

Standard Contract

UCPUMW 26-2075

Customizable International Travel Services

This contract, between Vagabond Tours NY dba EDU Trips, 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 January 27, 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.

PROGRAM PRICING CLARIFICATIONS:

- No charge pre-departure presentations, either virtually or in person.
- EDU Trips will apply for any required visas for participants once registration is complete. EDU Trips does not charge a fee for this service.
- Group air deposits are refundable until 90 days prior to departure, less a small booking fee (ranging from \$150 to \$300 per group reservation) as recently implemented by airlines.
- EDU Trips agrees to refund the service fees in accordance with the schedule listed below:
 - 90 days or more prior to departure – 75%
 - 89–60 days prior to departure – 50%
 - 59–30 days prior to departure – 25%
 - 29–15 days prior to departure – 0%
 - 14 days or fewer prior to departure – 0%
- The EDU Trips administrative and service fees will not go up during the terms of this agreement.
- If the exchange rates fluctuate after the initial quotation but prior to the payment confirmation, then the company will notify the University and provide a re-cost comparison. Surcharges or credits will be clearly disclosed with complete documentation of rate movements.
- Events that EDU Trips cannot control might affect the final prices. They include government-required taxes or surcharges, rises in airline fuel prices, currency rate fluctuations without hedging, changes to the group or travel schedule, and force majeure conditions.

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: Vagabond Tours NY dba EDU Trips
6 Independence Avenue
Tappan, NY. 10983

- 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.

Vagabond Tours NY dba EDU Trips

UNIVERSITY OF MARY WASHINGTON

Signature: *Kate Coffey*

Signature: _____

Printed Name: Kate Coffey

Printed Name: Melva A. H. Kishpaugh

Title: President

Title: Director, Procurement Services

Date: March 03, 2026

Date: March 12, 2026

Phone: 845 848 2767

Email: Kate@edutrips.com

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

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: Vagabond Tours NY Inc. D.B.A - EDU Trips

Address of Offering Firm: 6 Independence Ave, Tappan, NY 10983

DSBSD Certification No.: _____ Expiration Date: _____

eVA ID: VS0000185999 Tax ID: 203157223

Email: Kate@edutrips.com Telephone: 845 848 2767

Website: www.edutrips.com Fax: 914 500 2313

Submitted By (Print Name & Title): Kate Coffey, President

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). 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) 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. *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

- 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

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 (\$)
Total Planned Subcontracting Spend (\$)					

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

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

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: Vagabond Tours NY Inc. d.b.a EDU Trips

Address of Offering Firm: 6 Independence Avenue, Tappan, NY 10983

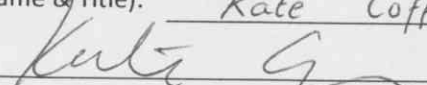
DSBSD Certification No.: 722051 Expiration Date: January 20, 2029

eVA ID: V50000185999 Tax ID: 20-315-7223

Email: info@edutrips.com Telephone: ~~845~~ 845 848 2767

Website: www.edutrips.com Fax: 914 500 2313

Submitted By (Print Name & Title): Kate Coffey President

Signature (In Ink):  Date: 01/27/2026

(RFP)**SEALED REQUEST FOR PROPOSAL****ISSUE DATE:** January 20, 2026**RFP NUMBER & TITLE:** RFP 26-2013 CUSTOMIZABLE INTERNATIONAL TRAVEL SERVICES**PROPOSAL DUE DATE & TIME:** Thursday, February 5, 2026 – 2:00 PM EST**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**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 PROPOSALName of Offering Firm: EDU TripsAddress of Offering Firm: 6 Independence Avenue, Tappan, NY 10983DSBSD Certification No.: 722051 Expiration Date: January 20, 2029eVA ID: VS0000185999 Tax ID: 20-315-7223Email: Telephone: info@edutrips.com Phone # 845-848-2767Website: Fax: www.edutrips.com Fax 914-500-2313Submitted By (Print Name & Title): Kate Coffey - PresidentSignature (In Ink): Kate Coffey Date: 03/05/2026

- 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). 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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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.

EDU Trips Response:

P.O. Box 19, Orangeburg, NY 10962

Phone: 1-866-824-2266 | Fax: 914-500-2313 Email: kate@edutrips.com

Re: University of Mary Washington - Customizable International Travel Services RFP 26-2075

January, 2026.

Thank you for allowing EDU Trips the opportunity to bid for your RFP for the position of Customizable International Travel Services.

With over 20 years of experience in planning trips for educational groups, EDU Trips has helped thousands of students learn, grow, and explore all over the world.

Our experienced team has designed itineraries and successfully managed numerous customized domestic educational trips and study abroad programs in the USA, Central America, Europe and Asia. We take pride in the EDU Trips Difference: Customized Itineraries, Dedicated Program Managers, Highly Experienced Team, Value and Affordability and most importantly, Peace of Mind. With this, we have a complete understanding of your group's travel objectives and requirements.

EDU Trips is a fully licensed agency through the Office of the Airlines Reporting Corporation (ARC) and a member of the International Air Transport Association (IATA). The company is also an active member of the National Student & Youth Travel Association (SYTA), the National Tour Association (NTA) and NAFSA- Association of International Educators. Furthermore, we have been a member of VASCUPP since 2016 and recently completed our SWAM Certification in the state of Virginia and NY State. We are also a preferred vendor of several major colleges and universities throughout the country.

EDU Trips owner and founder, Kate Coffey, has worked in the student travel industry for over 25 years. In 2005, she founded EDU Trips, a travel agency and tour operator service that has enabled thousands of students to learn and grow through their travel experiences. EDU Trips has the capability to provide the requested goods and services.

If you have any questions or clarifications, please do not hesitate to contact me at kate@edutrips.com

We look forward to traveling with you!

Kind regards,

Kate Coffey

President

EDU Trips

EDU TRIPS

For more than 20 years, EDU Trips has focused on designing and managing travel experiences that transform lives for students, faculty, and institutions around the world. Our mission is to provide opportunities for students to learn, grow, and connect with different cultures, while ensuring the highest standards of safety, inclusion, and affordability.

Founding Year: **2005**

Years in Operation: 20 years in student travel services

Client Base:

- Colleges and Universities
- Community Groups
- Elementary Schools
- Middle Schools
- High Schools

Organization Size: 8 full-time employees. We maintain a roster of 15-20 independent contractors that come onboard during the busy travel season, usually March to June each year.

Organization Structure:

- President and Owner (1)
- Business Development / Marketing (4)
- Travel Managers (3)
- Airline Ticketing (1)
- Information Technology (1)
- Finance and Accounting (1)

Office Hours / 24-hour Hotline

EDU Trips USA Office: +1 (845) 848-2767 / Free Phone +1 (866) 824-2266

Office Hours: 9:00am – 5:00pm EST.

24hr Emergency number: +1 (732) 672-7369

During the travel season, each group leader is provided with a 24 hour emergency number.

No answering machines.

Expertise and Experience:

With over three decades of continued success in planning educational trips in the **USA, Europe, Central America, Africa and Asia**, our travel experts provide a wealth of knowledge to ensure successful and fulfilling trips.

Customized Itineraries:

Our trip planners work closely with your faculty to create a highly personalized itinerary, tailored for you and your students. This means that the programs can be aligned with course objectives, student development outcomes, and intercultural learning goals.

Unmatched Student Support

Our dedicated Program Managers oversee every detail, from pre-departure orientations to on-the-ground logistics. They ensure faculty and students receive the support they need at every stage.

Comprehensive Safety & Risk Management

We provide strong liability and medical coverage, 24/7 emergency support, and U.S. Embassy STEP registration to provide confidence and peace of mind.

Commitment to Equity & Access

Our inclusive program design can accommodate students from diverse backgrounds, learning needs and financial situations, due to our flexible payment options and personalized plans for accessibility.

Transparent & Responsible Stewardship

Competitive group pricing, clear budget processes, and lasting vendor partnerships ensure exceptional value without sacrificing quality.

The EDU Trips Advantage

- Fully licensed and accredited by Airline Reporting Corporation and IATA.
- Members of SYTA, NTA, and NAFSA.
- A certified women-owned business in several states including VA.
- We incorporate sustainability and ethical community involvement into our program design.
- We have over thirty years of experience with strong vendor partnerships and loyal clients.
- Highly experienced and well trained staff with over 40 years of combined experience.

EDU Trips is more than a travel planner, we are a strategic partner for worldwide education progress: facilitating student success, fostering diversity and intercultural competency, and providing faculty with the toolset for delivering high-impact experiential learning that prepares today's students for engaged global citizenship.

EDU TRIPS is part of the following professional associations: See Appendices A-E

- [ARC](#) - Licensed - The Office of Airline Reporting Corporation
- [SYTA](#) - Student and Youth Travel Association
- [NTA](#) - National Tour Association
- [IATA](#) - International Air Transport Association
- [NAFSA](#) - Association of International Educators
- [RBA](#) - Rockland Business Association, NY
- [NYC M/WBE](#) - Minority and Women-Owned Business Enterprise
- [NYS - MWBE](#) - New York State Minority - and Women-Owned Business Enterprise Certification
- [VASCUPP](#) - EDU Trips is a preferred supplier
- [SWAM VA](#) - Small, Women-owned, and Minority-owned Business in Virginia

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.

	School Name	Destination	State	Date of Travel	Total Sale
1	PAUL D CAMP COMMUNITY COLLEGE	PHILADELPHIA 2025	VA	2025-03-03	\$26,955.00
2	SOUTHWEST VIRGINIA COMMUNITY COLLEGE	JAPAN 2025	VA	2025-03-09	\$188,066.06
3	SOUTHWEST VIRGINIA COMMUNITY COLLEGE	PUERTO RICO 2025	VA	2025-04-28	\$39,236.00
4	VIRGINIA WESTERN COMMUNITY COLLEGE	WASHINGTON DC 2025	VA	2025-05-12	\$32,060.00
5	SOUTHWEST VIRGINIA COMMUNITY COLLEGE	WILLIAMSBURG	VA	2025-05-13	\$34,405.00
6	PAUL D CAMP COMMUNITY COLLEGE	BALTIMORE 2025	VA	2025-06-12	\$16,035.00
7	PAUL D CAMP COMMUNITY COLLEGE	WASHINGTON DC 2025	VA	2025-06-23	\$33,675.00
8	VIRGINIA HIGHLAND COMMUNITY COLLEGE	ORLANDO 2025	VA	2025-07-06	\$46,209.00
9	CENTRAL VIRGINIA COMMUNITY COLLEGE	PHILADELPHIA 2025	VA	2025-07-14	\$30,855.00
10	SOUTHWEST VIRGINIA COMMUNITY COLLEGE	SAVANNAH 2025	VA	2025-07-16	\$96,364.00
	Totals:				\$543,860.06

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.

EDU Trips has an established record of offering domestic and international education travel programs aimed at enhancing student learning, faculty objectives, and institutional priorities. In the past three years, we have booked a diverse array of programs, from short-term academic tours within the United States to faculty-staffed study abroad programs on several continents. Our programs are tailored to integrate academic focus, cultural immersion, and hands-on learning.

Educational Tours performed:

- **Washington D.C.** Historic and Educational trips
- **Boston, MA** Historic and Freedom Trail Multi-Day Educational Trips
- **New York City** Historic and Cultural Educational Trips
- **Orlando, FL** Cultural and Performance Trips
- **Chicago, IL** Historic and Cultural Educational Trips
- **Los Angeles and San Francisco, CA** Historic and Cultural Educational Trips
- **Silicon Valley** Technical and Educational Trips
- **Nashville, TN** Music and Educational Trips

Study Abroad International Trips

- **Central America:** Costa Rica (environmental and ecological studies), Cuba (cultural and historical immersion).
- **South America:** Peru (archaeology, history, and indigenous culture).
- **East Africa:** Ethiopia, The Gambia and Senegal (history, culture, and development studies).
- **Southern Africa:** Johannesburg, Durban, and Eswatini (cultural immersion, history, and social justice studies).
- **Asia:** China, India, Japan, Thailand, Vietnam (programs focused on culture, language, economics, and global studies).
- **Europe:** Austria, France, Germany, Hungary, Ireland, Iceland, Italy, Netherlands, Portugal, Spain, and the United Kingdom (history, culture, political science, arts, and cross-disciplinary academic programs).

a. Specify the international locations to which your firm has experience in providing travel management services.

With over three decades of continued success in planning educational trips in **Europe, Central America, Africa and Asia**, our travel experts provide a wealth of knowledge to ensure successful and fulfilling trips. Prior destinations outlined below:

1	AUSTRIA & HUNGARY	10	IRELAND
2	BELIZE	11	JAPAN
3	CHINA	12	PORTUGAL
4	COSTA RICA	13	SOUTH AFRICA
5	FRANCE	14	SPAIN
6	GERMANY	15	THAILAND
7	GREECE	16	TURKEY
8	HOLLAND	17	UNITED KINGDOM
9	ICELAND	18	VIETNAM

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.

EDU Trips will provide group travel arrangements and include services as follows (but not limited to):

- Local, regional, national and international travel/tours by airlines, cruises, trains and buses.
- Lodging/Accommodations (motel / hotel).
- Instructional bookings (i.e. zoos, museums, galleries, etc).
- Educational Activities, Tour Arrangements, Show/Theatre bookings, Admission ticket coordination.
- Travel guide or tour expert services (day, overnight, and weekend trips with transportation).
- Food coordination at local restaurants.
- Private security at hotels.
- Rental vehicle / bus transportation .

Reference 1:

Client: University of Connecticut (2060 Hillside Rd, Storrs, CT 06268)

Contact Details: Marlys Rizzi, Assistant Director of MBA Program (retired) - (203) 448-8162

Scope of Services Provided: We have a long-standing relationship with the University of Connecticut (UConn), having signed a contract in 2014 to provide trips to Spain for their undergraduate program. We successfully operated trips to several international destinations over the course of 7 years.

In addition to the undergraduate program, we also organize international trips for UConn's MBA students. Our services are comprehensive, covering all aspects of the trips, including:

- Visa processing
- Hotel and dining arrangements
- Ground transportation
- International air ticketing
- Local tour guide contracting
- Cultural site visit
- Technical business visit

Outcome: EDU Trips managed 14 successful programs for UConn for over 7 years, facilitating Global learning opportunities, coordinating complex international itineraries, maintaining the highest levels of student safety and program satisfaction.

Years Served: 7 Years

Total Contact Value: \$1,066,585

Trips:

#	School	Destination	State	Travel Date	Res #	Revenue
1	UNI. OF CONNECTICUT	SPAIN	CT	2014-05-13	201156	\$128,310.00
2	UNI. OF CONNECTICUT	COSTA RICA	CT	2015-03-12	201238	\$63,368.00
3	UNI. OF CONNECTICUT	CHINA	CT	2017-03-09	201405	\$64,412.00
4	UNI. OF CONNECTICUT	AUSTRIA & HUNGARY	CT	2017-05-08	201407	\$122,710.00
5	UNI. OF CONNECTICUT	VIETNAM	CT	2018-03-08	201502	\$95,867.00
6	UNI. OF CONNECTICUT	IRELAND	CT	2018-05-14	201452	\$111,863.00
7	UNI. OF CONNECTICUT	THAILAND	CT	2019-03-12	201609	\$2,900.00
8	UNI. OF CONNECTICUT	THAILAND	CT	2019-03-14	201544	\$117,734.00
9	UNI. OF CONNECTICUT	GERMANY	CT	2019-03-15	201608	\$45,225.00
10	UNI. OF CONNECTICUT	PORTUGAL	CT	2019-05-14	201540	\$147,786.00
11	UNI. OF CONNECTICUT	LONDON & DUBLIN	CT	2019-07-20	201618	\$39,584.00
12	UNI. OF CONNECTICUT	LONDON-DUBLIN X PAX	CT	2019-07-20	201619	\$5,250.00
13	UNI. OF CONNECTICUT	UK & IRELAND	CT	2019-07-20	201634	\$1,500.00
14	UNI. OF CONNECTICUT	SOUTH AFRICA (canx due to covid)	CT	2020-03-13	201631	\$120,076.00
						\$1,066,585.00

Reference 2:

Client: [Montgomery Community College](#) (1011 Page St, Troy, NC 27371)

Contact Details: [Greg Malveaux, PHD](#) Professor, English - Coordinator, Study Abroad (240)567-8077
greg.malveaux@montgomerycollege.edu

Scope of Services Provided: Visa and passport support, hotels, dining, ground and air transport, local guide contracting, program evaluation

Outcome: As one of EDU Trips' longest-standing partners, Montgomery College relied on our ability to plan and execute complex study abroad programs up to a year in advance. Programs consistently met academic requirements while prioritizing student safety and cross-cultural engagement.

