

**Standard Contract**

**UCPUMW 26-2075**

**Customizable International Travel Services**

This contract, between In Case You Travel LLC, hereinafter called the “Contractor”, and the Commonwealth of Virginia, University of Mary Washington, called the “University” or “UMW”, shall become effective upon full execution of this document by both parties.

**WITNESSETH** that the Contractor and the University, in consideration of the mutual covenants, promises and agreements contained herein, agree as follows:

**PERIOD OF CONTRACT:** March 1, 2026 – February 28, 2027 with nine (9) one-year renewal options.

**CONTRACT DOCUMENTS:** The contract shall consist of the following documents in order of precedence, all of which are incorporated herein by reference, and constitute the “contract documents”:

1. This signed Contract;
2. Any addenda and the original solicitation, RFP # 26-2075, dated January 20, 2026, to include:
  - a. The Statement of Needs
  - b. The General Terms and Conditions
  - c. The Special Terms and Conditions;
3. The Contractor’s proposal dated February 3, 2026 including all attachments;

Any contractual claims shall be submitted in accordance with the contractual dispute procedures set forth in the Commonwealth of Virginia Purchasing Manual for Institutions of Higher Education and their Vendors.

**SCOPE OF SERVICES:** The Contractor agrees to provide the following services:

- A. Customized International Travel Programming
  1. Develop and manage group travel programs for academic, cultural, and service-learning purposes.
  2. Offer tailored itineraries that meet educational goals for faculty and students.
- B. Travel Management Services
  1. Arrange international transportation, lodging, and local transfers for large groups.
  2. Provide access to unique lodging options (e.g., apartments, dormitories, houses).
- C. Program Enhancements
  1. Secure admissions to museums, performances, and cultural attractions at favorable rates.
  2. Organize mini-trips or excursions during international programs.
- D. Support Services
  1. Offer professional trip counseling for faculty directors.
  2. Provide tour guides and interpreters as needed.
  3. Conduct pre-trip seminars and organizational meetings upon request.
- E. Compliance and Documentation
  1. Communicate entry requirements (visas, immunizations) and assist with passport/visa services.
  2. Ensure adherence to all local, state, and federal laws and regulations.

3. If the Contractor collects any traveler data, the Contractor shall disclose what data is collected, how it is stored, and how it is protected. Based on evaluation of proposals, the Hosted Technology Services Addendum may be required as part of any subsequent contract.

F. Emergency and Risk Management

1. Maintain a 24/7 Emergency Operations Plan for faculty, staff, and student travelers.
2. Communicate travel alerts, restrictions, and contingency procedures for pandemics or emergencies.

G. Financial and Administrative Requirements

1. Provide accurate invoicing showing cost per traveler.
2. Offer transparent refund and cancellation policies with maximum flexibility.
3. Issue quotes for budget planning and guarantee pricing when possible.

H. Additional Services

1. Provide meeting space and technology support during travel.
2. Offer travel insurance and refund processing for unused tickets.

**PRICING:** Pricing information is found in Attachment A.

**CONTRACT ADMINISTRATION:** The Director of Center for International Education, or designee, shall be identified by the University as the Contract Administrator and shall use all powers under the contract to enforce its faithfulness and performance in conjunction with the University's Procurement Services department.

**GENERAL TERMS AND CONDITIONS:**

- A. **ANTI-DISCRIMINATION:** By submitting their bids or proposals, bidders or offerors certify to the Commonwealth that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and § 10 of the Rules Governing Procurement, Chapter 2, Exhibit J, Attachment 1, available for review on the UMW Procurement Services website. If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (§6 of the Rules Governing Procurement).

In every contract over \$10,000, provisions 1. and 2. below apply:

1. During the performance of this contract, the contractor agrees as follows:
  - a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
  - b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
  - c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting these requirements.

- d. If the contractor employs more than five employees, the contractor shall:
  - i. provide annual training on the contractor's sexual harassment policy to all supervisors and employees providing services in the Commonwealth, except such supervisors or employees that are required to complete sexual harassment training provided by the Department of Human Resource Management, and
  - ii. post the contractor's sexual harassment policy in (a) a conspicuous public place in each building located in the Commonwealth that the contractor owns or leases for business purposes and (b) the contractor's employee handbook.
2. The contractor will include the provisions of 1. above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.
- B. **APPLICABLE LAWS AND COURTS:** This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The contractor shall comply with all applicable federal, state and local laws, rules and regulations.
- C. **ASSIGNMENT OF CONTRACT:** A contract shall not be assignable by the contractor in whole or in part without the written consent of the Commonwealth.
- D. **AUDIT:** The Contractor hereby agrees to retain all books, records, and other documents relative to this contract for at least five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. The Agency, its authorized agents, and/or State auditors shall have full access to, and the right to examine any of said materials during said period.
- E. **AVAILABILITY OF FUNDS:** It is understood and agreed between the parties herein that the agency shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.
- F. **DEBARMENT STATUS:** By submitting their bids or proposals, bidders or offerors certify that they are not currently debarred by the Commonwealth of Virginia from submitting bids or proposals on contracts for the type of goods and/or services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.
- G. **ETHICS IN PUBLIC CONTRACTING:** By submitting their bids or proposals, bidders or offerors certify that their bids or proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other bidder or offeror, supplier, manufacturer or subcontractor in connection with their bid or proposal, and that they have not conferred with any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.
- H. **eVA BUSINESS-TO-GOVERNMENT VENDOR REGISTRATION, CONTRACTS, AND ORDERS:** The eVA Internet electronic procurement solution, website portal, streamlines and automates government purchasing activities in the Commonwealth. The eVA portal is the gateway for vendors to conduct business with state agencies and public bodies. All vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet eProcurement solution by completing the free eVA Vendor Registration. All bidders or offerors must register in eVA and pay the Vendor Transaction Fees specified below; failure to register will result in the bid/proposal being rejected.

Vendor transaction fees are determined by the date the original purchase order is issued and the current fees are as follows:

1. Effective July 1, 2014, the Vendor Transaction Fees are:
  - i. DSBSD-certified Small Businesses: 1%, capped at \$500 per order.
  - ii. Businesses that are not DSBSD-certified Small Businesses: 1%, capped at \$1,500 per order.

The specified vendor transaction fee will be invoiced, by the Commonwealth of Virginia Department of General Services, approximately 30 days after the corresponding purchase order is issued and payable 30 days after the invoice date. Any adjustments (increases/decreases) will be handled through purchase order changes.

- I. **IMMIGRATION REFORM AND CONTROL ACT OF 1986:** By entering into a written contract with the Commonwealth of Virginia, the Contractor certifies that the Contractor does not, and shall not during the performance of the contract for goods and services in the Commonwealth, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.
- J. **NONDISCRIMINATION OF CONTRACTORS:** A bidder, offeror, or contractor shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, national origin, age, disability, faith-based organizational status, any other basis prohibited by state law relating to discrimination in employment or because the bidder or offeror employs ex-offenders unless the state agency, department or institution has made a written determination that employing ex-offenders on the specific contract is not in its best interest. If the award of this contract is made to a faith-based organization and an individual, who applies for or receives goods, services, or disbursements provided pursuant to this contract objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements, the public body shall offer the individual, within a reasonable period of time after the date of his objection, access to equivalent goods, services, or disbursements from an alternative provider.
- K. **PRECEDENCE OF TERMS:** These Mandatory General Terms and Conditions and the Commonwealth of Virginia Procurement Manual for Institutions of Higher Education and their Vendors, shall apply in all instances. In the event there is a conflict between any of the other General Terms and Conditions and any Special Terms and Conditions in this solicitation, the Special Terms and Conditions shall apply.
- L. **PRICE CURRENCY:** Unless stated otherwise in the solicitation, bidders or offerors shall state bid or offer prices in US dollars.

**SPECIAL TERMS AND CONDITIONS:**

- A. **ANTITRUST:** By entering into a contract, the contractor conveys, sells, assigns, and transfers to the Commonwealth of Virginia all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Commonwealth of Virginia under said contract.
- B. **AUDIT:** The contractor shall retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. The agency, its authorized agents, and/or state auditors shall have full access to and the right to examine any of said materials during said period.
- C. **COOPERATIVE PROCUREMENT/ADDITIONAL USERS - USE OF AGREEMENT BY THIRD PARTIES:** It is the intent of this solicitation and resulting contract(s) to allow for cooperative procurement. Accordingly, any public body (to include government/state agencies, political subdivisions, etc.), cooperative purchasing organizations, public or private health or educational institutions, or any University affiliated agency and/or corporation may access any resulting contract if authorized by the Contractor.

Participation in this cooperative procurement is strictly voluntary. If authorized by the Contractor(s), the resultant contract(s) will be extended to the entities indicated above to purchase goods and services in accordance with contract terms. As a separate contractual relationship, the participating entity will place its own orders directly with the contractor(s) and shall fully and independently administer its use of the contract(s) to include contractual disputes, invoicing and payments without direct administration from the University. No modification of this contract or execution of a separate agreement is required to participate; however, the participating entity and the contractor may modify the terms and conditions of this contract to accommodate specific governing laws, regulations, policies, and business goals required

by the participating entity. Any such modification will apply solely between the participating entity and the Contractor.

The Contractor will notify the University in writing of any such entities accessing this Contract. The Contractor will provide semi-annual usage reports for all entities accessing the Contract. The Contractor should consider an offer of special tiered pricing or rebates to all entities accessing the contract, based on the results of such reporting. This tiered pricing and/or rebate structure should be included with the Offeror's bid or proposal package. The University shall not be held liable for any costs or damages incurred by any other participating entity as a result of any authorization by the Contractor to extend the Contract. It is understood and agreed that the University is not responsible for the acts or omissions of any entity, and will not be considered in default of the Contract no matter the circumstances.

Use of this Agreement does not preclude any participating entity from using other agreements or competitive processes.

- D. **CANCELLATION OF CONTRACT:** The University reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the contractor. In the event the initial contract period is for more than 12 months, the resulting contract may be terminated by either party, without penalty, after the initial 12 months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.
- E. **AVAILABILITY OF FUNDS/FISCAL YEAR PROCESSING:** The University of Mary Washington's fiscal year is July 1st through June 30th. Payment cannot be made for multiple fiscal years in advance of services. It is understood and agreed between the parties herein that the agency shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.
- F. **CHANGES TO THE CONTRACT:** Changes can be made to the contract in any of the following ways:
1. The parties may agree in writing to modify the scope of the contract. An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.
  2. The University may order changes within the general scope of the contract at any time by written notice to the contractor. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The contractor shall comply with the notice upon receipt. The contractor shall be compensated for any additional costs incurred as the result of such order and shall give the University a credit for any savings. Said compensation shall be determined by one of the following methods:
    - i. By mutual agreement between the parties in writing; or
    - ii. By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the contractor accounts for the number of units of work performed, subject to the University's right to audit the contractor's records and/or to determine the correct number of units independently; or
    - iii. By ordering the contractor to proceed with the work and keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the contract. The same markup shall be used for determining a decrease in price as the result of savings realized. The contractor shall present the University with all vouchers and records of expenses incurred and savings realized. The University shall have the right to audit the records of the contractor as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to the University within thirty (30) days from the date of receipt of the written order from the University. If the

parties fail to agree on an amount of adjustment, the question of an increase or decrease in the contract price or time for performance shall be resolved in accordance with the procedures for resolving disputes provided by the Disputes Clause of this contract or, if there is none, in accordance with the disputes provisions of the Commonwealth of Virginia Manual for Institutions of Higher Education and Their Vendors. Neither the existence of a claim nor a dispute resolution process, litigation or any other provision of this contract shall excuse the contractor from promptly complying with the changes ordered by the University or with the performance of the contract generally.

- G. **CONTROLLING VERSION:** The PDF version of the solicitation and any addenda issued by University of Mary Washington Procurement Services is the mandatory controlling version of the document. Any modification and/or additions to the solicitation by the Offeror shall not modify the official version of the solicitation issued by UMW Procurement Services unless accepted in writing by the University. Such modifications or additions to the solicitation by the Offeror may be cause for rejection of the proposal; however, UMW reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a proposal. If the modifications or additions are not identified until after the award of the contract, the controlling version of the solicitation document shall still be the official state form (PDF) issued by UMW Procurement Services.
- H. **DEBARMENT STATUS:** By participating in this procurement, the vendor certifies that they are not currently debarred by the Commonwealth of Virginia or any affiliated agency from submitting a response for the type of goods and/or services covered by this solicitation. Vendor further certifies that they are not debarred from filling any order or accepting any resulting order, or that they are an agent of any person or entity that is currently debarred by the Commonwealth of Virginia. If a vendor is created or used for the purpose of circumventing a debarment decision against another vendor, the non-debarred vendor will be debarred for the same time period as the debarred vendor.
- I. **DEFAULT:** In case of failure to deliver goods or services in accordance with the contract terms and conditions, the Commonwealth, after due oral or written notice, may procure them from other sources and hold the contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the Commonwealth may have.
- J. **DRUG-FREE WORKPLACE:** During the performance of this contract, the contractor agrees to (i) provide a drug free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

- K. **EXTRA CHARGES PROHIBITED:** The bid or proposal price shall be complete; and shall include all applicable freight and any other charges; extra charges invoked by the Contractor shall not be honored or paid. These charges, for example, shall include but not be limited to fees invoked by the vendor for the use of the credit card for payment of invoices, or any order-associated eVA fees.

- L. **NON-ACCEPTANCE OF VENDOR TERMS:** The University shall not be bound by any additional or different terms and conditions issued by the Contractor in connection with a specific trip, booking, reservation, invoice, itinerary, online portal, or any other transaction. Any such terms, including but not limited to click-through agreements, booking confirmations, or standard business terms, shall be of no force or effect unless expressly agreed to in a formal written amendment executed by both parties. Performance by the University shall not constitute acceptance of any Contractor-issued terms.
- M. **DIGITAL ACCESSIBILITY REQUIREMENTS:** The Contractor shall ensure that all information technology, digital content, documents, electronic communications, and related materials provided under this Contract comply with the nonvisual access requirements of the Information Technology Access Act, §§ 2.2 3500 through 2.2 3504 of the Code of Virginia, and with Section 508 of the Rehabilitation Act (29 U.S.C. § 794d), as amended.

All Technology provided under this Contract shall:

1. Provide effective, interactive control and use through nonvisual means;
2. Be compatible with assistive technologies used by individuals who are blind or visually impaired;
3. Integrate nonvisual access into any networks used to share information or communication; and
4. Provide equivalent access to telecommunications and network services.

Upon request, the Contractor shall provide documentation demonstrating compliance with these requirements and shall promptly correct any identified accessibility barriers at no additional cost to the University.

- N. **INDEPENDENT CONTRACTOR RELATIONSHIP:** In performing any and all of the services to be provided under this contract, the Contractor shall at all times and for all purposes be and remain an independent contractor. In no case and under no circumstances shall the Contractor or any of its employees, including but not limited to those of its employees actually performing any of the services, have authority to make any representations or commitments on behalf of the University or be considered the agent of the University for any purpose whatsoever. No persons engaged by the Contractor in connection with the provision of Services shall be considered employees of the University. As between the parties, the Contractor shall be responsible for hiring, supervising, training and instructing those individuals performing the services and shall pay any required state and federal taxes on behalf of such persons and provide them with any legally required employee benefits.
- O. **NON-EXCLUSIVE CONTRACT:** Nothing herein is intended nor shall be construed as creating any exclusive arrangement with the Contractor. The contract shall not restrict UMW from acquiring similar, equal or like goods and/or services from other sources.
- P. **NOTICES:** Any official legal notice, demand, request, consent, approval or communication required by this Agreement to be provided in writing by either party, shall be addressed to the University or Contractor at their respective addresses entered below. These notices shall be sent via certified mail, return receipt requested, and shall be considered by the sender received within five (5) days of delivery to the U.S. Postal Service, or via the stamped evidence of delivery, whichever occurs first. Any unofficial notices or communications may be sent via electronic mail.

If to the University:

Attn: Procurement Services  
1301 College Avenue  
Fredericksburg, VA 22401

If to the Contractor:

Attn: In Case You Travel LLC  
2037 Chicory Street  
Virginia Beach, VA. 23453

- Q. **PROCUREMENT MANUAL:** This contract is subject to the provisions of the Commonwealth of Virginia Procurement Manual for Institutions of Higher Education and their Vendor's and any revisions thereto, which are hereby incorporated into this contract in their entirety. The manual may be viewed at the VASCUPP website.

- R. **RECYCLING POLICY:** It shall be the policy of the University of Mary Washington to support and encourage conservation and recycling efforts by vendors, students, faculty and staff, where possible.
- S. **RENEWAL OF CONTRACT:** This contract may be renewed by the University upon written agreement of both parties for (9), one-year renewal periods, under the terms of the current contract, and at a reasonable time (approximately 90 days) prior to the expiration. Only at the time of renewal may prices be negotiated for the upcoming term.
- T. **SEVERABILITY:** If any term or provision of this Agreement is found by a court of competent jurisdiction to be invalid, illegal or otherwise unenforceable, the same shall not affect the other terms or provisions hereof or the whole of this Agreement, but such term or provision shall be deemed modified to the extent necessary in the court's opinion to render such term or provision enforceable, and the rights and obligations of the parties shall be construed and enforced accordingly, preserving to the fullest permissible extent the intent and agreements of the parties herein set forth.
- U. **TAXES:** Sales to the Commonwealth of Virginia are normally exempt from State sales tax. State sales and use tax certificates of exemption, Form ST-12, will be issued upon request. Deliveries against this contract shall usually be free of Federal excise and transportation taxes. The Commonwealth's excise tax exemption registration number is 54-73-0076K.
- V. **TITLE IX:** Educational institutions that receive federal financial assistance are covered by Title IX of the Education Amendments of 1972. In compliance with Title IX, the University of Mary Washington prohibits discrimination in employment as well as in all programs and activities on the basis of sex. The University of Mary Washington's Policy on Sexual and Gender Based Harassment and Other Forms of Interpersonal Violence can be found at <http://diversity.umw.edu/title-ix/files/2016/09/Policy-on-Sexual-and-Gender-Based-Harassment-and-Other-Forms-of-Interpersonal-Violence-03.18.pdf>.
- W. **INSURANCE:** The Contractor shall maintain the following insurance coverage during the term of the Contract: For construction contracts, if any subcontractors are involved, the subcontractor will have workers' compensation insurance in accordance with §25 of the Rules Governing Procurement – Chapter 2, Exhibit J, Attachment 1, and 65.2-800 et seq. of the Code of Virginia. The bidder or Offeror further certifies that the contractor and any subcontractors will maintain these insurance coverages during the entire term of the contract and that all insurance coverage will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.
- X. **MINIMUM INSURANCE COVERAGES AND LIMITS REQUIRED FOR MOST CONTRACTS:**
- i. Workers' Compensation - Statutory requirements and benefits. Coverage is compulsory for employers of three or more employees, to include the employer. Contractors who fail to notify the Commonwealth of increases in the number of employees that change their workers' compensation requirements under the Code of Virginia during the course of the contract shall be in noncompliance with the contract.
  - ii. Employer's Liability - \$100,000.
  - iii. Commercial General Liability - \$1,000,000 per occurrence and \$2,000,000 in the aggregate. Commercial General Liability is to include bodily injury and property damage, personal injury and advertising injury, products and completed operations coverage. The Commonwealth of Virginia must be named as an additional insured and so endorsed on the policy.
  - iv. Automobile Liability - \$1,000,000 combined single limit. Required only if a motor vehicle not owned by the Commonwealth is to be used in the contract. Contractor must assure that the required coverage is maintained by the Contractor (or third-party owner of such motor vehicle).

**METHOD OF PAYMENT/PAYMENT TERMS:** The contractor shall be paid using one of the following methods for all University initiated procurements:

1. University Charge Card: At the time of verified receipt of goods or services, if the Contractor accepts credit cards in payment, the University will authorize payment by UMW charge card, currently through the Bank of America Visa. Any "Check-out fees" imposed by the contractor must be disclosed prior to the purchase. No check-out fee or surcharge may be greater than 3% of the total sale, effective 4/15/2023. The University expects that these costs, as well as all contractor business expenses will be built into the contractor's quoted price.
2. Virtual Payables through Bank of America: All payments under Virtual Payables will have a net 16 payment term.
3. Check or ACH: Payment will be made 30 days after satisfactory performance of the contract in all provisions thereof and upon receipt of a properly completed invoice, whichever is later; in accordance with Chapter 43, VPPA, Article 4, Code of Virginia.

To be considered eligible for payment, all physical invoices must be received at the address below and should reference the eVA purchase order and UMW contract numbers as applicable. All electronic invoices must be sent to [UMW Account Payable](#). *The University will not be responsible for late payment or nonpayment of invoices not received directly by Accounts Payable at this email address or at the mailing address indicated (below).*

UNIVERSITY OF MARY WASHINGTON  
Attn: ACCOUNTS PAYABLE  
1301 COLLEGE AVENUE  
FREDERICKSBURG, VA 22401

**Note: This public body does not discriminate against faith-based organizations in accordance with the *Governing Rules §36* or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any basis prohibited by state law relating to discrimination in employment.**

In witness, whereof, the parties have caused this Contract to be duly executed intending to be bound thereby.

**In Case You Travel LLC**

**UNIVERSITY OF MARY WASHINGTON**

Signature: 

Signature: \_\_\_\_\_

Printed Name: Charlene Cason

Printed Name: Melva A. H. Kishpaugh

Title: Owner

Title: Director, Procurement Services

Date: 4MAR2026

Date: March 5, 2026

Phone: 757-739-5904

Email: charlenecason@incaseutavel.com

## PRICING SCHEDULE

In Case You Travel LLC (ICYT) utilizes a single, unified pricing structure designed to provide the University of Mary Washington with clarity, predictability, and full accountability for international academic travel programs. This structure reflects the level of professional oversight, operational control, and risk management required when faculty and students travel internationally.

### Pricing Structure

ICYT charges a program management fee equal to fifteen percent (15%) of the total approved program cost, plus a \$50 per airline ticket airfare handling fee.

The total program cost includes all approved travel components, such as international airfare, lodging, ground transportation, academic programming, admissions, guides, and excursions. The program management fee is applied only after the itinerary and scope are reviewed and approved by the University.

### Services Included in the Program Management Fee

The 15% program management fee covers end-to-end responsibility for the successful execution of each international program, including:

- Faculty consultation and itinerary development aligned with academic objectives
- Vendor sourcing, vetting, and contract negotiation to secure favorable group rates
- Advance booking and coordination of flights, lodging, transportation, and academic activities
- Pre-trip preparation and traveler readiness support
- Continuous coordination with international vendors throughout the program lifecycle
- 24/7 emergency monitoring, incident response, and duty-of-care oversight
- Real-time issue resolution to prevent disruption to academic programming
- Post-trip financial reconciliation and reporting

This structure allows the University to rely on a single accountable partner for all operational and risk-related aspects of international travel.

### Airfare Ticketing Fee

ICYT charges a \$50 per airline ticket fee to cover airline ticketing, re-issuance, change management, compliance documentation, and carrier administrative requirements. This fee reflects standard industry practice and supports efficient airline coordination.

### Value, Safety, and Risk Management

International academic travel requires more than booking services—it requires experienced leadership, real-time decision-making, and the ability to respond immediately when conditions

change. ICYT's pricing reflects the resources necessary to protect students, support faculty, and safeguard the University's interests abroad.

This pricing structure supports:

- Continuous monitoring of global conditions and traveler safety
- Immediate response capability during emergencies or disruptions
- Proactive issue prevention through disciplined planning and vendor oversight
- Reduced institutional risk and administrative burden

While ICYT may not always represent the lowest initial price, this approach minimizes exposure to unmanaged risks, unexpected disruptions, and downstream costs that can significantly exceed any short-term savings.

### Pricing Transparency

All pricing is presented with full visibility into cost calculations. ICYT does not assess hidden markups, unapproved surcharges, or post-trip fees. Any changes to scope or cost require prior written approval from the University.

This pricing structure provides the University of Mary Washington with confidence, control, and consistency when approving and administering international academic travel programs.

**SEALED REQUEST FOR PROPOSAL (RFP)**

**ISSUE DATE:** January 20, 2026

**RFP NUMBER & TITLE:** **RFP 26-2075** - Customizable International Travel Services  
Thursday, February 5, 2026 – 2:00 PM EST

**PROPOSAL DUE DATE & TIME:** **NOTE: Proposals received after the due date and time, as determined by the electronic time stamp generated by the eVA system, cannot be accepted.**

**PROPOSAL SUBMISSION:** Proposals shall be submitted electronically via the Commonwealth of Virginia’s eVA system in accordance with the instructions provided in this solicitation.  
Reference **RFP 26-2075**

**WORK LOCATION:**  All Campuses  Fredericksburg  Stafford  Dahlgren

**COMMODITY CODE(S):** **95892, 96178**

**PRE-PROPOSAL CONFERENCE:**  Optional  Mandatory  N/A

**CONTRACT OFFICER:** JENNIFER BUIST **EMAIL:** [jbuist@umw.edu](mailto:jbuist@umw.edu)

**PERIOD OF CONTRACT:** DATE OF AWARD THROUGH ONE YEAR, WITH OPTION FOR NINE (9) 1-YEAR RENEWALS, or as negotiated.

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In compliance with this Sealed Request for Proposal (RFP) and to all the conditions imposed therein, and hereby incorporated by reference, the undersigned firm offers and agrees to furnish the goods/services in accordance with attached signed proposal or as mutually agreed upon by subsequent negotiation. The undersigned firm hereby certifies that all information provided in response to this RFP is true, correct and complete.

