ST. CLOUD STATE UNIVERSITY

ADDENDUM NO. ONE

The Proposal due date of October 22\textsuperscript{nd}, 2019 will not change as a result of this Addendum No. One.

CLARIFICATION:

1. Will SCSU accept one RFP response for both RPF’s? There were two RFP’s posted, one for Psychology and another for Geography and Planning both programs in Austria, Germany, Czech Republic, and Hungary.
   Yes, SCSU will accept one response for both programs. The two programs will travel together, visit the same attractions, go to the same places, but academically they are different.

2. As there are large trade fairs in some of the cities during the requested timeline, would you be willing to reverse the itinerary by starting in Munich and ending in Berlin? This will be significantly cheaper and result in a higher quality program.
   Yes that will be acceptable.

3. Do you expect 10 to 20 students plus one faculty leader on each of the above RFPs for a total projection of 20 to 40 students plus two faculty leaders?
   Two program directors traveling with the groups and each groups anticipates 10 students for a total of 20 for both.

4. On your education abroad website, I saw that there are two different programs with different faculty. Will the individual groups from the RFPs listed above act as one group during the planned timeline?
   Yes, it will be one group. The two programs will travel together, visit the same attractions, go to the same places, but academically they are different.

5. We have put down deposits on airfare and they require a us to cut down the number of seats on the flights with a few months’ notice, when would you complete enrollment and send the student names for ticketing?
   Our program deadline is December 15\textsuperscript{th} with a decision date of December 23\textsuperscript{rd}. The campus is closed on the 24\textsuperscript{th} and 25\textsuperscript{th}, so the earliest we will be able to send information would be December 26\textsuperscript{th}.

6. Will you allow students to deviate from the group air package and book their own airfare?
   Only in extreme circumstances.

7. Will the faculty leader travel with the students on the group flight or would they arrive early?
   The faculty will travel with the group.

8. What budget are you looking for?
   We would like the price to include the air and other transportation, hotels, meals, and guided visits to attractions, and including tips for drivers and guides. Our ideal program package fee would be approximately $4000.

9. Has the professor/leader team done this program in the past or is it a new program?
   Personally they have done this itinerary but they have not led a program with students.
The above ADDENDUM Number One shall be attached to and become part of the bid. Receipt of this Addendum No. 1 shall be acknowledged by including it with the bid. Failure to do so may subject BIDDER to disqualification.

END OF ADDENDUM NO. ONE

St. Cloud State University
Business Office AS-123
720 4th Avenue South
St. Cloud, MN  56301-4498

Ted Mears
Director of Purchasing

Dated this 14th day of October, 2019.