Years Served: 10 Years

Total Contact Value: \$749,302

Trips:

#	School	Destination	State	Travel Date	Res #	Revenue
1	MONTGOMERY COLLEGE	INDIA	MD	2011-12-29	200690	\$85,227.00
2	MONTGOMERY COLLEGE	APPALACHIA	MD	2012-07-12	200771	\$24,717.00
3	MONTGOMERY COLLEGE	GERMANY	MD	2013-06-11	200918	\$68,525.00
4	MONTGOMERY COLLEGE	CUBA	MD	2014-01-07	201024	\$15,300.00
5	MONTGOMERY COLLEGE	FRANCE	MD	2014-06-25	201175	\$63,600.00
6	MONTGOMERY COLLEGE	ETHIOPIA	MD	2014-07-03	201204	\$8,084.00
7	MONTGOMERY COLLEGE	ICELAND	MD	2015-06-14	201246	\$60,606.00
8	MONTGOMERY COLLEGE	ICELAND	MD	2017-03-12	201360	\$49,519.00
9	MONTGOMERY COLLEGE	ICELAND	MD	2017-06-14	201379	\$67,993.00
10	MONTGOMERY COLLEGE	LONDON	MD	2018-01-06	201417	\$48,027.00
11	MONTGOMERY COLLEGE	JAPAN	MD	2018-05-15	201453	\$87,581.00
12	MONTGOMERY COLLEGE	ITALY	MD	2018-06-10	201457	\$62,849.00
13	MONTGOMERY COLLEGE	IRELAND & UK	MD	2019-06-09	201613	\$49,154.00
14	MONTGOMERY COLLEGE	JAPAN	MD	2020-05-19	201646	\$58,120.00
						\$749,302.00

Reference 3:

Client: [Ohio Wesleyan University](#) (61 S Sandusky St, Delaware, OH 43015)

Contact Details: [Lisa Ho](#), Associate Director of International & Off-Campus Programs (740) 368-3075 leho@owu.edu

Scope of Services Provided: Full-service travel coordination including air/ground transport, cultural workshops, theatre admissions, and guided tours

Outcome: Collaborated to develop programs that combine academic learning with cultural immersion. While students engaged in life-changing international learning, OWU faculty were able to concentrate on teaching and mentoring thanks to the logistical management of EDU Trips.

Years Served: 3 Years

Total Contact Value: \$383,709.00

Trips:

#	School	Destination	State	Travel Date	Res #	Revenue
1	OWU	CIVIL RIGHTS USA	OH	2022-05-10	201759	\$26,948.00
2	OWU	ALASKA	OH	2023-05-16	201816	\$48,789.00
3	OWU	SOUTH AFRICA	OH	2023-05-26	201827	\$101,000.00
4	OWU	LONDON	OH	2024-03-08	201846	\$82,176.00
5	OWU	LONDON	OH	2024-05-12	201888	\$52,038.00
6	OWU	JAPAN	OH	2024-05-13	201832	\$72,758.00
7	OWU	ALASKA	OH	2026-05-12	202038	\$41,868.00
						\$425,577.00

Reference 4:

Client: Texas State University (601 University Drive, San Marcos, TX 78666)

Contact Details: Hana Fuller, Coordinator, Online and Extended Programs - (512)-408-4161

Scope of Services Provided: Hotel accommodations, transportation, admission to cultural and technical sites, local logistics

Outcome: In 2025, four programs were successfully implemented, with 10–20 passengers per trip. Texas State extended EDU Trips' contract through 2026 as a result of favorable outcomes.

Years Served: 1 Year

Total Contact Value: \$90,901.00

Trips:

#	School	Destination	State	Travel Date	Res #	Revenue
1	TEXAS STATE UNIVERSITY	NEW YORK	TX	2025-01-05	201936	\$25,281.00
2	TEXAS STATE UNIVERSITY	CHICAGO	TX	2025-06-04	201986	\$26,164.00
3	TEXAS STATE UNIVERSITY	NEW YORK	TX	2025-06-23	201942	\$12,984.00
4	TEXAS STATE UNIVERSITY	SEATTLE	TX	2025-07-27	201983	\$26,472.00
						\$90,901.00

Reference 5:

Client: Southwest Virginia Community College (635 Community College Rd, Cedar Bluff, VA 24609)

Contact Details: Brandon Honaker, Director of Upward Bound Programs (276-964-7779)
brandon.honaker@sw.edu

Scope of Services Provided: EDU Trips has partnered with Southwest Virginia Community College for 3 years to design and implement comprehensive travel programs for the Upward Bound program. EDU Trips provided full logistical coordination such as: air and ground transportation, hotel accommodations, all meals, attraction admissions, and guided tours. Each program was tailored to meet the Upward Bound program objectives.

Outcome: This ongoing partnership has enabled over 300 Upward Bound students to participate in transformative educational travel programs. Our ability to manage large-scale budgets, coordinate international logistics and deliver life-changing experiences have made us a trusted partner for SWVCC.

Years Served: 3 Years

Total Contract Value: \$709,961.06

Trips:

	School	Destination	State	Travel Date	Res #	Revenue
1	SOUTHWEST VIRGINIA CC	ORLANDO	VA	2024-04-24	201915	\$30,906.00
2	SOUTHWEST VIRGINIA CC	SAN DIEGO	VA	2024-04-29	201909	\$6,960.00
3	SOUTHWEST VIRGINIA CC	ORLANDO	VA	2024-07-17	201911	\$120,254.00
4	SOUTHWEST VIRGINIA CC	JAPAN	VA	2025-03-09	201954	\$188,066.06
5	SOUTHWEST VIRGINIA CC	PUERTO RICO	VA	2025-04-28	201940	\$39,236.00
6	SOUTHWEST VIRGINIA CC	WILLIAMSBURG	VA	2025-05-13	202003	\$34,405.00
7	SOUTHWEST VIRGINIA CC	SAVANNAH	VA	2025-07-16	201989	\$96,364.00
8	SOUTHWEST VIRGINIA CC	GREECE	VA	2026-06-17	202018	\$193,770.00
						\$709,961.06

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.

Experience and Qualifications of the Firm

For more than 20 years, EDU Trips has served as a travel agency and tour operator and has helped thousands of students learn, grow and explore the world.

Advance Travel Planning

We understand your programs run annually and are planned well in advance of published fares. To help with your planning, our experienced staff and extensive, historical pricing and exchange rate database allow us to provide you with accurate budgeting information needed to make informed decisions.

Budgeting Advisement

Our long standing relationships with our preferred vendors allows us to negotiate the best group rates on your behalf. Additional knowledge from our local partners help us make economic decisions together when choosing inclusions for your program.

Package Pricing

Our programs offer the convenience of inclusive packaged base pricing for your travelers. Detailed pricing breakdowns can be provided to the organization upon request.

Flexible Payment Options

Payments can be made either by check or credit card online or via mail. We also offer payment plans that allow travelers to spread their payments over time.

Visa Processing Services

We provide outbound visa processing services for trip participants, both U.S. citizens and non-U.S. citizens.

Custom Program Creation

Our team works with your organization to provide a unique program suited to your program needs.

Itineraries/Travel Information Packages

We provide complete, detailed itineraries and travel information packages covering the duration of the program for all participants. Information includes, but is not limited to scheduling, transportation, lodging, meals, activities, and travel document and vaccination requirements. Finalized travel information is provided to the program participants and organization prior to the date of departure.

Ground Transportation

Arrangement of all ground transportation to and from airports and to and from the sites of any trip activities, including, but not limited to field trips, cultural site visits, excursions, and educational site visits.

Air Transportation

Arrangement of all round-trip airfare between the United States and the program destination. In addition, we arrange air travel between points within the destination country/countries to accommodate itineraries in which

ground transportation between locations of travel is not possible or expedient. Note: Airfare may or may not be included, depending upon the proposed program.

Hotel Accommodations

Arrangement of all lodging for program participants with reputable, competitively-priced providers rated three (3) stars or above (some trips may require the engagement of four (4) or five (5) star rated accommodations).

Travel (Land) Packages

Arrangement of all competitively-priced land travel packages with reputable providers, help determine which packages shall include ground and/or transportation as necessary, site arrangements and tour guides.

Meals

Arrangement of all group meals for program participants including meal options that meet the special dietary needs of program participants, if required. The number of meals will be determined by the organization at the time the trip is planned.

Activities

Arrangement of all activities relating to educational and cultural events. This may include visits to museums, historical, and scenic locations.

Program Manager

We provide a Program Manager to accompany the program participants during the entirety of the trip. The Program Manager will handle trip details, including any revisions to the trip itinerary or arrangements. Note: The Program Manager may be the same person as the Bilingual Tour Guide mentioned below.

Bilingual Tour Guide

We provide a Bilingual Tour Guide, fluent in English and the local language, for the entirety of the Study Abroad program.

Emergency Operations Planning

In addition to a 24/7 Program Manager at your disposal, emergency contact information is collected from all travelers and shared with the organization in preparation for an emergency scenario. Travel alerts issued by the US government are communicated directly to the travelers and organization via phone and email. Our knowledge of travel logistics and emergency scenarios allows us to accommodate any short term backup plans that may be required.

Travel Insurance

We provide 'cancel for any reason' travel insurance for program participants covering medical, hospitalizations, flight delays, cancellations, and lost luggage.

Pre-trip Seminars

Our team is available to conduct onsite reviews and presentations of the finalized travel itinerary and travel information package to your organization and program participants.

Cancellation and Refund Policy

As your itineraries are completely customized to your needs, cancellation policies may vary depending on the transportation, accommodation, and inclusions of your package.

d. Describe the ability of your firm to offer professional trip counseling for faculty directors for complex or unique itineraries.

Approach/Methodology for complex or unique itineraries as follows:

- The EDU Trips tour manager will arrange a phone conversation or Zoom call with the group leader to discuss and evaluate trip expectations and establish a scope of work. During this call, all essential information (i.e. dates of travel, number of people, destination, focus of the group, etc) will be discussed.
- Passport, Immunizations and visa requirements for the specified destination will be discussed at the initial planning stage to allow travelers time to apply for necessary documents. A schedule for Immunizations is created at this time to ensure that travelers have adequate time to receive the required shots.
- A trip proposal is then prepared which includes: tour inclusions, proposed itinerary, pricing and travel insurance information, and will be emailed to the group leader.
- After any requested revisions of the trip itinerary and if the pricing is acceptable then a tour contract is issued and approved by the group leader.
- After the tour contract is signed by the client, the tour manager contacts our preferred vendors to execute all the components of the trip.
- When all the services are in place, a [trip participation form](#) (See Appendix F) will be sent, with travel insurance information, to each participant and must be signed by the traveler.
- EDU Trips will apply for any required visas for participants once registration is complete. Our agency does not charge a fee for this service.

See sample itinerary attached (Appendix J, K)

e. Describe your firm's ability to provide tour guides and/or interpreters on an as-needed basis during international travel.

EDU Trips has been in business for over 20 years. During this time, we have created an extensive international network of support that has assisted with our past student groups. We have direct contacts with local tour guides in almost every major city in the US as well as abroad. Should we need a tour guide with specific knowledge or expertise there are several tour guide associations that we can reach out to.

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.

EDU Trips has extensive experience securing admission to performances, special exhibitions, museums, and other cultural sites for international study programs. By leveraging our established relationships with local venues, we can obtain educational and group rates that are frequently unavailable to the general public. These arrangements are pre-planned and pre-paid to ensure smooth integration into the program schedule and to avoid additional on-site expenses for students and faculty.

Beyond negotiating favorable rates, EDU Trips helps faculty directors select sites that best support the program's academic objectives. We propose locations based on the specific academic field and destination, ensuring

cultural experiences align with the curriculum. Furthermore, we manage pre-payment and reservations whenever possible to reduce the administrative workload on school staff overseas.

A few of our most popular attractions include:

- **London** – The British Museum, Buckingham Palace, Shakespeare’s Globe Theatre performances, and the Tower of London.
- **Paris** – The Eiffel Tower, The Louvre, Musée d’Orsay, guided visits to Versailles, and tickets to classical concerts at Sainte-Chapelle.
- **Rome** – The Colosseum, The Vatican and the Museum, Sistine Chapel, Borghese Gallery, and opera performances.
- **Athens** – The Acropolis and Acropolis Museum, Ancient Agora, National Archaeological Museum, and the Odeon of Herodes Atticus.
- **Madrid** – The Prado Museum, Reina Sofia Museum, Flamenco performances, and excursions to Toledo.

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.

EDU Trips has significant experience planning group meals for large travel groups, ideally integrating meals into the larger itinerary. We developed a wide network of consistent restaurant partners in our main locations, ranging from authentic local cuisine establishments to internationally renowned restaurants. This wide network lets us identify restaurants capable of seating groups from as few as 10 travelers up to well over 100 travelers, when necessary.

Special attention goes into meeting all nutritional needs and restrictions, such as vegetarian, vegan, gluten-free, allergy-sensitive, and religious diets. Before every trip, we will gather travelers' dietary restrictions and allergies, plus meal choices. We then work with the restaurant to put together a menu with a variety of options, so every member receives a suitable and satisfying meal.

The school will also have the ability to select group meals which are pre-booked and included as part of the overall trip package. This structure eliminates the need for payment handling by participants at the venue. By taking care of reservation, meal planning, and invoicing, we eliminate administration chores and also ensure hassle-free meals.

Below is an example of a form we use to collect travelers’ allergy and dietary restrictions. This form also allows the participants to select their meals:

Name *

Your answer _____

All meals served with a cookie and a bottled water *

- Salad Box - Grilled Chicken Salad with dressing
- Chicken Salad Croissant Box - Our homemade chicken salad on a baked croissant, lettuce & tomato, mayo & mustard on the side, kettle chips, pasta salad, kosher pickle spear
- Wheat Club Box - Club sandwich with deli sliced turkey, thick cut bacon, ham, American cheese, lettuce & tomato on our cracked wheat bread with mayo & mustard on the side, kettle chips, potato salad, kosher pickle spear
- Health Club Box - Sliced avocado, sliced tomatoes, sliced cucumber, leaf lettuce, our vinegar slaw, kosher pickle slices on stacked "double decker" style on wheat bread, with mayo & mustard on the side, Baked Lays®, yogurt cup, fruit, & kosher pickle spear.
- Jr. Tailgater Box - Two quarters of an assorted Double Decker sandwich, two chicken fingers, mayo & mustard on the side, kettle chips, slaw, kosher pickle spear
- Hoagie Box - Stacked deli sliced turkey, ham, thick cut bacon, Swiss cheese, lettuce & tomato on a hoagie roll with mayo & mustard on the side, kettle chips, slaw, kosher pickle spear
- Turkey Croissant Box - Turkey on a baked croissant with lettuce & tomato, fruit, mayo & mustard on the side, kettle chips, kosher pickle spear

Dietary restrictions

- None
- Vegetarian
- Vegan
- Kosher
- Gluten-free
- Other:

Allergies: INCLUDING DRUG OR FOOD ALLERGIES – (Notify your Group Leader if traveler has any serious food sensitivities or allergies) (Type N/A if not applicable):

Your answer _____

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.

EDU Trips is fully capable and willing to provide and/or present pre-trip classes and organizational meetings on campus to aid groups prior to travel. They can be tailored to meet the needs of the school and typically include:

- Program Overview: Detailed review of the itinerary, travel plans, accommodations, group meals, and activities each day.
- Travel Preparedness: Tips for packing, what documentation is needed, airport etiquette, and cultural sensitivity.
- Health and Safety Briefing: Concisely review safety protocols, emergency protocol, and insurance.
- Student/Faculty Support: Schedule time to individually reply to questions regarding accommodation, dietary needs, or special requests.

We understand that pre-departure briefings are a valuable way to reassure travelers and their families, as well as to clearly define expectations before the trip.

Our staff is available to conduct these briefings, either in person or virtually, based on your school's preference.

We do not charge for pre-departure presentations, either virtually or in person.

By offering these pre-trip sessions, we can ensure that travelers feel prepared, empowered, and educated, which will enhance the overall success of the program.

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.

We are able to arrange meeting spaces and classroom-style arrangements during overseas travel to meet the academic and organizational needs of the school. We negotiate with hotels, cultural centers, universities and local organizations to identify appropriate venues providing a comfortable and professional atmosphere for group sessions, lectures, or presentations.

We also attend to technology needs by arranging for access to Wi-Fi, projectors, microphones, and other audiovisual equipment. We test all systems in advance of use with the facility staff so that sessions run smoothly. This advance planning allows the school to provide academic programming abroad with the same quality and efficiency as it does on campus.

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.

All services are coordinated in-house by your EDU Trips tour manager.

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.