By signing this proposal, you are certifying that you are an authorized representative of the offering firm and that the firm’s principals or legal counsel have reviewed the Request for Proposal General Terms and Conditions and any Special Terms and Conditions. Any exceptions to the General or Special Terms and Conditions must be clearly identified in your proposal. No exceptions can be made to those General or Special Terms and Conditions that are mandated by law. If no exceptions are identified in your proposal, it is understood that the provisions will become a part of any final agreement.

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**THIS FORM MUST BE COMPLETED AND RETURNED WITH PROPOSAL**

Name of Offering Firm: \_\_\_\_\_

Address of Offering Firm: \_\_\_\_\_

[DSBSD](#) Certification No.: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

eVA ID: \_\_\_\_\_ Tax ID: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Website: \_\_\_\_\_ Fax: \_\_\_\_\_

Submitted By (Print Name & Title): \_\_\_\_\_

**Signature (In Ink):** \_\_\_\_\_ **Date:** \_\_\_\_\_

- I. **QUESTIONS/INQUIRIES:** All inquiries for information should be directed via email to the contract officer listed above, referencing the RFP by title and number. No questions will be accepted after Thursday, January 29, 2026, at 2:00 PM EST. Responses will be posted as an addendum on eVA.
- II. **PROPOSAL RECEIPT REQUIREMENTS:** Proposals for furnishing the goods/services described herein must be submitted electronically via the Commonwealth of Virginia's eVA Procurement Portal ([www.eva.virginia.gov](http://www.eva.virginia.gov)). Physical submissions will not be accepted. **It is the responsibility of the Offeror to ensure that the proposal is submitted through eVA and received on time.**
- A. Late proposals cannot be accepted.
  - B. Offerors should verify successful submission in eVA prior to the deadline.
  - C. *UMW requires the inclusion of a clearly marked redacted proposal to be uploaded in eVA if any portion of the Offeror's proposal contains proprietary information.*
- III. **ADDENDA:** Any changes resulting from the University's requirements will be issued in an addendum and will be posted on the eVA website: <http://www.eva.virginia.gov>. It is the sole responsibility of the Offeror to check for all changes to the RFP prior to submission.
- IV. **INCLEMENT WEATHER/SUSPENDED SCHEDULE:** Proposal receipt deadline scheduled during a period of suspended state business operations, including school closing due to inclement weather, will be rescheduled for processing at the same time on the next regular business day. It is your responsibility to check UMW's website or call for closing information or call the University's Weather Line at (540) 654-2424. Please visit the [University of Mary Washington Website](#) for current operating status updates.
- V. **PUBLIC RELEASE OF INFORMATION:** UMW utilizes a Public Contracts Portal ([Cobblestone](#)) for posting of procurement documents, including winning proposals. Further, if the resulting contract includes cooperative language, the [VASCUPP public portal](#) will be used to house relevant procurement documents, including winning Offeror's proposal.

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***Note: This public body does not discriminate against faith-based organizations in accordance with §36 of the Governing Rules or against a bidder or Offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.***

**I. PURPOSE:**

The intent and purpose of this Request for Proposal (RFP) is to solicit sealed proposals from qualified sources to establish contracts through competitive negotiations to provide customized education abroad and travel programming as outlined herein to the University of Mary Washington ('UMW' or 'the University'), an agency of the Commonwealth of Virginia. It is intended for the resulting contract to include cooperative language for the benefit of all public bodies and other entities referenced herein.

**II. ORGANIZATION OVERVIEW:**

Founded in 1908, the University of Mary Washington, is a premier, selective, coeducational, public liberal arts institution that offers rigorous academics in small classroom settings, innovative master teachers, a supportive campus community that values honor and integrity, and a civically, socially, and intellectually engaged community. Located within the Commonwealth of Virginia in Fredericksburg, UMW resides within an hour's drive of both the nation's Capital of Washington, D.C. and the State Capital of Richmond, offering students unique opportunities for internships, research excursions, and recreation. The University currently consists of three colleges for Arts and Sciences, Business, and Education, and two additional campuses: one in Stafford, VA and the other in Dahlgren, VA. For more information about the University of Mary Washington, visit [the University About Page](#).

**III. BACKGROUND:**

The University provides numerous opportunities for customized travel and/or customized education abroad programs for study abroad, foreign language immersion, conservation, volunteerism, service learning, academic research, fine arts performances, athletic competition, or other group travel prospects each year. Participants may include students, alumni, faculty, staff, and approved guests (e.g., family members of faculty) as authorized by CIE.

A. The University currently maintains multiple contracts for customized international travel services on an as-needed basis under the incumbent contract UCPUMW 15-386. The awarded vendors under this contract are:

1. Vacations Consulting dba Destination Partners and Brazil Nuts
2. Vagabond Tours (EduTrips)
3. Fellowship Travel International Inc.
4. Golden Rule Travel, LLC
5. Academic Experiences Abroad (AEA)

B. Approximate annual spend for FY25 is \$187,134.00. Refer to Attachment D for detail. This figure is estimated and is provided for informational purposes. *The University will not guarantee actual contract usage in any amount during any period of the resulting contract, nor will it be held responsible in any way if contract usage exceeds or does not meet this estimate.*

C. The University shall issue Purchase Orders for each arranged travel program. The Purchase Order shall serve as the University's authorization to perform work. *The University shall not be required to sign additional agreements for work performed under this contract.*

**IV. CONTRACT PARTICIPATION – COOPERATIVE PURCHASING/USE OF AGREEMENT BY THIRD PARTIES:**

A. Under the authority of §6 of the Rules Governing Procurement of Goods, Services, Insurance and Construction by a Public Institution of Higher Education of the Commonwealth of Virginia (copy available on the [VASCUPP website](#)), it is the intent of this solicitation and resulting contract(s) to allow for cooperative procurement. Accordingly, any public body (to include government/state agencies, political subdivisions, etc.), cooperative purchasing organizations, public or private health or educational institutions or any University related foundation and affiliated corporations may access any resulting contract if authorized by the contractor.

- B. Participation in this cooperative procurement is strictly voluntary. If authorized by the Contractor(s), the resultant contract(s) may be extended to the entities indicated above to purchase goods and services in accordance with the contract terms. As a separate contractual relationship, the participating entity will place its own orders directly with the Contractor(s) and shall fully and independently administer its use of the contract(s) to include contractual disputes, invoicing and payments without direct administration from UMW. No modification of this contract or execution of a separate agreement is required to participate; however, the participating entity and the Contractor may modify the terms and conditions of this contract to accommodate specific governing laws, regulations, policies, and business goals required by the participating entity. Any such modification will apply solely between the participating entity and the Contractor.
- C. UMW shall not be held liable for any costs or damages incurred by any other participating entity as a result of any authorization by the Contractor to extend the contract. It is understood and agreed that UMW is not responsible for the acts or omissions of any entity and will not be considered in default of the contract no matter the circumstances. Use of this contract(s) does not preclude any participating entity from using other contracts or competitive processes as needed.

**V. SMALL, WOMAN-OWNED AND MINORITY-OWNED (SWAM) PARTICIPATION:**

It is the policy of the Commonwealth of Virginia to contribute to establishment, preservation, and strengthening of small businesses and businesses owned by women and minorities and to encourage their participation in State procurement activities. The Commonwealth encourages contractors to provide for the participation of Small (includes Micro) and otherwise Diverse Businesses through partnerships, joint ventures, subcontracts, and other contractual opportunities. Information regarding Commonwealth of Virginia SWaM requirements is available on the University of Mary Washington's [SWaM information page](#). Offerors are encouraged to review this information prior to proposal submission.

**VI. PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS:**

**A. GENERAL PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS:**

1. Proposal Requirements - The University reserves the right to:
  - accept or reject any and all proposals, in whole or in part, received as a result of this RFP,
  - waive minor informalities,
  - issue a lowered evaluation of the proposal for failure to submit all information requested,
  - negotiate with any or all responsible vendors in any manner necessary to serve the best interests of the University, or accept the best proposal as submitted, without negotiation.

Any proposal submitted without a signature binding the Offeror to the proposal will be considered non-responsive and may be rejected. *This Request for Proposal creates no obligation on the part of the University to award a contract or to compensate vendors for proposal preparation expenses.*

2. Protection of Trade Secrets/Proprietary Information: The Virginia Freedom of Information Act "FOIA" requires release of any procurement documents that are not appropriately marked and protected through the Trade Secrets or Proprietary Information provisions outlined in the paragraphs below.

If the Offeror intends to protect any Trade Secrets or Proprietary Information, they must:

- invoke the protection of the Code of Virginia, § 2.2-4342F, **in writing**, stating the reasons why protection is necessary, and,
- submit, at the same time as the original proposal submission, a separate redacted version of the proposal which contains identical content but blacks out any protected information not appropriate

for public release. *If a redacted proposal is not received at the same time as the original proposal, no part of the document may later be protected by the Offeror and restricted from public review.*

*The designating of an entire proposal document, line-item prices and/or total proposal prices as proprietary or as a trade secret is not acceptable. If, after being given reasonable time, the Offeror refuses to withdraw the entire proposal designation as proprietary and/or confidential, the proposal will be rejected.*

3. Oral Presentations: Offerors who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to the University. If required, presentations may be conducted in person or via video conference (e.g., Zoom or Microsoft Teams). This will provide an opportunity for the Offeror to clarify or elaborate on the proposal. This is a fact-finding and explanation session only and does not include negotiation. *Oral presentations are an option of the university and may not be conducted. Therefore, proposals submitted in response to this RFP should not be submitted with the presumption that there will be opportunities to revise the proposal after submission.*
4. Vendors shall submit one (1) complete electronic proposal through eVA by the date and time specified in this solicitation. Paper or physical media submissions will not be accepted. All proposal documents must be uploaded in eVA in a non-corrupted, readable format and must not be password protected, unless the password is provided at the time of submission. If a redacted copy of the proposal is required, the vendor shall submit one (1) separate electronic redacted copy through eVA, clearly labeled "Redacted," in addition to the complete proposal.
5. Proposal Formatting and Content: Proposals should be as detailed as necessary to enable the University of Mary Washington to properly evaluate the Offeror's capabilities to provide the required services. Proposals shall be:
  - Prepared simply and economically, with attention to minimizing unnecessary content and file size.
  - Submitted electronically through eVA in commonly used, readable file formats.
  - Organized in a clear and logical manner.
  - Straightforward and concise, while fully addressing all solicitation requirements.
  - Formatted to facilitate electronic review, including the use of bookmarks, headings, or tables of contents where appropriate.
6. Limited Contact: To ensure timely and adequate consideration of your proposal, Offerors are to limit all contact, whether verbal or written, pertaining to this RFP to the UMW Procurement Office Contract Officer indicated on the face of this document for the duration of this Procurement process. Failure to do so may jeopardize further consideration of an Offeror's Proposal.

#### **SPECIFIC PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS**

The Offeror should provide the following information tabbed as follows:

1. Please identify the amount of sales your company has had (if any) during the last twelve months with each public Higher Education Institution within the Commonwealth of Virginia.
2. Provide a comprehensive list of currently serviced destinations and examples of types of travel programming that the offering firm has provided to clients within the last three years.
  - a. Specify the international locations to which your firm has experience in providing travel management services.

- b. Describe the experience that your firm has in providing travel management services for large groups in an academic and higher education setting. Please provide recent examples (references) to support this experience.
  - c. Describe the ability of your firm to provide customized group tours and/or organize group events that meet educational goals for faculty and students while traveling abroad. Provide examples of previously arranged tours.
  - d. Describe the ability of your firm to offer professional trip counseling for faculty directors for complex or unique itineraries.
  - e. Describe your firm's ability to provide tour guides and/or interpreters on an as-needed basis during international travel.
  - f. Describe your firm's ability to arrange for admissions passes to various museums, performances, special exhibits, and other attractions as an enhancement to the international study program at the most favorable rate to the University. Provide suggested attractions as examples in conjunction with various serviced locations.
  - g. Describe the ability of your firm in locating restaurants in the travel area that can accommodate large travel groups, including dietary restrictions (allergies, vegetarian/vegan, gluten-free, halal/kosher) and accessibility needs. Describe the ability of the University to have select group meals be pre-reserved and invoiced as part of the trip. Provide examples of previous arrangements.
  - h. Describe your firm's ability to provide or attend pre-trip seminars and organizational meetings on campus to the groups that will be traveling, if requested by the University. Specify all associated costs in the Pricing Schedule.
  - i. Describe the firm's ability to provide meeting space, classroom facilities, and/or presentation/technology needs during international travel at the University's request. Describe your ability to provide facilities on another university or college campus and specify the locations.
3. If all services described in section IV.A are not provided "in-house" by the offering firm, please provide the list of providers that partner with the firm to supply the services.
- a. Describe the firm's ability to plan mini-trips or excursions for University groups traveling abroad. Describe the firm's ability to schedule either intra-national or international travel to accommodate the mini-trips or excursions. Provide examples of previous experience in providing this service.
  - b. Describe firm's ability to provide charter transportation and the types available by location.
  - c. Describe all travel insurance available at no cost to the University.
  - d. Describe any Common Carrier and Flight Insurance that would be made available to University travelers at no additional cost to the University.
  - e. The contractor shall provide any refunds due as a result of unused tickets and shall identify each refund by the original ticket and invoice number. Refunds shall be credited to the University in the form of the original payment. Describe the firm's refund policy as it pertains to tickets, rentals, and reservations described within this RFP.
  - f. Describe the timeframe for providing the delivery of tickets and/or itineraries to the requesting University faculty travel leader after reservations are confirmed. All tickets and itineraries, unless otherwise requested by the University, should be delivered electronically.

- g. Describe the information provided on standard itineraries.
  - h. Describe the firm's ability to communicate entry requirements for a country (such as a visa, letter of invitation), and to communicate any issues that may prevent entry into a country (such as passport stamps to a specific country) and provide guidance on resolution.
  - i. Specify the firm's ability to provide Passport and Visa services. Include all associated costs.
  - j. Trip itineraries for the entire group shall be provided to the University faculty director in charge of the trip and the Center for International Education (CIE), unless otherwise specified.
  - k. Describe how the firm ensures accuracy in booking, invoicing, and itineraries. Specify if original receipts shall be provided to the University.
  - l. Describe the ability of the firm to provide communications to the faculty director when the trip being planned will take the group to locations requiring immunizations. Specify if the firm will be able to provide the faculty director and the Center for International Education (CIE) with details about the immunizations needed and time frame for the traveling group to receive the immunizations.
  - m. Describe the firm's ability to book group lodging for short term and long term stays. Describe any unique lodging situations for which the firm would have booking access, such as apartments, dormitories or houses.
4. Describe business operations.
- a. Provide resumes for key personnel (particularly the single point of contract who will be working with UMW) who would be representing the firm and working with UMW staff to develop travel programming or fulfill travel programming needs.
  - b. Specify how invoicing will demonstrate exactly how the cost per traveler was determined. Provide an invoice example.
  - c. Describe how payment is accepted.
  - d. Describe billing and payment terms. Specify if deposits are required and when full payment is due.
  - e. Specify the firm's cancellation policies and penalties. In the case of program cancellation or individual participant withdrawal, describe how refunds would be processed. Maximum flexibility is preferred.
  - f. Describe the process for providing a quote of travel costs, as requested by the University for Budget planning. Describe how the firm would be able to guarantee quoted price (for up to a year in advance). Specify any and all issues that would impact the quoted price.
  - g. Describe how the firm would ensure that post trip reconciliation charges or surcharges, previously unapproved by the University are not levied.
  - h. Describe the ability of the firm to provide quotes for international travel based on current exchange rates and provide the University with the ability to hedge currency when possible and if in the best interest of the University. Explain the process for issuing credits and charges if exchange rates change after the original quote.
  - i. Describe how the firm obtains the most favorable rates in regard to international travel for large groups.

- j. Describe the firm's ability to advise the University departments of savings opportunities as it pertains to various items of travel as part of an international study program.
  - k. The University shall not be required to sign additional travel agreements or pro forma for individual trips planned by firms awarded a contract as a result of this solicitation. The University will issue a purchase order in accordance with the contract and in accordance with the pro forma, which shall serve as the University's agreement to proceed. Describe the firm's ability to comply with this requirement.
  - l. Describe any data collected from travelers as part of your services, including what data is collected, how it is stored, and how it is protected. Based on evaluation of proposals, the Hosted Technology Services Addendum may be required as part of any subsequent contract.
5. Provide an Emergency Operations Plan to support UMW faculty, staff and student travelers, inclusive of emergency contact information (24/7).
    - a. Describe the firm's ability to communicate travel alerts or warnings issued by the U.S. Government and/or destination area including travel restrictions to sanctioned countries.
    - b. Provide details on the process that a University faculty leader would follow if problems occurred during an international trip arranged by the firm. Describe the firm's ability to provide back-up arrangements with short-term notice.
    - c. Include contingency procedures for pandemics, epidemics, public health emergencies, border closures, and other force-majeure events, including quarantine/isolation logistics, rebooking, cancellations, refunds/credits, and emergency communication protocols.
  6. Describe how the firm ensures that all local state and federal laws and regulations are followed.
  7. Provide at least one sample travel program with itinerary, for purposes of cultural immersion for 10 students and one faculty member, in a specific designation that the firm services, for a program minimum 21 days in length, or if only air transportation is available through the firm, please provide sample group itineraries with pricing.
  8. Provide information regarding services not described in the scope of work that the offering firm is currently able to provide to the University, along with associated pricing.
  9. TIME LINES AND KEY DATES:
    - a. Questions from Offerors accepted only through: Thursday, January 29, 2026 – 2:00 PM EST
    - b. Proposals are Due: Thursday, February 5, 2026 – 2:00 PM EST
    - c. Initial Evaluations complete & Score Sheets due: Friday, February 13, 2026
    - d. Proposal Clarification questions to Procurement Services: Tuesday, February 17, 2026
    - e. Tentative Proposal Clarifications complete and/or presentations: Thursday, February 19, 2026
    - f. Tentative Negotiations to be complete: Friday, February 27, 2026
    - g. Tentative Award(s): Friday, February 27, 2026 – 4:30 PM ET
    - h. Tentative Commencement of Contract(s) (contract signed): Monday, March 2, 2026
  10. Complete and return SIGNED RFP cover page. Proposals shall be signed by an authorized representative of the Offeror.
  11. Complete and return the following attachments with the proposal:
    - a. Attachment A – Proposal Submission Checklist. (Required)
    - b. Attachment B – Small Business Subcontracting Plan. (Required)
  12. Submit any exceptions the Offering firm takes to the Terms and Conditions as stated in this RFP.
  13. Any other information the Offeror believes will help the University evaluate its proposal.

Please review the Proposal Submission Checklist attached to this RFP prior to submission.

## VII. STATEMENT OF NEEDS:

The Contractor shall provide the following services and capabilities:

- A. Customized International Travel Programming
  - 1. Develop and manage group travel programs for academic, cultural, and service-learning purposes.
  - 2. Offer tailored itineraries that meet educational goals for faculty and students.
- B. Travel Management Services
  - 1. Arrange international transportation, lodging, and local transfers for large groups.
  - 2. Provide access to unique lodging options (e.g., apartments, dormitories, houses).
- C. Program Enhancements
  - 1. Secure admissions to museums, performances, and cultural attractions at favorable rates.
  - 2. Organize mini-trips or excursions during international programs.
- D. Support Services
  - 1. Offer professional trip counseling for faculty directors.
  - 2. Provide tour guides and interpreters as needed.
  - 3. Conduct pre-trip seminars and organizational meetings upon request.
- E. Compliance and Documentation
  - 1. Communicate entry requirements (visas, immunizations) and assist with passport/visa services.
  - 2. Ensure adherence to all local, state, and federal laws and regulations.
  - 3. If the Contractor collects any traveler data, the Contractor shall disclose what data is collected, how it is stored, and how it is protected. Based on evaluation of proposals, the Hosted Technology Services Addendum may be required as part of any subsequent contract.
- F. Emergency and Risk Management
  - 1. Maintain a 24/7 Emergency Operations Plan for faculty, staff, and student travelers.
  - 2. Communicate travel alerts, restrictions, and contingency procedures for pandemics or emergencies.
- G. Financial and Administrative Requirements
  - 1. Provide accurate invoicing showing cost per traveler.
  - 2. Offer transparent refund and cancellation policies with maximum flexibility.
  - 3. Issue quotes for budget planning and guarantee pricing when possible.
- H. Additional Services
  - 1. Provide meeting space and technology support during travel.
  - 2. Offer travel insurance and refund processing for unused tickets.

## VIII. CONTRACT ADMINISTRATION:

- A. The Director of the Center for International Education, or designee, shall be identified by the University as the Contract Administrator and shall use all powers under the contract to enforce its faithfulness and performance in conjunction with the University's Procurement Services department.
- B. The Contract Administrator shall determine the amount, quantity, acceptability, fitness of all aspects of the services and shall decide all other questions in connection with the services. The Contract Administrator shall not have authority to approve changes in the services which alter the concept or which call for an extension of the contract term. Any modifications made to the contract must be authorized by the University's Procurement Services Department through a written two-party modification to the contract.

**IX. EVALUATION AND AWARD CRITERIA**

A. Evaluation Criteria - Proposals shall be evaluated by the University of Mary Washington Evaluation Committee using the following criteria:

Criteria	Point Value
Offeror’s capability – Experience based on provided resume(s) of personnel proposed	30
Client recommendations	10
Quality of proposal - offerings; portfolio (examples of prior work); addresses UMW requirements	30
Pricing: Financial Proposal	20
Small Business Subcontracting Plan	10
Total	100

SWaM participation will be considered but weighted modestly due to the nature of this contract. Details regarding award process and multiple awards are located in the Special Terms and Conditions – Award to Multiple Offerors.

**X. GENERAL TERMS AND CONDITIONS:**

The full set of General Terms and Conditions is a mandatory part of this solicitation and will be incorporated into the resulting contract. Please review the current version on the [UMW Terms & Conditions page](#).

**XI. SPECIAL TERMS AND CONDITIONS:**

- A. **ANNOUNCEMENT OF AWARD:** Upon the award or the announcement of the decision to award a contract resulting from a competitive solicitation process for any dollar value, or sole source procurement valued at over \$50,000, the University will publicly post such notice on the DGS/DPS eVA VBO ([www.eva.virginia.gov](http://www.eva.virginia.gov)) for a minimum of 10 days.
- B. **ANTITRUST:** By entering into a contract, the contractor conveys, sells, assigns, and transfers to the Commonwealth of Virginia all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Commonwealth of Virginia under said contract.
- C. **AUDIT:** The contractor shall retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. The agency, its authorized agents, and/or state auditors shall have full access to and the right to examine any of said materials during said period.
- D. **PROPOSAL ACCEPTANCE PERIOD:** Any offer in response to this solicitation shall be valid for (120) days. At the end of the (120) days the proposal may be withdrawn at the written request of the Offeror . If the proposal is not withdrawn at that time it remains in effect until an award is made or the solicitation is canceled.
- E. **COOPERATIVE PROCUREMENT/ADDITIONAL USERS - USE OF AGREEMENT BY THIRD PARTIES:** It is the intent of this solicitation and resulting contract(s) to allow for cooperative procurement. Accordingly, any public body (to include government/state agencies, political subdivisions, etc.), cooperative purchasing organizations, public or private health or educational institutions, or any University affiliated agency and/or corporation may access any resulting contract if authorized by the Contractor.

Participation in this cooperative procurement is strictly voluntary. If authorized by the Contractor(s), the resultant contract(s) will be extended to the entities indicated above to purchase goods and services in accordance with contract terms. As a separate contractual relationship, the participating entity will place its own orders directly with the contractor(s) and shall fully and independently administer its use of the contract(s) to include contractual disputes, invoicing and payments without direct administration from the University. No

modification of this contract or execution of a separate agreement is required to participate; however, the participating entity and the contractor may modify the terms and conditions of this contract to accommodate specific governing laws, regulations, policies, and business goals required by the participating entity. Any such modification will apply solely between the participating entity and the Contractor.

The Contractor will notify the University in writing of any such entities accessing this Contract. The Contractor will provide semi-annual usage reports for all entities accessing the Contract. The Contractor should consider an offer of special tiered pricing or rebates to all entities accessing the contract, based on the results of such reporting. This tiered pricing and/or rebate structure should be included with the Bidder/Offeror's bid or proposal package. The University shall not be held liable for any costs or damages incurred by any other participating entity as a result of any authorization by the Contractor to extend the Contract. It is understood and agreed that the University is not responsible for the acts or omissions of any entity, and will not be considered in default of the Contract no matter the circumstances.

Use of this Agreement does not preclude any participating entity from using other agreements or competitive processes.

