested in hosting the SSP in calendar year (N+3) and a proposal will be submitted
- The name of the primary point of contact, their e-mail address, and phone number
- Signature of the President, Provost, Rector, Vice Chancellor, or a Vice President or equivalent of the lead institution that will be submitting the proposal.
- Letters of support from partner institutions are also welcomed, but not required in this phase of the process.

Letters of Interest should be submitted electronically (PDF format) to the SSP Director at isu.academics@isunet.edu. Hardcopy originals should be posted to the address on the cover sheet of this RFP.

While it is strongly desired that the Proponent submit a Letter of Interest by the specific deadline, this requirement may be waived at the discretion of the ISU Dean or the ISU President.

6.5 The Final Proposal

The final proposal should include:

- The proposal cover page.
- Responses to the requirements set forth in Chapter 5.
- A cost proposal.
- Financial commitment regarding sponsorship and other support.

Questions regarding this RFP should be addressed to the SSP Director at the e-mail address provided in Section 6.4.

Appendix A: Proposal evaluation criteria and weightings

III Content/Possible Points	Evaluator's Score	Possible Points
Local & Surrounding Area	0.00	10.00
Security/Safety		3.00
Area Attractions		2.00
Health Care Access		1.00
Emergency Access		1.00
Accessibility (service hours, disabled persons)		1.00
Recreational Facilities		1.00
Local shops (small purchases, post, banking)		1.00
Transportation	0.00	16.00
Safety		3.00
Between Academic Facility-Lodging		2.00
Between Food - Academic Facility		2.00
Between Food - Lodging		2.00
Quality/Access Public Transport		2.00
Proximity to Area Attractions		2.00
Between Academic Site-Visits		1.00
Between Airport-Lodging		0.50
Between Lodging-Ceremonies		0.50
Accessibility		1.00
Lodging	0.00	17.00
Security/Safety of Lodging		3.00
Privacy		2.50
Cleanliness		2.50
Bathroom, Shower facilities		2.00
Single/Multiple Sites		2.00
Laundry Services		1.00
Internet Access		1.00
Climate Control		0.50
Accessibility (service hours, disabled persons)		2.00
Recreational Facilities		0.50
Food	0.00	17.00
Food Safety/Hygiene		3.00
Quality, Nutrition		3.00
Variety		2.50
Accommodations for Special Diets		2.00
Quantity		2.00
Flexibility in Menu Changes		1.00
Accessibility (service hours, disabled persons)		2.00
Beverages		1.00
Ecology (pollution)		0.50
General Support	0.00	12.50
IT Support		2.50
Immigration/visa support		2.50
Local Staff		3.00
Transportation (vans/cars)		2.00
Opening/Closing Ceremony		1.00
Public Relations		1.00
Promotional Material/Swags		0.50
Academic Facilities	0.00	16.00
Safety & Security		2.00
Room Plan, Academic		3.00
IT, Internet access, Computer Labs		3.00
Accessibility (service hours, disabled persons)		2.50
Office Space, Staff & Faculty		2.00
Telecommunications		1.50
Library Access/Quality		1.00
Climate Control		0.50
Audio Visual Equipment		0.50
Local Academic Involvement	0.00	11.50
Professional Visits		4.00
Scholarships		2.00
Academic Credits		1.50
Local Lecturers		1.00
TP Sponsorship		3.00
TOTAL	0.0	100.0



Appendix B: Proposal cover page

Please use this form as the cover page of your proposal. A Microsoft Word version is downloadable at the link provided on the cover page of this RFP.

During which ten-week period(s) (between 01 June - 10 September) and in which year(s) are you proposing to host an ISU SSP? (Enter more than one year in the prioritized order for which you are proposing to be the host.)
Full name of university or institution (Official Host Organization):
Contact person(s) (individual(s) who will act as the representative for all matters concerning this application):
Full mailing address:
Contact Information (telephone and fax numbers, email addresses):
Full Name of Proposing Institution's President*:
Signature of Proposing Institution's President*:
*Or other authorized official