At EDU Trips, we specialize in organizing enriching cultural and recreational activities for groups at our international destinations. These experiences are designed to complement their educational objectives with engaging entertainment and memorable moments.

For example, we recently arranged a trip for 30 executive MBA students to Bangkok, Thailand, where they focused on business studies. Throughout the week, they visited prominent companies such as the Ford Motor Company, Siam Commercial Bank, Phillip Morris, Deloitte, and Stanley Works.

Following their academic program, the group extended their stay for a weekend getaway to the island of Phuket. Upon arrival, we arranged a cooking class at their hotel as a fun team-building activity, which proved to be a significant highlight of their trip. The hotel chef presented each participant with a certificate upon completion as a special keepsake.

The next day, we organized a visit to an elephant sanctuary, where the group had the opportunity to feed the animals. The sanctuary manager provided a detailed overview of the extensive efforts and costs involved in rescuing, housing, and feeding a single elephant throughout the year. This presentation was deeply humbling and profoundly impressed upon the students the immense dedication required by the rescuers.

On the final day, the students took part in an early morning yoga lesson on the beach with a certified Thai Yoga teacher.

b. Describe the firm's ability to provide charter transportation and the types available by location.

We have strong partnerships with pre-qualified transportation vendors to both domestic and international destinations, therefore allowing us to book reputable, secure and well-priced charter transportation based on group requirements. We handle all the details for transportation coordination, such as scheduling, routing, capacity demands and logistics to facilitate fast and flawless transfers from airports, to hotels, to program sites.

We can offer various charter alternatives by destination, including:

- **Motorcoaches:** large charter buses with up to 55 seating capacity, air-conditioning, reclining seats, and luggage storage.
- **Mini-coaches/Vans :** Mid size vehicles for smaller groups.
- **Boats/Cruises:** In special circumstances we offer boat transportation for all sizes of groups
- **Specialty Vehicles:** Where locally available - for example: luxury coaches, double-decker buses, green transportation options.

All of our transportation partners are chosen based on safety record, licensing, and insurance requirement compliance in their area. With these partnerships, we are able to provide groups with dependable and flexible transportation appropriate to the size of the party and the demands of the itinerary.

c. Describe all travel insurance available at no cost to the University.

We contract with GoReady Travel Insurance and the policy can be included in the cost of the package if desired. The insurance provided is specifically designed for student group travel.

d. Describe any Common Carrier and Flight Insurance that would be made available to University travelers at no additional cost to the University.

EDU Trips specializes in student group travel which is contracted specifically with each airline for destination and dates of the trip. Common Carrier flight insurance is usually only available for tickets purchased directly from the airline and designed for individual travel. EDU Trips provides a comprehensive student travel insurance through our preferred contractor, GoReady Insurance and the insurance may be included in the cost of the package.

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.

We have designed an inhouse database that can track all tickets that are supplied to our travelers. This tool allows us to track payments and refunds that would be due to our customers and reference the appropriate invoice number and PO number. The best value air tickets are usually non-refundable and, since the COVID crisis, may be valid only for the dates and times of travel printed on the ticket. Should the school require refundable tickets we would upgrade the ticket and if the trip does not take place we would refund the ticket entirely to the original form of payment at the time of cancellation. There are also different tiers of fares/tickets that although non-refundable are changeable for different dates of travel. These ticket numbers would be kept on file for future use for the travelers. Most airlines do not allow name changes to individual tickets and that ticket would only be valid for the named traveler on the ticket. Contracted group tickets usually allow a name change up until a few days prior to departure.

With regard to other cancel services and refunds, EDU Trips will do our best to refund any recovered funds to the school within 30 days of notice of cancellation.

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.

A finalized itinerary will be provided to the group leader approximately 60 days before the travel date, unless otherwise requested by the University. For reservations confirmed within 60 days of departure, itineraries and electronic tickets are delivered promptly following confirmation via secure electronic delivery.

Airline tickets are often confirmed and issued around 45 days prior to international departures, these will be sent to the travel leader as early as possible.

g. Describe the information provided on standard itineraries.

Standard itineraries created by EDU Trips are detailed documents that include all aspects of the travel program to offer faculty leaders and participants complete knowledge of schedules, logistics, and expectations. The information typically included are:

- **Trip Overview:** Travel length, destinations, and size of travelers.
- **Flights and Transfers:** Specific flight numbers, airports, departure and arrival times, and ground transfer arrangements.
- **Daily Program:** Morning, afternoon, and evening activities segregated by day or time of day, i.e., cultural tours, company tours, class sessions, and group dinners.
- **Lodging Details:** Hotel names, addresses, and descriptions of facilities.
- **Meals:** Included breakfasts, lunches, and dinners listed, with notes for meals on own.
- **Program Inclusions:** Transportation, housing, guided tours, cultural and educational activities, insurance, and support services.
- **Optional Activities:** Excursions or activities that may be taken at an additional cost.
- **Safety and Practical Information:** Weather advice, packing information, insurance details, and emergency numbers.
- **Connectivity Tools:** Group messaging tools such as WhatsApp groups and integration of our travel app for real-time alerts and travel information.

By combining logistical details (transportation, accommodations, and food) with academic, cultural, and security-related information, these itineraries are used both as a day-by-day traveler's calendar as well as a general program management tool for school faculty leaders. **See sample itinerary in Appendix J and K**

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.

EDU Trips has years of experience researching, consolidating, and communicating international travel entry requirements, such as visa applications, letters of invitation, and supporting documentation. We stay current with international travel regulations and utilize reputable government and consular sources to provide faculty directors and participants with accurate, timely information. We send written instructions well in advance of departure that detail steps to take, documentation required, and deadlines for obtaining entry to the host country.

Furthermore, our staff actively look for potential reasons for denial of entry, i.e., passport validity constraints, previous travel stamps that could cause problems, or unique country-specific requirements. In such cases, we give precise recommendation and counseling on resolution, which can involve obtaining additional documentation, informing relevant consular offices, or making suitable modifications to travel arrangements. Through this anticipatory contact and reactive problem-solving, we keep participants well-prepared and reduce the possibility of unanticipated entry difficulties when traveling abroad.

i. Specify the firm's ability to provide Passport and Visa services. Include all associated costs.

EDU Trips has a wealth of knowledge and experience in the field of international travel, including Passport and Visa services. Therefore we offer personalized, step-by-step guidance through every step of the Visa and Passport process to ensure that every traveler has obtained the full documentation within the necessary travel window. This may include guidance on: first-time passport applications, renewals, country-specific visa requirements, electronic visas, etc.

j. Trip itineraries for the entire group shall be provided to the University faculty director in charge of the trip, unless otherwise specified.

EDU Trips will provide the trip itineraries for the entire group to the school faculty director in charge of the trip, 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.

EDU Trips maintains a rigorous quality-control process to ensure precision in all bookings, invoices, and itineraries. All travel arrangements are managed through our centralized database system and undergo a double review. Both the booking agent and an additional reviewer carefully check traveler data, dates, destinations, and costs. This double-review process significantly reduces errors and ensures that all bookings fully comply with school specifications.

Invoices are automatically generated from the database system, with itemized line items for flight, accommodations, excursions and ancillary services. All invoices are reconciled against booked confirmations and vendor invoices prior to issuance.

For itineraries, we prepare detailed schedules that cover transportation details, accommodation, activities, and emergency contact numbers. Any update is immediately notified and updated itineraries are sent to faculty leaders and school administrators.

Original receipts are not provided as part of standard documentation but can be produced by special request.

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 with details about the immunizations needed and time frame for the traveling group to receive the immunizations.

EDU Trips closely monitors health and safety requirements for all destinations and actively communicates with the faculty director when a planned trip involves destinations requiring immunizations. We provide timely, accurate information from official sources such as the Centers for Disease Control and Prevention (CDC), the World Health Organization (WHO), and local health authorities. This ensures the faculty director is informed well in advance of travel.

We are able to provide detailed recommendations on the precise immunizations required, recommended vaccinations, and the optimal time frame in which the group members should receive them prior to travel. This includes reminders for multi-dose series that require advance planning. Through the provision of this information in a timely and clear fashion, we help the school ensure traveler safety, reduce risks, and achieve a smooth

pre-departure process.

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.

EDU Trips specializes in short-term group lodging that is centered on **hotels and hostel accommodations** appropriate to all group sizes and budgets. By forming close partnerships with reputable lodging vendors, we have access to competitive group rates and favorable terms of purchase so that affordability is achievable while maintaining an emphasis on good quality and convenience.

Our partnership network allows us to offer groups safe, comfortable, and centrally-located accommodations that fit program specifications and timelines. Lodging selection is made taking into consideration safety, accessibility, facilities, and group-friendly services while keeping costs as modest as possible for participants.

Our experienced team efficiently handles all stages of the booking process, including contract negotiations, rooming lists, check-ins, and room allocations. This ensures that groups can enjoy a convenient and budget-friendly accommodation experience.

d. 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.

Resume for Kate Coffey - Owner and President, EDU Trips



KATHLEEN COFFEY

PRESIDENT AND OWNER

CAREER OVERVIEW

Group Travel specialist with over 30 years experience with customized tour planning for domestic and international travel. My company, EDU Trips, is focused on academic and professional student travel.

SKILLS & QUALIFICATIONS

- Proficient in Airline and Hotel Reservation Systems: Worldspan, Galileo, Sabre, BABS, Istel, Consolidta, Farebase, World Star 0.7, Word for Windows Version
- Passionate interest in geography, strong domestic and international travel knowledge.
- Excellent command of both written and spoken English.
- Ability to multitask and quickly interpret complex information.
- Ability to build strong relationships with clients, both over the phone and face to face.
- Exceptionally high levels of motivation, working both independently and as part of a team.
- Proficient research skills for customer information.
- Ability to work in a target-based environment and to achieve sales goals and objectives.
- Ability to assimilate information and to pay close attention to accuracy and detail.



CONTACT INFORMATION

Email: kate@edutrips.com

Phone: +1 (845) 848-2767

Website: www.edutrips.com

Mailing Address: PO Box 19, Orangeburg, NY 10962

KEY COMPETENCIES

- Travel Planning: Itineraries/Travel Information
- Packages for short term study abroad
- Budgeting advisement on package pricing to program planner.
- Visa Processing.
- Custom program creation.
- Ground Transportation: Arrangement of all ground transportation to and from airports and to and from the sites of any trip activities, including, but not limited to field trips, cultural site visits, excursions, and educational site visits.
- Air Transportation: Arrangement of all airfares for program itinerary.
- Accommodations: Arrangement of all lodging for program participants Travel (Land) Packages.
- Meals: Arrangement of all group meals for program participants including meal options that meet the special dietary needs of program participants, if required.
- Activities: Arrangement of all activities relating to educational and cultural events. This may include visits to historical, educational, and scenic locations.
- Arranging bilingual Tour Guides, when requested.
- Emergency Operations Planning: to cover the program itinerary and risk assessment.
- Travel Insurance: Processing travel insurance for program participants covering medical, hospitalizations, flight delays, cancellations, and lost luggage.
- Cancellation and Refunds: Assisting with any cancellations and refunds.
- Recruiting employees and training them
- Payroll
- Filling all required state and federal taxes and the relevant forms
- Oversee entire program planning.

b. Specify how invoicing will demonstrate exactly how the cost per traveler was determined. Provide an invoice example.

Date Booked:
09/06/2024

Res #201954

Reference PO
425819

To: SWVCC-April Quesenberry
Southwest Virginia CC
724 Community College Rd.
Cedar Bluff, VA, 24609, USA

Passengers Booked:

1. JAPAN 2025 SOUTHWEST VIRGINIA CC GROUP - 40 Students and 6 Chaperones

The following has been reserved:

Item	Date	Service	Price	Qty	Sub-total	Conf#	Status
1	03/09/2025	Japan 10N/11days - Double	4199.00	34	\$142,766.00		Confirmed
2	03/09/2025	Japan 10N/11days - Triple	4199.00	3	\$12,597.00		Confirmed
3	03/09/2025	Japan 10N/11days - Single	5276.00	3	\$15,828.00		Confirmed
4	03/19/2025	Japan 10N/11days - Chaperone 50% Double	2100.00	4	\$8,400.00		Confirmed
5	03/19/2025	Japan 10N/11days - Chaperone 100% Double		2			Confirmed
6	03/19/2025	Canceled A Hillman \$3,800 paid	500.00	1	\$500.00		Confirmed
7	03/19/2025	Surcharge	400.00	23	\$9,200.00		Confirmed
8	03/19/2025	Haley Blankenship New	300.00	1	\$300.00		Confirmed
9	03/19/2025	ADJ - system Fees	-1524.94	1	\$-1,524.94		Confirmed
10	03/19/2025	Canceled - Ticket Maykenzie Owens 3/6		1		0067103222840	Confirmed

Total: \$188,066.06

Paid: \$188,066.06

Balance due: \$0.00

c. Describe how payment is accepted.

EDU Trips provides a range of safe and secure payment options to ensure convenience, compliance, and accountability for our customers. The payment methods accepted include the standard checks, electronic checks (eChecks), credit cards and bank transfer, each with reliable processing and compatible with usual institutional practice.

Additionally, our company has a secure online registration system designed exclusively for group and institution payment. The platform features an intuitive user interface while also integrating the latest protection measures, including secure encryptions, PCI compliance, and real-time financial monitoring. Consequently, clients pay with speed, view transactions with clarity, and maintain accurate financial records for purposes of audit and reconciliation.

By providing a variety of payment options, we can accommodate the needs of our customers while upholding the highest standards of financial prudence. Our approach ensures payment security, traceability, and accountability, thus enabling institutional compliance requirements as well as comfort for administrators and contributors.

d. Describe billing and payment terms. Specify if deposits are required and when full payment is due.

Most international group study-abroad trips are planned at least 6 months prior to departure. If the individual students are making payments we utilize our online registration and payment system to collect traveler data and payments. An approved payment plan would be set up in the system which can be set to auto collect the monies as outlined in the payment plan agreed with the group leader and the school. See sample below.

If the school is making a one time payment we would request a PO and a signed contract to get all the services in place. Once everything is confirmed with the vendors an invoice with the PO referenced would be forwarded to the accountant payable office by the agreed payment date.

Pricing (SAMPLE)

Price Per Person/ Occupancy	40 paying per bus	45 paying per bus
Quad	\$1521	\$1434
Triple	\$1630	\$1542
Double	\$1851	\$1760
Single	\$2510	\$2410

Payment Plan (SAMPLE)

Amount (Per Person)	Due Date	Payment
\$350	12/01/2025	1st Deposit
\$350	02/01/2026	2nd Payment
\$350	03/01/2026	3rd Payment
\$350	04/01/2026	Final Payment

*Prices are per person based on a minimum of **40 & 45** paying travelers per bus. Triple and quad rooms have 2 beds, therefore guests will be sharing beds unless they opt for double or single occupancy.*

*Final rooming list is due at time
of the **3rd** payment.*

Please note that availability and rates quoted are valid for a minimum of 60 days or until the trip is awarded

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.

Cancellation Terms

It is EDU Trips' policy to provide a full refund when cancellations occur well in advance and none of the vendors charge a cancellation penalty. We proactively negotiate vendor contracts to allow for cancellations up to 60 days prior to departure with minimal or no penalties.

Most study-abroad programs are planned 6 months in advance and we will create a payment plan to align with the vendor's cancellation terms. Please keep in mind that special events may carry cancellation penalties from the day of the first booking (e.g. Summer and Winter Olympics.) We offer Travel (CFAR) insurance which allows the traveler to cancel for an unforeseen reason and receive a 75% refund up to 48 hours prior to departure.

Once a tour itinerary is complete and agreed upon with the group leaders a contract is issued outlining the term and conditions.

General Cancellation Fees

EDU Trips agrees to refund the service fees in accordance with the schedule listed below:

Cancellation Period	Refund Percentage
90 days or more prior to departure	75%
89-60 days prior to departure	50%
59-30 days prior to departure	25%
29-15 days prior to departure	0%
14 days or fewer prior to departure	0%

Group air deposits are refundable until 90 days prior to departure, less a small booking fee (ranging from \$150 to \$300 per group reservation) as recently implemented by airlines. For special events the entire group deposit may be non-refundable from the time of booking..

Hotels generally will allow cancellation outside 90 days with no penalty except for special events.

Credit card processing fees are approximately 3% and are non-refundable once payment is made.

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.

Our budgeting process begins with defining the trip's major parameters, i.e., destination, dates, and number of travelers. We then utilize our proprietary estimating tools to build an overall package estimate. The estimate is a combination of individual costs such as air transportation costs, meals, admissions costs, workshops, cultural tours, and entertainment with shared costs including hotel rates, ground transfers costs, guides costs, security costs, meeting rooms costs, and some other group-related costs.