- F. **AWARD TO MULTIPLE OFFERORS:** Selection shall be made of two or more Offeror s deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposals, including price, if so stated in the Request for Proposals. Negotiations shall be conducted with the Offeror s so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each Offeror so selected, the agency shall select the Offeror which, in its opinion, has made the best proposal, and shall award the contract to that Offeror. The University reserves the right to make multiple awards as a result of this solicitation. The University may cancel this Request for Proposals or reject proposals at any time prior to an award, and is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous (*Code of Virginia, § 2.2-4359D*). Should the University determine in writing and in its sole discretion that only one Offeror is fully qualified, or that one Offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that Offeror . The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the contractor's proposal as negotiated.
- G. **CANCELLATION OF CONTRACT:** The University reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the contractor. In the event the initial contract period is for more than 12 months, the resulting contract may be terminated by either party, without penalty, after the initial 12 months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.
- H. **AVAILABILITY OF FUNDS/FISCAL YEAR PROCESSING:** The University of Mary Washington's fiscal year is July 1st through June 30th. Payment cannot be made for multiple fiscal years in advance of services. It is understood and agreed between the parties herein that the agency shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.
- I. **CHANGES TO THE CONTRACT:** Changes can be made to the contract in any of the following ways:
  - 1. The parties may agree in writing to modify the scope of the contract. An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.
  - 2. The University may order changes within the general scope of the contract at any time by written notice to the contractor. Changes within the scope of the contract include, but are not limited to, things such as

services to be performed, the method of packing or shipment, and the place of delivery or installation. The contractor shall comply with the notice upon receipt. The contractor shall be compensated for any additional costs incurred as the result of such order and shall give the University a credit for any savings. Said compensation shall be determined by one of the following methods:

- a. By mutual agreement between the parties in writing; or
  - b. By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the contractor accounts for the number of units of work performed, subject to the University's right to audit the contractor's records and/or to determine the correct number of units independently; or
  - c. By ordering the contractor to proceed with the work and keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the contract. The same markup shall be used for determining a decrease in price as the result of savings realized. The contractor shall present the University with all vouchers and records of expenses incurred and savings realized. The University shall have the right to audit the records of the contractor as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to the University within thirty (30) days from the date of receipt of the written order from the University. If the parties fail to agree on an amount of adjustment, the question of an increase or decrease in the contract price or time for performance shall be resolved in accordance with the procedures for resolving disputes provided by the Disputes Clause of this contract or, if there is none, in accordance with the disputes provisions of the Commonwealth of Virginia Manual for Institutions of Higher Education and Their Vendors. Neither the existence of a claim nor a dispute resolution process, litigation or any other provision of this contract shall excuse the contractor from promptly complying with the changes ordered by the University or with the performance of the contract generally.
- J. **CONTROLLING VERSION:** The PDF version of the solicitation and any addenda issued by University of Mary Washington Procurement Services is the mandatory controlling version of the document. Any modification and/or additions to the solicitation by the Offeror shall not modify the official version of the solicitation issued by UMW Procurement Services unless accepted in writing by the University. Such modifications or additions to the solicitation by the Offeror may be cause for rejection of the proposal; however, UMW reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a proposal. If the modifications or additions are not identified until after the award of the contract, the controlling version of the solicitation document shall still be the official state form (PDF) issued by UMW Procurement Services.
- K. **DEBARMENT STATUS:** By participating in this procurement, the vendor certifies that they are not currently debarred by the Commonwealth of Virginia or any affiliated agency from submitting a response for the type of goods and/or services covered by this solicitation. Vendor further certifies that they are not debarred from filling any order or accepting any resulting order, or that they are an agent of any person or entity that is currently debarred by the Commonwealth of Virginia. If a vendor is created or used for the purpose of circumventing a debarment decision against another vendor, the non-debarred vendor will be debarred for the same time period as the debarred vendor.
- L. **DEFAULT:** In case of failure to deliver goods or services in accordance with the contract terms and conditions, the Commonwealth, after due oral or written notice, may procure them from other sources and hold the contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the Commonwealth may have.
- M. **DRUG-FREE WORKPLACE:** During the performance of this contract, the contractor agrees to (i) provide a drug free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution,

dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

- N. **EXTRA CHARGES PROHIBITED:** The bid or proposal price shall be complete; and shall include all applicable freight and any other charges; extra charges invoked by the Contractor shall not be honored or paid. These charges, for example, shall include but not be limited to fees invoked by the vendor for the use of the credit card for payment of invoices, or any order-associated eVA fees.
- O. **INDEPENDENT CONTRACTOR RELATIONSHIP:** In performing any and all of the services to be provided under this contract, the Contractor shall at all times and for all purposes be and remain an independent contractor. In no case and under no circumstances shall the Contractor or any of its employees, including but not limited to those of its employees actually performing any of the services, have authority to make any representations or commitments on behalf of the University or be considered the agent of the University for any purpose whatsoever. No persons engaged by the Contractor in connection with the provision of Services shall be considered employees of the University. As between the parties, the Contractor shall be responsible for hiring, supervising, training and instructing those individuals performing the services and shall pay any required state and federal taxes on behalf of such persons and provide them with any legally required employee benefits.
- P. **LATE PROPOSALS:** To be considered for selection, proposals must be received at the address listed on Page 1 of the solicitation no later than the designated date and hour. The official time used in the RFP is that time on the automatic time stamp machine in the location listed on Page 1 of the solicitation. Proposals received at this location after the date and hour designated are automatically disqualified and will not be considered. It is the sole responsibility of the Offeror to ensure that its proposal reaches the designated receipt location no later than the assigned date and hour.
- Q. **NON-EXCLUSIVE CONTRACT:** Nothing herein is intended nor shall be construed as creating any exclusive arrangement with the Contractor. The contract shall not restrict UMW from acquiring similar, equal or like goods and/or services from other sources.
- R. **NOTICES:** Any official legal notice, demand, request, consent, approval or communication required by this Agreement to be provided in writing by either party, shall be addressed to the University or Contractor at their respective addresses entered below. These notices shall be sent via certified mail, return receipt requested, and shall be considered by the sender received within five (5) days of delivery to the U.S. Postal Service, or via the stamped evidence of delivery, whichever occurs first. Any unofficial notices or communications may be sent via electronic mail.

If to the University:  
Attn: Procurement Services  
1301 College Avenue  
Fredericksburg, VA 22401

If to the Contractor:  
Attn:  
ADDRESS LINE 1  
ADDRESS LINE 2

- S. **PROCUREMENT MANUAL:** This solicitation and any resulting contract is subject to the provisions of the Commonwealth of Virginia Procurement Manual for Institutions of Higher Education and their Vendor's and any revisions thereto, which are hereby incorporated into this contract in their entirety. The manual may be viewed at the [VASCUPP website](#).
- T. **QUALIFICATION OF OFFERORS:** UMW may make such reasonable investigations as deemed proper and necessary to determine the ability of the Offeror to perform the services and the Offeror shall furnish to UMW all such information and data for this purpose as may be requested. UMW reserves the right to inspect the Offeror's physical facilities prior to award to satisfy questions regarding the Offeror's capabilities. UMW further reserves the right to reject any proposal if the evidence submitted by, or investigations of, such Offeror fails to satisfy UMW that such Offeror is properly qualified to carry out the obligations of the Contract and to provide the services and/or furnish the goods contemplated herein.
- U. **RECYCLING POLICY:** It shall be the policy of the University of Mary Washington to support and encourage conservation and recycling efforts by vendors, students, faculty and staff, where possible.
- V. **RENEWAL OF CONTRACT:** This contract may be renewed by the University upon written agreement of both parties for (9), one-year renewal periods, under the terms of the current contract, and at a reasonable time (approximately 90 days) prior to the expiration. Only at the time of renewal may prices be negotiated for the upcoming term.
- W. **SEVERABILITY:** If any term or provision of this Agreement is found by a court of competent jurisdiction to be invalid, illegal or otherwise unenforceable, the same shall not affect the other terms or provisions hereof or the whole of this Agreement, but such term or provision shall be deemed modified to the extent necessary in the court's opinion to render such term or provision enforceable, and the rights and obligations of the parties shall be construed and enforced accordingly, preserving to the fullest permissible extent the intent and agreements of the parties herein set forth.
- X. **TAXES:** Sales to the Commonwealth of Virginia are normally exempt from State sales tax. State sales and use tax certificates of exemption, Form ST-12, will be issued upon request. Deliveries against this contract shall usually be free of Federal excise and transportation taxes. The Commonwealth's excise tax exemption registration number is 54-73-0076K.
- Y. **TITLE IX:** Educational institutions that receive federal financial assistance are covered by Title IX of the Education Amendments of 1972. In compliance with Title IX, the University of Mary Washington prohibits discrimination in employment as well as in all programs and activities on the basis of sex. The University of Mary Washington's Policy on Sexual and Gender Based Harassment and Other Forms of Interpersonal Violence can be found at <http://diversity.umw.edu/title-ix/files/2016/09/Policy-on-Sexual-and-Gender-Based-Harassment-and-Other-Forms-of-Interpersonal-Violence-03.18.pdf>.
- Z. **UNDERSTANDING OF REQUIREMENTS:** Your signature on your bid/proposal submission certifies your understanding of the following:
- a. It is the responsibility of each Offeror to inquire about and clarify any requirements of this solicitation that is not understood. The University will not be bound by oral explanations as to the meaning of specifications or language contained in this solicitation.
  - b. Therefore, all inquiries deemed to be substantive in nature regarding the specifications or other solicitation documents must be in writing and submitted to the responsible Contract Officer, whose name appears on the face of the solicitation, in the Procurement Services Office no later than five business days before the due date. Offerors must ensure that written inquiries reach the Contract Officer by the date stated in RFP. A copy of all queries and the respective response will be provided in the form of an addendum.
  - c. Your signature on your proposal and submission thereof certifies that you fully understand the requirements of this solicitation and have familiarized yourself with all federal, state and local

laws, ordinances, rules, and regulations that may affect the cost, progress, or performance of the work. Failure or omission of any Offeror to receive or examine any form, instrument, addendum or other documents, or to acquaint itself with conditions existing at the site, shall in no way relieve the vendor from any obligations with respect to its proposal submission or to the contract.

**AA. AWARD – RFP:** Selection shall be made of two or more Offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposals, including price, if so stated in the Request for Proposals. Negotiations shall be conducted with the Offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each Offeror so selected, the agency shall select the Offeror (s) which, in its opinion, has offered the best overall combination of quality, price and various elements of required goods/services, as stated in the solicitation, which in total are optimal relative to the agency's need, and shall award the contract to that Offeror (s). The University may cancel this Request for Proposal, reject proposals at any time prior to an award, and is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous (Governing Rule §16). Should the University determine in writing and in its sole discretion that only one Offeror is fully qualified, or that one Offeror is clearly more highly qualified than the others under consideration, or if in the sole opinion of the University it is in the University's best interest to award to only one, a contract may be negotiated and awarded to that Offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the contractor's proposal as negotiated. The University, in its sole opinion, reserves the right, if determined to be in the best interest of the University, to make:

- a separate award of each item,
- an award of a group of items,
- an award either in whole or in part,
- a single award, or
- a multiple award

**BB. INSURANCE:** By signing and submitting a bid or proposal under this solicitation, the bidder or Offeror certifies that if awarded the contract, it will have the following insurance coverage at the time the contract is awarded. For construction contracts, if any subcontractors are involved, the subcontractor will have workers' compensation insurance in accordance with §25 of the Rules Governing Procurement – Chapter 2, Exhibit J, Attachment 1, and 65.2-800 et seq. of the Code of Virginia. The bidder or Offeror further certifies that the contractor and any subcontractors will maintain these insurance coverage during the entire term of the contract and that all insurance coverage will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

**MINIMUM INSURANCE COVERAGES AND LIMITS REQUIRED FOR MOST CONTRACTS:**

- a. Workers' Compensation - Statutory requirements and benefits. Coverage is compulsory for employers of three or more employees, to include the employer. Contractors who fail to notify the Commonwealth of increases in the number of employees that change their workers' compensation requirements under the Code of Virginia during the course of the contract shall be in noncompliance with the contract.
- b. Employer's Liability - \$100,000.
- c. Commercial General Liability - \$1,000,000 per occurrence and \$2,000,000 in the aggregate. Commercial General Liability is to include bodily injury and property damage, personal injury and advertising injury, products and completed operations coverage. The Commonwealth of Virginia must be named as an additional insured and so endorsed on the policy.

- d. Automobile Liability - \$1,000,000 combined single limit. Required only if a motor vehicle not owned by the Commonwealth is to be used in the contract. Contractor must assure that the required coverage is maintained by the Contractor (or third party owner of such motor vehicle).

XII. **PRICING SCHEDULE:** The contractor shall provide pricing for all products and services included in proposal, including transaction, processing, and service charges. Contractor should specify travel management fees.

XIII. **ATTACHMENTS (POSTED SEPARATELY IN eVA):** The following attachments are part of this Request for Proposals and are posted as separate downloadable files in eVA. Offerors are responsible for reviewing all attachments and submitting all required attachments with their proposal.

- a. Proposal Submission Checklist (Required)
- b. Small Business Subcontracting Plan (Required)
- c. SWAM Spend Reporting (Informational Only)
- d. Approximate FY25 Annual Spend Sheet (Historical / Informational Only)
- e. Hosted Technology Services Addendum (Exhibit)

XIV. **SUPPLIER ONBOARDING and METHOD OF PAYMENT:** *All awarded Contractors must be [registered with the University](#) to receive payment via University-issued check or ACH.* The Contractor shall be paid using one of the following methods for all University initiated procurements:

- a. University Charge Card: At the time of verified receipt of goods or services, and proper invoice, if the Contractor's eVA profile indicates acceptance of credit cards in payment, the University will authorize payment by University charge card, currently through the Bank of America Visa, under the following terms:
  - a. Any "Check-out fees" imposed by the contractor must be disclosed prior to the purchase.
  - b. No check-out fee or surcharge, that was appropriately disclosed in advance of the sale/purchase, shall be greater than 3% of the total sale., effective 4/15/2023. The University expects that these costs, as well as all contractor business expenses will be built into the contractor's quoted price.
- b. Virtual Payables through Bank of America: All payments made under Virtual Payables will have a net 16 payment term. For more information about this payment option, contact UMW's Accounts Payable department via [email](#), or view details on the [Bank of America Virtual Payables Website](#).
- c. UMW Check or ACH: *Payment will be made per the terms of the contract, or 30 days after satisfactory performance of the contract in all provisions thereof and upon receipt of a properly completed invoice, whichever is later; in accordance with Chapter 43, VPPA, Article 4, Code of Virginia.*

NOTE: ACH must be set up in advance prior to submittal of any invoices. For more information about ACH enrollment, please visit the [Department of Accounts Electronic Data Interchange \(EDI\) webpage](#).

To be considered eligible for payment, all physical invoices must be received at the address below and should reference the eVA purchase order and UMW contract numbers as applicable. All electronic invoices must be sent to [invoices@mail.umw.edu](mailto:invoices@mail.umw.edu). *The University will not be responsible for late payment or nonpayment of invoices not received directly by Accounts Payable at this email address or at the mailing address indicated (below).*

UNIVERSITY OF MARY WASHINGTON  
Attn: ACCOUNTS PAYABLE  
1301 COLLEGE AVENUE  
FREDERICKSBURG, VA 22401

## ATTACHMENT A

### RFP 26-2075 Proposal Submission Checklist

It is important that the Offeror carefully read through the RFP and provide all required documentation. The proposal **MUST** be submitted and received on time to qualify for a chance at evaluation. Use this checklist as a guideline to ensure the proposal is complete before submission.

#### **IMPORTANT DATES & REMINDERS**

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- No Questions Accepted after **Thursday, January 29, 2026 – 2:00 PM EST**. All Questions must be directed toward the Procurement Officer for this solicitation: [Jennifer Buist, jbuist@umw.edu](mailto:jbuist@umw.edu) , and 540-654-1382.
- Proposal Due Date: **Thursday, February 5, 2026 – 2:00 PM EST** - Proposals submitted after 2:00 PM EST as indicated by the official eVA timestamp will NOT be accepted.
- All proposals must be submitted electronically through the Commonwealth of Virginia’s eVA Procurement Portal by the solicitation due date and time. Offerors are responsible for ensuring successful submission in eVA. Proposals submitted by mail, email, or physical delivery will not be accepted.
- **Read the ENTIRE RFP including terms and conditions and attachments carefully before submitting a proposal.**

#### **REQUIRED DOCUMENT SUBMISSION**

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Acknowledgement:

**The classification of an entire proposal document, line item prices and/or total proposal prices as proprietary or as a trade secret is not acceptable.** If, after being given reasonable time, the Offeror refuses to withdraw an entire classification designation, the proposal will be rejected.

Documents to Submit:

- Completed and signed RFP cover page.
- Any/All signed addenda.
- Electronic proposal uploaded through eVA (including a separate redacted version, if applicable).
- Description of the Offering firm’s history and expertise relevant to the services described in this RFP.
- Pricing Schedule, as required by this RFP.
- Completed Attachment B, Small Business Subcontracting Plan.
- Any exceptions taken to University’s Terms and Conditions.
- Current Certificate of Liability Insurance

**ATTACHMENT B - SMALL BUSINESS SUBCONTRACTING PLAN**

**MUST BE COMPLETED AND RETURNED WITH PROPOSAL PACKAGE**

All small businesses must be certified by the Commonwealth of Virginia, Department of Small Business and Supplier Diversity (DSBSD) by the due date of the solicitation to participate in the SWaM program. Certification applications are available through DSBSD online at <http://sbsd.virginia.gov>.

**DEFINITIONS:**

**“Micro Business”** means a business that is a certified Small Business under the SWaM Program and has no more than twenty-five (25) employees and no more than \$3million in average annual revenue over the three-year period prior to their certification.

**"Small business"** means a business independently owned and controlled by one or more individuals who are U.S. citizens or legal resident aliens, and together with affiliates, has 250 or fewer employees, or average annual gross receipts of \$10 million or less averaged over the previous three years. One or more of the individual owners shall control both the management and daily business operations of the small business. *Note: DSBSD-certified women- and minority-owned businesses shall also be considered small businesses when they have received DSBSD small business certification. (Code of Virginia, § 2.2-4310)*

**“Woman-owned business”** means a business that is at least 51% owned by one or more women who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest is owned by one or more women who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more women. *(Code of Virginia, § 2.2-4310)*

**“Minority-owned business”** means a business that is at least 51% owned by one or more minority individuals who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership or limited liability company or other entity, at least 51% of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more minority individuals. *(Code of Virginia, § 2.2-4310)*

**Bidder Name:** \_\_\_\_\_

**Preparer Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**INSTRUCTIONS:**

- A. If you are certified by the Department of Small Business and Supplier Diversity (DSBSD) as a small business, complete only Section A of this form. This shall not exclude DSBSD-certified women-owned and minority-owned businesses when they have received DSBSD small business certification.
- B. If you are not a DSBSD-certified small business, complete Section B of this form. For the bid to be considered and the bidder to be declared responsive, the bidder shall identify the portions of the contract that will be subcontracted to DSBSD-certified small business in Section B.

**ATTACHMENT B (CONT'D)**

**Section A**

If you are certified by the Department of Small Business and Supplier Diversity (DSBSD), are you certified as a:

**Check All That Apply:**  Micro Business  Small Business  Woman-Owned Business  Minority-Owned Business

DSBSD Certification No.: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

---

**Section B**

Populate the table below to show your plans for utilization of DSBSD-certified small businesses in the performance of this contract. This shall not exclude DSBSD-certified women-owned and minority-owned businesses that have received the DSBSD small business certification. Include plans to utilize small businesses as part of joint ventures, partnerships, subcontractors, suppliers, etc.

**Plans for Utilization of DSBSD-Certified Small Businesses for this Procurement**

Small Business Name, Address & DSBSD Cert No.	Indicate if also: Micro (O), Women (W), or Minority (M) Certified	Contact Person, Telephone & Email	Type of Goods and/or Services	Planned Involvement During Initial Period of the Contract (%)	Planned Contract Dollars During Initial Period of the Contract (\$)
<b>Total Planned Subcontracting Spend (\$)</b>					

ATTACHMENT D - See sheet 2 for breakdown

VHEPC FY25 Custom Travel Services Spend

V_Vendor	GMU	ODU	UMW
Academic Experiences Abroad		\$ 77,175	
Fellowship Travel International Inc	\$ 60,000	\$ 46,499	
GOLDEN RULE TRAVEL			\$ 3,460

# **Request for Proposal**

Customizable International Travel Services

RFP No. 26-2075

## **Company/Respondent Firm**

In Case You Travel LLC

### **Address:**

2037 Chicory St. Virginia Beach, VA 23453

### **Primary Contact:**

**POC Name:** Charlene Cason

**POC #:** 757-739-5904

**Email:** charlenecason@incaseuttravel.com

### **Submission Deadline:**

February 5, 2026 – 2:00 PM EST

SEALED REQUEST FOR PROPOSAL (RFP)

ISSUE DATE: January 20, 2026

RFP NUMBER & TITLE: RFP 26-2075 - Customizable International Travel Services

PROPOSAL DUE DATE & TIME: Thursday, February 5, 2026 – 2:00 PM EST

PROPOSAL SUBMISSION: **NOTE: Proposals received after the due date and time, as determined by the electronic time stamp generated by the eVA system, cannot be accepted.**  
Proposals shall be submitted electronically via the Commonwealth of Virginia's eVA system in accordance with the instructions provided in this solicitation.  
Reference RFP 26-2075

WORK LOCATION:  All Campuses  Fredericksburg  Stafford  Dahlgren

COMMODITY CODE(S): 95892, 96178

PRE-PROPOSAL CONFERENCE:  Optional  Mandatory  N/A

CONTRACT OFFICER: JENNIFER BUIST EMAIL: [jbui@umw.edu](mailto:jbui@umw.edu)

PERIOD OF CONTRACT: DATE OF AWARD THROUGH ONE YEAR, WITH OPTION FOR NINE (9) 1-YEAR RENEWALS, or as negotiated.

In compliance with this Sealed Request for Proposal (RFP) and to all the conditions imposed therein, and hereby incorporated by reference, the undersigned firm offers and agrees to furnish the goods/services in accordance with attached signed proposal or as mutually agreed upon by subsequent negotiation. The undersigned firm hereby certifies that all information provided in response to this RFP is true, correct and complete.

By signing this proposal, you are certifying that you are an authorized representative of the offering firm and that the firm's principals or legal counsel have reviewed the Request for Proposal General Terms and Conditions and any Special Terms and Conditions. Any exceptions to the General or Special Terms and Conditions must be clearly identified in your proposal. No exceptions can be made to those General or Special Terms and Conditions that are mandated by law. If no exceptions are identified in your proposal, it is understood that the provisions will become a part of any final agreement.

**THIS FORM MUST BE COMPLETED AND RETURNED WITH PROPOSAL**

Name of Offering Firm: IN Case You Travel LLC

Address of Offering Firm: 2037 Chicory St. Virginia Beach, VA 23453

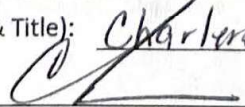
DSBSD Certification No.: 827512 Expiration Date: Apr. 12, 2028

eVA ID: 307131 Tax ID: 85-0579930

Email: charlene@incaseyoutravel.com Telephone: 757-739-5904

Website: WWW.INCASEYOUtravel.com Fax: \_\_\_\_\_

Submitted By (Print Name & Title): Charlene Cason Owner

Signature (In Ink):  Date: Feb 03, 2026

ATTACHMENT A

RFP 26-2075 Proposal Submission Checklist

It is important that the Offeror carefully read through the RFP and provide all required documentation. The proposal MUST be submitted and received on time to qualify for a chance at evaluation. Use this checklist as a guideline to ensure the proposal is complete before submission.

**IMPORTANT DATES & REMINDERS**

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- **Read the ENTIRE RFP including terms and conditions and attachments carefully before submitting a proposal.**

**REQUIRED DOCUMENT SUBMISSION**

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Acknowledgement:

**The classification of an entire proposal document, line item prices and/or total proposal prices as proprietary or as a trade secret is not acceptable.** If, after being given reasonable time, the Offeror refuses to withdraw an entire classification designation, the proposal will be rejected.

Documents to Submit:

- Completed and signed RFP cover page.
- Any/All signed addenda.
- Electronic proposal uploaded through eVA (including a separate redacted version, if applicable).
- Description of the Offering firm's history and expertise relevant to the services described in this RFP.
- Pricing Schedule, as required by this RFP.
- Completed Attachment B, Small Business Subcontracting Plan.
- Any exceptions taken to University's Terms and Conditions.
- Current Certificate of Liability Insurance

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## EXECUTIVE SUMMARY

### **The Partner You Can Trust. The Experience Students Will Remember.**

In Case You Travel LLC (ICYT) is a DSBSD-certified Small, Women-Owned business (Certification No. 827512) specializing in the design and execution of customized international group travel for academic, cultural, and experiential learning programs. Since 2017, ICYT has delivered high-touch, end-to-end travel management services for groups of 10 to 50+ travelers, combining logistical precision, financial transparency, and comprehensive duty of care.

ICYT is purpose-built for institutions like the University of Mary Washington, where academic outcomes, student safety, and fiscal accountability are equally critical. Rather than offering pre-packaged tours, ICYT partners directly with faculty and program leaders to design itineraries aligned to learning objectives, institutional policies, and risk-management expectations—while maintaining flexibility to adapt to changing conditions.

Our services span the full travel lifecycle, including:

- **International logistics management** encompasses airfare, multi-modal ground transportation, and secure lodging options ranging from boutique hotels to academic residences.
- **Customized academic programming**, including pre-reserved museum access, licensed local guides, classroom and meeting space abroad, and curriculum-aligned excursions.
- **24/7 emergency operations and risk mitigation**, with a single point of contact supported by global partners and real-time monitoring of geopolitical, health, and travel conditions.
- **Financial transparency and cost control**, with clear cost-per-traveler invoicing, no hidden markups, and proactive guidance to help departments maximize value within budget constraints.

With operational experience across six continents, ICYT offers the global reach typically associated with large travel firms while delivering the responsiveness, accountability, and continuity of a boutique partner. Our streamlined structure allows us to remain cost-effective and risk-averse, ensuring that University stakeholders receive priority attention, rapid decision-making, and consistent oversight from planning through post-trip reconciliation.

