ST. CLOUD STATE UNIVERSITY
COSTA RICA GEOTOURISM FACULTY LED PROGRAM

ADDENDUM NO. ONE

The Proposal due date of July 8th, 2020 will not change as a result of this Addendum No. One.

CLARIFICATION:

1. For the proposed day by day itinerary on page 33, what is the University’s ideal budget per traveler?
   a. The ideal budget would be around $3,000 per student including airfare.

2. What method of payment will the University prefer? For example, a) students pay the travel provider directly or b) students make payments to the University to be used toward the payment of an invoice sent by the travel provider to the University.
   a. The invoice should be sent to the university for all the student travelers. Option B.

3. When will students be enrolling on the program and what is the University’s preferred payment timeline based on the enrollment timeline?
   a. The application is currently open with a deadline of September 16, 2020 for student applications. Confirmation of student roster will take at least 7 days to confirm.

4. On page 11, Part 1.1, can you clarify the difference between address and location?
   a. Some instances a business may have multiple locations and or a PO Box. These may be the same or may differ based on your business.

5. We would like clarification on page 13, Part 8 – sample program. Are you asking for:
   a. a sample program in another country focusing on a different discipline (to provide evidence of the breadth and depth of services or locations offered), with price quote and date of travel;
   b. two Costa Rica itineraries that are significantly different from the itinerary we are submitting today, which we implemented for another school, with price quotes and dates of travel; and the itinerary we propose based on the details given in Exhibit G – We are looking for this one.

6. What is their budget range, from minimum to maximum per student (without university fees, faculty salary, or flight cost)?
   a. The budget range is $2200 – $3200 with airfare.

7. Should the faculty leader cost be separate from the student cost? Or should the 1 faculty leader’s costs (accommodations, the share of activities and meals, etc) be rolled into the student cost?
   a. The faculty leader costs should be included in the student costs.

8. For certain physical activities suggested on the provided itinerary, like the canopy tour, zip-lining, etc, should those costs be included in the student fee (for everyone to participate)? Or, should students pay apart for these kinds of activities, if they want to leave them optional?
   a. If you are able to include them in the costs that would be the best. If not, please include how much each physical activity would cost per student in the proposal.
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 30th day of June, 2019.