To achieve competitive costs, we solicit quotes from a minimum of three vendors within each category using our established relationship with preferred providers to negotiate quality group discounts. We also confer with our onsite partners to discover value-based inclusions that retain our programs' quality.

Pricing that is quoted can be guaranteed up to one year in advance on a limited basis. The conditions are: contracted supplier relationships with airlines, hotels, and operators; prepaid deposits or air and accommodation ticketing; and, on international programs, usage of currency protection measures, should the school wish. The EDU Trips administrative and service fees will not go up during the terms of this agreement.

Events that EDU Trips cannot control might affect the final prices. They include government-required taxes or surcharges, rises in airline fuel prices, currency rate fluctuations without hedging, changes to the group or travel schedule, and force majeure conditions such as natural disasters or political interruptions. EDU Trips will transfer any such risks while quoting, to ensure that the school fully understands possible effects.

The process gives the school accurate, transparent cost estimates that can be specifically suited to the individualized academic travel programs of faculty-led and student-centered programs, while having specific guidelines by which pricing can be obtained and assured.

g. Describe how the firm would ensure that post trip reconciliation charges or surcharges, previously unapproved by the University are not levied.

EDU Trips ensures that any post-trip reconciliation fees or surcharges will not occur without the advance approval of the school. All potential costs that can be anticipated are specified beforehand within the contract, including specific inclusions and exclusions. Any likely variable fees, such as modifications based on group size, are disclosed in advance so that the school will be aware of conditions that could affect costs.

Whilst on trip, EDU Trips remains in contact with school administrators and faculty leaders regarding any unforeseen alterations. No additional expenses occur without prior written consent of the agreed University representative via an addendum to the contract. Invoices are generated against agreed addendum, ensuring that they align with approved changes.

This process guarantees that post-trip reconciliation is explicit, regulated, and without unauthorized costs, giving the school fiscal control and preventing any unexpected costs.

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.

The company offers international travel quotations based on current exchange rates sourced from reliable global financial providers. Quotations are given in U.S. dollars, unless specified otherwise, with explicit mention of currency exchange used at the time of booking. Where necessary and in the best interests of the University, the company can provide hedging solutions which lock in favorable exchange rates to mitigate exposure to volatility.

If the exchange rates fluctuate after the initial quotation but prior to the payment confirmation, then the company will notify the University and provide a re-cost comparison. Surcharges or credits will be clearly disclosed with complete documentation of rate movements. In the case of hedging or prepayment, the University is shielded from future rate fluctuations.

This process avoids incorrect, unjust, and secretive billing and protection of the University's interests in the event of volatile international exchange rates.

i. Describe how the firm obtains the most favorable rates in regard to international travel for large groups.

EDU Trips utilizes a combination of state-of-the-art technology, close supplier connections, and expert knowledge to secure the best possible rates for international group travel. Via partnership with one of the largest global distribution system (GDS) providers globally, Amadeus, we tap into real-time flight availability, discounted fares due to negotiated contracts, and special group booking capabilities that are inaccessible to the general marketplace. With this system, we are able to simultaneously compare a variety of carriers and routes while ensuring cost effectiveness as well as schedule flexibility.

In addition to Amadeus, our long-standing associations with major airlines, consolidators, and destination managers allow us to negotiate contracted group rates and value benefits like flexible ticketing options, longer payment horizons, and reduced change or cancellation fees. By agglomerating demand from our wide-ranging customer base, we are able to command preferred rates and enjoy the benefits of bulk buying. Then, through a rigorous process of consideration and analysis, our dedicated group travel experts carefully evaluate all possibilities with a view to balancing each itinerary perfectly with cost savings, convenience features, safety considerations, and a general enriching travel experience.

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.

Our company consults University departments on how to save money on foreign study programs by taking advantage of group bulk rates with airlines, hotels, and ground transportation companies. We offer comparative air fares, lodging, and domestic travel costs, including railroad or motor coach options if economical. Departments are made aware of variable seasonal rates, special promotion packages, and consolidator fares that lower program costs overall. All savings options are presented in the planning stage to facilitate budgeting choices by being informed well.

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.

Edu Trips fully complies with this requirement. The University will not be required to sign additional travel agreements or pro forma for individual trips. We accept that the University purchase order, issued in accordance with the contract and the pro forma, will serve as a binding agreement to proceed. All services including planning, bookings, and travel arrangements will be conducted under the terms of the contracted agreement without the need for further agreements. This gives a streamlined procedure, steers clear of administrative inconvenience for the University, and guarantees full compliance with procurement procedures set out.

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.

EDU Trips collects information from travelers through our online registration system. This information is used for trip registration, management, payment and the delivery of contracted services. Information that may be collected includes the traveler's name, contact information such as email and phone number, date of birth, emergency contact information, passport information for international travel and special requests. Social Security numbers are not collected or stored. Our system does not store any financial information on their servers. Financial information entered during the payment process is sent directly and securely to the payment processors through bank-grade SSL encryption. Our system has partnered with some of the most respected payment processors around the globe, including Stripe and Airwallex. Both of these processors are PCI-DSS Level 1 certified. This is the highest level of certification that can be achieved. Our system also stores the traveler and document information on secure servers. Documents are sent to the server over an SSL-secured connection. Documents are then stored on separate restricted access AWS S3 accounts. Only authorized personnel at EDU Trips and program administrators will be granted access to the traveler information on a need-to-know basis. EDU Trips does not sell or rent personal information to third parties. EDU Trips only shares the information with the service providers that are required to fulfill the travel services. EDU Trips also continuously monitor the system for any security threats through internal and external tools. Travelers can manage their personal information and have the right to access their information and request its deletion. EDU Trips recognizes that, based on the evaluation of the proposals received, a Hosted Technology Services Addendum or a data protection agreement may be required and is ready to execute the same as part of the future agreement.

5. Provide an Emergency Operations Plan to support UMW faculty, staff and student travelers, inclusive of emergency contact information (24/7).

Crisis Management & Emergency Plan

This section gives an overview on how your group can cope in a time of crisis. In order to efficiently deal with a crisis situation/s, it requires understanding your behavior, keeping yourself safe, and effectively communicating with your emergency contacts.

As you prepare for your trip, the first thing is to obtain information from your school's own crisis management plan for your educational travel program. As your preferred travel company, we are committed to assist your group to being prepared before and after the trip.

Identifying Emergencies

A. Minor vs. Major Emergencies

While most travelers experience safe travel, some may encounter MINOR emergencies. However, a minor emergency at their home country may be a different and more difficult situation abroad. You should factor in cultural differences and language barriers. Furthermore, a lack of familiarity with foreign surroundings adds as a major factor in these situations. Some minor emergencies most participants experience include illnesses such as diarrhea, heatstroke; minor crimes like petty theft and mugging.

Meanwhile, MAJOR emergencies frequently tend to be out of the group's control. Some unpredictable, major emergencies that could occur may include: natural disasters like earthquakes, and hurricanes, acts of terrorism, and serious medical problems.

B. Real vs. Perceived Emergency

1. Real Emergency: An actual or impending risk to participants. Examples include:
 - Arrest or Incarceration
 - Death
 - Kidnapping
 - Missing participant for unknown reasons
 - Natural disasters
 - Pandemic situations
 - Physical/emotional illness or accident
 - Political or civil unrest
 - Potentially dangerous and uncertain facilities or transportation
 - Acts of terrorism
 - Physical assault or trauma
2. Perceived Emergency: No immediate significant risk, but perceived as threatening by the participants. Examples include:
 - Media's sensationalized reporting on overseas events
 - Information altered by a participant; Gossip
 - Anxiety of participant/s

NOTE: Perceived emergencies can affect the participant as strongly as real emergencies. These need to be handled seriously and resolutions should be made in a timely manner.

C. Emergency Levels

Emergency response will be determined by an initial assessment on the level of the incident or crisis, as duly indicated in the EDU Trips Risk Assessment:

Level 1—Incident

Participant misconduct—including academic and behavioral misconduct, disruption towards the group or international hosts, and engaging in potentially dangerous situations. Examples include:

- Missing group activities and repeated tardiness
- Drug and alcohol misuse; Belligerence
- Cultural inappropriateness or Political incorrectness
- Sexual misconduct

Level 2—Incident

Minor injury or accident; Theft

Level 3—Crisis

Natural disaster; Pandemic or regional health threats; Acts of terrorism or Political unrest

Level 4—Crisis

Severe physical injuries; Death; Kidnapping; Sexual assault; Arrest or Incarceration

General Procedures in Responding to an Emergency

These procedures are intended to provide recommendations for general procedures to be followed in responding to an emergency. Each emergency situation is different and may only require a part of the recommended action or may require steps that are not included.

STEP ONE: Gather Information

The on-site faculty/staff will most likely be the first person notified or made aware of a crisis involving a participant(s). The faculty/staff and the EDU Trips Program Manager begins a cautious process of gathering information and should include the following:

- Explain the imminent risk
- Describe the current status of the affected participant(s) (location, physical condition,

- etc.)
- Explain what monitoring/assistance affected participant(s) is receiving
- Describe what impact this incident has on the entire group/program
- Report on others who may have already been notified of the incident (participants, local police, media, etc.)
- Discuss urgent needs or expected responses

STEP TWO: Identify the Emergency

After being notified of the incident, the school, in cooperation with related agencies, will determine the level of emergency/crisis and begin appropriate response protocols.

STEP THREE: Emergency Response and Course of Action

The onsite faculty/staff and EDU Trips Program Manager will work with the school and all related agencies, in responding to the incident and draft a Course of Action, which will include specific actions for all involved.

Considerations in response actions/decisions:

- On-site assessment of the situation and recommendations by the on-site faculty/staff.
- Identify if the risk is Real or Perceived.
- Reliability and accuracy of information.
- Health and welfare of participants.
- School faculty/staff impacted.
- Involvement of family members.
- On-site contingency plans available.
- Evacuation procedures, if needed.
- Implications of return to the U.S.
- Refund policy of the trip.
- Refund, accountability, compensation for damage, legal issues, hospitalization, transportation to the hospital and/or airport
- News Media
- School responsibility

Plans of Action

A. Misconduct (Level 1 Incident)

Any incident that is in violation of the school handbook. A participant's behavior which results in disrupting the educational trip, would require a disciplinary action.

Participants may be issued a probationary warning or dismissed completely from the trip program; the choice should be determined in consultation with the on-site faculty/staff and the school. This is intended to be a temporary solution to deal with an urgent situation. School policies and regulations must be considered in any such action.

Examples: Substance or alcohol misuse, sexual misconduct, tardiness, missing class or group activities.

Plans of Action:

- Initiate gathering and reporting information of the incident.
- Discuss issues with the participant involved by explaining how his/her actions/behaviors are not aligned with the program's success.
- The participant may receive disciplinary actions from the faculty/staff during the trip, which may include the involvement of school.
- Depending on the severity of the issue, the participant may be dismissed from the trip without a probationary warning. This decision should be made together with EDU Trips, the school and the on-site faculty/staff. .

B. Mental Health (Level 1 Incident)

Participant exhibits behaviors symptomatic of mental illness and with adequate severity to cause concern or is disruptive to self or others; behaviors symptomatic of alcohol or drug misuse.

Examples: When a participant threatens, attempts, and/or acknowledges concept of homicide or suicide; when a participant is unable to engage in class or group activities; when participant's behavior causes other participants to fear or be concerned of his/her actions.

Plans of Action:

- Initiate information gathering and reporting information which focuses on behavior without personal comments.
- Ensure that the participant is consistently monitored and not left alone.
- Call the group's Trip Insurance company and get information on appropriate medical treatment, with consultation from the school's guidance office, counselor, or other mental health professional and/or local hospital or licensed psychologist.
- Obtain consent of family, if necessary.
- If the participant would not voluntarily have a conversation with the on-site faculty/staff (and would NOT appear to be an immediate threat to self or others), clearly explain the program's behavioral expectations, keeping a log of all communications, and continue encouragement to seek assistance.
- If disruptive behavior persists, contact the school/family.

C. Minor Injury

(Level 2 Incident)

Any situation where a participant is injured or ill with no loss of consciousness, excessive loss of blood, or altered breathing patterns.

Examples: recreational injury, minor illness

Plans of Action:

- Seek appropriate emergency medical treatment: call for a local ambulance or take the participant to a local hospital; Call your group's trip insurance company.
- Gather and report information.
- Closely monitor the participant's condition; make sure that s/he has a translator if medical care providers do not speak English.
- Continue updates and keep communication open with the school.

D. Major Medical Needs and Major Physical Injury

(Level 3 Crisis)

Any situation where a participant has a life threatening event or any situation where a loss of consciousness, excessive loss of blood, or an altered breathing pattern occurs.

Examples: Auto/transportation accident, recreational injury, serious illness, drug or alcohol Overdose.

Plans of Action:

- Get the participant's immediate and appropriate emergency medical treatment: call for local ambulance or transport to a local hospital; call the group/participant's travel insurance.
- Gather and report information about the incident.
- Inform the school and family members
- Closely monitor the participant's condition; make sure that the participant has a translator if medical care providers do not speak English.
- Continue updates and keep communication open with the school.
- Refer media inquiries to the school public relations.

E. Unexplained Absence

(Level 1 Incident; Potentially Level 4 Crisis)

The participant is absent from sessions, visits or accommodations without permission and/or notification of absence.

Examples: The participant has not returned to the hotel at the expected time and did not notify roommate, host family, on-site faculty/staff, or anyone from the group.

Plans of Action:

- Gather information and report the incident citing updates and relevant details.
- Ask EVERY participant if they have any information about the missing participant's whereabouts.
- Contact the host family or hotel manager on duty.
- Contact local police, if determined necessary, through consultation with on-site faculty/staff.
- Provide police with participant's photograph, description, passport number, and last known whereabouts.
- Notify other program participants.
- Determine if the rest of the group is safe and accounted for.
- Contact the local U.S. Embassy.
- Seek assistance from the school and notify appropriate school authorities.
- Consider having the school authorities contact the participant's emergency contact and/or family.
- Refer any media inquiries to the school public relations.

F. Arrest or Incarceration of a Participant

(Level 4 Crisis)

A participant has been legally arrested or incarcerated by local authorities.

Examples: Drug or alcohol misuse, sexual misconduct that has led to an arrest.

Plans of Action:

- Gather information and report the incident citing updates and relevant details.
- Submit an incident report to the appropriate department at the school.
- Obtain as much information as possible from local authorities.
- Contact the U.S. Embassy/Consulate to obtain legal representation for participants and to guarantee participant's rights and humane treatment according to internationally accepted standards (If the participant is a non-U.S. citizen, contact his/her home country's Embassy/Consulate).
- Contact host staff.
- Verify that the participant is obtaining legal representation with the U.S. Embassy.
- Assist the participant in informing family members.
- Refer family to the school.
- Assist the participant in contacting the appropriate Embassy.
- Visit the participant if possible and appropriate.
- Refer any media inquiries to the school public relations.

G. Natural Disasters, Civil Unrest or Acts of Terrorism

(Level 3 Crisis)

Unavoidable incidents that cause the threat of a trip program to be cancelled or cancelled due to widespread safety and/or health reasons.

Examples: Hurricanes, flooding, tsunami, earthquake, fire, volcanic eruption, rioting, acts of terrorism, political unrest, etc.

Plans of Action:

- Gather information and report the incident citing updates and relevant details.
- Submit an incident report to the appropriate department at the school.
- Contact all participants to determine their needs.
- Determine local emergency plan (keep updated with the news, local announcements,

emergency contingency locations, seek advice from local authorities, and call relevant U.S. Consulates or Embassies.)

- Monitor the U.S. Embassy and State Department home pages for current information. <http://travel.state.gov/travel>
- Refer any media inquiries to school public relations.

H. Crimes Against a Participant

(Level 3 Crisis)

Program participant is a victim of a crime.

Examples: Pick-pocketing, robbery or larceny

Plans of Action:

- Get medical attention for the participant, if necessary.
- Gather information and report the incident citing updates and relevant details.
- Submit an incident report to the appropriate department at the school.
- Notify/report to local law enforcement.
- Assist the participant to report/replace stolen items (passport, credit cards, tickets, etc).
- Report stolen passport and or other travel documents to the local U.S. (or relevant) embassy/consulate.
- Seek assistance to replace passport and/or other travel documents as soon as possible, before leaving the country/return to the U.S.
- Provide adequate emotional and financial support to the participant, if necessary.
- Notify other participants as needed.
- Refer media inquiries to school public relations.

I. Physical or Sexual Assault

(Level 4 Crisis)

Physical or sexual harassment and/or assault by fellow participant or local citizen.