By assuming responsibility for the operational complexity of international travel—including visas, health requirements, vendor negotiations, and contingency planning—ICYT enables UMW faculty to focus on what matters most: delivering a meaningful, immersive educational experience for students.

The sections that follow detail ICYT's experience, capabilities, and operational approach, demonstrating our readiness to serve as a reliable, long-term travel partner for the University of Mary Washington.

## EXPERIENCE AND CAPABILITIES

ICYT has over a decade of combined professional travel and program management experience, with focused execution in customized international group travel since 2017. This depth of experience has enabled ICYT to deliver consistent, high-quality outcomes for academic, professional, and cultural groups traveling internationally—often under complex, multi-country conditions that demand precision, adaptability, and disciplined risk management.

Because of this experience, ICYT has been entrusted to manage end-to-end international programs across six continents, supporting groups ranging from 10 to more than 50 travelers. This sustained performance has allowed the firm to build long-standing global partnerships, negotiate favorable net rates, and refine a delivery model that balances educational value, traveler safety, and cost control. These capabilities directly align with the University of Mary Washington’s need for a dependable, solution-oriented travel partner.

### International Locations Serviced

ICYT has direct experience providing travel management services across a broad and diverse set of international destinations, each presenting unique logistical, cultural, and regulatory considerations. This geographic breadth allows ICYT to confidently support both traditional and emerging study-abroad locations while maintaining consistent standards of safety and service.

#### **Europe**

United Kingdom, France, Italy, Greece, Spain, Portugal, the Netherlands, Germany, and Iceland Programs in Europe often involve dense itineraries, high-volume tourism environments, and complex intra-country transportation. ICYT has managed multi-city European programs utilizing high-speed rail systems, private motor coaches, and centrally located lodging to ensure academic schedules remain intact while minimizing travel fatigue.

#### **Africa**

South Africa, Morocco, Ghana, and Egypt

Travel in Africa requires heightened attention to local regulations, vetted ground operators, and cultural considerations. ICYT has successfully coordinated lodging, guided excursions, and secure transportation while ensuring compliance with local licensing and safety requirements.

#### **Asia & Middle East**

Japan, Thailand, South Korea, Vietnam, and the United Arab Emirates

Programs in these regions often involve language barriers, intricate transit systems, and strict scheduling. ICYT has coordinated complex itineraries involving international flights, domestic rail networks (including high-speed systems), and culturally specific programming while managing dietary, accessibility, and communication needs.

#### **The Americas**

Peru, Costa Rica, Mexico, Canada, and the Caribbean

ICYT has supported programs focused on cultural immersion, sustainability, and regional history, managing diverse lodging types and excursions in both urban and remote environments.

Across all destinations, ICYT emphasizes licensed local vendors, vetted accommodations, and pre-reserved program components to reduce uncertainty and ensure predictable outcomes for faculty-led travel.

## Experience Supporting Large Groups in Academic and Higher Education Settings

ICYT's core strength lies in managing large-group travel within academic and higher education contexts, where duty of care, accountability, and instructional continuity are critical. The firm's operational approach mirrors the expectations of university-sponsored travel, including faculty leadership support, student safety protocols, and transparent financial reporting.

Recent representative experience includes:

- A multi-city Italy cultural immersion program for a group of approximately 25 participants, spanning Rome, Venice, and Sorrento. ICYT coordinated international airfare, high-speed rail transfers, private ground transportation, and licensed academic guides, delivering a seamless program with no service disruptions.
- A Japan-based cultural and academic mission for approximately 30 travelers, covering Tokyo, Kyoto, and Osaka. The program included coordination of international and domestic transportation, pre-reserved cultural sites, structured group dining with dietary accommodations, and physically demanding excursions such as a guided Mount Fuji climb.

These programs required careful sequencing, real-time problem solving, and close coordination with faculty leaders—demonstrating ICYT's ability to perform in environments comparable to UMW-sponsored international programs.

## Ability to Deliver Customized Group Tours Aligned to Educational Goals

ICYT does not rely on standardized tour packages. Every program is designed collaboratively with faculty to ensure that travel logistics actively support—not compete with—academic objectives. This customization is achieved through a consultative planning process that begins with a review of learning goals and concludes with a fully integrated itinerary.

To ensure depth of engagement, ICYT applies a structured experiential methodology that integrates academic content with cultural immersion. Programs are intentionally designed to move beyond surface-level sightseeing and instead incorporate discipline-relevant experiences such as:

- Specialized site access and guided instruction aligned to course objectives
- Curated cultural experiences that reinforce historical, social, or environmental themes
- Hands-on activities that support experiential and kinesthetic learning

For example, ICYT has developed programs that combine formal instruction with artisan workshops, historically focused site analysis, and region-specific cultural engagement—allowing students to contextualize classroom learning within the lived environment of the destination.

This approach ensures that faculty-led programs remain academically defensible, immersive, and outcome-driven, while maintaining cost discipline and operational feasibility.

## Professional Trip Counseling for Faculty Directors

ICYT approaches faculty trip counseling as a strategic advisory function, not a transactional booking step. Faculty directors are supported through structured planning sessions designed to translate academic intent into a feasible, well-paced international program.

Counseling begins with a detailed review of learning objectives, preferred instructional formats, and anticipated student needs. From there, ICYT advises on itinerary sequencing, transit timing, lodging placement, and program density to ensure that instructional time is preserved and that logistical demands do not detract from the academic experience.

For complex or unique itineraries—such as multi-country programs, physically demanding excursions, or destinations with language and cultural barriers—ICYT provides guidance on alternative routing, contingency planning, and cost-effective substitutions that maintain academic value while reducing exposure to risk. This advisory role allows faculty to make informed decisions early in the planning process, minimizing last-minute changes and avoiding avoidable cost escalations.

## Tour Guides and Interpreter Support

ICYT maintains an established network of licensed, local guides and professional interpreters through long-standing Destination Management Company (DMC) partnerships. Guides are selected not only for language fluency, but for their ability to provide contextual, academically relevant interpretation aligned with faculty goals.

Depending on program needs, ICYT can arrange:

- Subject-matter guides for history, art, politics, or environmental studies
- Interpreters for classroom discussions, site visits, and community engagement
- On-demand language support for regions where English is not widely spoken

By sourcing guides locally, ICYT ensures authenticity, regulatory compliance, and cost efficiency while providing faculty and students with deeper insight than standard tourism narration.

## Admissions Passes, Cultural Events, and Educational Enhancements

ICYT regularly secures pre-reserved admissions passes for museums, performances, special exhibits, and educational attractions to maximize instructional time and minimize logistical friction. Through advance planning and group-volume leverage, ICYT is able to obtain academic or group-rate pricing, passing savings directly to the University.

Representative examples include:

- **Rome:** Pre-reserved group entry to the Vatican Museums and Colosseum, allowing structured academic instruction without extended wait times
- **Paris:** Academic group passes for the Louvre and Musée d'Orsay, coordinated to align with art history curricula
- **London:** Tower of London access and West End theatre performances paired with post-performance academic discussions

All admissions are scheduled to complement instructional goals and are integrated into the overall itinerary and invoicing, eliminating the need for faculty to manage on-site ticketing or reimbursements.

## Group Dining, Dietary Accommodations, and Accessibility

ICYT understands that group dining is both a logistical and risk-management consideration, particularly when accommodating allergies, religious dietary requirements, and accessibility needs. Restaurants are pre-vetted for capacity, food safety practices, and the ability to serve diverse dietary profiles including vegetarian/vegan, gluten-free, halal, and kosher options.

For programs requiring structured group meals, ICYT can:

- Pre-reserve restaurants capable of hosting large groups
- Coordinate fixed or limited menus to control cost and service time
- Prepay and include meals within the program invoice to simplify expense tracking

Examples of prior arrangements include coordinating group dinners in Italy and Japan where menus were tailored to dietary restrictions and invoiced as part of the overall program cost. This approach reduces on-the-ground decision-making for faculty leaders while ensuring students are accommodated safely and consistently.

## Pre-Trip Seminars and Organizational Meetings

ICYT provides structured seminars designed to prepare faculty leaders and student travelers for pre-trip seminars and organizational meetings the academic, cultural, and logistical realities of international programs. These sessions are offered either virtually or in person, based on the University's preference and program needs.

Pre-trip sessions typically address:

- Program overview and itinerary pacing
- Cultural norms, etiquette, and expectations specific to the destination
- Safety protocols, emergency procedures, and communication plans
- Packing guidance, documentation requirements, and health considerations

Virtual seminars are conducted using a structured agenda and are included within ICYT's professional management fee, ensuring no additional cost burden for standard pre-departure preparation. When on-campus attendance is requested, ICYT is available to attend in person, with associated travel expenses billed transparently and outlined in the Pricing Schedule.

This approach ensures students arrive informed, faculty leaders are aligned, and potential issues are addressed proactively—reducing risk and improving on-site program execution.

## Meeting Space, Classroom Facilities, and Technology Support During Travel

ICYT has the capability to source and coordinate meeting space, classroom facilities, and presentation technology in international destinations to support structured academic instruction abroad. These arrangements are planned in advance to ensure that instructional time is preserved and that facilities meet security, accessibility, and technological requirements.

Depending on the destination and program design, ICYT can secure:

- Dedicated classroom or seminar rooms with audiovisual capabilities
- Conference rooms within centrally located hotels
- Private educational or cultural venues suitable for lectures and group discussion
- Reliable Wi-Fi and presentation equipment to support academic delivery

All facilities are vetted for location, safety, and suitability for academic use, ensuring continuity between on-campus instruction and the international learning environment.

## Access to Facilities on University or College Campuses Abroad

When programs benefit from a traditional academic setting, ICYT can arrange access to facilities on international university or college campuses through established partnerships and local academic contacts. This allows UMW programs to integrate directly into host-country academic environments.

Examples of supported locations include:

- Partner universities and academic centers in Italy, such as facilities in Florence and Rome
- English-language and international programs hosted at universities in Europe and Asia
- Affiliated academic institutions offering short-term classroom access for visiting programs

These arrangements provide students with exposure to international academic culture while offering faculty reliable, secure spaces for instruction.

With faculty preparation, instructional infrastructure, and global academic access fully supported, ICYT's Experience and Capabilities are reinforced by the operational systems and financial controls that ensure consistent delivery. The next section details our technical approach and how these capabilities are executed in practice through disciplined business operations, invoicing transparency, and institutional compliance.

## BUSINESS OPERATIONS & TECHNICAL APPROACH

ICYT's technical approach is grounded in a simple principle: international travel for higher education must be predictable, transparent, and resilient. Every program is executed through a disciplined framework that aligns academic intent with operational control, financial clarity, and continuous risk mitigation.

Rather than separating planning, execution, and reconciliation into silos, ICYT manages each program as a single, integrated lifecycle—led by a designated point of contact and supported by standardized systems, vetted global partners, and clearly defined processes. This approach ensures continuity for University stakeholders, reduces administrative burden for faculty leaders, and delivers consistent outcomes regardless of destination complexity.

The following outlines how this approach is implemented in practice.

### Key Personnel – Program Leadership and Execution

The successful execution of international academic travel programs depends on experienced leadership, operational continuity, and real-time decision-making authority. In Case You Travel LLC assigns senior personnel with direct accountability for program outcomes, ensuring consistent execution, disciplined risk management, and seamless coordination with University of Mary Washington stakeholders.

### Resume: Charlene B. Cason

#### **Founder, Lead Coordinator & Primary Program Lead Primary Point of Contact for the University of Mary Washington**

##### **Professional Summary**

Charlene B. Cason is an accomplished international travel coordinator and program leader with over a decade of experience managing high-touch, faculty-led academic and cultural travel programs. She specializes in complex, multi-city international logistics requiring precision scheduling, vendor negotiation, and continuous duty-of-care oversight. As Founder of In Case You Travel LLC, she serves as the single decision-maker and primary liaison for UMW programs, ensuring alignment between faculty objectives and on-the-ground execution.

##### **Role on the UMW Contract**

Ms. Cason serves as the Primary Program Lead and single point of contact for all UMW-sponsored international travel. She works directly with University staff and faculty directors to design itineraries, control budgets, coordinate vendors, and oversee execution from planning through post-trip reconciliation.

##### **Relevant Experience & Responsibilities**

- Direct management of faculty-led programs across Rome, Florence, and Venice
- Coordination of international airfare, high-speed rail, private transfers, and maritime transport

- Procurement of pre-reserved academic admissions and licensed local guides
- Oversight of vendor negotiations with emphasis on cost control and force-majeure protection
- 24/7 emergency response leadership and incident resolution
- Supervision of traveler readiness, documentation, and STEP enrollment

### **Core Competencies**

- Strategic International Logistics and Multi-City Coordination
- Academic Schedule Integration and Field-Based Instruction Support
- Risk Mitigation, Emergency Response, and Duty of Care
- Financial Oversight and Cost-Per-Traveler Transparency

### **Technology & Systems**

- TravelJoy (Master-Level User) – Mobile itineraries, document storage, real-time updates
- U.S. State Department STEP – Certified Administrator
- XE Currency – Real-time budget and exchange-rate monitoring

### **Education & Specialized Training**

- Advanced European Logistics and Industrial Secrecy (Murano Module)
- International Health and Safety Protocols for Student Group Travel

Ms. Cason’s leadership ensures the University is supported by an empowered decision-maker, eliminating delays, reducing risk, and maintaining consistent program quality.

## **Resume: Linda McKiever**

### **Logistics Specialist & Support Coordinator Secondary Program Lead**

#### **Professional Summary**

Linda McKiever is a seasoned logistics and administrative professional with over 32 years of experience supporting executive operations, hospitality logistics, and large-scale event coordination. Her background spans international hospitality, cultural institutions, and high-volume event management. For ICYT programs, she provides operational continuity, traveler support, and secondary emergency coverage.

#### **Role on the UMW Contract**

Ms. McKiever serves as Secondary Program Lead, supporting program execution before and during international travel. She ensures accurate traveler data management, seamless city-to-city transitions, and continuous student support, including medical and safety coordination.

### **Relevant Experience & Responsibilities**

- On-site logistical support for university groups traveling internationally
- Real-time coordination of hotel check-ins, ground transportation, and daily transitions

- Secondary emergency contact and medical coordination for student travelers
- Management of traveler documentation, dietary needs, and accessibility requirements
- Administrative support for invoicing accuracy and reconciliation

### **Prior Relevant Experience**

- **Norfolk Zoo – Catering Manager:** Oversight of paid events and staff supervision
- **NYC Zoos & Aquarium – Executive Assistant to VP/CFO:** High-level administrative and financial coordination
- **Sonesta Hotels (NYC Office) – Executive Secretary to VP of Sales:** Luxury hospitality operations and executive support

### **Core Competencies**

- International Logistics and On-Site Coordination
- Student Safety and Wellness Oversight
- Executive-Level Administrative Support
- High-Volume Event and Hospitality Operations

### **Training & Certifications**

- ICYT Concierge Training – TravelJoy systems and emergency response
- U.S. State Department STEP – Manual Enrollment Specialist

By assigning a Primary Program Lead with full decision authority and a Secondary Program Lead providing operational redundancy, ICYT ensures uninterrupted service, rapid response, and consistent oversight for all University of Mary Washington international travel programs.

### **Invoicing Transparency and Cost-Per-Traveler Determination**

ICYT structures invoicing to provide the University with clear, auditable visibility into how every program cost is calculated. We do not use bundled or opaque pricing models. Instead, all invoices are generated through TravelJoy, a secure travel management platform that produces detailed, line-item documentation.

Each invoice clearly delineates:

- International airfare
- Lodging and ground transportation
- Program-specific enhancements (admissions, guides, workshops)
- Professional management and duty-of-care fees

The cost per traveler is calculated using a simple, verifiable methodology:

**Total Program Cost ÷ Total Number of Participants = Exact Cost Per Traveler**

This structure allows University departments to validate costs quickly, support internal approvals, and reconcile expenditures without ambiguity. A representative invoice example

demonstrating this calculation is included within the proposal materials to illustrate format and clarity.

## Payment Acceptance

ICYT accepts payment methods that align with standard University procurement and accounting practices. Accepted forms of payment include:

- University Purchasing Card (P-Card)
- ACH / electronic bank transfer
- Check

This flexibility ensures that payments can be processed efficiently while remaining compliant with institutional financial controls.

## Billing Terms, Deposits, and Payment Schedule

Billing terms are designed to balance fiscal responsibility with the practical requirements of securing international services.

- **Standard Billing Terms:** Net 30 from the date of a valid invoice
- **Deposits:** A modest, non-refundable professional management deposit is typically required to initiate vendor contracting and itinerary development
- **Final Payment:** Full program payment is generally due 60–90 days prior to departure, depending on airline, lodging, and destination-specific contractual requirements

All payment milestones are communicated clearly during the planning phase to support departmental budgeting and approval workflows.

## Cancellation Policies, Penalties, and Refund Processing

ICYT recognizes that academic travel is subject to changing conditions and prioritizes maximum flexibility wherever possible. Cancellation policies are structured to protect University interests while complying with third-party vendor requirements.

- **Individual Participant Withdrawal:** Refunds are processed based on recoverable costs at the time of withdrawal. ICYT actively negotiates with vendors to minimize penalties and maximize refunds or credits.
- **Program Cancellation:** In the event of full program cancellation, ICYT works directly with airlines, hotels, and ground providers to secure credits or cash refunds. Where applicable, force-majeure provisions are pursued to reduce financial exposure.

Refunds and credits are documented transparently and applied directly back to the University in accordance with the approved invoice structure. No penalties or charges are assessed beyond actual, non-recoverable vendor costs.

## Budgetary Quoting Process and Price Guarantees

ICYT provides structured, reliable cost estimates to support University budget planning at all stages of program development. Quoting begins with a review of program objectives, destination(s), travel dates, group size, and desired academic enhancements. Using this information, ICYT develops a Good Faith Budget Estimate based on current market conditions, historical pricing data, and vetted vendor inputs.

For early-stage planning, ICYT can provide budgetary estimates up to 12–18 months in advance, allowing departments to plan accurately without committing prematurely. Once the University authorizes the program and a deposit is issued, ICYT transitions the estimate into a fixed program quote, locking pricing for applicable components.

Quoted prices are guaranteed once contracted, with only the following factors having the potential to impact pricing:

- Government-imposed taxes or regulatory fees
- Fuel surcharges mandated by carriers
- University-requested itinerary changes or scope additions

No other cost increases are passed through without prior University review and written approval.

## Prevention of Unapproved Post-Trip Charges

ICYT maintains strict controls to ensure that no post-trip reconciliation charges or surcharges are assessed without prior authorization. All vendor contracts are reviewed and finalized before travel, and all anticipated costs are incorporated into the approved program invoice.

Any deviation from the approved scope—such as optional upgrades or schedule changes—requires:

- Advance University notification
- Written approval
- A documented change confirmation

Absent this approval process, ICYT does not levy additional charges. This discipline protects the University from unexpected costs and ensures financial closure at the conclusion of each program.

## Exchange Rate Management and Currency Hedging

For international programs, ICYT prepares quotes using current exchange rates at the time of pricing and monitors currency fluctuations throughout the planning cycle. When programs have long lead times, ICYT offers strategies to mitigate currency risk where feasible and in the University's best interest.

Mitigation options include:

- Early prepayment of international vendors to lock favorable exchange rates (with University approval)
- Structuring contracts in U.S. dollars where available

If exchange rates shift materially after the original quote:

- Favorable shifts are credited back to the University prior to final payment
- Adverse shifts are only passed through when unavoidable and fully documented

All currency-related adjustments are communicated transparently and reflected clearly in invoicing.

### Access to Favorable Rates for Large Group Travel

ICYT secures competitive pricing for large-group international travel through established relationships with global Destination Management Companies (DMCs), airlines, hotels, and ground operators. These partnerships provide access to net and contracted rates not available through retail or consumer booking platforms.

Additional cost advantages are achieved through:

- Group airfare contracts and block seating where appropriate
- Volume-based lodging negotiations
- Strategic travel-date optimization to avoid peak pricing

By combining purchasing leverage with a low-overhead boutique model, ICYT delivers high-quality, customized programs at pricing levels that remain competitive with larger firms—without sacrificing service or flexibility.

### Advising on Cost-Savings Opportunities

ICYT actively advises University departments on cost-savings opportunities throughout the planning and execution of international study programs, without compromising academic quality or traveler safety. Savings analysis begins during initial trip counseling and continues through vendor selection and itinerary refinement.

Common savings strategies include:

- Adjusting travel dates by narrow margins to avoid peak airfare pricing
- Recommending centrally located academic residences or university-affiliated lodging in place of higher-cost commercial hotels
- Optimizing ground transportation routing to reduce redundant transfers
- Bundling admissions and guided services to secure group-rate pricing

All recommendations are presented transparently, allowing faculty and administrators to balance cost considerations with academic objectives. This advisory approach ensures that budget efficiency is achieved intentionally rather than reactively.

## Compliance with University Purchase Order Requirements

ICYT fully complies with the University's requirement that no additional travel agreements or pro forma contracts be executed for individual trips. We recognize that the University-issued Purchase Order, issued under the resulting contract, serves as the sole authorization to proceed.

All services are performed strictly in accordance with:

- The executed master contract
- The approved pro forma itinerary
- The University's official Purchase Order

ICYT does not require faculty leaders or departments to sign separate agreements, waivers, or vendor terms. This ensures contractual clarity, reduces administrative burden, and maintains alignment with University procurement policies.

## Traveler Data Collection, Storage, and Protection

ICYT collects only the minimum traveler data necessary to fulfill international travel requirements and ensure traveler safety. Data collected may include:

- Full legal name (as shown on passport)
- Passport number and expiration date
- Date of birth
- Emergency contact information
- Dietary, medical, or accessibility-related considerations

Traveler information is stored securely within TravelJoy, an encrypted travel management platform designed for group travel operations. Data protection measures include:

- 256-bit SSL encryption for data transmission
- Restricted access limited to authorized ICYT personnel directly supporting the program
- PCI-compliant payment processing standards

Traveler data is never sold, shared, or disclosed to third parties except where required to complete travel services (e.g., airlines, lodging providers) or as required by law. These controls ensure responsible data stewardship and alignment with institutional privacy expectations.

## EMERGENCY OPERATIONS & RISK MANAGEMENT

The safety and well-being of University of Mary Washington faculty, staff, and students is the foundation of every international program managed by In Case You Travel LLC (ICYT). Emergency planning is not treated as a contingency—it is integrated into program design, vendor selection, and on-trip execution.

ICYT maintains a 24/7 emergency response framework supported by senior leadership, global partners, and real-time monitoring systems. This framework ensures that the University has immediate access to decision-makers and that issues are addressed decisively, consistently, and in coordination with University leadership.

### 24/7 Emergency Contact Information

ICYT provides continuous emergency availability for all UMW-sponsored programs.

#### **Primary Emergency Contact**

Charlene B. Cason, Owner & Lead Travel Program Manager

Phone: +1-757-739-5904

Availability: 24/7 during active travel programs

#### **Secondary Emergency Contact**

Linda McKiever, Travel Operations Assistant

Phone: +1-718-840-9506

Availability: 24/7 backup support

Contacts are reachable via international voice, SMS, and secure messaging platforms to ensure redundancy across time zones.

### Communication of Travel Alerts and Government Warnings

ICYT actively monitors global conditions before and during travel to ensure UMW is informed of relevant risks.

Monitoring sources include:

- U.S. Department of State Travel Advisories and STEP alerts
- Overseas Security Advisory Council (OSAC) updates
- Host-country government advisories and transportation notices

When advisories are issued or escalated:

- ICYT immediately notifies the UMW Center for International Education and the on-site Faculty Leader
- Risk levels and potential impacts are clearly summarized
- Recommended actions are provided, including itinerary modifications or suspension guidance

ICYT strictly adheres to OFAC regulations and does not route travel through sanctioned countries or engage vendors in restricted regions.

## Incident Response Process and Back-Up Arrangements

If an issue occurs during an international program—such as a missed connection, lodging disruption, medical incident, or security concern—the Faculty Leader follows a clear, single-path escalation process.

### Incident Response Workflow

1. Faculty Leader contacts ICYT’s primary emergency contact
2. ICYT assesses the situation and confirms facts within a defined response window
3. A resolution plan is communicated to the Faculty Leader and University stakeholders
4. ICYT executes corrective action and documents the incident

### Short-Term Back-Up Capabilities

Through global Destination Management Company (DMC) partnerships, ICYT can secure:

- Alternative lodging on short notice
- Emergency ground transportation or private transfers
- Re-routing of flights or group movements
- Local assistance with authorities, medical providers, or consulates

All actions prioritize traveler safety, academic continuity, and compliance with University guidance.

## Force Majeure, Public Health, and Border Closure Contingencies

ICYT maintains structured contingency procedures informed by post-2020 global travel standards to address large-scale disruptions.

### Pandemics and Public Health Emergencies

- Continuous monitoring of health advisories and entry requirements
- Pre-identified medical facilities at each destination
- Coordination with University-approved travel insurance providers
- Support for quarantine or isolation logistics, including lodging extensions and communication assistance

### Border Closures and Government Restrictions

- Immediate evaluation of extraction or re-routing options
- Coordination with airlines and authorities to secure safe departure
- Ongoing communication with UMW leadership throughout decision-making

### Force Majeure Events

- Activation of vendor force-majeure clauses to reduce financial exposure
- Negotiation of credits or refunds where available
- Documentation of all actions taken for University records

ICYT's role during these events is to execute, communicate, and stabilize—allowing University leaders to make informed decisions while operational details are handled decisively.

