



Procurement and Contracting Services

Request for Proposals for Travel Services for Immersion Experience for The McGuire Center for Entrepreneurship

Addendum #1

**Please mark all proposal submission
Envelopes with the following information**

**Sealed RFP #L132001
Due on 08/22/2019 no later than 2:00 PM, MST**

The following questions were received before the technical question/inquiry due date of August 15, 2019 at 12:00 PM MST. Answers will be in red.

San Francisco/Silicon Valley Tour

1. To include the coach transportation, we need to know the general hours of the company visits the McGuire Center will be arranging. Motor coach prices may be subject to number of hours use and number of miles driven per day.

8:00am-5:00pm.

2. Would you like for us to include cultural or recreational activities for the group or will their non-business hours and evenings be on their own (other than the 2 dinner meals listed in San Francisco)?

No

3. The bid states to include Lunch Meals on business meeting days. Not knowing how many businesses or what companies the group will be visiting – should we just then include the cost of lunch daily? And do you have a daily per diem limit on lunch?

Yes, include the cost of lunch daily.

4. Under section 5.2., - The total experience cannot exceed \$1,500 per student. Does this apply to all of the trips listed in the RFP, i.e., Mexico, San Francisco and Atlanta? My understanding is that you require the following for San Francisco

- 4 nights of accommodation
- 32 paying passengers (includes 2 paying Faculty) and 2 Faculty members absorbed into the costs
- conference room space on arrival with AV equipment
- 3 group lunches (Wednesday-Friday) and 2 group dinners
- 3 days of transportation for business visits
- Guides for the duration of the trip

Does the budget of \$1,500/student apply to San Francisco?

Yes, the cost is \$1,500/student/trip. The price is the same for each destination.

5. Can a company submit a proposal for the trip to San Francisco/Silicon Valley only? Or do we have to submit all 3 trips?

No, you can submit for as many trips as you wish to bid on. We will award to multiple vendors if its in the University's best interest.

End of addendum, all else remains the same.