Plans of Action:

- Contact group/participant's personal insurance and get immediate medical treatment at a local hospital.
- Report attack to local police.
- Gather information and report the incident citing updates and relevant details.
- Submit an incident report to the appropriate department at the school.
- Seek assistance from the relevant U.S. Embassy or Consulate.
- Address safety concerns of victim and provide emotional assistance.
- If another program participant contributed towards the injury, review the section on participant misconduct and consult with the on-site faculty/staff and the school.
- Control the situation and decide who else in the program needs to know about the situation.
- Provide information and support, as necessary and appropriate, to other program participants affected by the incident.
- Continue with necessary medical and/or mental health treatment.
- Determine if the victim wants to leave the trip program early and together with EDU Trips, assist with any necessary travel arrangements.
- Refer media inquiries to school public relations.

J. Death

(Level 4 Crisis)

Plans of Action:

- Gather information and report the incident citing updates and relevant details.
- Submit an incident report to the appropriate department at the school.
- Confirm status through local agencies (police, hospital, embassy/consulate).
- Assist the faculty/staff in seeking assistance from the local U.S. Consulate or Embassy and the

- group trip/participant's personal insurance to arrange repatriation of remains.
- Assist the on-site faculty/staff in coordinating the repatriation of remains, collecting the deceased's personal belongings and its return to the U.S.
- Advice on contacting the school's guidance and counseling department to determine counseling needs of other participants in the program.
- Refer media inquiries to the school's public relations.

K. Kidnapping/Hostage

(Level 4 Crisis)

A participant is verified to be a victim of kidnapping or hostage-taking.

Plans of Action:

- Carefully verify that the participant has been kidnapped or held hostage.
- Communicate with local police and other law enforcement authorities in the country.
- Gather information and report the incident citing updates and relevant details.
- Submit an incident report to the appropriate department at the school.
- Assess risk to other program participants.
- Correspond with the U.S. (or relevant) Embassy/Consulate.
- Assist in providing emotional support to other participants in the group.
- Refer any media inquiries to the school's public relations.

L. Death or Serious Injury/Illness of a Family Member

(Level 3 Crisis)

A family emergency that may require a participant's return to home country. Responses may differ, depending on who is first notified of the situation.

Plans of Action:

- Gather information and report the incident citing updates and relevant details.
- Privately discuss details with the involved person.
- Offer options: return home immediately, receive counseling or mental health support.
- Closely monitor the participant's mental health and offer on-phone or local counseling.
- Consult with the school administration on the effect of news and choices made.
- If necessary, EDU Trips will assist in revising or making new travel arrangements.
- Assist and determine how the participant will be transported to his/her desired destination.

M. Pandemic or Regional Health Threat

(Level 3 Crisis)

A serious, widespread viral or bacterial outbreak that causes severe illness or death. Countries affected may bar entry or require quarantine upon arrival.

Plans of Action:

- Gather information and report the incident citing updates and relevant details.
- Submit an incident report to the appropriate department at the school.
- Notify the relevant U.S. Embassy/Consulate and the group travel/personal insurance company.
- Notify on-site hosts of the situation.
- Assist the on-site faculty/staff in making necessary decisions on board and lodging situations for the group.
- Remain in contact with local authorities and update the school administration of the on-going situation.
- Depending on the length of quarantine, consult with the school administration on its decision to continue the trip program once quarantine is lifted.
- Closely monitor physical and mental/emotional health of participants.
- Refer media inquiries to the school's public relations.

N. Late Cancellation

The group decides to cancel a trip program after the refund deadlines, or a major travel warning/alert is issued after the program has begun.

Plans of Action:

- Contact the school administration.
- Gather information and report the incident citing updates and relevant details.
- Submit an incident report to the appropriate department at the school.
- Evaluate security and consider ability of program to provide a safe, educational, and positive experience to the participants.
- Assist in evaluating and making a decision to continue or cancel the program.
- Contact the group travel insurance to review their policy on trip cancellations.
- If evacuation is needed, contact the U.S. Embassy/Consulate for recommendations on the safest and the fastest way for participants to leave the country.
- Assist the group in rebooking travel plans, if not an emergency evacuation.
- Refer media inquiries to the school's public relations.

CHECKLIST Safety Guidelines for Participants

- Avoid obvious risks (e.g., do not swim where a lifeguard is not present).
- Have knowledge of local emergency phone numbers.
- Know your first point of contact on-site for safety.
- Inform faculty/staff or program manager of any personal travel during the trip and your contact information.
- Know the safety protocol from your school for treating sexual assault incidents. Is it safe to go to the police? Are sexual assault survivors advised to visit the police in all locations?
- Plan for fire and carbon monoxide safety. Check your hotel's evacuation plans.
- Know how to handle medications abroad.
- Know where to go and whom to call for hospitalization abroad.
- Pack an emergency bag of essential items, if evacuation is necessary.

Incident Report Form

Please fill out this form as completely as possible. In the event of any legal action, this form will serve as the basic official record of what occurred and what actions were taken by faculty and staff at the scene of the incident. Please also attach any necessary documentary evidence to this form. After completing this form, please email this to EDU Trips (info@edutrips.com) and to the appropriate school department as soon as possible. Please keep the original report and all supporting materials for your records for submission upon your return to the United States.

Date of Incident: _____ Location of Incident: _____

Time of Incident: _____ Were you present? Yes No

Name of participant involved (please use a separate form for each participant):

Names of other participants involved: _____

Brief description of what happened:

Who provided this description if you were not a witness (please list all names):

If you were not present, when were you informed?

What actions did you take?

If the participant was transported to a hospital or clinic, please provide complete name of the facility, its phone number, fax number, and address:

Names and phone numbers of all physicians who examined or treated the participant:

Dr. _____ Phone: _____ Dr.
_____ Phone: _____ Dr.
_____ Phone: _____

Exact names of any medications prescribed to the participant (please keep all packaging/inserts):

Rx: _____
Rx: _____
Rx: _____

Was the participant conscious and capable of making informed judgments about medical treatment? ⇐ Yes
⇐ No

If the participant was not capable of making medical decisions, who made any decisions?

What, if any, follow-up care was recommended?

Were the police or legal authorities notified of the incident or present at the scene? ⇐ Yes ⇐ No

Names and phone numbers of responsible legal authorities in charge of the case:

Case#: _____

Was the U.S. Embassy/Consulate or any relevant U.S. government agency notified? ⇐ Yes ⇐ No

Name and phone number of responsible consular/government officials involved in this incident:

Dates/times of contact with the appropriate school department and/or family:

Report submitted by:

Printed Name: _____ Signature: _____

Date: _____ Time: _____

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.

EDU Trips regularly reviews travel advisories of the U.S. Department of State, Centers for Disease Control and Prevention (CDC), and other reliable international sources to keep all participants informed about the safety of their travel. We inform participants well in advance in case there are any travel alerts, warnings, or restrictions likely to affect an impending program due to health, safety, security, or political situation in the host country.

In addition, we actively advise faculty directors and travelers of any U.S. Government travel restrictions for sanctioned nations. We clearly convey how plans to travel will be impacted by said restrictions and, when required, assist the school in finding alternative destinations or routes meeting federal regulations. Through the integration of real-time monitoring and active notification, we give participants all of the information needed to make compliant, safe travel arrangements.

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.

In the rare event of an incident during an international trip, a clearly defined, systematic procedure would be followed by the University faculty leader in consultation with an experienced Program Manager from EDU Trips. The in-country faculty/staffperson would most often be initially notified of an incident and will commence to collect critical information including the nature of incident, location and status of affected participants, and possible immediate threat to the group. This would immediately be relayed to the EDU Trips Program Manager directly, who is in constant communication with a faculty leader and University in an incident situation.

EDU Trips consequently consults with the faculty leader, host-country partners, and—if necessary—government or medical authorities to determine the extent of an emergency and apply the necessary response procedure. This might consist of administering emergency medicine, securing safe transport, contacting the U.S. Embassy or Consulate, or initiating an evacuation. Faculty leaders have access to EDU Trips' crisis resolution team 24 hours a day/7 days a week so that direction and back-up are never more than a phone call away.

In the rare circumstance that replacement arrangements have to be made on short notice, EDU Trips calls upon its worldwide network of pre-qualified partners and real-time book systems to present alternatives without disruption to the program. This would mean acquiring replacement accommodations, substituting transportation, or re-routing itineraries to avoid problem areas. As a result of great experience, EDU Trips can quickly make new accommodations or services available at competitive rates without compromise to the group's safety and well-being as a top consideration. Via these agreed-upon processes and international resources, EDU Trips provides faculty leaders with a consistent and immediate means of addressing issues internationally, reducing risk, and securing the continuation of the academic program.

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.

EDU Trips has robust contingency plans to assist travelers during pandemics, epidemics, public health crises, border closures and other force majeure situations. The aim is to keep people safe, communicate effectively and be transparent about finances while ensuring academic programs are as uninterrupted as possible.

Monitoring and Risk Assessment

We monitor and track official guidance from government agencies such as the U.S. Department of State, the CDC, the World Health Organization, airlines and host country governments. When risks escalate, we make proactive contact with university partners and travel leaders to assess risks and recommend necessary actions.

Emergency Communication Protocols

We maintain up-to-date contact information for travelers and faculty in a secure registration process. During any public health or force majeure events, we distribute timely information, instructions, and assistance through coordinated communication channels (email, phone, and available emergency notification systems). A specific EDU Trips operations contact person is available to support faculty leaders and university administrators 24/7 during the trip to assist with emergencies.

Quarantine and Isolation Logistics

In cases where travelers are subject to quarantine, isolation, or local mobility restrictions, we assist in finding compliant accommodations, extend hotel stays, provide meals when possible and facilitate ground transportation within the bounds of local regulations.

Rebooking, Cancellation, and Travel Adjustments

We coordinate flight rebooking, route modifications and schedule adjustments due to border closures, airline cancellations, or health-related issues. In cases where travel needs to be postponed, reduced, or cancelled, we work with airlines, hotels, and vendors to obtain the best possible alternatives based on rebooking, future travel credits, or waivers, subject to supplier policies.

Refunds and Credits

Refunds, credits, and charges are governed by the applicable airline, hotel and supplier policies at the time of booking and during the disruption. We support the university and travelers in seeking refunds or credits whenever possible and ensure proper documentation and communication regarding financial consequences.

Post-Event Review and Documentation

Following a significant disruption, we assist universities in compiling and organizing documentation for cancellations, credits, unused services and financial settlements, as required.

These contingency plans are periodically reviewed and updated based on industry developments and public health recommendations, and EDU Trips is prepared to work with university stakeholders in any force majeure situation.

6. Describe how the firm ensures that all local state and federal laws and regulations are followed.

Our organization is committed to full compliance with all applicable local, state, and federal law and regulation in the course of conducting travel services. We maintain continued monitoring of such applicable regulatory circumstances, including business licensure, travel insurance, consumer affairs, and labor law. Our compliance unit ensures all contracts, vendor agreements, and customer interactions comply with these regulations.

We require all partner vendors, such as hotels, transport providers, and tour operators, to provide proof of correct licensing and certification in their relevant jurisdictions. Vendors are screened before our engagement with them through a due diligence procedure involving credentials verification and adherence to safety and

regulatory compliance.

Internally, staff are regularly compliance-trained and follow written procedures and policies that have the goal of keeping the organization in compliance with applicable laws. Our firm also seeks legal advice when necessary so that it can remain current on regulatory updates and keep risk at a minimum.

This systems-based process ensures that groups from the school traveling on our behalf are serviced by agencies that meet or exceed legal and regulatory requirements at every stage of the travel program.

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. [See Sample Proposal \(Appendix J\) - Mexico City](#)

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.

EDU Trips offers several other strategies and value-added initiatives outside of the range of services described in this RFQ that can benefit Ocean County College and increase the overall effect of its domestic and international programs.

- **Commitment to Sustainability:** EDU Trips integrates ecological sustainability into program design, such as using accommodation that has gained an environmental certification, using low-emission vehicles where possible, and providing carbon offsets. Programs are planned to encourage responsible and ethical travel in support of the UN's Sustainable Development Goals.
- **Initiatives for Equity and Access:** We believe in the value of making international learning experiences accessible to all students, including underrepresented and first-generation students. To eliminate obstacles to participation, EDU Trips offers customized accessibility accommodations, fundraising support, and flexible installment payment plans.
- **Technology-Enabled Communication:** EDU Trips provides safe digital portals and mobile applications for itinerary management, real-time notifications, and emergency alerts to facilitate safety and transparency. Administrators, teachers, and students can stay updated and connected during the trip.
- **Faculty Support:** EDU Trips provides faculty leaders with advisory services and workshops on issues relating to risk management, cross-cultural immersion, and curriculum integration of experiential learning. This prepares the faculty to focus on their academic goal while leading programs with high impact levels.
- **Program Evaluation and Impact Analysis:** EDU Trips offers outcome reporting and post-program evaluation to help achieve institutional goals. The College uses the feedback from such evaluations to support marketing, strategic planning, and accreditation requirements by measuring student learning, cultural competency, and overall program success.

Through these value-added efforts, EDU Trips proves itself to be not only capable of providing the necessary range of services but also of serving as a long-term strategic partner, assisting Ocean County College in enhancing student success, increasing its international presence, and upholding its star status for academic and programmatic excellence.

Appendix A - NAFSA Member ID**NAFSA MEMBER ID**

*NAFSA: 1425 K Street, NW, Suite 1200
Washington, DC 20005 USA*



ID: 252466
Colleague
EDU Trips
info@edutrips.com

1.202.737.3699 ▪ membership@nafsa.org ▪ www.nafsa.org

Appendix B: Student and Youth Travel Association (SYTA) Certificate



MEMBERSHIP CERTIFICATE

Edu Trips

is a good-standing member of the Student & Youth Travel Association having met all the requirements and continues to uphold the SYTA Code of Ethics. A SYTA member is a business professional who is passionate about promoting and providing travel experiences for students and youth in order to enhance their social, cultural and educational growth.

Expiration
12/31/2026

Alex Urdaneta, CSTP, President
Student & Youth Travel Association

Carylann Assante, CAE, Executive Director
Student & Youth Travel Association

STUDENT & YOUTH TRAVEL ASSOCIATION 📍 2776 S Arlington Mill Drive, #564, Arlington VA 22206 / 📞 (703) 610-1263 / 📠 (703) 610-0270 / www.syta.org



Appendix C - Airlines Reporting Corporation (ARC) Certificate



ARC
AIRLINES REPORTING CORPORATION

CERTIFICATE of ACCREDITATION

Presented to:

EDU TRIPS

For Successfully Completing the Accreditation Requirements
of an ARC Accredited Agency


October 27, 2017

Date



Michael J. Premo
President and CEO

Appendix D - NYS Minority- and Women-Owned Business Enterprise Certificate




NEW YORK STATE
MINORITY- AND WOMEN-OWNED BUSINESS ENTERPRISE ("MWBE")
CERTIFICATION

Empire State Development's Division of Minority and Women's Business Development grants a
Women Business Enterprise (WBE)
 pursuant to New York State Executive Law, Article 15-A to:

Vagabond Tours NY Inc. DBA Edu Trips

Certification Awarded on: December 23, 2022
 Expiration Date: December 23, 2027
 File ID#: 69597



A Division of Empire State Development



careers
businesses
neighborhoods



WBE Certificate

Vagabond Tours NY DBA: Edu Trips

This certificate acknowledges that this company has met the criteria as established by the M/WBE Program at the NYC Department of Small Business Services and is therefore certified as a Women-Owned Business Enterprise (WBE).

Certificate Number	Expires on
MWCERT2017-65	1/31/2027



Bill de Blasio, Mayor



Jonnel Doris, Commissioner

Appendix E - Commonwealth of Virginia SWAM Certificate

COMMONWEALTH OF VIRGINIA**DEPARTMENT OF SMALL BUSINESS & SUPPLIER DIVERSITY**

101 N. 14th Street, 11th Floor
Richmond, VA 23219

VAGABOUND TOURS NY INC.Trade Name: **EDU TRIPS**

is a certified Small, Women Owned Business meeting all the eligibility requirements set forth under the Code of Virginia Section 2.2-16.1 et seq. and Administrative Code 7VAC 13-20 et seq.

Certification Number: **722051**Valid Through: **Jan 20, 2029****Accordingly Certified***Willis A. Morris***Willis A. Morris, Director**

CERTIFIED

SWaM Small,
Women and
Minority-Owned

Supplier Diversity Strengthens the Commonwealth

by the Virginia Department of Small Business & Supplier Diversity

Appendix F - Trip Participation Form



P.O. Box 19, Orangeburg, NY 10962 / Tel: 866-824-2266 | Fax: 914-500-2313 | info@edutrips.com

TRIP PARTICIPATION FORM: MEDICAL & LIABILITY RELEASE
(Trip Location and Date)

PERSONAL INFORMATION:

Last Name (Names must match as it appears on your passport) First MI

Street City State Zip

() _____
Cell Phone Date of Birth Age

Email Address
Gender (Male / Female / Other)

Passport Number (international trips): Expiration Date: Country of Issue

Please attach a photocopy of your passport to the participation form.