## COMPLIANCE WITH ALL LAWS

In Case You Travel LLC (ICYT) operates under a compliance-first framework to ensure that all international travel services are delivered in accordance with applicable local, state, federal, and international laws and regulations. Compliance is embedded into vendor selection, traveler management, data handling, and financial operations.

### Federal Compliance

ICYT adheres to all applicable U.S. federal laws governing international travel, including but not limited to:

- **Office of Foreign Assets Control (OFAC)** regulations, ensuring no travel, payments, or vendor relationships involve sanctioned countries or restricted entities
- **U.S. Department of State travel guidance**, including monitoring and response to travel advisories
- **Transportation Security Administration (TSA)** requirements and airline security regulations
- **Fly America Act**, where applicable, to ensure compliance with federally funded travel requirements

### State and Institutional Compliance

As a Virginia-based, DSBSD-certified Small, Women-Owned business, ICYT complies with:

- The Virginia Public Procurement Act (VPPA)
- Commonwealth of Virginia procurement and contracting requirements
- University of Mary Washington purchasing, payment, and documentation protocols

ICYT recognizes the University-issued Purchase Order, executed under the resulting contract, as the sole authorization to proceed with services and does not require execution of additional agreements.

### Student Data Privacy and Educational Records

ICYT protects traveler information in alignment with:

- **Family Educational Rights and Privacy Act (FERPA)** principles
- Applicable data privacy and confidentiality expectations of public institutions

Only the minimum necessary traveler data is collected, securely stored, and accessed solely by authorized personnel for program execution.

### International and Local Law Compliance

For all destinations, ICYT partners exclusively with licensed, insured, and legally compliant local vendors, including transportation providers, guides, and lodging facilities. Vendors are vetted to ensure compliance with local labor laws, safety regulations, and licensing requirements.

### Ongoing Compliance Oversight

Compliance is continuously monitored throughout the program lifecycle. Any regulatory

changes, travel restrictions, or legal considerations affecting a program are communicated promptly to University stakeholders, with recommended actions provided.

Through these measures, ICYT ensures that University of Mary Washington programs are conducted responsibly, lawfully, and with full institutional accountability.

## SAMPLE TRAVEL PROGRAM

### **21-Day Cultural Immersion Program – Italy**

**Target Group:** 10 Students + 1 Faculty Member

**Program Focus:** Cultural Immersion, History, Art, and Societal Systems

**Destinations:** Rome, Florence, Venice

This sample program illustrates ICYT’s ability to design and manage a multi-city, faculty-led international program that balances academic rigor, cultural immersion, student safety, and cost discipline. The itinerary is representative of ICYT’s approach and can be adapted to meet specific academic disciplines or departmental goals.

### Program Structure Overview

The 21-day program is structured to allow students sufficient time in each location to develop contextual understanding while minimizing excessive travel. Each destination supports a distinct academic theme and builds progressively on the previous experience.

- **Week 1:** Foundations of Western Civilization and Political History (Rome)
- **Week 2:** Renaissance Art, Craftsmanship, and Civic Identity (Florence)
- **Week 3:** Maritime Power, Trade, and Environmental Sustainability (Venice)

Ground transportation between cities is managed using high-speed rail and private transfers to ensure safety, predictability, and efficient use of instructional time.

### Week 1 – Rome: Historical Foundations and Political Systems

**Academic Focus:** Ancient history, governance, law, and religion

Students begin in Rome to explore the origins of Western political and legal systems. Programming emphasizes site-based instruction supported by licensed academic guides.

Representative activities include:

- Guided academic exploration of the Roman Forum and Colosseum
- Pre-reserved group entry to the Vatican Museums with structured analysis of religious and political influence
- Faculty-led seminars integrating historical sites with classroom discussion
- Cultural orientation and safety briefing upon arrival

**Lodging Strategy:** Centrally located, secure hotel within walking distance of key academic sites to reduce daily transit time and enhance safety.

### Week 2 – Florence: Renaissance Art and Civic Life

**Academic Focus:** Art history, economics of craftsmanship, and urban development

Florence serves as a living classroom for Renaissance thought and artistic innovation. The program shifts toward experiential learning and applied cultural study.

Representative activities include:

- Academic visits to major museums and architectural landmarks
- Private artisan workshop demonstrating traditional Florentine craft techniques
- Faculty-guided analysis of civic space, patronage, and economic systems
- Optional hands-on activities supporting visual and kinesthetic learning

**Lodging Strategy:** High-security academic residence or boutique lodging near the historic center, providing cost efficiency and student oversight.

### Week 3 – Venice: Trade, Environment, and Sustainability

**Academic Focus:** Maritime history, global trade, and environmental adaptation

The final week examines Venice’s historical role as a trading power and its modern environmental challenges.

Representative activities include:

- Guided study of Venice’s maritime infrastructure and trade routes
- Academic briefing on the MOSE flood barrier system and climate adaptation
- Faculty-led discussions on sustainability and urban preservation
- Capstone reflection sessions integrating learning outcomes across all destinations

**Lodging Strategy:** Centrally located lodging with controlled access, minimizing water transit risks and ensuring student safety.

### Instructional and Support Elements

Throughout the program, ICYT provides:

- Licensed local guides with academic context
- Pre-reserved admissions to avoid delays and overcrowding
- Group dining arrangements accommodating dietary and accessibility needs
- 24/7 emergency support and continuous monitoring

Pre-trip orientation and on-site logistical coordination ensure that faculty leaders can focus on instruction while ICYT manages operations.

### Pricing Structure (Illustrative)

Pricing for this sample program is provided for illustrative purposes only and reflects ICYT’s transparent cost-per-traveler methodology. Final pricing would be developed in collaboration with the University based on travel dates, lodging selection, and academic enhancements.

**Illustrative Cost Components:**

- International airfare (group rates)
- Lodging (21 nights)
- Ground transportation between cities
- Academic guides and admissions
- Professional management and duty-of-care support

**Estimated Cost Range:**

Approximately \$3,800–\$4,300 per traveler, depending on seasonality, lodging selection, and airfare market conditions.

A detailed cost breakdown would be provided during formal budgeting and proposal development.

## ADDITIONAL SERVICES

In addition to the core services outlined in this proposal, In Case You Travel LLC (ICYT) offers a suite of optional value-added services that the University of Mary Washington may elect to use to further enhance student experience, strengthen program oversight, or align international travel with institutional priorities. These services are not required for program delivery and are only implemented with prior University approval.

### Optional Value-Added Services.

Service Category	Description	Associated Pricing
<b>Sustainability &amp; Carbon Offsetting</b>	Calculation of program carbon footprint with the option to purchase verified offsets (e.g., reforestation or renewable energy projects) through certified environmental partners.	\$10–\$25 per traveler, based on distance and project type
<b>Virtual Pre-Departure Orientation &amp; Cultural Intelligence</b>	Interactive sessions covering destination-specific cultural norms, global etiquette, and responsible engagement, designed to improve preparedness and reduce cultural friction.	Included (Virtual) Travel expenses only (In-person, if requested)
<b>Enhanced Traveler Safety &amp; Communication Tools</b>	Optional upgraded mobile tools providing real-time itinerary access, emergency alerts, and faculty leader oversight features.	Approximately \$15 per traveler
<b>Mobile Data &amp; Connectivity Solutions</b>	Pre-arranged international eSIMs or portable Wi-Fi devices to ensure reliable communication for students and faculty during travel.	\$30–\$60 per device, market dependent
<b>Alumni or Donor Participation Support</b>	Management of registration, upgraded lodging, and curated events for alumni or donors participating in limited segments of a program.	10% service fee on donor- or alumni-specific costs
<b>Professional Photography / Videography</b>	Coordination of local professional photographers or videographers to document programs for marketing, recruitment, or institutional use.	\$300–\$800 per day, location dependent

All additional services are quoted separately, approved in advance, and incorporated into the program invoice only upon University authorization. This approach ensures the University maintains full cost control while retaining the flexibility to enhance programs as objectives or opportunities evolve.

## **EXCEPTIONS TO TERMS AND CONDITIONS**

In Case You Travel LLC takes no exceptions to the University of Mary Washington's Terms and Conditions.

ATTACHMENT B - SMALL BUSINESS SUBCONTRACTING PLAN

MUST BE COMPLETED AND RETURNED WITH PROPOSAL PACKAGE

All small businesses must be certified by the Commonwealth of Virginia, Department of Small Business and Supplier Diversity (DSBSD) by the due date of the solicitation to participate in the SWaM program. Certification applications are available through DSBSD online at <http://sbsd.virginia.gov>.

**DEFINITIONS:**

**"Micro Business"** means a business that is a certified Small Business under the SWaM Program and has no more than twenty-five (25) employees and no more than \$3million in average annual revenue over the three-year period prior to their certification.

**"Small business"** means a business independently owned and controlled by one or more individuals who are U.S. citizens or legal resident aliens, and together with affiliates, has 250 or fewer employees, or average annual gross receipts of \$10 million or less averaged over the previous three years. One or more of the individual owners shall control both the management and daily business operations of the small business. *Note: DSBSD-certified women- and minority-owned businesses shall also be considered small businesses when they have received DSBSD small business certification. (Code of Virginia, § 2.2-4310)*

**"Woman-owned business"** means a business that is at least 51% owned by one or more women who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest is owned by one or more women who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more women.  
(Code of Virginia, § 2.2-4310)

**"Minority-owned business"** means a business that is at least 51% owned by one or more minority individuals who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership or limited liability company or other entity, at least 51% of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more minority individuals.  
(Code of Virginia, § 2.2-4310)

Bidder Name: In Case You Travel LLC

Preparer Name: Charlene Cason Date: Feb 3, 2026

**INSTRUCTIONS:**

- A. If you are certified by the Department of Small Business and Supplier Diversity (DSBSD) as a small business, complete only Section A of this form. This shall not exclude DSBSD-certified women-owned and minority-owned businesses when they have received DSBSD small business certification.
- B. If you are not a DSBSD-certified small business, complete Section B of this form. For the bid to be considered and the bidder to be declared responsive, the bidder shall identify the portions of the contract that will be subcontracted to DSBSD-certified small business in Section B.

**ATTACHMENT B (CONT'D)**

**Section A**

If you are certified by the Department of Small Business and Supplier Diversity (DSBSD), are you certified as a:

**Check All That Apply:**  Micro Business  Small Business  Woman-Owned Business  Minority-Owned Business

DSBSD Certification No.: 827512 Expiration Date: Apr 12, 2028

**Section B**

Populate the table below to show your plans for utilization of DSBSD-certified small businesses in the performance of this contract. This shall not exclude DSBSD-certified women-owned and minority-owned businesses that have received the DSBSD small business certification. Include plans to utilize small businesses as part of joint ventures, partnerships, subcontractors, suppliers, etc.

**Plans for Utilization of DSBSD-Certified Small Businesses for this Procurement**

Small Business Name, Address & DSBSD Cert No.	Indicate if also: Micro (O), Women (W), or Minority (M) Certified	Contact Person, Telephone & Email	Type of Goods and/or Services	Planned Involvement During Initial Period of the Contract (%)	Planned Contract Dollars During Initial Period of the Contract (\$)
<b>Total Planned Subcontracting Spend (\$)</b>					

Hosted Technology Services Addendum

SUPPLIER NAME:

IN CASE YOU TRAVEL LLC

SUPPLIER  
PRODUCT/SOLUTION:

\_\_\_\_\_

This Addendum shall be included in any procurement deemed necessary requiring hosted technology services for the purpose of ensuring that the Commonwealth of Virginia and University of Mary Washington, technology standards are complied with for the duration of the agreement between the University and the Vendor.

**Definitions:**

- **Agreement:** The "Agreement" includes the contract, this addendum and any additional addenda and attachments to the contract, including the Contractor's Form.
- **University:** "University" or "the University" means University of Mary Washington, its trustees, officers and employees. The point of contact for the University is the contract administrator for this Agreement.
- **University Data:** "University Data" is defined as any data that the Vendor creates, obtains, accesses, transmits, maintains, uses, processes, stores or disposes of in performance of the Agreement. It includes all Personally Identifiable Information and other information that is not intentionally made generally available by the University on public websites.
- **Personally Identifiable Information:** "Personally Identifiable Information" (PII) includes but is not limited to: Any information that directly relates to an individual and is reasonably likely to enable identification of that individual or information that is defined as PII and subject to protection by University of Mary Washington under federal or Commonwealth of Virginia law.
- **Security Breach:** "Security Breach" means a security-relevant event in which the security of a system or procedure involving University Data is breached, and in which University Data is exposed to unauthorized disclosure, access, alteration, or use.
- **Service(s):** "Service" or "Services" means any goods or services acquired by the University from the Vendor.

1. **Rights and License in and to University Data:** The parties agree that as between them, all rights including all intellectual property rights in and to University Data shall remain the exclusive property of the University, and Contractor has a limited, nonexclusive license to use these data as provided in this Agreement solely for the purpose of performing its obligations hereunder.
2. **Nonvisual Access To Technology:** All information technology which, pursuant to this Agreement, is purchased or upgraded by or for the use of any Commonwealth agency or institution or political subdivision of the Commonwealth (the "Technology") shall comply with Section 508 of the Rehabilitation Act (29 U.S.C. 794d), as amended. If requested, the Contractor must provide a detailed explanation of how compliance with Section 508 of the Rehabilitation Act is achieved and a validation of concept demonstration. The requirements of this Paragraph along with the Non-Visual Access to Technology Clause shall be construed to achieve full compliance with the Information Technology Access Act, §§2.2-3500 through 2.2-3504 of the Code of Virginia. Compliance may be determined by the degree to which the product meets the recommendations described in the VPAT (Voluntary Product Accessibility Template) and/or WCAG 2.0 Level AA guidelines.

**3. Data Privacy:**

- a. Contractor will use University Data only for the purpose of fulfilling its duties under this Agreement and will not share such data with or disclose it to any third party without the prior written consent of the University, except as required by this Agreement or as otherwise required by law.
- b. University Data will not be stored outside the United States without prior written consent from the University.
- c. Contractor will provide access to University Data only to its employees and subcontractors who need to access the data to fulfill obligations under this Agreement. The Contractor will ensure that the Contractor's employees who perform work under this Agreement have read, understood, and received appropriate instruction as to how to comply with the data protection provisions of this Agreement.
  - i. If the Contractor will have access to the records protected by the Family Educational Rights and Privacy Act (FERPA), Contractor acknowledges that for the purposes of this Agreement it will be designated as a "school official" with "legitimate educational interests" in such records, as those terms have been defined under FERPA and its implementing regulations, and Contractor agrees to abide by the limitations and requirements imposed on school officials. Contractor will use such records only for the purpose of fulfilling its duties under this Agreement for University's and its End Users' benefit, and will not share such data with or disclose it to any third party except as provided for in this Agreement, required by law, or authorized in writing by the University.

**4. Data Security:**

- a. Contractor will store and process University Data in accordance with commercial best practices, including appropriate administrative, physical, and technical safeguards, to secure such data from unauthorized access, disclosure, alteration, and use. Such measures will be no less protective than those used to secure Contractor's own data of a similar type, and in no event less than reasonable in view of the type and nature of the data involved.
- b. Contractor will store and process University Data in a secure site and will provide a SAS 70, SAS 70 Type II, SSAE 16, SOC 2 or SOC 3, or other security report deemed sufficient by the University, from a third party reviewer along with annual updated security reports.
- c. Contractor will use industry-standards and up-to-date security tools, technologies and practices such as network firewalls, anti-virus, vulnerability scans, system logging, intrusion detection, 24x7 system monitoring and third-party penetration testing in providing services under this Agreement.
- d. Without limiting the foregoing, Contractor warrants that all electronic University Data will be encrypted in transmission (including via web interface) and stored at AES 256 or stronger.

**5. Data Authenticity, Integrity and Availability:**

- a. Contractor will take reasonable measures, including audit trails, to protect University Data against deterioration or degradation of data quality and authenticity. Contractor shall be responsible for ensuring that University Data, per the Virginia Public Records Act, "is preserved, maintained, and accessible throughout their lifecycle, including converting and migrating electronic data as often as necessary so that information is not lost due to hardware, software, or media obsolescence or deterioration."
- b. Contractor will ensure backups are successfully completed at the agreed interval and that restoration capability is maintained for restoration to a point-in-time and/or to the most current backup available.
- c. Contractor will maintain an uptime of 99.99% or greater, or as negotiated and accepted by the University, as agreed to for the contracted services via the use of appropriate redundancy, continuity of operations and disaster recovery planning and implementations, excluding regularly scheduled maintenance time.

**6. Employee Qualifications:**

- a. Contractor shall ensure that its employees have undergone appropriate background screening and possess all needed qualifications to comply with the terms of this agreement including but not limited to all terms relating to data and intellectual property protection.

**7. Security Breach:**

- a. Response. Immediately (within one day) upon becoming aware of a Security Breach, or of circumstances that could have resulted in unauthorized access to or disclosure or use of University Data, Contractor will notify the University, fully investigate the incident, and cooperate fully with the University's investigation of and response to the incident. Except as otherwise required by law, Contractor will not provide notice of the incident directly to individuals whose Personally Identifiable Information was involved, regulatory agencies, or other entities, without prior written permission from the University.
- b. Liability. In addition to any other remedies available to the University under law or equity, when applicable to the type services being provided, Contractor will pay for or reimburse the University in full for all costs incurred by the University in investigation and remediation of such Security Breach, including but not limited to providing notification to individuals whose Personally Identifiable Information was compromised and to regulatory agencies or other entities as required by law or contract; providing one year's credit monitoring to the affected individuals if the Personally Identifiable Information exposed during the breach could be used to commit financial identity theft; and the payment of legal fees, audit costs, fines, and other fees imposed by regulatory agencies or contracting partners as a result of the Security Breach. Contractor agrees to indemnify, hold harmless and defend the University from and against any and all claims, damages, or other harm related to such Security Breach.

**8. Requests for Data, Response to Legal Orders or Demands for Data:**

- a. Except as otherwise expressly prohibited by law, Contractor will:
  - i. immediately notify the University of any subpoenas, warrants, or other legal orders, demands or requests received by Contractor seeking University Data;
  - ii. consult with the University regarding its response;
  - iii. cooperate with the University's requests in connection with efforts by the University to intervene and quash or modify the legal order, demand or request; and
  - iv. Upon the University's request, provide the University with a copy of its response.
- b. Contractor will make itself and any employees, contractors, or agents assisting in the performance of its obligations under the Agreement, available to the University at no cost to the University based upon claimed violation of any laws relating to security and/or privacy of the data that arises out of this agreement. This shall include any data preservation or eDiscovery required by the University.
- c. The University may request and obtain access to University Data and related logs at any time for any reason and at no extra cost.

**9. Data Transfer Upon Termination or Expiration:**

- a. Contractor's obligations to protect University Data shall survive termination of this Agreement until all University Data has been returned or Securely Destroyed, meaning taking actions that render data written on media unrecoverable by both ordinary and extraordinary means.
- b. Upon termination or expiration of this Agreement, Contractor will ensure that all University Data are securely transferred, returned or destroyed as directed by the University in its sole discretion within 30 days of termination of this Agreement. Transfer/migration to the University or a third party designated by the University shall occur without significant interruption in service.

Contractor shall ensure that such transfer/migration uses facilities, methods, and data formats that are accessible and compatible with the relevant systems of the University or its transferee, and to the extent technologically feasible, that the University will have reasonable access to University Data during the transition.

- c. In the event that the University requests destruction of its data, Contractor agrees to Securely Destroy all data in its possession and in the possession of any subcontractors or agents to which Contractor might have transferred University data. Contractor agrees to provide documentation of data destruction to the University and to complete any required Commonwealth of Virginia documentation regarding the destruction of University Data.
- d. Contractor will notify the University of impending cessation of its business and any contingency plans. This includes immediate transfer of any previously escrowed assets and data and providing the University access to Contractor's facilities to remove and destroy University-owned assets and data. Contractor shall implement its exit plan and take all necessary actions to ensure a smooth transition of service with minimal disruption to the University. The Vendor will also provide a full inventory and configuration of servers, routers, other hardware, and software involved in service delivery along with supporting documentation, indicating which if any of these are owned by or dedicated to the University. Contractor will work closely with its successor to ensure a successful transition to the new equipment, with minimal downtime and effect on the University, all such work to be coordinated and performed in advance of the formal, final transition date.

**10. Audits:**

- a. The University reserves the right in its sole discretion to perform audits of Contractor at no additional cost to the University to ensure compliance with the terms of this Agreement. Contractor shall reasonably cooperate in the performance of such audits. This provision applies to all agreements under which Contractor must create, obtain, transmit, use, maintain, process, or dispose of University Data.
- b. If Contractor must under this agreement create, obtain, transmit, use, maintain, process, or dispose of the subset of University Data known as Personally Identifiable Information or financial or business data, Contractor will at its expense conduct or have conducted at least annually a(n):
  - i. American Institute of CPAs Service Organization Controls (SOC) Type II audit, or other security audit with audit objectives deemed sufficient by the University, which attests Contractor's security policies, procedures and controls;
  - ii. vulnerability scan, performed by a scanner approved by the University, of Contractor's electronic systems and facilities that are used in any way to deliver electronic services under this Agreement; and
  - iii. formal penetration test, performed by a process and qualified personnel approved by the University, of Contractor's electronic systems and facilities that are used in any way to deliver electronic services under this Agreement.
- c. Additionally, Contractor will provide the University upon request the results of the above audits, scans and tests, and will promptly modify its security measures as needed based on those results in order to meet its obligations under this Agreement.

**11. Compliance:**

- a. Contractor will comply with all applicable laws and industry standards in performing services under this Agreement. Any Contractor personnel visiting the University's facilities will comply with all applicable University policies regarding access to, use of, and conduct within such facilities. The University will provide copies of such policies to Contractor upon request.
- b. Contractor warrants that the service it will provide to the University is fully compliant with and will enable the University to be compliant with relevant requirements of all laws, regulation, and guidance applicable to the University and/or Contractor, including but not limited to: the Family

Educational Rights and Privacy Act (FERPA), Health Insurance Portability and Accountability Act (HIPAA) and Health Information Technology for Economic and Clinical Health Act (HITECH), Gramm-Leach-Bliley Financial Modernization Act (GLB), Payment Card Industry Data Security Standards (PCI-DSS), Americans with Disabilities Act (ADA).

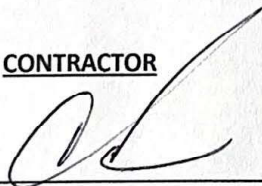
12. **No End User Agreements:** Any agreements or understandings, whether electronic, click through, verbal or in writing, between Contractor and University employees or other end users under this Agreement that conflict with the terms of this Agreement, including but not limited to this Addendum, shall not be valid or binding on the University or any such end users.

***To the extent allowed by Virginia law, the University of Mary Washington will keep any information provided in a security audit report confidential to protect the integrity of the Vendor.***

This Addendum and any other related and attached documents constitute the entire agreement between the parties and may not be waived or modified except by written agreement between the parties.

This Agency does not discriminate against faith-based organizations.

IN WITNESS WHEREOF, the parties have caused this contract to be duly executed, intending thereby to be legally bound.

<u>CONTRACTOR</u>	<u>UNIVERSITY OF MARY WASHINGTON</u>
SIGNATURE: 	SIGNATURE: _____
PRINTED NAME: <u>Charles B. Carson</u>	PRINTED NAME: _____
TITLE: <u>owner</u>	TITLE: _____
DATE: <u>FEB 03, 2026</u>	DATE: _____



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
02/04/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> NUTMEG INS AGENCY INC/PHS 76210797 The Hartford Business Service Center 3600 Wiseman Blvd San Antonio, TX 78251	<b>CONTACT NAME:</b> PHONE (888) 925-3137 FAX (A/C, No, Ext): (A/C, No):	
	<b>E-MAIL ADDRESS:</b>	
<b>INSURED</b> In Case You Travel LLC 2037 CHICORY ST VIRGINIA BEACH VA 23453-5922	<b>INSURER(S) AFFORDING COVERAGE</b>	
	<b>INSURER A:</b> Property and Casualty Insurance Company of Hartford	<b>NAIC#</b> 34690
	<b>INSURER B:</b>	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
<b>INSURER F:</b>		

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/Y YYY)	LIMITS	
A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> General Liability			76 SBU BZ7FP5	02/05/2026	02/05/2027	EACH OCCURRENCE	\$1,000,000
			DAMAGE TO RENTED PREMISES (Ea occurrence)				\$1,000,000	
			MED EXP (Any one person)				\$10,000	
			PERSONAL & ADV INJURY				\$1,000,000	
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						GENERAL AGGREGATE	\$2,000,000
							PRODUCTS - COMP/OP AGG	\$2,000,000
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> AUTOS						COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB						<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE	
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE	
							AGGREGATE	
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	
							E.L. EACH ACCIDENT	
							E.L. DISEASE -EA EMPLOYEE	
							E.L. DISEASE - POLICY LIMIT	
A	Professional Liability			76 SBU BZ7FP5	02/05/2026	02/05/2027	Each Claim Limit Aggregate Limit	\$1,000,000 \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Those usual to the Insured's Operations.

**CERTIFICATE HOLDER**

For Informational Purposes  
 2037 CHICORY ST  
 VIRGINIA BEACH VA 23453-5922

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*Susan K. Castaneda*

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# Unveiling the Peninsula: A Three-City Cultural Immersion across Rome, Florence, and Venice

## Welcome to the Journey of a Lifetime

In Case You Travel LLC is proud to present this meticulously curated 21-day immersion through Italy's most iconic cultural landscapes. Designed specifically for the University of Mary Washington, this program transcends the typical tourist path, transforming the cities of **Rome, Florence, and Venice** into living classrooms.

**What Awaits You:** Our journey begins in the "Eternal City" of **Rome**, where we peel back layers of history from the Roman Forum to the Vatican. We then transition via high-speed rail to **Florence**, the "Cradle of the Renaissance," to explore the intersections of classical art and modern Tuscan sustainability. We conclude in the floating city of **Venice**, diving deep into maritime history and the urgent environmental conservation efforts of the Venetian Lagoon.

**The "In Case You Travel" Standard:** We believe that the best learning happens when you feel safe, supported, and inspired. That is why we have hand-selected **academic-friendly lodging**—from historical residences to modern hubs—ensuring every student has a comfortable twin-bed arrangement and every faculty member has a private retreat.

From pre-reserved museum entries that bypass the crowds to private water taxis that deliver you to the door of your hotel, every logistical "pain point" has been smoothed away. Our **24/7 Emergency Support team** is with you every step of the way via WhatsApp and real-time TravelJoy

updates, allowing you to focus entirely on the art, the food, and the incredible history of the Italian peninsula.

Prepare to see Italy not just as a visitor, but as a scholar and a global citizen. Pack your curiosity—we'll handle the rest.

#### ▣ THE ICYT DIFFERENCE: WHAT'S INCLUDED

In Case You Travel LLC provides a "White Glove" service model where every logistical detail is managed, allowing faculty to focus on instruction and students to focus on immersion.

##### ▣ Accommodations & Comfort

- **21 Nights in Handpicked Lodging:** A curated mix of historical 3 and 4-star boutique hotels (Rome & Florence) and modern academic hubs (Venice).
- **Guaranteed Twin Bedding:** All student rooms are double-occupancy with two separate beds—no shared bedding.
- **Faculty Retreat:** Private single-occupancy rooms for all Faculty Directors.
- **Daily Breakfast Buffet:** High-protein, varied breakfast options at every property to fuel long days of exploration.

##### ▣ Transportation & "Seamless City" Logistics

- **Inter-City High-Speed Rail:** Business-class or premium seating on Italo/Frecciarossa trains between Rome, Florence, and Venice.
- **Private "Arrivals" Transfers:** Professional driver meet-and-greet at the airport to ensure immediate safety and transport to the hotel.
- **Venetian Water Taxis:** Private motorboat transfers directly to our hotel's water-gate to avoid luggage transit over bridges.
- **City Transit Passes:** Pre-loaded metro/bus passes for all participants in Rome and Florence.

##### ▣ Academic & Cultural Immersion

- **"Skip-the-Line" Admissions:** Reserved, priority entry to the Colosseum, Roman Forum, Vatican Museums, Uffizi Gallery, and Accademia (Michelangelo's David).
- **Licensed Expert Guides:** English-speaking historians for key site visits to provide academic context beyond the "tourist" narrative.
- **Artisan Workshops:** Curated visits to local leather, paper, or glass artisans (Murano) to see traditional Italian industry in action.
- **Sustainable Gastronomy:** Guided "Food History" walks in Rome and Florence, focusing on local markets and regional food security.

##### ▣ Safety, Health & Duty of Care

- **Comprehensive Medical Insurance:** International travel medical insurance with \$100k+ coverage, including emergency evacuation.
- **STEP Enrollment:** Manual enrollment of all travelers in the U.S. State Department's Smart Traveler Enrollment Program.
- **24/7 ICYT Concierge:** Direct WhatsApp access to Charlene and Linda for real-time support, re-bookings, or medical coordination.
- **Digital Trip Management:** Full access to the TravelJoy mobile app with offline maps, daily schedules, and emergency contacts.

##### ▣ Culinary Highlights

- **Welcome & Farewell Feasts:** Multi-course, traditional dinners at pre-vetted, high-quality trattorias (including La Canonica and Puppa Bar).
- **Dietary Management:** Pre-trip vetting of all allergies (GF, Vegan, Nut-free) shared with every dining partner in advance.



Charlene Cason

## ▣ TRAVELER READINESS \_ KNOW BEFORE YOU GO

### ▣ Passport & Entry Requirements

- **The 6-Month Rule:** Your U.S. passport **must be valid for at least six months** beyond our scheduled date of return. If your passport expires before [Insert Date], you must begin the renewal process immediately.

- **ETIAS & Visas:** U.S. citizens currently do not require a visa for Italy for stays under 90 days. ICYT monitors the **ETIAS (European Travel Information and Authorization System)** daily. We will manage the group's digital authorizations and notify you of any required action 60 days prior to departure.
- **STEP Enrollment:** ICYT will enroll all participants in the **Smart Traveler Enrollment Program (STEP)**. This connects our group with the U.S. Embassy for real-time safety updates and emergency assistance.

#### ▣ Your 24/7 Support Team

If you encounter a travel delay, a lost document, or a medical concern, contact us immediately. We are your direct link to local authorities and UMW leadership.

- **Primary Contact:** Charlene B. Cason +1-757-739-5904 (WhatsApp/Voice)
- **Secondary Contact:** Linda McKiever +1-718-840-9506
- (WhatsApp/Voice)

#### ▣ Transfers & Luggage Logistics

- **Arrivals:** Look for the "**In Case You Travel**" signage at the arrivals hall. We utilize private charter transfers and water taxis to ensure the group stays together and secure.
- **The One-Bag Rule:** You must be able to manage your own luggage across train platforms and over occasional cobblestone bridges. We recommend **one checked suitcase** (under 50 lbs) and **one small backpack**.
- **High-Speed Rail:** We utilize **Italo/Frecciarossa** trains. Please be ready for "quick-boarding"—trains in Italy stop for only a few minutes!

#### ▣ Physicality & Accessibility

- **Walking Capacity:** This program is walking-intensive. Expect to walk **5–7 miles per day** on uneven surfaces.
- **Accommodations:** Please notify ICYT 60 days in advance if you require mobility accommodations so we can coordinate accessible routes and transfers.

#### ✂ Tech & Culture

- **Power:** Italy uses Type C, F, and L plugs (230V). You will need a **Universal Adapter**. Avoid high-heat appliances (straighteners) unless they are dual-voltage.

#### ☒ Money & Connectivity

- **Currency:** Italy uses the Euro (€). While credit cards are widely accepted, we recommend carrying a small amount of cash for local markets and small "gelaterie."
- **XE Currency App:** We strongly recommend that all travelers download the **XE Currency App** (available on iOS and Android) prior to departure.
- **Real-Time Conversion:** You can quickly convert prices from Euro to USD to stay within your daily budget.
- **Offline Mode:** The app stores the last updated rates so you can check prices even when you don't have a Wi-Fi or data connection.
- **Notification:** Always notify your bank of your travel dates to avoid "fraud protection" freezes on your cards while abroad.
- 
- **Dress Code:** Shoulders and knees **must be covered** to enter Italian churches (Vatican, St. Mark's). We suggest a light scarf in your daypack for quick coverage.

#### Final Pro-Tip for your RFP Submission

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📅 May 18 • Monday

## American Airlines Flights

➔ Flight ⓘ Mon, May 18 at 8:00pm

Flight  
American Airlines AA236

Departure  
JFK  
Mon, May 18 at 8:00pm

Arrival  
FCO  
Tue, May 19 at 10:20am

Terminal  
8



AA.com is the online platform for American Airlines, Inc., a major U.S. airline established in 1930 through the merger of multiple smaller airlines. Headquartered in Fort Worth, Texas, and the largest airline globally by passenger count and daily flights, American Airlines offers nearly 6,800 daily flights to almost 350 destinations in 48 countries. The airline operates from ten hubs, with its largest at Dallas/Fort Worth International Airport, and is publicly traded under NASDAQ: AAL. Reviews of American Airlines are mixed, with ratings of its legroom and a non-accredited status with the Better Business Bureau

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📅 May 19 • Tuesday - Rome: The Eternal City & Classics

## Sergio's Arrival to Rome Train Transport

🚗 Transfer ⓘ Tue, May 19 at 11:00am

Pick up location  
FCO International Airport

Pick up time  
May 19, 2026  
11:00am

Contact  
Sergio  
+39 349 639 70 19

Company  
Sergio's Tours

This convenient ONE-WAY Private transfer ensures a seamless arrival for every guest. This transfer option offers you the full experience from personalized meet & greet service, and private to get you to your hotel! On arrival you will receive a warm and friendly welcome by an Airport Transfers Representative/Driver for a seamless check-in. Transfers are provided to or from Central Rome area hotels only

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# Donna Laura Palace

 Lodging  Tue, May 19 at 3:00pm

## Property

**Donna Laura Palace**  
Lungotevere delle Armi 21 00195 Roma Roma, IT

## Check in

**May 19, 2026**  
3:00pm

## Check out

**May 26, 2026**  
11:00am

## Room type

**Superior Twin Room**

This hotel is located in Rome.

## Facilities

The hotel has an elevator and features 64 rooms. English-speaking staff at the reception desk in the lobby are happy to answer any questions. Amenities include a baggage storage service and a safe. Wireless internet access allows guests to stay connected while on vacation. The tour desk offers assistance with booking excursions. The hotel has wheelchair-accessible facilities. A garden provides extra space for rest and relaxation in the open air. Additional facilities include a TV room. Guests arriving by car can park their vehicles in the garage or in the parking lot. Further services and facilities include a transfer service, room service, a laundry service and a coin-operated laundry. A bicycle rental service gives guests the opportunity to explore the surrounding area independently. Complimentary newspapers are available.

## Rooms

Air conditioning and adjustable central heating ensure that rooms maintain comfortable temperatures. A balcony is included as a standard feature in some rooms. Rooms have a double bed or a queen-size bed. Extra beds can be requested. A safe, a minibar and a desk are also available. Additional features include a refrigerator, a mini fridge and a tea/coffee station. A telephone, satellite television and WiFi (no extra charge) provide all the essentials for a comfortable vacation. Bathrooms are equipped with a shower, a bathtub and a bidet. A hairdryer, bathrobes and a telephone are available for daily use. As an extra convenience, bathrooms provide cosmetic products. Wheelchair-friendly rooms can be reserved. The hotel has non-smoking rooms.

## Sports/Entertainment

The outdoor pool complex provides invigorating refreshment. Comfortable outdoor lounge chairs are available on the terrace. The hot tub in the pool area promises pure relaxation. There are many ways to relax or stay active at the hotel, including cycling/mountain biking, a gym, callisthenics, aerobics, a spa, a sauna and massage treatments.

## Meals

The hotel includes a restaurant and a bar. A generous breakfast buffet guarantees a great start to the day.

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# Rome Arrival & Orientation Walking Tour



Tue, May 19 at 4:00pm

Duration

2 Hours

Pickup location

[Hotel Lobby](#)

The Trevi Fountain was decades in development, and its construction outlasted the deaths of both its commissioning pope and its original designer. It was originally sketched by Bernini, but his designs were discarded and the full design was won by Nicola Michetti in yet another competition in 1730. However it was not completed until 1762 by Giuseppe Pannini, ten years after Michetti's death.

The fountain celebrates Rome's control of water, featuring the ancient god Triton despite its papal legacy, who is borne along by his hippocamps. In one of the alcoves you will see the depiction of an ancient legend where a peasant girl showed thirsty Roman soldiers where to find a spring. Look out for the vase on the right-hand side of the fountain wall – it was put there to cover up a barber's shop when he stubbornly refused to take down his sign! And remember, according to legend if you face away from the fountain and throw a coin into the water over your left shoulder, it means you will return to Rome one day (throwing a second coin is meant to ensure you will find love in the city, and a third means you will marry a Roman. This author has thrown two coins into the fountain on two different occasions, which is why he now lives in Rome!).

Admire the fountain in all its glory, and note that the entire façade of the building behind it is actually part of the fountain, before walking to the left-hand side of the fountain and heading off down *Via dei Crociferi* until you reach the busy *Via del Corso*. Cross it, and to your right you will see a piazza with a tall column standing in it. *Piazza Collona* bears the column of Marcus Aurelius, which has stood in the same place for 1,800 years. It celebrates a military victory, but the inscription has been lost so it is not known which one. Like all original Roman columns in the city, the Roman statue on the top has been replaced with that of an apostle – in this case St Paul.

The Piazza itself is surrounded by three magnificent palaces, notably the *Palazzo Chigi*, now the residence of the prime minister, and the *Palazzo Wedekind*, which has an original, perfectly-preserved Roman colonnade supporting its façade. Taking the alleyway on the far left-hand corner of the piazza (*Via dei Bergamaschi*) just a few seconds' walk brings us to *Piazza di Pietra* (Stone Square), which reveals the spectacular 50-foot tall columns of the [Temple of Hadrian](#), still in place but incorporating a newer building within – now a bank.

Heading onto the only lane out of this piazza (*Via dei Pastini*), stroll for another two or three minutes and you will arrive at *Piazza della Rotonda*. There on top of a [baroque fountain](#) you will see an original Egyptian obelisk from the temple of Ra at Heliopolis, and to to your left you will see the single most perfectly preserved monument of ancient Rome: the vast and beautiful Pantheon.

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## Welcome Dinner



Tue, May 19 at 6:15pm

Location

[Trattoria Vecchia Roma](#)

[Via Ferruccio, 12/b/c, 00185 Roma RM, Italy](#)

Cuisine

Italian

Name on reservation

Faculty Name

Party of

11

Trattoria Vecchia Roma is a popular choice among travelers for its authentic Roman flavors and generous portions, especially dishes like carbonara and amatriciana. Many appreciate the lively, cozy atmosphere that feels authentically local, though it can get noisy. The service is often friendly and efficient, though some mention delays or reservation issues. While value is generally praised for fair prices and location near landmarks like the Colosseum, recent price hikes are noted. Guests recommend booking ahead due to often long wait times.

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📅 May 20 • Wednesday

## Vatican Museums, Sistine Chapel & St. Peter's Basilica Guided Tour

📍 Activity 📅 Wed, May 20 at 9:30am

Location

[Vatican Museums, Sistine Chapel & St. Peter's Basilica Guided Tour](#)

Duration

4 Hours

Pickup location

[Hotel Lobby](#)

After breakfast at the hotel, you will be picked up in the hotel lobby, and transported to The Vatican Museums this prebooked Vatican Museums Half-Day Skip-the-Line Tour. This tour lets you bypass the ticket lines and head inside to see its most impressive exhibits such as the Sistine Chapel and St. Peter's Basilica. It's a great choice for travelers who are short on time but still want to see the collection of the Catholic Church. Please note that you are still required to go through the security queue. Guided tour of the Vatican Museums, the Sistine Chapel, and St. Peter's Basilica. See art by Renaissance masters like Botticelli, Perugino, and Raphael. Marvel at Michelangelo's masterpiece in the Sistine Chapel. Learn more about the legendary works from an expert guide

[Read more about - Vatican Museums Sistine Chapel with St. Peter's Basilica Tour](#)

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## Dinner On Your Own

🍴 Restaurant 📅 Wed, May 20

Location

[Culinary Independence](#)

Tonight is yours to explore the local neighborhood's hidden gems. Whether you choose a bustling Roman *piazza* or a quiet Florentine *trattoria*, this is the perfect time to practice your Italian ordering skills! **ICYT Tip:** Check your TravelJoy mobile app for a curated list of our favorite student-budget-friendly spots that specialize in authentic regional dishes and accommodate dietary needs. Don't forget to grab a *gelato* for your walk back!

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📅 May 21 • Thursday

# Colosseum Entrance Plus: Roman Forum and Palatine Hill Combo



Thu, May 21 at 9:30am

Location

[Plus: Roman Forum and Palatine Hill Combo](#)

Duration

2.5 Hrs

Pickup location

[Hotel Lobby](#)

Following breakfast at the hotel, you will have an expert led tour. Pick up in the lobby. Immerse yourself in ancient Rome's wonders with our Colosseum, Roman Forum, and Palatine Hill package. Marvel at the colossal Colosseum's engineering marvels and relive gladiator battles and spectacles. Explore the historic Roman Forum, the heart of ancient Rome's political and social life. Ascend the legendary Palatine Hill for panoramic city views and discover ancient imperial ruins. Don't miss this essential Rome experience!

## Dinner On Your Own



Thu, May 21 at 6:00pm

Location

[Ristorante La Canonica](#)

Cuisine

Italian

Name on reservation

Faculty Member

Party of

11

**Neighborhood Flavors** Enjoy a free evening to dine with your fellow travelers. We recommend sticking to the vibrant [insert neighborhood, e.g., Prati or Cannaregio] area near our hotel, where the streets are lively and filled with local artisans. **Support:** Charlene and Linda are available via WhatsApp if you need a specific recommendation or help translating a menu. Enjoy the chance to "live like a local" for a night!

## 📅 May 22 · Friday - Baroque Rome

### Pantheon, Piazza Navona and Trevi Fountain



Fri, May 22 at 9:30am

Duration

4 Hours

Pickup location

[Hotel Lobby](#)

Breakfast at the hotel, followed by a walking tour of the city's historical center, see some of the most beautiful architecture, fountains, and squares in Rome. Stroll along cobblestone laneways, stopping to visit famous attractions like the Trevi Fountain, Piazza Navona, the Spanish Steps, and the Pantheon (includes a visit from January 8th, 2026). Visit many of the top sights in just a few hours, leaving plenty of time to continue exploring on the same day.

Read more about - [Rome Walking Tour with Piazza Navona, Trevi Fountain and Pantheon](#)

# Group Dinner



Restaurant

Fri, May 22 at 6:00pm

Location

Hostaria del Moro da Tony  
Via della Pelliccia, 10, 00153 Roma RM

Name on reservation

Faculty Name

Party of

11

Hostaria Del Moro offers a warm and welcoming atmosphere that many guests find inviting and fun, reminiscent of a homey dining experience. Traditional Roman dishes, fresh ingredients, and generous portions frequently earn the restaurant praise. However, some travelers note inconsistent food quality, with occasional reports of underwhelming meals. Service experiences vary widely; while some guests commend the staff's friendliness and attentiveness, others report feeling rushed or pressured. Value perceptions differ, with unexpected charges and tipping pressures affecting some diners' experiences

## May 23 • Saturday

# Service Learning & Conservation



Activity

Sat, May 23 at 9:30am

Location

Hotel meeting Room

Duration

4Hrs

Pickup location

Hotel Meeting Room

**The Experience Overview** Education at ICYT is a reciprocal journey. Through our **Service Learning & Conservation** modules, students move from "observers" to "contributors." This module focuses on the critical intersection of **Cultural Heritage Preservation** and **Environmental Sustainability**, allowing students to engage in hands-on work that supports the local Italian communities they visit.

**Active Conservation: The "Invisible Florence" Project** In collaboration with local environmental NGOs, students participate in a **Urban Conservation Day** in the Oltrarno district of Florence.

- **The Mission:** Assisting in the maintenance and restoration of community "secret gardens" or historical green spaces that serve as vital urban lungs for the city.
- **The Learning:** Students work alongside local volunteers to learn about **Traditional Horticulture** and the challenges of maintaining biodiversity within a high-density UNESCO World Heritage site.


**Service Learning: The "Slow Food" Community Support** While in the Tuscan countryside (Siena/San Gimignano), students engage with a family-owned **Regenerative Farm**.

- **The Mission:** A service block dedicated to supporting the farm's "Seed Bank"—helping to sort and document heirloom seeds that are vital to local food security.
- **The Learning:** This provides a window into the **Socio-Economics of Italian Agriculture**. Students discuss the "Brain Drain" in rural Italy and how youth-led conservation efforts are revitalizing the countryside.

**Reflective Practice:** Every service activity is followed by a **Guided Reflection Session**. Led by the Faculty Director, students analyze the impact of their work:

- *How does local conservation in Italy mirror the environmental challenges we face in Virginia?*
- *What is our ethical responsibility as travelers to the environments we consume?*

# Activity

 Activity  Sat, May 23

**The Experience Overview** Rome is best understood by getting "purposefully lost" in its winding rioni (districts). Following our structured morning academic sessions, this **Afternoon at Your Leisure** provides students the opportunity to pursue their specific research interests or simply soak in the vibrant atmosphere of modern Roman life. Whether you are an aspiring historian, a fan of classic cinema, or a lover of gastronomy, Rome offers a path for every traveler.

## Suggested "Discovery" Pathways:

- **The Artistic Path: Caravaggio & The Sacred Interior**
  - **The Route:** From the **Pantheon**, walk to the **Church of San Luigi dei Francesi**.
  - **The Focus:** Inside, you will find three of Caravaggio's most famous masterpieces—the St. Matthew cycle—housed in their original chapel. Viewing these "in situ" (in their original place) for free is one of Rome's most profound artistic experiences.
- **The Panoramic Path: The Gianicolo (Janiculum Hill)**
  - **The Route:** A short, scenic hike up from the **Trastevere** district.
  - **The Focus:** This is the highest point in Rome. From the terrace, the entire "Roman Lasagna" of history is laid out before you. It is the perfect location for journaling, photography, or a quiet group reflection away from the city bustle.
- **The Local Path: The Jewish Quarter & Isola Tiberina**
  - **The Route:** Walk through the historic **Roman Ghetto** toward the river.
  - **The Focus:** Explore one of the oldest Jewish communities in Europe. The area is a hub for unique culinary traditions and incredible Roman-Kosher street food. Cross the bridge to **Tiber Island**, the historic center of Roman healing and medicine.

## ICYT "Safety Net" & Logistics:

- **The ICYT "Hub":** Charlene and Linda will be stationed at a central café in **Piazza Navona** throughout the afternoon. This serves as a "drop-in" center for students who need navigational help, a restaurant recommendation, or a quick translation.
  - **The Buddy System:** Per UMW safety protocols, students are required to explore in groups of two or more.
  - **Emergency Access:** All students have the direct **WhatsApp Concierge Line** for immediate support and the **TravelJoy Offline Map** to guide them back to our "Home Base" hotel.
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# Group Dinner



Restaurant

Sat, May 23 at 6:00pm

Location

[Ristorante La Canonica](#)

[Vicolo del Piede, 13a 00153 Roma RM, Italy](#) [Phone:](#)

Cuisine

Italian

Name on reservation

Faculty Member

Party of

11

Phone number

[+39 06 580 3845](#)

Tonight, we celebrate our arrival with a traditional Roman feast in the heart of the Trastevere district. Housed in a beautifully restored historic space, La Canonica offers an authentic "Farm-to-Table" experience.

- **Menu:** A curated 3-course dinner featuring seasonal Roman specialties.
- **Dietary Note:** ICYT has pre-coordinated with the chef to ensure full menu substitutions for our travelers with gluten-free, dairy-free, and vegetarian requirements.
- **Atmosphere:** Casual yet historic—the perfect setting for our first group reflection session.

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May 24 • Sunday

## Trastevere & Food Security



Activity

Sun, May 24 at 9:30am

Duration

4 Hrs

Pickup location

[Hotel Lobby](#)

Following breakfast, we will do a neighborhood study of local food markets and a group meal focusing on the "Farm-to-Table" movement in Italy

Experiencing the local life of Rome is just as important as taking in the major attractions. And there's no better way to do it than by spending some time wandering through Rome's best neighborhoods. Centrally located, lively Trastevere Rome is just a short walk across the Tiber river from Campo di Fiori and Piazza Venezia.

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# Dinner On Your Own

 Restaurant

 Sun, May 24 at 6:00pm

Location

Ristorante La Canonica

Cuisine

Italian

Name on reservation


Faculty Member

Party of

11

**Neighborhood Flavors** Enjoy a free evening to dine with your fellow travelers. We recommend sticking to the vibrant [insert neighborhood, e.g., Prati or Cannaregio] area near our hotel, where the streets are lively and filled with local artisans. **Support:** Charlene and Linda are available via WhatsApp if you need a specific recommendation or help translating a menu. Enjoy the chance to "live like a local" for a night!

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 May 25 • Monday

# Reflection & Independent Research



Mon, May 25 at 9:00am

Location

[Hotel Meeting Room](#)

Duration

4 Hrs

Pickup location

[Hotel Lobby](#)

**The Experience Overview** Education abroad is most effective when students are given the "white space" to process their observations. These blocks are not merely "free time"; they are structured **Reflection & Independent Research** sessions designed to let students deep-dive into the themes that resonate most with their specific field of study—be it Art History, Political Science, or Environmental Studies.

## The Structure:

- **Thematic Observation:** Students are encouraged to revisit a site of their choice (e.g., a specific Roman piazza, a Florentine leather workshop, or a Venetian canal) to conduct primary-source observations.
- **Faculty Consultation:** Faculty Directors are available in a designated "Basecamp" (typically the hotel's rooftop terrace or a local historic café) for one-on-one "Office Hours" to discuss research topics or journal entries.
- **Digital Documentation:** Students utilize the **TravelJoy portal** or their personal academic journals to document the "Modern vs. Ancient" intersections they've witnessed throughout the week.

## Why this is a "UMW Win":

- **Self-Directed Learning:** Encourages the autonomy and critical thinking skills required of Mary Washington students.
  - **Academic Integration:** Provides the necessary time for students to complete required coursework, blog posts, or capstone project research while the inspiration of the destination is fresh.
  - **Duty of Care:** While independent, students remain within a "Safety Zone" coordinated by ICYT, with 24/7 WhatsApp support available should they need navigation or translation assistance during their research.
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# INDEPENDENT DISCOVERY: ROME'S LAYERS OF HISTORY



Mon, May 25 at 9:00am

Duration

8 Hrs

**The Experience Overview** Rome is often described as a "lasagna" of history—layers upon layers of civilizations built on top of one another. During this **Independent Discovery** afternoon, students are encouraged to step away from the guided group and follow their own curiosities, applying the historical "mapping" skills they learned during our morning sessions.