I RELEASE THE FOLLOWING INFORMATION:

Physical problems or limitations

Any current medications

Allergies (INCLUDING DRUG OR FOOD ALLERGIES – **Notify Group Leader if traveler has any serious food sensitivities or allergies**)

Physician Physician's Phone Number

If participant has medical insurance, list company and policy number

Emergency Contact Name Emergency Contact Phone Number

In the event of an emergency requiring medical treatment, I give permission for treatment to be administered by the best means available. I understand that I will be responsible for any cost associated with medical treatment:(Initial) _____

PLEASE CIRCLE YOUR PREFERRED OCCUPANCY

Price per person: Single \$\$\$\$ Double \$\$\$ Quadruple \$\$
Quadruple rooms will have 2 Queen-sized beds, Double rooms will have 2 twin-sized beds, rooms with 1 bed can be requested

Good Faith deposit of \$ per person is due on _____

2nd payment of \$ per person is due _____

3rd payment of \$ per person is due by _____

Are you traveling with family members : Yes No **If so please indicate the name and number in your party: _**

Refund Policy

A minimum number of passengers must travel in order to receive these group rates. If the group falls below the number guaranteed, there may be a surcharge imposed.

Upon cancellation, refunded fees are based according to the time of cancellation.

Cancellation Fees:

- 90 days or more – 100% refund
- 89 to 60 days – 100% refund
- 59 to 30 days – 50% refund
- 29 to 15 days – 25% refund
- 14 days or less – 0% refund

OPTIONAL TRAVEL INSURANCE: MUST BE PURCHASED AT TIME OF DEPOSIT. PRICES ARE BASED ON DOUBLE OCCUPANCY AND A SURCHARGE IS APPLICABLE FOR SINGLE OCCUPANCY.

Insurance payment is due at the same time as the participation form and the deposit.

At least 10 people must sign up for the same type of insurance in order to receive a group rate.

Group Advantage Standard Plan (Trip Protection Insurance - 25 years old and under) is available at a cost of \$ _ and enables travelers to cancel their trip at any time prior to travel due to a covered medical or family emergency and receive a full refund.

Group Advantage Plus Plan (Cancel for Any Reason Insurance - 25 years old and under) includes a cancel for any reason benefit, is available at a cost of \$ _ and allows for a 75% refund up to 3 days prior to trip.

26- 35 years of age, the Advantage Standard Plan is \$ _ and Advantage Plus Plan is \$ _

Travelers over the age of 35 please call 866 824 2266 for pricing

Please initial the appropriate section:

I wish to decline insurance at this time _____ I am purchasing insurance at this time _____

Specify TYPE of insurance: _____

CODE OF CONDUCT:

Participants may not possess or use drugs or weapons

Participants will be attentive, respectful, responsive, and courteous to all fellow program participants

Participants will handle public and private property respectfully at all times

After check-in, participants will remain in assigned hotel rooms until the time of the next morning's first activity

Participants will not enter hotel rooms of the opposite sex, or leave the hotel unless accompanied by a chaperone

When sightseeing, participants will return to the designated gathering point on or before the time indicated

Participants will immediately report to the Tour Director any dangerous behavior that may endanger the group safety

Participants who violate local, state, or federal laws will be turned over to the appropriate legal authorities

Participants will abide by any and all verbal and/or written instructions issued by the Tour Director, staff, and chaperones

Participants who do not abide by the above rules may be sent home at the expense of their parent(s) and guardian(s)

NOTE:

I have reviewed the trip itinerary and inclusions and understand that the times are tentative and subject to change. I have also reviewed the code of conduct and agree to abide by the standards listed. I agree to release EDU Trips and its representatives for any claim for personal injury or damages resulting from participation in the tour.

TRAVELER CONSENT:

PRINTED name of traveler

SIGNATURE of traveler

Date

\$ _____ Total amount enclosed

\$ _____ for my trip deposit and \$ _____ for my insurance policy

**Payments must be made via check or money order and made payable to EDU Trips. Please mail to EDU Trips
PO Box**

19, Orangeburg, NY 10962. Credit card payments are also accepted subject to 3.5% transaction fee.

Appendix G - Certificate of Liability Insurance



CERTIFICATE OF LIABILITY INSURANCE

DATE
07/14/2025

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).

PRODUCER Affinity Insurance Services Aon Affinity Travel Practice 45 Executive Drive, Suite 100 Plainview, NY 11803	CONTACT NAME: Paula Cartagena	
	PHONE (A/C, No, Ext): 1-(800) 803-1213	FAX (A/C, No): (516) 294-1821
	E-MAIL ADDRESS: paula.cartagena@aon.com	
INSURED Edu Trips 6 Independence Ave First Floor Tappan, NY 10983	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Arch Insurance Company (AIC)	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
		NAIC # 11150

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 NSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> <input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	X		TAP0194914-04	07/12/2025	07/12/2026	EACH OCCURRENCE	\$5,000,000
							DAMAGE TO RENTED PREMISES (Each Occurrence)	\$50,000
							MED EXP (Any one person)	\$10,000
							PERSONAL & ADV INJURY	\$5,000,000
							GENERAL AGGREGATE	\$5,000,000
							PRODUCTS - COMP/OP AGG	
A	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRE/AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	X		TAP0194914-04	07/12/2025	07/12/2026	COMBINED SINGLE LIMIT (Ea accident)	\$5,000,000
							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"/> DED <input type="checkbox"/> RETENTION		N/A				EACH OCCURRENCE	
							AGGREGATE	
	<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/ EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	
A	<input type="checkbox"/> ERRORS & OMISSIONS PROFESSIONAL LIABILITY	X		TAP0194914-04	07/12/2025	07/12/2026	EACH NEGLIGENT ACT OR NEGLIGENT OMISSION	\$5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Certificate holder is included as an Additional Insured but only with respect to the operations of the Named Insured in connection with the travel and/or tour services provided.

CERTIFICATE HOLDER Evidence of coverage:	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

Appendix H - Insurance License



Department of
Financial Services

Page 1 of 2

VAGABOND TOURS NY INC

VAGABOND TOURS NY INC
PO Box 19
Orangeburg, NY 10962

LICENSE NUMBER:LA-1697422

PRODUCER IS LICENSED AS AN INSURANCE AGENT FOR:

Travel Accident

BY AND THROUGH THE SUBLICENSEES LISTED BELOW

EFFECTIVE DATE: July 01, 2025

EXPIRATION DATE: June 30, 2027

UNLESS SOONER CANCELLED, SUSPENDED OR REVOKED



In Witness Whereof,
I have caused my official seal to
be affixed at the city of Albany

Adrienne A. Harris
Superintendent

****SUBLICENSEES ARE CONTINUED ON THE NEXT PAGE****



7-20-062625-5100175



LICENSE NUMBER: LA-1697422
EXPIRATION DATE: June 30, 2027

VAGABOND TOURS NY INC

VAGABOND TOURS NY INC
PO Box 19
Orangeburg, NY 10962

SUBLICENSEE(S) CONTINUED

LINE KEY		
1 = Life		2 = Accident and Health
5 = Travel Accident		6 = Variable Life/Variable Annuities
SUBLICENSEE(S)	LINE(S)	APPOINTMENT DATE
COFFEY, KATHLEEN J	5	10/05/2021



7-20-062625-5100175

Appendix I - Schedule of Insurance Benefits (Sample)

Coverage is included only for Plans and Benefits that the **Insured** has elected to purchase during **Application** and for which a Maximum Covered Amount is shown in the **Schedule**.

Benefits	Maximum Covered Amount per Insured / Deductible per Insured
A. Travel Inconvenience Plan	
1. Pre-Departure Trip Cancellation Benefit Per Person Occupancy Benefit Frequent Traveler Awards Benefit Reissue Fee Benefit	Up to 100% of Trip Cost to a maximum of \$50,000 Up to 100% of Trip Cost to a maximum of \$50,000 \$500 \$500
2. Post-Departure Trip Interruption Benefit Per Person Occupancy Benefit	Up to 150% of Trip Cost to a maximum of \$75,000 Up to 150% of Trip Cost to a maximum of \$75,000
3. Travel Delay Benefit Pet Care Benefit	\$2,000 (subject to \$200 per day) \$500
4. Baggage and Personal Effects Benefit Baggage and Personal Effects Benefit if Upgrade purchased* Electronic and Professional Equipment Benefit* if Upgrade purchased Sporting Equipment Rental Benefit* if Upgrade purchased	\$500 \$2,000 \$1,000 \$1,000
5. Baggage Delay Benefit Sporting Equipment Delay Benefit if Upgrade purchased	\$200 \$600
6. Cancel for Any Reason Benefit	Up to 75% of Trip Cost to a maximum of \$7,500
7. Cancel for Business Reasons Benefit	100% of Trip Cost to a maximum of \$50,000
8. Missed Connections for Air and Cruises Only Benefit	\$500

9. Rental Car Damage Benefit Deductible	\$50,000 \$100
B. Emergency Evacuation And Repatriation Plan	
1. Emergency Evacuation and Repatriation Benefit	\$250,000
Emergency Evacuation and Repatriation Benefit if Upgrade Purchased	\$500,000

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C. Emergency Medical Expense Plan	
1. Emergency Medical Expense Benefit	\$50,000
Emergency Medical Expense Benefit if Upgrade Purchased	\$500,000
Hospital Admission Guarantee Charge or Medical Expense Guarantee Charge Benefit	\$5,000
2. Emergency Dental Expense Benefit	\$1,000
D. Accident Plan	
1. Accidental Death Benefit	\$10,000
Accidental Death Benefit if Upgrade Purchased	\$100,000
2. Accidental Dismemberment Benefit	\$10,000
Accidental Dismemberment Benefit if Upgrade Purchased	\$100,000
E. Extra Coverage	
1. Waiver of the Pre-Existing Condition Exclusion	

Appendix J: Sample Itinerary - Mexico City

Appendix K: Sample Itinerary - South Africa

Appendix L: Letter of Reference**Southwest Virginia Community College Honors College**

Scholarship ~ Service ~ Character ~ Leadership

October 8, 2025

To Whom It May Concern:

I am pleased to write this letter of recommendation for EDU Trips and Kate Coffey, along with her exceptional team. I have had the privilege of working with EDU Trips on a large-scale educational travel experience to Japan in 2025 and planning for Greece in 2026. I can confidently say that their professionalism is unmatched.

From the earliest planning stages to the final day of travel, Kate and her team demonstrated a deep understanding of the needs of both educators and students. They were responsive, organized, and proactive in ensuring every aspect of the trip ran smoothly. Their ability to manage logistics for a large group while maintaining a personalized and caring approach made the experience not only seamless but truly memorable.

Our students returned with a broader worldview, a deeper appreciation for history and culture, and countless memories that will stay with them for years to come.

I recommend EDU Trips for anyone seeking a trusted partner in educational travel. Kate Coffey and her team deliver.

Please feel free to contact me if further information is needed.

Sincerely,

April E. Quesenberry

Associate Dean of Honors and International Education

Phone: 276-964-7336

4. Complete and return Attachments.
5. Submit any exceptions the Offering firm takes to the Terms and Conditions as stated in this RFP
- . 6. 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. [Agreed](#)
 2. Offer tailored itineraries that meet educational goals for faculty and students. [Agreed](#)
- B. Travel Management Services
 1. Arrange international transportation, lodging, and local transfers for large groups. [Agreed](#)
 2. Provide access to unique lodging options (e.g., apartments, dormitories, houses). [Agreed](#)
- C. Program Enhancements
 1. Secure admissions to museums, performances, and cultural attractions at favorable rates. [Agreed](#)
 2. Organize mini-trips or excursions during international programs. [Agreed](#)
- D. Support Services
 1. Offer professional trip counseling for faculty directors. [Agreed](#)
 2. Provide tour guides and interpreters as needed. [Agreed](#)
 3. Conduct pre-trip seminars and organizational meetings upon request. [Agreed](#)
- E. Compliance and Documentation
 1. Communicate entry requirements (visas, immunizations) and assist with passport/visa services. [Agreed](#)
 2. Ensure adherence to all local, state, and federal laws and regulations. [Agreed](#)
 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. [Agreed](#)
- F. Emergency and Risk Management
 1. Maintain a 24/7 Emergency Operations Plan for faculty, staff, and student travelers. [Agreed](#)
 2. Communicate travel alerts, restrictions, and contingency procedures for pandemics or emergencies. [Agreed](#)
- G. Financial and Administrative Requirements
 1. Provide accurate invoicing showing cost per traveler. [Agreed](#)
 2. Offer transparent refund and cancellation policies with maximum flexibility. [Agreed](#)
 3. Issue quotes for budget planning and guarantee pricing when possible. [Agreed](#)
- H. Additional Services
 1. Provide meeting space and technology support during travel. [Agreed](#)
 2. Offer travel insurance and refund processing for unused tickets. [Agreed](#)

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:

Please refer to the link to follow regarding Required General Terms and Conditions of this Solicitation which are a mandatory part of the resulting contract: <https://adminfinance.umw.edu/procurement/umw-terms-conditions/>

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) 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 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 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

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 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 (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. 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 - 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: Vagabond Tours NY Inc - d.b.a. EDU Trips

Preparer Name: Kate Coffey **Date:** 01/27/2026

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 A (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.: 722051 Expiration Date: Jan 20, 2029

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 (\$)
Total Planned Subcontracting Spend (\$)					

EDU *Trips*

Educational Trip Proposal

SAMPLE Mexico City 2027

May 17- June 6, 2027

20 nights / 21 days

13 Students / 1 Chaperones

The EDU Trips Difference



Customized Itineraries

Whether your focus is literature, history, business, service learning, performing arts, or anything in between, our trips are designed to fit the needs of your students.



Dedicated Program Managers

Your group will be provided with a dedicated program manager, who will be with you every step of the way.



Highly Experienced Team

Our team has more than 30 years of combined experience planning and operating educational trips.



Value and Affordability

Our long-standing relationships with vendors allows us to give your students an unforgettable experience and guaranteed affordable price.



Peace of Mind

Safety is our top priority. We carefully select and review all of our vendors, tour guides, and transportation companies to ensure that all of our trips are safe and secure. Your group will also have access to our 24/7 emergency contact throughout your trip.

Prices per Passenger (based on 13 passengers)

Occupancy	Price per person, based 13 travelers	Price per person, based 20 travelers
Triple	\$4606	\$4255
Double	\$4958	\$4599
Single	\$7091	\$6699

Reservations/Payments

Payment	Amount	Due Date
1st Deposit	\$850	10/24/25
2nd Payment	\$850	01/24/26
3rd Payment	\$850	04/24/26
4th Payment	\$850	07/24/26
Final Payment	TBD	10/24/26

Rooming lists are due at the time of the final payment.

Please note that availability and rates quoted are at the time of sending this trip proposal. Transfers, accommodations, excursions, and other arrangements are not being held and are subject to change in rate and availability at the time of confirmation. This proposal is valid for 30 days.

A signed contract is due by 10/24/2025 to confirm all services.

Flight Information - Sample flights



Flight 1 · Sun, May 17

4
+2

- 9:25 AM · Los Angeles International Airport (LAX)
Travel time: 3 hr 46 min
- 2:11 PM · Mexico City International Airport Benito Juárez (MEX)

Delta · Economy · Boeing 757 · DL 631



Flight 2 · Sun, May 24

4
-2

- 4:15 PM · Mexico City International Airport Benito Juárez (MEX)
Travel time: 1 hr
- 5:15 PM · Veracruz International Airport (VER)

Viva · Economy · Airbus A320 · VB 1426

Flight 3 · Fri, May 29

15

- 8:01 AM · Minatitlan International Airport (MTT)
Travel time: 1 hr 29 min
- 9:30 AM · Mexico City International Airport Benito Juárez (MEX)

Aeromexico · Economy · Embraer 190 · AM 2521
Plane and crew by Aerolitoral DBA Aeromexico Connect

2 hr 5 min layover · Mexico City (MEX)

- 11:35 AM · Mexico City International Airport Benito Juárez (MEX)
Travel time: 1 hr 20 min
- 12:55 PM · Oaxaca International Airport (OAX)

Aeromexico · Economy · Embraer 190 · AM 1048
Plane and crew by Aerolitoral DBA Aeromexico Connect

Flight Information - Sample flights

Flight 4 · Tue, Jun 2

○ 7:55 PM · Oaxaca International Airport (OAX)

Travel time: 1 hr 25 min

○ 9:20 PM · Mexico City International Airport Benito Juárez (MEX)

Aeromexico · Economy · Boeing 737 · AM 1055

40 min layover · Mexico City (MEX)

○ 10:00 PM · Mexico City International Airport Benito Juárez (MEX)

Travel time: 1 hr 59 min

○ 11:59 PM · Mérida International Airport (MID)

Aeromexico · Economy · Boeing 737MAX 9 Passenger · AM 840

143 K

Flight 5 · Sat, Jun 6

○ 6:00 AM · Mérida International Airport (MID)

Travel time: 2 hr 10 min

○ 8:10 AM · Monterrey International Airport (MTY)

Viva · Economy · Airbus A321 · VB 4281

2 hr 15 min layover · Monterrey (MTY)

○ 10:25 AM · Monterrey International Airport (MTY)

Travel time: 3 hr 5 min

○ 12:30 PM · Los Angeles International Airport (LAX)

Inclusions:

- Round trip airfare from Los Angeles to Mexico
- Private coach bus as per itinerary
- 7 nights in Mexico City
- 5 nights in Vera Cruz (1 night in Catemaco)
- 4 nights in Oaxaca
- 4 nights in Merida
- Breakfast daily at hotel
- 21 Lunches
- 20 Dinners
- Guided tour of the Historic Center of Mexico City; Sites include: Mexico City's World Trade Center, Siqueiros Cultural Polyforum, the Monumental Mexico Bull Ring, the Insurgentes Theater, Zocalo, Catedral Metropolitana & Templo Mayor
- Visit Alameda Park
- Visit to the Plaza de la Republica to see the Monumento a la Revolución
- Visit to the Conservatorio Nacional de Música, (pending availability),
- Visit to Plaza Garibaldi.
- Guided visit to the Templo Mayor ruins
- Admissions to the Templo Mayor Museum
- Admissions to the Museo Nacional de Antropología
- Admissions to the Palacio de Bellas Artes
- Guided walking tour of Port City
- Admissions to the Mexico Naval Museum
- Guided walking tour of Malecón Veracruz
- Guided tour of Xalapa
- Admissions to the Botanical Gardens,
- Guided tour of Port City Veracruz
- Visit to La Guelaguetza, an Indigenous Community Festival
- guided tour of the Monte Albán Ruins
- Admissions to the Monte Albán Museum
- Visit to downtown Oaxaca
- Visit to the Templo de Santo Domingo de Guzmán
- Admissions to the Museo Textil de Oaxaca
- Guided tour of Merida Yucatán
- Guided tour, and admissions to the the Kukulkan Pyramid and the Mayan Ruins Archaeological site.
- Visit to the El Castillo pyramid
- Visit to the to the Plaza Grande
- EDU Trips Spanish speaking tour guide throughout the trip
- 1 free chaperone in double room for every 10 paying travelers
- Taxes and fees

Not Included:

- Gratuities for bus drivers & hotel cleaning staff. These are at your discretion based on services rendered.
- Baggage fees
- Travel Insurance (can be purchased at time of deposit)
- Yucatec Workshop
- COVID tests if required at time of travel
- Personal expenses

Day 1: Monday May 17, 2027

LOS ANGELES > MEXICO CITY

Morning

Group meets at **LAX airport**. Check in and board flight to Mexico City (flight times to be confirmed).

Flight arrives to **Mexico City**. Meet your EDU Trips tour guide & depart for your orientation,

Afterward, board the bus and depart for a city centered lunch with the group!

Afternoon/Evening

Lunch ends, begin your guided tour. Sites include: **Zocalo, Catedral Metropolitana, Templo Mayor, World Trade Center, Siqueiros Cultural Polyforum, the Monumental Mexico Bull Ring, & the Insurgentes Theater**. Our tour ends in the pedestrian shopping street, **Calle Madero** where you will have free time to explore.

Depart for hotel, Check into rooms upon arrival. Free time to freshen up before dinner.

Enjoy a welcome dinner with group!
The rest of the evening is free.

Free time to explore the area with tour guide.

Retire to the hotel for the rest of the evening.

Day 2: Tuesday May 18, 2027

MEXICO CITY

Morning

Enjoy breakfast at hotel.

Meet for orientation!

Afternoon/Evening

Break for lunch with the group.

After lunch, meet with your tour guide, and depart for a visit to **Alameda park**! Where you will see one of Diego Rivera's most famous murals "Sueño de una tarde dominical en la Alameda Central"

Continue onto **Plaza de la Republica** where you can access the **Monumento a la Revolucion** (Monument of revolution) for incredible views!

Tour ends, board the bus and head to a local restaurant for a delicious group dinner!

Afterwards, continue to the Palacio de Bellas Artes for a spectacular show (pending availability).

When the performance ends, return to the hotel, and retire for the evening.

Day 3: Wednesday May 19, 2027

MEXICO CITY

Morning

Enjoy breakfast at hotel.

Meet with your tour guide and depart for a musical lecture-demonstration at ***the Conservatorio Nacional de Música***, Mexico's premier music school. Founded in 1866, it is renowned across Latin America for shaping generations of talented musicians!

Next, depart for lunch with the group.

Afternoon/Evening

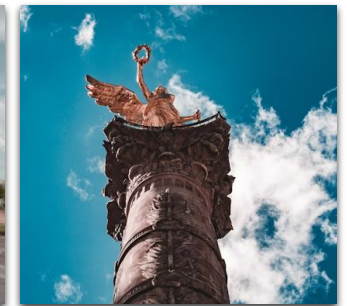
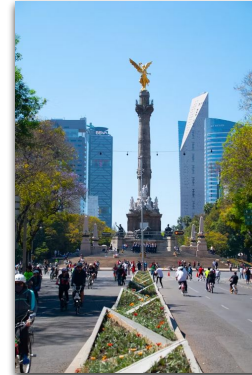
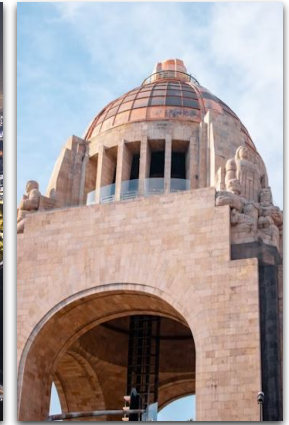
After lunch, board the bus and depart for your visit to the ***Monumento a la Revolución***, a famous monument dedicated to the Mexican Revolution.

Free time to explore the are before departing for dinner.

Enjoy dinner with the group at a local restaurant.

After your tour, head to a local restaurant for an authentic dinner.

Return to the hotel for the rest of the evening.



Day 4: Thursday May 20, 2027

MEXICO CITY

Morning

Enjoy breakfast at hotel.

Meet with your tour guide, board the bus, and depart for a morning visit to **Plaza Garibaldi**. The legendary square where mariachi music fills the air. Enjoy the festive atmosphere, take photos with the musicians, and take part in a special Q&A session

Grab a quick lunch with the group in home of mariachi music! (cost not included).

Afternoon/Evening

Lunch ends, free time to explore the area at your leisure! Perfect time to do some souvenir shopping.

Regroup, board the bus and depart for a dinner with the group.

After dinner, board the bus and depart for the hotel for the evening.

Day 5: Friday May 21, 2027

MEXICO CITY

Morning

Enjoy breakfast at the hotel

Board the bus and depart for a guided visit to **the Templo Mayor ruins**, the main temple of the Aztec capital of **Tenochtitlán** and once the very heart of the Aztec Empire. Explore the site's rich history as you discover its ritual soundscapes and learn about pre-Cortesian instruments.

Continue with your admissions to **the Templo Mayor Museum**, home to thousands of Aztec artifacts.

Afternoon/Evening

Depart for lunch with the group at a local restaurant!

After lunch, enjoy free time to explore the area at your leisure. Admire the sculptures and intricate artwork, and browse for a one-of-a-kind souvenir to take home

Regroup, board the bus and depart for a dinner.

Dinner ends, board the bus and depart for the hotel for the evening.



Day 6: Saturday May 22, 2027

MEXICO CITY

Morning

Enjoy breakfast at hotel.

Board the bus and depart for your morning admissions to ***the Museo Nacional de Antropología!*** Discover fascinating artifacts from ancient civilizations, including the Aztecs, Maya, and Olmecs, and explore the rich history and culture of Mexico.

Admissions to explore the museum. Plenty of photo opportunities for the group!

Afternoon/Evening

Depart for lunch with the group at a local restaurant!

Lunch ends, free time to explore the area at your leisure! Perfect time to do some souvenir shopping.

Board the bus and depart for a dinner with the group!

After dinner, depart for the hotel for the evening. Take time to pack for next days departure.

Day 7: Sunday May 23, 2027

MEXICO CITY

Morning

Enjoy breakfast at hotel.

Meet with your tour guide and depart for historic downtown Mexico City to complete a Soundwalk assignment with your group.

Afterwards, take some time together for group reflections!

Next, depart for lunch with the group (cost not included).

Afternoon/Evening

After lunch, enjoy free time to explore downtown. Don't miss a visit to the **Palacio de Bellas Artes**, an iconic cultural landmark and one of the world's most beautiful theaters. Take in the scenic views and admire its stunning architecture.

Later, depart for a group dinner!

After dinner, depart for the hotel for the evening. Take time to pack for next days departure.

Day 8: Monday May 24 2027

MEXICO CITY > VERACRUZ

Morning

Enjoy breakfast at hotel.

Check out of your rooms and depart for the airport to catch your flight to **Veracruz**, a vibrant port city on **Mexico's Gulf coast** known for its rich history, colorful culture, and lively atmosphere. The city has played a key role in Mexico's trade, naval history, and cultural exchanges (flight time is approximately one hour).

Afternoon/Evening

Arrive in **Veracruz** and begin a guided walking tour of Port City!

Enjoy a welcome lunch with the group upon arrival.

After lunch, board the bus and depart for your orientation.

When the orientation ends, enjoy some free time to explore the city in the evening.

Later, depart for dinner with the group at a local restaurant.

After dinner, return to the hotel, check into your rooms, and enjoy the rest of the evening at your leisure.

Day 9: Tuesday May 25, 2027

VERACRUZ

Morning

Enjoy breakfast at hotel.

Meet with your EDU Trips guide and depart for your admissions to ***the Mexico Naval Museum***. Explore the extensive collection of naval artifacts, historic ships, maps, uniforms, and weaponry, and discover Mexico's rich naval traditions and maritime history.

Admissions to the museum.

After your tour, board the bus and depart for lunch with the group.

Afternoon/ Evening

Enjoy lunch with the group on the harborside!

After your tour, board the bus and depart for the town of ***Malecón Veracruz!***

Begin your guided tour of the lively harborside district, filled with broad walkways, striking monuments, and plenty of street food vendors. Sites include the historic ***Carranza Lighthouse, the Veracruz Cathedral, and the Bastion of Santiago***.

Enjoy dinner, while taking in the scenic views of the city!

Dinner ends, depart to the hotel.

Check into rooms and retire for the evening.



Day 10: Wednesday May 26, 2027

VERACRUZ

Morning

Enjoy Breakfast at the hotel.

Meet with your tour guide, board the bus, and depart for a day in ***Xalapa, Veracruz!*** (Approx. 1.5-hour drive.)

Known for its lush landscapes and vibrant cultural scene, ***Xalapa*** offers a mix of natural beauty and colonial charm.

Begin your guided tour of this picturesque town, upon arrival.

Afternoon/ Evening

After your tour, enjoy lunch with the group at a local restaurant while taking in the scenic views of the town and surrounding landscapes.

Free time to explore the scenic town at your leisure.

Next depart for dinner with the group in the heart of the city.

After dinner, board the bus and depart back to the hotel. (approx. 1.5 hour drive).

Retire to the hotel for the evening.

Day 11: Thursday May 27, 2027

VERACRUZ

Morning

Enjoy breakfast at the hotel

Meet with your tour guide and depart for a guided tour of the ***San Juan de Ulúa Fortress!*** Built in the 16th century, this iconic site served as a defensive fort, prison, and military garrison. Explore its thick stone walls, towering watchtowers, and discover the rich history of this colonial fortress.

Afternoon/ Evening

Break for lunch with the group in the fortress, while taking in the scenic views of take in scenic views of ***the Gulf of Mexico!*** Photo opportunities for the group!

Continue your tour of this Archaeological site.

Return to ***Zócalo de Veracruz*** for dinner with the group.

Free time to explore the town in the evening at your leisure!

Night concludes, board the bus and depart to the hotel for the rest of the evening.



Day 12 : Friday May 28, 2027

TRAVEL DAY

VERACRUZ > CATEMACO VERACRUZ

Morning

Enjoy breakfast at hotel.

Meet with your tour guide and depart for tour of **Port City!** Founded in 1519, it is recognized as the first Spanish settlement in Mexico.

Begin your sound mapping activity of the waterfront with the group

Free time to explore.

Afternoon/ Evening

Enjoy lunch with the group at your leisure.

Lunch ends, board the bus and depart for **Catemaco!** Nestled in the lush mountains of **Veracruz**. A picturesque town is famous for its stunning lake and rich natural beauty. Enjoy the scenic views on the drive down. (approx. 3.5 hour drive)

Enjoy dinner with the group upon arrival

After dinner, board the bus and depart to the hotel.

Check into rooms and retire for the evening.

Day 13: Saturday May 29, 2027

TRAVEL DAY

CATEMACO VERACRUZ > OAXACA

Morning

Enjoy breakfast at the hotel

Check out of rooms, load luggage onto the bus, meet with your tour guide. Depart for your morning guided tour of **Catemaco** city!

Afternoon/ Evening

Afterwards, depart for lunch with the group. Enjoy your meal along the lake, taking in the scenic views, before heading to the airport for your flight to **Oaxaca, Mexico** (approx. 4-hour flight).

Arrive in **Oaxaca**. Clear customs, and meet with tour guide.

Board the bus and depart for welcome dinner with the group at a local restaurant.

Dinner ends, depart to the hotel.

Check into rooms. And retire for the evening.

Day 14: Sunday May 30, 2027

OAXACA

Morning

Enjoy breakfast at the hotel

Meet with your tour guide and depart for your morning at **La Guelaguetza**, an Indigenous Community Festival! Experience vibrant traditions as the culture comes alive through music, dance, colorful costumes, and local rituals.

Afternoon/ Evening

Break for lunch with the group, sampling traditional dishes while soaking in the lively atmosphere of music, dance, and local traditions.

Next, depart for your visit to **the Botanical Gardens**, showcasing the region's native plants. Explore cacti, agaves, and herbs used by local communities in food, medicine, and traditions.

After your visit, Enjoy dinner with the group at a local restaurant.

Dinner ends, depart to the hotel for the evening.

Day 15: Monday May 31, 2027

OAXACA

Morning

Enjoy breakfast at the hotel

Meet your tour guide and depart for a guided tour of ***the Monte Albán Ruins!*** Perched on a mountain top overlooking the Oaxaca Valley, this ancient Zapotec city dates back over 2,500 years. Explore its many plazas, ceremonial platforms, and tombs!

Admissions to the ***Monte Albán Museum!***

Afternoon/ Evening

Break for lunch with the group

After lunch, board the bus and depart for downtown ***Oaxaca!***

Free time to explore the town at your leisure. wander the beautiful streets and take in the scenic views!

Enjoy a local dinner with the group

After dinner, head to the hotel for the rest of the evening. Pack for next days departure.



Day 16: Tuesday June 1, 2027

OAXACA

Morning

Enjoy breakfast at hotel.

Meet with group for Sound Studies Orientation.

Take some time to reflect.

Afternoon/ Evening

Enjoy lunch at a local restaurant!

After lunch, board the bus and depart for your afternoon visit to ***the Templo de Santo Domingo de Guzmán***, one of Oaxaca's most stunning architectural and historical landmarks. This baroque-style church is renowned for its elaborate gold leaf interior and intricate altars.

When the tour ends, board the bus and depart for your visit to the ***Museo Textil de Oaxaca***. A vibrant museum celebrating Oaxaca's rich textile traditions. Discover beautifully woven fabrics, and intricate embroidery!

Next, depart for a delicious farewell dinner with the group in the heart of Oaxaca!

After dinner, board the bus and depart to the hotel for the evening.

Take some time to pack for next days departure.

Day 17: Wednesday June 2, 2027

TRAVEL DAY

OAXACA > MERIDA

Morning

Enjoy breakfast at hotel.

Check out of rooms and depart for the airport to catch your flight to ***Merida***! (flight approx. 4.5 hours)

Afternoon/Evening

Meet with your tour guide, clear customs, and enjoy lunch with your group upon arrival.

After lunch, begin your tour of downtown Merida ! Explore Yucatec Maya traditions and experience the music, dances, festivals, and traditional crafts.

Next, depart for dinner with the group at a local restaurant. Enjoy a traditional Mexican meal while taking in the scenic views.