**Suggested Exploration Pathways:**

- **The Artistic Path: Caravaggio & The Sacred Interior**
  - **The Route:** Walk from the **Pantheon** to the **Church of San Luigi dei Francesi**.
  - **The Focus:** Witness three of Caravaggio's most famous paintings in their original setting—for free. Students can analyze the *Chiaroscuro* technique and how Baroque art was used as "visual rhetoric" for the Church.
- **The Political Path: The Roman Ghetto & Trastevere**
  - **The Route:** Explore the **Teatro di Marcello** and the historic **Jewish Quarter**.
  - **The Focus:** Observe one of the oldest Jewish communities in Europe. This area offers a profound look at social resilience and urban transformation over 2,000 years.
- **The Panoramic Path: Janiculum Hill (Gianicolo)**
  - **The Route:** A scenic walk up the hill overlooking the Trastevere district.
  - **The Focus:** This is the best spot for a "Topographical Reflection." Students can see the entire Roman skyline, identifying the domes and monuments they've studied from a bird's-eye perspective.

**ICYT "Duty of Care" During Independent Blocks:**

- **The ICYT "Hub":** Charlene and Linda will be stationed at **Piazza Navona** during the afternoon. This serves as a central "drop-in" point where students can ask for directions, get a restaurant recommendation, or simply check in.
  - **The "Buddy System":** To align with UMW safety protocols, students explore in groups of two or more.
  - **Navigation Support:** Every student has access to the **TravelJoy Offline Map**, which includes "Vetted Safe Zones" and the exact GPS pin for the ICYT staff location.
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# Dinner On Your Own

 Restaurant

 Mon, May 25 at 6:00pm

Location

[Culinary Independence](#)

Tonight is yours to explore the local neighborhood's hidden gems. Whether you choose a bustling Roman *piazza* or a quiet Florentine *trattoria*, this is the perfect time to practice your Italian ordering skills! **ICYT Tip:** Check your TravelJoy mobile app for a curated list of our favorite student-budget-friendly spots that specialize in authentic regional dishes and accommodate dietary needs. Don't forget to grab a *gelato* for your walk back!

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## May 26 • Tuesday - Florence: Renaissance & Sustainability

# Sergio's Farewell to Rome Train Transport

 Transfer

 Fri, Oct 11 at 9:20am

Pick up location

[Le Meridien Visconti Lobby](#)

Pick up time

October 11, 2024  
9:20am

Contact

Sergio  
[+39 349 639 70 19](#)

Company

**Train Station Transfers!**

This convenient ONE-WAY Private transfer ensures a seamless arrival for every guest.

This transfer option offers you the full experience from personalized meet & greet service, and private to get you to your hotel!

On arrival you will receive a warm and friendly welcome by an Airport Transfers Representative/Driver for a seamless check-in.

Transfers are provided to or from Central Rome area hotels only

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# Train From Rome to Florence

 Train  Tue, May 26 at 1:35pm

Train number  
**Frecciarossa 9422**

Departure  
**Rome Termini Station**  
Tue, May 26 at 1:35pm

Arrival  
**Firenze Santa Maria Novella**  
Tue, May 26 at 3:11pm

Outbound  
Regionale

Class: 2nd Class  
Plenty of storage space.

Fare: Ordinaria  
Semi refundable

Ticket is activated after check-in on departure date before departure time.

Ticket can be changed an unlimited amount of times before departure date. Departure time can be changed on departure date, as long as check-in hasn't been done yet. Ticket can be cancellable, depending on regional regulations, before departure date. Tickets for journeys from and to Punta Raisi are non-cancellable.

[Manage your booking](#)

Bring your ID with you  
You may have to show valid identification along with your tickets.

Arrive at least 20 minutes early  
We recommend arriving early to accommodate any unforeseen changes or delays.

Do you have a connection?

If you booked a connected journey with several tickets, please note that each ticket constitutes a separate transport contract. Connection is not guaranteed if any part of the journey is disrupted.

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## Ciao Florence Train Transport

 Transfer  Tue, May 26 at 11:30am

Pick up location  
**Hotel Lobby**

Pick up time  
**May 26, 2026**  
**11:30am**

Contact  
**Francesco**  
**+39 08119519678**

Company  
**Train Station Transfers!**

This convenient ONE-WAY Private transfer ensures a seamless arrival for every guest.

This transfer option offers you the full experience from personalized meet & greet service, and private to get you to your hotel! On arrival you will receive a warm and friendly welcome by an Airport Transfers Representative/Driver for a seamless check-in. Transfers are provided to or from Central Rome area hotels only

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# Stay at Machiavelli Palace



Tue, May 26 at 3:00pm

## Property

**Machiavelli Palace**

Via Nazionale 10 50133 Firenze, IT

## Check in

**May 26, 2026**

**3:00pm**

## Check out

**Jun 2, 2026**

**11:00am**

## Room type

**Standard Twin Room**

Situated on a main road, this urban hotel is ideal for guests who appreciate a stylish ambience. It is located in the heart of Florence. Bologna (BLQ) Airport is located about 60 miles away, and it is 3 miles to Florenz (FLR).

## Facilities

The hotel was built in 1600. The hotel has 90 rooms, which are located on 5 stories and are reachable by elevator. Multilingual staff (English, German, French) at the reception are happy to assist guests at the reception desk around the clock. Check-in and check-out are available 24 hours a day. Amenities available at the hotel include a baggage storage service, a safe and a currency exchange service. Wireless internet access is provided in public areas. The tour desk offers assistance with booking excursions. The hotel has wheelchair-accessible facilities. There are a number of shops as well. Additional facilities include a TV room. Guests arriving by car can park their vehicles in the garage (for a fee) or in the parking lot. Further services and facilities include a 24-hour security service, medical assistance, a transfer service, room service (for a fee), a wake-up call service, a laundry service and a coin-operated laundry. The business center is on hand for guests' business requirements and provides a fax machine.

## Rooms

Air conditioning and individually adjustable heating ensure that rooms maintain comfortable temperatures. A balcony is among the standard amenities of some rooms. Rooms have a double bed, a queen-size bed or a king-size bed. Extra beds can be requested. A safe, a minibar and a desk are also available. Additional features include a mini fridge and a tea/coffee station. A trouser press is provided for guests' convenience. A direct dial telephone, a television with satellite/cable channels, a radio, a plug adapter, an alarm clock and WiFi (no extra charge) are provided as well. Slippers are included. Bathrooms are equipped with a shower, a bathtub and a bidet. A hairdryer and a telephone are available for daily use. As a special feature, bathrooms are also stocked with cosmetic products and a selection of towels. Guests can also reserve wheelchair-friendly rooms with wheelchair-accessible bathrooms. The hotel has family rooms, non-smoking rooms and smoking rooms.

## Sports/Entertainment

Guests can enjoy a selection of sports and entertainment options. A sun terrace is a great place to while away the hours. The hot tub in the pool area promises pure relaxation. There are many ways to relax or stay active at the hotel, including a spa and hiking.

## Meals

Various dining options are available, including a restaurant, a breakfast room, a café and a bar. A generous breakfast buffet guarantees a great start to the day.

## Payment

The hotel accepts the following credit cards: American Express, VISA, Diners Club and MasterCard.

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# Group Dinner



Tue, May 26 at 6:00pm

Location

Trattoria ZaZa  
26r, 50123 Firenze

Cuisine

Italian

Name on reservation

Ffaculty Name

Party of

11

**The Atmosphere** Stepping into Zà Zà is a cultural experience in itself. The restaurant features several uniquely themed rooms—from cozy medieval brick-walled cellars to frescoed bohemian lounges filled with antiques. Its electric energy and eclectic decor make it a favorite for students and locals alike, providing a "theatrical" dining experience that remains warm and welcoming.

**The Culinary Experience** Zà Zà is world-renowned for its mastery of **Tuscan staples**, specifically its famous truffle-infused specialties. While it serves thousands of guests, it maintains a "farm-to-table" commitment by sourcing fresh ingredients daily from the historic Central Market located just across the square.

## Why We Selected Zà Zà for UMW:

- **Student-Friendly Diversity:** With an extensive menu featuring over 50 varieties of pasta, pizza, and traditional meats, there is a price point and a dish for every traveler.
- **Dietary Expertise:** Zà Zà is highly experienced in managing large groups and is exceptionally accommodating with vegetarian, vegan, and gluten-free substitutions.
- **Proximity to Home:** Located just a **3-minute walk** from Hotel Machiavelli Palace, it offers students a safe and easy transition back to our "home base" after a night of legendary Italian hospitality.

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📅 May 27 • Wednesday

# The Renaissance Hub

 Activity  Wed, May 27 at 9:30am

Duration

4 Hrs

After breakfast, Your Guide will Pick you up from the hotel lobby.

## THE RENAISSANCE HUB: ART, POWER, & THE BIRTH OF THE MODERN WORLD

**Location:** The Historic Center of Florence (UNESCO World Heritage Site)

**Theme:** *The Medici Legacy: How Banking Built the Beauty*

**The Experience Overview** Florence in the 15th century was the "Silicon Valley" of the pre-modern world. This immersive study-walk, titled "**The Renaissance Hub**," explores how the intersection of immense wealth, political ambition, and artistic genius created the most influential cultural movement in human history. Students will step into an "open-air classroom" where the streets themselves tell the story of the transition from the Medieval to the Modern era.

**Morning: The Architectural Revolution** Our journey begins at the **Piazza del Duomo**, standing beneath Brunelleschi's Dome—the greatest engineering feat of its time.

- **The Engineering Hub:** We discuss how Brunelleschi "disrupted" 1,000 years of architectural tradition to build the largest brick dome in the world without fixed scaffolding.
- **The Perspective Shift:** At the **Baptistry Doors**, we examine the moment human expression changed forever, as artists discovered linear perspective and a new way of seeing the world.

**Mid-Day: The Political & Financial Engine** We move toward the **Palazzo Medici-Riccardi** and **Piazza della Signoriato** explore the "Silicon Valley" of the Renaissance:

- **The Medici Banking Hub:** A deep dive into how the Medici family used the banking industry to fund the masters—Donatello, Michelangelo, and Botticelli—and how their "venture capital" for the arts served as a tool for political dominance.
- **The Civic Stage:** In the shadow of the **Palazzo Vecchio**, we discuss the concept of the "Renaissance Man" and how the city-state of Florence became a hub for civic duty, philosophy, and the birth of humanism.

**Afternoon: The Masterworks Immersion** The tour concludes with priority, skip-the-line access to the **Accademia Gallery**:

- **The David Study:** Standing before Michelangelo's *David*, we analyze the shift toward human anatomy and the celebration of the individual.
- **The "Unfinished" Genius:** We explore Michelangelo's *Prisoners*, discussing the artistic process and the "divine spark" that defined the era's creative hub.

**Why this is a "UMW Win":**

- **Interdisciplinary Learning:** Connects Art History with Economics, Engineering, and Political Science.
- **Efficiency:** This "Hub" approach covers the city's most vital historical sites in a single, high-impact day.
- **Expert Narrative:** Led by a Ph.D.-level art historian who translates complex history into engaging, student-relatable concepts.

# Dinner on your own



Restaurant

📅 Wed, May 27 at 6:00pm

Location

[The "Street Food & Social" Experience](#)

[The Florentine Sandwich & Steps](#)

Tonight, we lean into the "grab-and-go" culture that makes Florence so unique. We recommend heading toward **All'Antico Vinaio** or **I' Girone De' Ghiotti** for a world-famous *schacciata* (Tuscan flatbread sandwich).

- **The Plan:** Grab a massive €10 sandwich and join the locals on the steps of **Piazza della Signoria** or a nearby fountain for an al fresco dinner. It's the ultimate "people-watching" experience.
- **ICYT Safety Tip:** Florence is very safe, but we recommend using the "Buddy System" for tonight's exploration. Refer to your TravelJoy map for our list of vetted, budget-friendly sandwich shops and gelaterias near the hotel.

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📅 May 28 • Thursday

# Sustainability in Tuscany



Thu, May 28 at 9:00am

Duration

7 Hrs

**The Experience Overview** While the world knows Tuscany for its postcard vistas, this immersive day-trip takes UMW students "behind the vine" to explore the region's global leadership in **Sustainable Agriculture and Circular Economies**. We move beyond the traditional tourist path and into the heart of a working *Agriturismo*—an estate where ancient traditions meet modern environmental science.

**Morning: The Biodiversity Workshop** Our day begins with a guided trek through organic olive groves and vineyards led by a local **Agronomist**. This isn't just a walk; it's a lecture on **Regenerative Farming**. Students will observe:

- **Ancient Seed Preservation:** Learn how local farmers are saving heirloom "Ancient Grains" to combat climate change and maintain crop resilience.
- **The Role of the Bee:** A visit to the estate's apiary to discuss the vital role of pollinators in European biodiversity and the impact of organic viticulture on local ecosystems.

**Mid-Day: The "Zero-Kilometer" Gastronomy Workshop** Students transition from the field to the kitchen for a **Sustainable Cooking Masterclass**. Under the guidance of a local chef, the group will:

- **Forage & Harvest:** Collect seasonal vegetables and herbs directly from the estate's *orto* (organic garden).
- **The Art of the Zero-KM Meal:** Learn to prepare traditional dishes where every ingredient—from the stone-ground flour to the cold-pressed oil—is produced within a 1,000-yard radius. This session highlights the **Slow Food Movement**, an Italian-born philosophy that has revolutionized global food policy.

**Afternoon: Circular Economy & Artisan Heritage** We conclude the day with a visit to a nearby **Artisan Workshop** (specializing in leather or terracotta), exploring how small-scale, high-quality production serves as a sustainable alternative to "Fast Fashion" and industrial manufacturing. We discuss the economic sustainability of rural communities and the importance of preserving the "Made in Italy" heritage in a globalized world.

**Why this is a "UMW Win":**

- **Academic Rigor:** This tour touches on Environmental Science, International Business, and Cultural History.
  - **Low Carbon Footprint:** We utilize a single, biofuel-efficient group shuttle and focus on walking-based exploration.
  - **Ethical Travel:** 100% of the fees for this day-trip stay within the local community, supporting family-owned farms and traditional artisans.
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# Dinner on your own



📅 Thu, May 28 at 6:00pm

Location

[The "Culinary Choice" Experience](#)

[Mercato Centrale Exploration](#)

Located just a 2-minute walk from our hotel, the **Mercato Centrale (First Floor)** is a food hall like no other. This is the perfect solution for a group with diverse tastes and budgets.

- **The Plan:** Explore over a dozen artisan food stalls ranging from fresh handmade pasta and authentic Neapolitan pizza to vegan specialties and Tuscan burgers. Each student can choose their own meal (avg. €12–€18) and meet at the large communal tables in the center to eat together.
- **Academic Note:** Take a moment to look at the architecture—this historic iron-and-glass building was designed by Giuseppe Mengoni, the same architect who designed the famous Galleria in Milan!

**Support:** Charlene and Linda will be "stationed" at the market for the first hour to help with any translation or menu questions.

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📅 May 29 • Friday

## Artisan Craft & Economy



After breakfast, we'll make visits to traditional leather and paper workshops to discuss the local artisan economy

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# Dinner on your own

 Restaurant

 Fri, May 29 at 6:00pm

Location

[The "Street Food & Social" Experience](#)  
[The Florentine Sandwich & Steps](#)

Name on reservation

FacultyName


Party of

11

Tonight, we lean into the "grab-and-go" culture that makes Florence so unique. We recommend heading toward **All'Antico Vinaio** or **I' Girone De' Ghiotti** for a world-famous *schacciata* (Tuscan flatbread sandwich).

- **The Plan:** Grab a massive €10 sandwich and join the locals on the steps of **Piazza della Signoria** or a nearby fountain for an al fresco dinner. It's the ultimate "people-watching" experience.
- **ICYT Safety Tip:** Florence is very safe, but we recommend using the "Buddy System" for tonight's exploration. Refer to your TravelJoy map for our list of vetted, budget-friendly sandwich shops and gelaterias near the hotel.

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 **May 30 • Saturday**

# Duomo & Political Science



Sat, May 30 at 9:30am

Duration

4 Hrs

Pickup location

[Hotel Lobby](#)

Following breakfast,

## THE DUOMO & THE POLITY: ARCHITECTURE AS POLITICAL PROPAGANDA

**Location:** Piazza del Duomo & Palazzo Vecchio

**Theme:** *Civic Engineering and the Republic of Power*

**The Experience Overview** In the 15th century, the construction of the Florence Cathedral (Il Duomo) was not merely a religious endeavor—it was a high-stakes political statement. This session examines the **Political Science of the Renaissance**, exploring how the Republic of Florence used monumental architecture to project stability, wealth, and superiority over its rival city-states, Milan and Siena.

**Morning: The Politics of the Dome** Standing beneath **Brunelleschi's Dome**, students will analyze the "Civic Identity" built into the stone.

- **The Republican Statement:** We discuss how the Dome's unique double-shell design was a symbol of Florentine *Libertas* (freedom). At a time when Florence was threatened by the Visconti "tyrants" of Milan, the Dome served as a towering psychological defense—a visible sign that the Republic was technologically and financially untouchable.
- **The Operai del Duomo:** Students explore the **Labor Politics** of the project. The cathedral was managed by the *Arte della Lana* (the Wool Merchants' Guild), a powerful political faction. This serves as a case study in how private guilds and public governance merged to fund massive infrastructure projects.

**Mid-Day: The Medici & The Cathedral** The tour shifts to the intersection of **Banking and Public Piety**.

- **Soft Power vs. Hard Power:** We examine how the Medici family utilized "Patronage Politics" to consolidate power. By funding art within the Duomo and the adjacent Baptistery, the Medici were able to frame their private wealth as a public benefit, effectively "buying" the loyalty of the Florentine citizens without holding a formal crown.
- **The Council of Florence (1439):** We revisit the moment the Duomo became the "Global Hub" of political diplomacy, hosting the attempted unification of the Eastern and Western Churches—a move that secured Florence's place as a superpower in European geopolitics.

**Afternoon: The Stage of the Signoria** The session concludes at the **Palazzo Vecchio** (the Town Hall), the fortress-like heart of Florentine government.

- **Machiavellian Realism:** We discuss the transition from the "Ideal Republic" of the early Renaissance to the *realpolitik* described by **Niccolò Machiavelli**.
  - **The Statue as Sentinel:** We examine the original placement of Michelangelo's *David* outside the Palazzo Vecchio, not as a religious icon, but as a political warning to any "Goliath" who would dare threaten the Florentine Republic.
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# Dinner on your own

 Restaurant

 Sat, May 30 at 6:00pm

Location

[The "Culinary Choice" Experience](#)


[Mercato Centrale Exploration](#)

Located just a 2-minute walk from our hotel, the **Mercato Centrale (First Floor)** is a food hall like no other. This is the perfect solution for a group with diverse tastes and budgets.

- **The Plan:** Explore over a dozen artisan food stalls ranging from fresh handmade pasta and authentic Neapolitan pizza to vegan specialties and Tuscan burgers. Each student can choose their own meal (avg. €12–€18) and meet at the large communal tables in the center to eat together.
- **Academic Note:** Take a moment to look at the architecture—this historic iron-and-glass building was designed by Giuseppe Mengoni, the same architect who designed the famous Galleria in Milan!

**Support:** Charlene and Linda will be "stationed" at the market for the first hour to help with any translation or menu questions.

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 May 31 • Sunday

# Excursion to Siena



Sun, May 31 at 9:30am

Duration

6Hrs

After breakfast, travel by Private Luxury Coach to:

## SIENA: THE MEDIEVAL MIRROR & THE POLITICS OF THE PIAZZA

**Location:** The Tuscan Highlands / UNESCO World Heritage Site **Theme:** *The Gothic Republic & The Art of Good Government*

**The Experience Overview** Just an hour from the "Renaissance Hub" of Florence lies its historic rival: **Sienna**. While Florence represents the birth of the Modern era, Siena remains the world's most perfectly preserved Medieval city. This excursion focuses on the **Sociology of the City**, exploring how Siena's unique "neighborhood" identity has survived for nearly 800 years.

**Morning: The Duomo of Siena – The "Sky-High" Rivalry** We begin at the **Siena Cathedral (Duomo di Siena)**, a masterpiece of Italian Gothic architecture.

- **The Competition of Scale:** We examine the "New Cathedral" (Duomo Nuovo) expansion—a massive, unfinished project from 1339 that was intended to dwarf St. Peter's in Rome. This serves as a case study in **Urban Ambition** and the devastating impact of the Black Death (1348) on European demographics and politics.
- **The Library of Knowledge:** A visit to the **Piccolomini Library** to discuss the role of the Church in preserving the classical texts that would eventually fuel the Renaissance.

**Mid-Day: Piazza del Campo – The Civic Living Room** We descend into the **Piazza del Campo**, widely considered one of the greatest public spaces in the world.

- **The Geometry of Democracy:** We analyze the piazza's unique shell shape, divided into nine segments to represent the "Council of Nine" (the democratic merchant government of the 1200s).
- **The Palio Tradition:** Students discuss the **Sociology of the Contrade** (neighborhoods). We explore how Siena maintains social cohesion through the *Palio*—a horse race that is not just a sport, but a ritualized system of community identity and conflict resolution.

**Afternoon: The Allegory of Good & Bad Government** The day concludes inside the **Palazzo Pubblico** (Town Hall) for a deep dive into the **LORENZETTI FRESCOES**.

- **The Political Science Lab:** These frescoes are the most important non-religious paintings of the Middle Ages. Students will "read" the walls to see how 14th-century Italians defined a successful state (justice, peace, and trade) versus a failed state (tyranny, cruelty, and war). It is a direct visual precursor to Machiavelli's *The Prince*.

**Why this is a "UMW Win":**

- **Comparative Studies:** Allows students to compare the "Gothic" spirit of Siena with the "Renaissance" spirit of Florence.
  - **Sociological Depth:** Moves beyond history to discuss how modern communities can preserve ancient identities.
  - **Walkability:** Siena is entirely pedestrian-friendly, offering a safe, high-impact day of exploration without the need for local transit.
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# Dinner on your own

 Restaurant

 Sun, May 31 at 6:00pm

Location

[The "Street Food & Social" Experience](#)  
[The Florentine Sandwich & Steps](#)

Name on reservation

FacultyName

Party of

11

Tonight, we lean into the "grab-and-go" culture that makes Florence so unique. We recommend heading toward **All'Antico Vinaio** or **I' Girone De' Ghiotti** for a world-famous *schiacciata* (Tuscan flatbread sandwich).

- **The Plan:** Grab a massive €10 sandwich and join the locals on the steps of **Piazza della Signoria** or a nearby fountain for an al fresco dinner. It's the ultimate "people-watching" experience.
- **ICYT Safety Tip:** Florence is very safe, but we recommend using the "Buddy System" for tonight's exploration. Refer to your TravelJoy map for our list of vetted, budget-friendly sandwich shops and gelaterias near the hotel.

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 Jun 1 • Monday

# Mid-Program Review

 Activity  Mon, Jun 1 at 9:00am

## ▮ MID-PROGRAM REVIEW: ALIGNMENT & WELL-BEING

**Location:** Florence (Day 10 or 11)

**Theme:** *Recalibrating for Success*

**The Experience Overview** At the halfway point of our 21-day journey, we transition from "observation" to "assessment." The **Mid-Program Review** is a structured, 90-minute session held in a comfortable, private setting (such as the rooftop terrace of Hotel Machiavelli Palace). This session serves as a crucial feedback loop between the Faculty Director, the students, and the ICYT logistics team.

### The Three Pillars of the Review:

#### 1. Academic Pulse-Check:

- **The Dialogue:** Are the morning site visits translating into their research papers? Are the themes of *Humanism* or *Political Science* resonating in the field?
- **The Pivot:** This allows the Faculty Director to adjust future lectures or independent study prompts based on the group's evolving interests or specific challenges they've encountered.

#### 2. Student Wellness & Group Dynamics:

- **Health & Safety:** A direct "wellness check" to ensure students are managing the physical demands of the trip (walking, hydration, sleep).
- **The "Buddy System" Review:** A quick discussion on how the independent blocks are going and if any "buddy groups" need to be shuffled to ensure everyone is included and comfortable.

#### 3. Logistical Efficiency:

- **The "Room & Board" Audit:** ICYT gathers real-time feedback on the lodging, transit, and dining experiences. If a specific restaurant didn't meet our standards, we can swap out a future meal in Venice on the spot.
- **Tech Support:** A quick check on the **TravelJoy App** and **XE Currency App** to ensure everyone is connected and confident in their digital navigation.

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## Dinner on your own

 Restaurant  Mon, Jun 1 at 6:00pm

Location

[The "Street Food & Social" Experience](#)  
[The Florentine Sandwich & Steps](#)

Name on reservation

FacultyName

Party of

11

Tonight, we lean into the "grab-and-go" culture that makes Florence so unique. We recommend heading toward **All'Antico Vinaio** or **I' Girone De' Ghiotti** for a world-famous *schiacciata* (Tuscan flatbread sandwich).

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## 📅 Jun 2 • Tuesday - Venice: Maritime History & Environmental Conservation

### 📍 ARRIVAL IN VENICE: THE GRAND CANAL ENTRY



Tue, Jun 2 at 8:00am

Pick up location

Hotel Lobby

Pick up time

June 2, 2026  
8:00am

Contact

Francesco  
+39 08119519678

Company

Train Station Transfers!

**The Experience Overview** Arriving in Venice is a transformative moment, but for a large group with luggage, it can be a logistical bottleneck. **In Case You Travel LLC** eliminates the stress of navigating the crowded train station by coordinating a "Trackside-to-Hotel" greeting. Instead of struggling with suitcases on public water-buses, our travelers transition directly into the iconic Venetian lifestyle.

#### The Logistical Flow:

- **Phase 1: High-Speed "Classroom on Rails"** We depart Florence via high-speed rail (*Italo* or *Frecciarossa*). This 2-hour journey through the heart of the Emilia-Romagna region serves as a "Bridge Lecture" period, where the Faculty Director can prep the students for the unique maritime history of the lagoon.
  - **Phase 2: Trackside Meet-and-Greet** Upon pulling into Santa Lucia station, students are met on the platform by our **private porter team**. Our porters handle the heavy lifting, transporting the group's main luggage directly to the water-taxi docks located just outside the station's marble doors.
  - **Phase 3: Private Water Taxi Arrival** The group will board private motorboats for an "Introductory Cruise" through the Cannaregio canals. This isn't just a transfer; it's a front-row seat to the city's architectural evolution. We bypass the tourist crowds and pull directly up to the **private water-gate of Combo Venezia**.
  - **Phase 4: Streamlined Check-In** While students enjoy a welcome refreshment in the historic 12th-century cloister, Charlene and Linda handle the bulk check-in process. Room keys are distributed immediately, allowing students to settle in and begin their Venice exploration without a moment wasted.
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# Train From Florence to Venice



Tue, June 2 at 10:35am

Train number  
**Frecciarossa 9416**

Departure  
**Rome Termini Station**  
Tue, June 2 at 10:35am

Arrival  
**Venezia San Luca**  
Tue, June 2 at 2:32pm

Outbound  
Regionale

Class: 2nd Class  
Plenty of storage space.

Fare: Ordinaria  
Semi refundable

Ticket is activated after check-in on departure date before departure time.

Ticket can be changed an unlimited amount of times before departure date. Departure time can be changed on departure date, as long as check-in hasn't been done yet. Ticket can be cancellable, depending on regional regulations, before departure date. Tickets for journeys from and to Punta Raisi are non-cancellable.

[Manage your booking](#)

Bring your ID with you  
You may have to show valid identification along with your tickets.

Arrive at least 20 minutes early  
We recommend arriving early to accommodate any unforeseen changes or delays.

Do you have a connection?

If you booked a connected journey with several tickets, please note that each ticket constitutes a separate transport contract. Connection is not guaranteed if any part of the journey is disrupted.

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# Stay at Hotel Bonvecchiati



Tue, Jun 2 at 3:00pm

## Property

**Hotel Bonvecchiati**

**Calle Goldoni 4488 San Marco 30124 Venice Venice, IT**

## Check in

**Jun 2, 2026**

**3:00pm**

## Check out

**Jun 8, 2026**

**11:00am**

## Room type

**Twin Room**

## Location

This urban hotel is located in the heart of Venice. Its setting is especially ideal for guests who appreciate a stylish ambience. It is about 4 miles to Venezia - Marco Polo (VCE) Airport.

## Facilities

124 rooms, including 100 double rooms, are available to guests in a 4-story main building and 8 auxiliary buildings. Guests are warmly welcomed by multilingual staff at the 24-hour reception desk in the lobby. Check-in/check-out service is available around the clock. Amenities include a baggage storage service, a safe and a currency exchange service. Wireless internet access is provided in public areas. The tour desk offers assistance with booking excursions. The hotel has a range of facilities for guests with disabilities. The hotel has wheelchair-accessible facilities and an elevator. There are a number of shops, including a supermarket and souvenir shop. Additional facilities include a TV room. Guests arriving by car can park their vehicles in the garage or in the parking lot. Further services and facilities include a 24-hour security service, a babysitting service, a childcare service, a car rental service, a transfer service, 24-hour room service, a laundry service, a coin-operated laundry and a hotel doctor. Complimentary newspapers are available. A business center with fax machine and projector is available.

## Rooms

Air conditioning and central heating ensure that rooms maintain comfortable temperatures. The rooms have a queen-size bed and a sofa bed. Separate bedrooms are available. Extra beds can be requested. A safe, a minibar and a desk are also available. Guests will also find a mini fridge included among the standard features. A direct dial telephone, a television with satellite/cable channels and WiFi provide all the essentials for a comfortable vacation. Slippers are included. Bathrooms are equipped with a shower and a bathtub. A hairdryer, bathrobes and a telephone are provided. As an extra convenience, bathrooms provide cosmetic products. Wheelchair-friendly rooms can be reserved. The hotel has family rooms and non-smoking rooms.

## Sports/Entertainment

Fine weather can be enjoyed on the terrace. The hot tub in the pool area promises pure relaxation. There are many ways to relax or stay active at the hotel, including golf, a gym, a spa, a sauna and massage treatments. Copyright GIATA 2004 - 2025. Multilingual, powered by [www.giata.com](http://www.giata.com) for client no. 703332

## Meals

Dining facilities include a restaurant, a café and a bar. A delicious breakfast provides energy for the rest of the day. Diet meals and children's meals can be prepared on request. The hotel also offers special catering options.

## Payment

The hotel accepts the following credit cards: American Express, VISA, Diners Club and MasterCard.

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# Group Dinner



Restaurant

Tue, Jun 2 at 6:00pm

Location

Pizzeria L'Angelo  
Calle de l'Occhialer, 5312

Name on reservation

Faculty Name

Party of

11

Pizzeria L'Angelo

Serves meat, vegan options available. Take away pizza parlor offering vegan pizza and sandwiches with vegan cheese, mopur (a kind of seitan), and veggies. Sandwiches are also made with whole wheat. If the vegan pizza is not on display, you can expressly ask for it and kitchen will make it. Sandwiches are made in the morning, so it is easier to find a larger choice at lunchtime rather than at dinnertime. Take-out only. Open Mon-Sun 11:30-22:00.

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Jun 3 • Wednesday

# The Floating City

Activity Wed, Jun 3

Duration

6 Hrs

## VENICE: THE FLOATING CLASSROOM & THE MARITIME REPUBLIC

**Theme:** *The Impossible City: Engineering Survival in a Changing Climate*

**The Experience Overview** Venice is often called the "Floating City," but its existence is actually an architectural miracle of the "Underwater Forest." This module explores how a group of refugees fleeing invaders 1,500 years ago built a global superpower on a bed of mud and wooden stakes—and how that same city is now at the forefront of the global fight against rising sea levels.

**The Engineering of the "Floating" Foundation** Contrary to popular belief, Venice doesn't float; it stands on millions of ancient trees.

- **The Underwater Forest:** Students will learn how builders drove over 10 million wooden piles—mostly larch and oak—deep into the lagoon's silt until they reached a hard layer of clay called *caranto*.
- **The Science of Preservation:** Because the wood is submerged in oxygen-poor mud and mineral-rich salt water, it hasn't rotted; instead, it has "petrified" (turned to stone), supporting the heavy marble palaces above for over a millennium.
- **The Istrian Barrier:** We examine the use of **Istrian Stone**, a waterproof limestone from Croatia that prevents salt water from creeping up into the porous bricks of the city's buildings.

**The Maritime Superpower: The Arsenal & Global Trade** We shift our focus to the **Venetian Arsenal**, the world's first industrial factory.

- **The Assembly Line:** At its peak, the Arsenal could produce a fully equipped warship every single day using a standardized assembly line—centuries before Henry Ford.
- **The Queen of the Adriatic:** We discuss Venice's role as the "Middleman of the World," controlling the trade of spices, silk, and salt between the East and West, and how this economic dominance funded the city's unparalleled art and architecture.

**The Modern Challenge: MOSE & The Rising Tide** The session concludes with a discussion on **Environmental Sustainability** and the *Acqua Alta* (high water).

- **The MOSE Project:** We explore the multi-billion dollar system of mobile barriers at the lagoon's inlets designed to protect the city from storm surges.
- **The Climate Case Study:** Venice serves as a "canary in the coal mine" for coastal cities worldwide. Students will debate the ethics and economics of preserving a "Museum City" in an era of rapid climate change.

**Why this is a "UMW Win":**

- **STEM & Humanities Integration:** Perfectly bridges the gap between Environmental Science, Civil Engineering, and World History.
  - **Current Events:** Discussing the MOSE project keeps the curriculum modern and relevant to today's global challenges.
  - **Tactile Learning:** Seeing the erosion and the flood markers on the buildings makes the academic concepts of "subsidence" and "sea-level rise" immediate and real.
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# Dinner on your own

 Restaurant  Wed, Jun 3

Location

[DINNER ON YOUR OWN: THE CANNAREGIO WATERFRONT](#)

**The Experience Overview** Tonight, you are invited to dine like a true Venetian. In Venice, dinner is often a social, mobile event centered around **Cicchetti**—small, delicious plates of local specialties (think Venetian tapas) served in traditional bars called *Bacari*. This is the most authentic and budget-friendly way to experience the city's culinary heart.

**The "Fondamenta" Exploration:** We recommend heading toward **Fondamenta dei Ormesini** and **Fondamenta della Misericordia**, just a five-minute walk from our lodging. This long, canal-side walkway is the social hub for local university students and Venetian residents.

- **How to "Cicchetti":** Visit a few different *Bacari* along the canal. Look for the glass cases filled with *Crostini* (topped bread), *Polpette* (meatballs), and *Sarde in Saor*. Most plates range from **€2 to €5**, allowing you to sample a wide variety of flavors for the price of a single entrée.
- **The "Al Timon" Experience:** For a classic Venetian evening, grab a few plates at **Al Timon** and enjoy them while sitting on their wooden boat permanently docked in the canal. It's the perfect spot to watch the sunset over the water.
- **Classic Pizza & Pasta:** If you prefer a traditional sit-down meal, the area is home to several high-quality, inexpensive pizzerias (like **L'Angelo**) where you can enjoy a fresh, wood-fired pizza for **€10–€14**.

**ICYT Safety & Support:**

- **The "Home Base" Advantage:** Because we are staying in the **Cannaregio district**, you don't have to worry about long commutes or getting lost in the dark across the city. You are never more than a few minutes from the hotel.
- **Local Knowledge:** Charlene and Linda will provide a "Digital Map of Vetted Bacari" in the TravelJoy app, highlighting the spots with the best value and the most student-friendly atmospheres.
- **The Buddy System:** As always, students are required to explore in groups of two or more to ensure a safe and social evening.

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 Jun 4 • Thursday

## Environmental Lagoon Study

 Activity  Mon, May 4 at 9:00am

Duration

4 Hrs

After enjoying breakfast, we'll go on a boat excursion to the outer islands (Murano/Burano) to study sea-level rise and the MOSZE flood barrier project

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# Dinner on your own

 Restaurant  Thu, Jun 4

Location

**THE TRADITIONAL TRATTORIA**

**The Experience Overview** Tonight, we trade the "tapas-style" snacks for a classic, sit-down Italian meal. **La Lista Venezia** is a favorite among students and travelers for its warm, welcoming atmosphere and its commitment to authentic flavors at a very fair price point. Unlike the high-priced "tourist menus" near the Rialto Bridge, this spot serves the kind of food locals actually eat.


**What to Look For:**

- **The "Ricotta-Filled" Pizza:** La Lista is famous for its fresh, wood-fired pizzas, particularly those with a stuffed crust—a delicious and filling option for a student budget (€10–€15).
- **The Venetian Classics:** If you're looking for pasta, this is the place to try a traditional *Carbonara* or a seafood-based *Bigoli in Salsa* (Venice's signature thick spaghetti with onions and anchovies).
- **The Vibe:** The staff here are known for being exceptionally friendly and welcoming to American groups. If the weather is nice, try to snag a table outside for some fantastic "people-watching" on one of the neighborhood's main pedestrian thoroughfares.

**ICYT Safety & Support:**

- **The "Direct Route" Guarantee:** The walk from **Combo Venezia** to La Lista is straightforward and passes through several well-lit, lively squares.
- **Budget Friendly:** We have vetted this location specifically because it avoids the "hidden fees" often found in Venice. You'll get great food and a warm smile without the "tourist trap" price tag.
- **The "Table for Two" Rule:** While the whole group is welcome to go, we recommend breaking into smaller "buddy groups" of 2-4. This makes it much easier to get a table quickly and allows for more intimate conversation about your day's research.

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 Jun 5 • Friday

# Glassblowing

📅 Activity 📅 Fri, Jun 5 at 9:30am

Duration  
3 Hrs

Pickup location  
[Hotel Lobby](#)

## 📌 MURANO: THE CHEMISTRY OF CRAFT & INDUSTRIAL SECURITY

**Location:** Island of Murano (Accessed via private water taxi)

**Theme:** *The "Crystal" Monopoly: Innovation and Security in the 13th Century*

**The Experience Overview** In 1291, the Venetian Republic ordered all glassmakers to move their furnaces to the island of Murano. While the official reason was "fire safety," the true motive was **industrial security**. By isolating the artisans on an island, Venice protected the "Top Secret" chemical recipes for *cristallo* (clear glass), which gave them a **global monopoly** for centuries. This session explores the intersection of artisan skill and state-controlled industry.

**Morning: The Master's Workshop (Technical Immersion)** Students enter a historic furnace (some dating back to the 12th century) to witness the physical reality of glass production.

- **The Physics of State Change:** Observe the transformation of silica sand from a molten "magma" state to a fragile solid. We discuss the chemical role of minerals like manganese (the "glassmaker's soap") used to achieve legendary Venetian clarity.
- **The "Social Class" of the Master:** Students learn about the unique social status of Murano glassmakers—they were the only non-nobles allowed to marry into aristocratic families, a privilege granted to ensure their loyalty to the Republic.

**Mid-Day: The Glass Museum (Historical Case Study)** A guided walk through the **Museo del Vetro** to trace the evolution of glass as a currency of trade.

- **Venetian Trade Beads:** A deep dive into how Murano-made glass beads were used as **global** currency, traveling as far as Africa and the Americas, and their role in the complex history of **global** trade routes.
- **Industrial Espionage:** Discuss the "death penalty" for glassmakers who fled the island to share secrets with foreign powers, illustrating the high stakes of Renaissance-era intellectual property.

**Afternoon: Innovation & Sustainability** The session concludes with a visit to a modern atelier (such as *Wave Murano Glass*) to discuss the future of the craft.

- **The Circular Economy:** Explore the "Upcycling Glass" movement, where master glassmakers use recycled clear glass to create modern art, bridging 800-year-old techniques with modern environmental sustainability.
  - **Economic Resilience:** A seminar on how Murano is fighting "fast-fashion" glass imports to maintain the *Vetro Artistico*® *Murano* trademark and protect the local economy.
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# Dinner on your own

 Restaurant  Fri, Jun 5

## Location

[DINNER ON YOUR OWN: THE CANNAREGIO WATERFRONT](#)

**The Experience Overview** Tonight, you are invited to dine like a true Venetian. In Venice, dinner is often a social, mobile event centered around **Cicchetti**—small, delicious plates of local specialties (think Venetian tapas) served in traditional bars called *Bacari*. This is the most authentic and budget-friendly way to experience the city's culinary heart.

**The "Fondamenta" Exploration:** We recommend heading toward **Fondamenta dei Ormesini** and **Fondamenta della Misericordia**, just a five-minute walk from our lodging. This long, canal-side walkway is the social hub for local university students and Venetian residents.

- **How to "Cicchetti":** Visit a few different *Bacari* along the canal. Look for the glass cases filled with *Crostini* (topped bread), *Polpette* (meatballs), and *Sarde in Saor*. Most plates range from **€2 to €5**, allowing you to sample a wide variety of flavors for the price of a single entrée.
- **The "Al Timon" Experience:** For a classic Venetian evening, grab a few plates at **Al Timon** and enjoy them while sitting on their wooden boat permanently docked in the canal. It's the perfect spot to watch the sunset over the water.
- **Classic Pizza & Pasta:** If you prefer a traditional sit-down meal, the area is home to several high-quality, inexpensive pizzerias (like **L'Angelo**) where you can enjoy a fresh, wood-fired pizza for **€10–€14**.

## ICYT Safety & Support:

- **The "Home Base" Advantage:** Because we are staying in the **Cannaregio district**, you don't have to worry about long commutes or getting lost in the dark across the city. You are never more than a few minutes from the hotel.
- **Local Knowledge:** Charlene and Linda will provide a "Digital Map of Vetted Bacari" in the TravelJoy app, highlighting the spots with the best value and the most student-friendly atmospheres.
- **The Buddy System:** As always, students are required to explore in groups of two or more to ensure a safe and social evening.

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 Jun 6 • Saturday

# Doge's Palace & Law



Sat, Jun 6 at 9:30am

Duration

4 Hrs

Pickup location

[Hotel Lobby](#)

## 🏰 THE DOGE'S PALACE: THE ARCHITECTURE OF JUSTICE & JURISPRUDENCE

**Location:** St. Mark's Square / Palazzo Ducale

**Theme:** *The Serene Republic: Checks, Balances, and the Rule of Law*

**The Experience Overview** How did Venice remain a stable superpower for eleven centuries without a single coup? This session explores the **Venetian Constitution**—a complex system of "checks and balances" that preceded the American system by centuries. By walking through the halls of power, students will analyze how the Republic utilized architecture to enforce the **Rule of Law** and suppress individual tyranny.

**Morning: The Mechanics of the Republic** We enter the Palace via the **Scala dei Giganti** (Staircase of the Giants) to discuss the "Doge"—the CEO of Venice.

- **The Limited Executive:** We examine the *Promissione Ducale*, the oath that stripped the Doge of all personal power, making him a "servant of the state" rather than a king.
- **The Council of Ten:** Inside the **Sala del Consiglio dei Dieci**, we discuss Venice's infamous "Secret Service." We'll analyze the *Bocche di Leone* (Lion's Mouths)—stone letterboxes used for anonymous denunciations of corruption—and discuss the ethics of surveillance and state security.

**Mid-Day: The Halls of Legislation & The Great Council** We move into the **Sala del Maggior Consiglio**, one of the largest rooms in Europe.

- **The Body Politic:** Standing beneath Tintoretto's *Paradise*, students will discuss the "Great Council," a legislative body of nearly 2,000 nobles. We explore how Venice avoided the "Tyranny of the One" by involving the entire elite class in the decision-making process.
- **Civic Accountability:** We'll look for the infamous "Black Veil" painted over the portrait of Doge Marino Faliero—the only leader to attempt a coup, who was promptly executed by the state. This is a powerful lesson in **Accountability at the Highest Level**.

**Afternoon: The Bridge of Sighs & The Judicial Reality** The tour concludes with a walk across the **Bridge of Sighs** to the New Prisons.

- **Due Process in the 16th Century:** We discuss the Venetian judicial system, which was surprisingly advanced for its time, featuring state-funded defense lawyers for the poor and a focus on "Prudent Justice."
- **The Reality of Incarceration:** By experiencing the contrast between the gilded palace halls and the stark stone cells, students will reflect on the relationship between **Civil Liberty and State Power**.

**Why this is a "UMW Win":**

- **Political Science Alignment:** Directly relates to courses on Comparative Politics, Constitutional Law, and International Relations.
  - **Historical Contrast:** Provides a perfect "Comparative Case Study" to the Medici-led politics students studied in Florence.
  - **Critical Thinking:** Encourages students to debate the "Price of Stability"—was Venice a perfect Republic or a high-functioning police state?
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# Dinner on your own

 Restaurant  Sat, Jun 6

Location

THE TRADITIONAL TRATTORIA

**The Experience Overview** Tonight, we trade the "tapas-style" snacks for a classic, sit-down Italian meal. **La Lista Venezia** is a favorite among students and travelers for its warm, welcoming atmosphere and its commitment to authentic flavors at a very fair price point. Unlike the high-priced "tourist menus" near the Rialto Bridge, this spot serves the kind of food locals actually eat.


**What to Look For:**

- **The "Ricotta-Filled" Pizza:** La Lista is famous for its fresh, wood-fired pizzas, particularly those with a stuffed crust—a delicious and filling option for a student budget (€10–€15).
- **The Venetian Classics:** If you're looking for pasta, this is the place to try a traditional *Carbonara* or a seafood-based *Bigoli in Salsa* (Venice's signature thick spaghetti with onions and anchovies).
- **The Vibe:** The staff here are known for being exceptionally friendly and welcoming to American groups. If the weather is nice, try to snag a table outside for some fantastic "people-watching" on one of the neighborhood's main pedestrian thoroughfares.

**ICYT Safety & Support:**

- **The "Direct Route" Guarantee:** The walk from **Combo Venezia** to La Lista is straightforward and passes through several well-lit, lively squares.
- **Budget Friendly:** We have vetted this location specifically because it avoids the "hidden fees" often found in Venice. You'll get great food and a warm smile without the "tourist trap" price tag.
- **The "Table for Two" Rule:** While the whole group is welcome to go, we recommend breaking into smaller "buddy groups" of 2-4. This makes it much easier to get a table quickly and allows for more intimate conversation about your day's research.

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 Jun 7 • Sunday

# Day of Leisure

 Activity  Sun, Jun 7 at 9:00am

## INDEPENDENT DISCOVERY: THE LABYRINTH OF THE LAGOON

**Theme:** *Navigating the Maritime Republic*

**The Experience Overview** Venice is a city designed to be "lost" in. This **Day of Leisure** is a structured opportunity for students to move away from the high-traffic zones of St. Mark's Square and discover the "Real Venice" that exists in the quiet *calles* (streets) and *campis* (squares).

### Suggested Exploration Pathways:

- **The Artistic Path: The Dorsoduro District**
  - **The Route:** Cross the Accademia Bridge into the **Dorsoduro**.
  - **The Focus:** Visit the **Peggy Guggenheim Collection** (modern art in an unfinished palazzo) or simply wander the Zattere waterfront. This area is the "Arts District" of Venice and offers a quieter, more contemplative atmosphere.
- **The Historic Path: The Jewish Ghetto (Cannaregio)**
  - **The Route:** A short walk from our "home base" at **Combo Venezia**.
  - **The Focus:** Explore the site of the world's first "Ghetto." This is a powerful lesson in religious history, urban segregation, and the resilience of the Venetian Jewish community.
- **The Craft Path: San Polo & The Artisans**
  - **The Route:** Head toward the **Rialto Market** area.
  - **The Focus:** Seek out the traditional *squeri* (gondola workshops) or mask-making ateliers. Students can observe the "Slow Industry" that keeps Venetian heritage alive.

### ICYT "Duty of Care" & Logistics:

- **The Waterbus (Vaporetto) Guide:** Every student is provided with a digital "Vaporetto Cheat Sheet" in their TravelJoy app, explaining how to navigate the canal transit system like a local.
- **The ICYT "Basecamp":** Charlene and Linda will be stationed at the **Combo Venezia Cloister** (our hotel's courtyard). This serves as a central hub where students can return for a midday check-in, map assistance, or just to share their discoveries over a *caffè*.
- **Emergency Connectivity:** Students are reminded to keep their "Buddy" and their portable chargers close. The ICYT 24/7 WhatsApp line remains open for real-time "lost-and-found" navigation support.

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## THE FAREWELL FEAST: CELEBRATING THE JOURNEY

 Restaurant  Sun, Jun 7

Name on reservation

Party of

**Faculty Name**

**11**

Final group dinner at a traditional Venetian osteria. Group reflection and faculty led wrap-up session

📅 Jun 8 • Monday

## 📅 FINAL DEPARTURE: THE SEAMLESS TRANSITION

🚗 Transfer

**Theme:** *Commemorating 21 Days of Discovery*

**The Experience Overview** The final evening in Italy is a time for "La Dolce Vita" and reflection. After three weeks of intensive study, research, and exploration, we gather as a community for a multi-course **Farewell Feast**. This isn't just a dinner; it's a celebration of the friendships formed and the academic milestones reached.

### The Culinary Highlights:

- **The Venetian Table:** We feature a curated menu of "slow food" Venetian specialties, starting with fresh antipasti and moving to artisanal handmade pasta and locally sourced main courses.
- **The "Toast to the Future":** In true Italian fashion, the meal concludes with traditional desserts and a toast to the students' successful completion of the program.
- **Atmosphere:** We choose a location with a private or semi-private space that allows the group to engage in conversation, share favorite memories, and toast to their Faculty Director without the noise of a high-traffic tourist restaurant.

### The Academic Reflection:

- **The "Legacy" Discussion:** During coffee and dessert, the Faculty Director leads a final, informal discussion. Students are invited to share their "lightbulb moments"—the one site, artwork, or interaction that most significantly shifted their worldview over the past 21 days.
- **Photo Synthesis:** We encourage students to share a few of their best research photos from the trip via the **TravelJoy App**, creating a collective digital memory book of the UMW Italy experience.

## American Airlines Flights

➔ Flight 📅 Mon, Jun 8 at 2:20pm

Flight  
American Airlines AA6784

Departure  
VCE  
Mon, Jun 8 at 2:20pm

Arrival  
LHR  
Mon, Jun 8 at 3:45pm



AA.com is the online platform for American Airlines, Inc., a major U.S. airline established in 1930 through the merger of multiple smaller airlines. Headquartered in Fort Worth, Texas, and the largest airline globally by passenger count and daily flights, American Airlines offers nearly 6,800 daily flights to almost 350 destinations in 48 countries. The airline operates from ten hubs, with its largest at Dallas/Fort Worth International Airport, and is publicly traded under NASDAQ: AAL. Reviews of American Airlines are mixed, with ratings of its legroom and a non-accredited status with the Better Business Bureau

# American Airlines Flights

 Flight  Mon, Jun 8 at 5:25pm

Flight  
American Airlines AA6940

Departure  
**LHR**  
Mon, Jun 8 at 5:25pm

Arrival  
**JFK**  
Mon, Jun 8 at 8:20pm

Terminal  
5



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