Board the bus, and depart for the hotel.

Check into rooms and retire for the evening



Day 18: Thursday June 3, 2027

MERIDA

Morning

Enjoy breakfast at hotel.

Meet with your guide and depart for your morning guided tour of ***the Kukulcan Pyramid*** and ***the Maya Ruins at Chichén Itzá***, one of the most iconic sites of the ancient Maya civilization. The pyramid, also known as ***El Castillo***, showcases the Maya's remarkable knowledge of astronomy and architecture, with its design perfectly aligned to the equinoxes.

Afternoon/Evening

After your tour, enjoy a quick lunch with the group.

Then, continue exploring ***the Mayan ruins***, discovering temples, ball courts, and other fascinating structures

Later, depart for dinner with the group at a local restaurant.

After dinner board the bus, and depart for the hotel.

Arrive at hotel and retire for the evening

Day 19: Friday June 4, 2027

MERIDA

Morning

Enjoy breakfast at hotel.

Meet with your guide and depart for your **Yucatec Workshop!** Get hands-on experience with the traditions and crafts of the Yucatán region, learning skills such as weaving, pottery, and local cooking.

Afternoon/Evening

When the workshop ends, enjoy lunch with the group at a local restaurant.

After lunch, continue on to **the Plaza Grande** for a relaxing stroll! Explore the bustling park, enjoy shaded paths and benches, and take in the scenic views of this vibrant city center.

Enjoy dinner with the group in the city center. After dinner, board the bus and return to the hotel.

Retire for the evening.

Day 20: Saturday June 5, 2027

MERIDA

Morning

Enjoy breakfast at hotel.

Meet with the group and begin your **student ethnographic group experiments!** Engage in hands-on learning activities as you observe, interact with, and study the local community. Gain firsthand insights into their traditions, daily life, and culture.

Afternoon/Evening

Break for lunch with the group.

Afterward, continue on to a seminar and reflection session to discuss your observations.

Open Time Frame. Enjoy free time to explore at your leisure.

Regroup and depart for a farewell dinner with the group.

After dinner, board the bus and return to the hotel.

Retire for the evening and take some time to pack for the next day's departure.

Day 20: Sunday June 6, 2027

TRAVEL DAY

MERIDA > LOS ANGELOS

Morning

Enjoy breakfast at hotel.

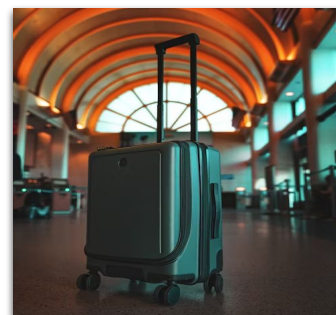
Meet with the group for a Final Seminar. Discuss sound studies theories and reflect on your experiences during the trip. Take some time to share insights, and personal reflections.

Afternoon/Evening

Break for lunch with the group, before departing to the airport for your return flight home.

Arrive at the airport.

Board the return flight to Los Angeles, California.





International Field Study Experience

SAMPLE PROPOSAL

SOUTH AFRICA: Johannesburg and Cape Town

8 Nights (1 on plane)/9 Days

23 - 33 participants

Trip Manager: **Leo Paolo Leal**

Email: **leo@edutrips.com**

The EDU Trips Difference



Customized Itineraries

Whether your focus is literature, history, business, service learning, performing arts, or anything in between, our trips are designed to fit the needs of your students.



Dedicated Program Managers

Your group will be provided with a dedicated program manager, who will be with you every step of the way.



Highly Experienced Team

Our team has more than 30 years of combined experience planning and operating educational trips.



Value and Affordability

Our long-standing relationships with vendors allows us to give your students an unforgettable experience and guaranteed affordable price.



Peace of Mind

Safety is our top priority. We carefully select and review all of our vendors, tour guides, and transportation companies to ensure that all of our trips are safe and secure. Your group will also have access to our 24/7 emergency contact throughout your trip.



LEO PAOLO LEAL

SENIOR TRAVEL
MANAGER

CAREER OVERVIEW

Senior Travel Manager with over 10 years of experience in designing educational and leisure group trips, building itineraries and managing trip operations, ensuring project success and achieving customer satisfaction.

KEY COMPETENCIES

- Knowledge of domestic and international destinations
- Itinerary design and execution
- Trip Operations Management
- Customer Service
- Attention to detail

CONTACT ME AT:

Email: leo@edutrips.com
Phone: +1 (845) 848-2767
Website: www.edutrips.com
Mailing Address: PO Box 19, Orangeburg,
NY 10962



MEET LEO

Born and raised in the Philippines, Leo at an early age discovered his passion for music and travel.

Since he was 17, he has traveled all over the world with his choir, touring Europe, Canada, the United States and Asia. His considerable travel experience is the primary reason he became interested in pursuing a career in the travel industry.

A Bachelor's degree in Music from The Manhattan School of Music and Bachelor of Arts & Science degrees in Industrial Psychology and Marketing Management from De La Salle University in the Philippines, allowed Leo to follow his passion.

During his career, Leo gained extensive experience in marketing, operations & business development. His responsibilities in EDU Trips include client retention, project management, designing and executing trip itineraries for domestic and international student groups.

Leo still sings professionally, when he can, in New York City. His passion in music, education and travel made him a perfect fit for EDU Trips.



HENRY BOOYSEN

SOUTH AFRICA
TOUR GUIDE

CAREER OVERVIEW

After three years in the South African Airforce, he gained a great deal of self-discipline, fitness and a good balance for life. Insurance, Security, the Hospitality industry and an enquiring mind equipped him with a wider knowledge of people's behaviour, enabling him to fulfil his duties and passion.

KEY COMPETENCIES

- Languages Spoken: English & Afrikaans
- Accreditation: CATHSSETA accredited



MEET HENRY

Henry has explored South Africa and the United Kingdom. One of his favorite places to visit is the Garden route in Cape Town, for its beauty and the West coast for its tranquility. The wineries' special charm inspires his keen interest in wine making. He is intrigued by the history and the ever-changing face of the wine industry.

"My Wine route selection for "beginners" includes Asara, Moreson, and Anura. For the slightly more informed I recommend Meerlust, Camberley, and Seidelberg and for the connoisseurs Rust en Vrede, Rustenberg, and Rupert & Rothschild. All in all, there are many great wines to enjoy and that is ultimately the objective".

Henry also loves the outdoors which makes his work so attractive; he will take the ocean, mountain, wind, rain and the sun any day.

"There is ultimately always something more to explore in South Africa and, for me, having fun and enjoying whatever I do - be it at work or play - is my passion. I have learned that life is a journey with ups, downs and winding roads, but at the end of the day we possess an infinite power within that can remove any obstacle and direct us towards our ultimate goals and desires."

Program Inclusions

Transportation

- Roundtrip Airfare from a NYC airport (JFK) to Johannesburg (JNB) / Cape Town (CPT) to a NYC airport (JFK), with Business Class upgrade options.
- One way airfare from Johannesburg (JNB) to Cape Town (CPT)
- Roundtrip Airport transfers from Johannesburg airport to/from your hotel.
- Roundtrip Airport transfers from Cape Town airport to/from your hotel
- Bus transportation for the duration of your trip, bottled water per participant included.

Accommodations

- 4-night, 4-star hotel accommodations in Johannesburg and 3-night, 4-star hotel accommodations in Cape Town--with Single/Double occupancy options. Single room occupancy rooms for faculty. In-room wifi internet included.
- Hotels preferred based on past hotel accommodations and is in a very safe location.

Meals

- 1 Group breakfast upon arrival; Breakfast included in the hotel daily
- 2 group Lunches, including soda or bottled water.
- 2 group Dinners, including a cooking class in Cape Town. Also includes soda or bottled water.

Company Visits

- 10 Company Visits - 6 in Johannesburg and Pretoria; 4 in Cape Town (detailed company visits in the proposed itinerary provided).

Cultural Visits

Johannesburg

- Guided tour of the city of Johannesburg
- Visit to Soweto
- Admission to the Hector Pieterse Memorial
- Admission to the Mandela House Museum
- Admission to the Apartheid Museum
- Game driver in the Pilanesberg National Park
- Guided tour of the city of Pretoria
- Admission to the Ann Van Dyk Cheetah Center
- Guided tour of Maropeng and the Sterkfontein Caves at the Cradle of Humankind

Cultural Visits (continued)

Cape Town

- Guided tour of the city of Cape Town
- Admission to the Table Mountain Cableway (Return Ticket-weather permitting)
- Admission to the Iziko Slave Lodge
- Visit to the Kirstenbosch Gardens
- Visit to the Boschendal Vineyards
- Visit to the Uthando Cultural Village

Additional Requirements

- English speaking local EDU Trips tour guide for the duration of your trip
- Orientation packet will be provided upon arrival, including local city maps
- Guided sightseeing tour upon arrival
- 3 Complimentary trips to faculty, based on single room occupancy.
- Standard Group Advantage Travel Insurance for baggage insurance, medical evacuation and treatment and trip interruption/cancellation. Detailed insurance coverage will be provided. ***(Valid for travelers 25 - 35 years old. For travelers 36 and older, please email or call your travel manager)***
- Assistance in visa processing for non-US citizens *(cost will depend on country of nationality)*
- Program manager on-call
- All taxes, gratuities and fees

NOT INCLUDED:

- Extra baggage fees
- Personal expenses such as laundry, telephone calls, mini- bar etc.
- Meals other than mentioned above.
- All extra charges incurred at the Hotel other than mentioned.

****Please note that this itinerary is tentative and subject to availability. A signed contract is required to guarantee all services. This proposal is valid for 30 days from the day of receipt.***

Price per person

Occupancy	20 pax	25 pax	30 pax
Land & Air			
Double Occupancy	\$4,699	\$4,499	\$4,399
Single Occupancy	\$5,299	\$5,099	\$4,999

Land Only			
Double Occupancy	\$3,199	\$3,099	\$2,999
Single Occupancy	\$3,799	\$3,699	\$3,599

Business Class Upgrade Supplement

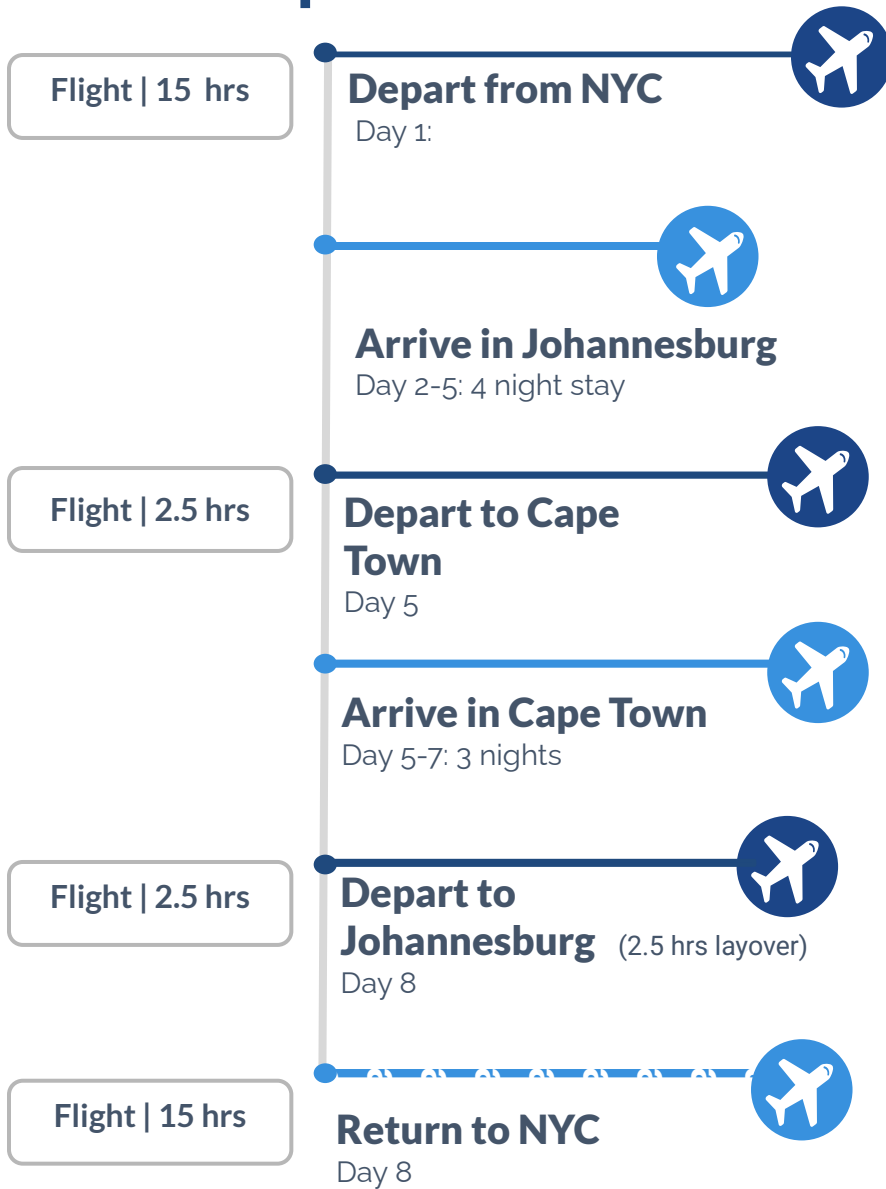
\$ 5,100 per seat

(Airline option on Business Class is until October 15, 2019. Fares subject to availability after this date.)

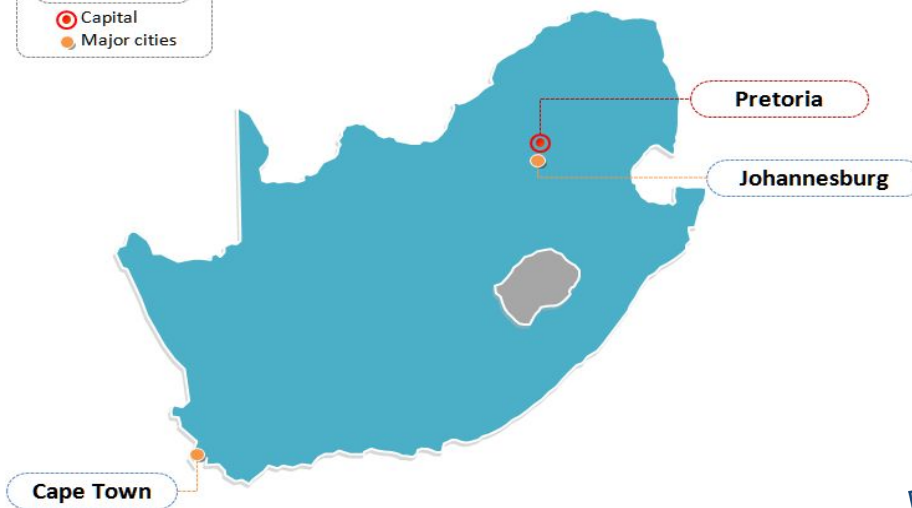
Payment Schedule

Payment	Amount	Due Date
1st Deposit	50% of trip cost	11/15/25
Final payment	50% of trip cost	1/13/26

Trip Overview



Legend
● Capital
● Major cities





FLIGHT INFORMATION

(International Flights from NYC to South Africa are NON-STOP)

Flight No.	Departure Airport	Departure Date	Departure Time	Arrival Airport	Arrival Date	Arrival Time	Duration
SA 204	NYC (JFK)	March 13	11:15 AM	Johannesburg (JNB)	March 14	08:05 AM	15'00 nonstop
SA 327	Johannesburg (JNB)	March 18	5:05 PM	Cape Town (CPT)	March 18	6:40 PM	2'20 nonstop
SA 354	Cape Town (CPT)	March 21	04:45 PM	Johannesburg (JNB)	March 21	06:40 PM	2'20 nonstop
SA 203	Johannesburg (JNB)	March 21,	09:05 PM	NYC (JFK)	March 22	06:40 AM	15'00 nonstop



SOUTH AFRICAN AIRWAYS

A STAR ALLIANCE MEMBER 



STAR ALLIANCE™

South African Airways is the best airline in Africa and have more than 80 years of excellence and innovation.

From Johannesburg, SAA's hub, the national carrier of South Africa flies to over 35 destinations across Africa, the Middle East, Asia, Europe, Australia and North and South America.

Johannesburg / Pretoria

Company Visits

- 1 American Chamber of Commerce in SA
- 2 Johannesburg Stock Exchange
- 3 Boston Scientific
- 4 Boeing International Corporation - South Africa
- 5 BMW - South Africa
- 6 Embassy of the United States of America in South Africa
- 7 Aerosud
- 8 Human Rights Institute Of South Africa

Restaurants

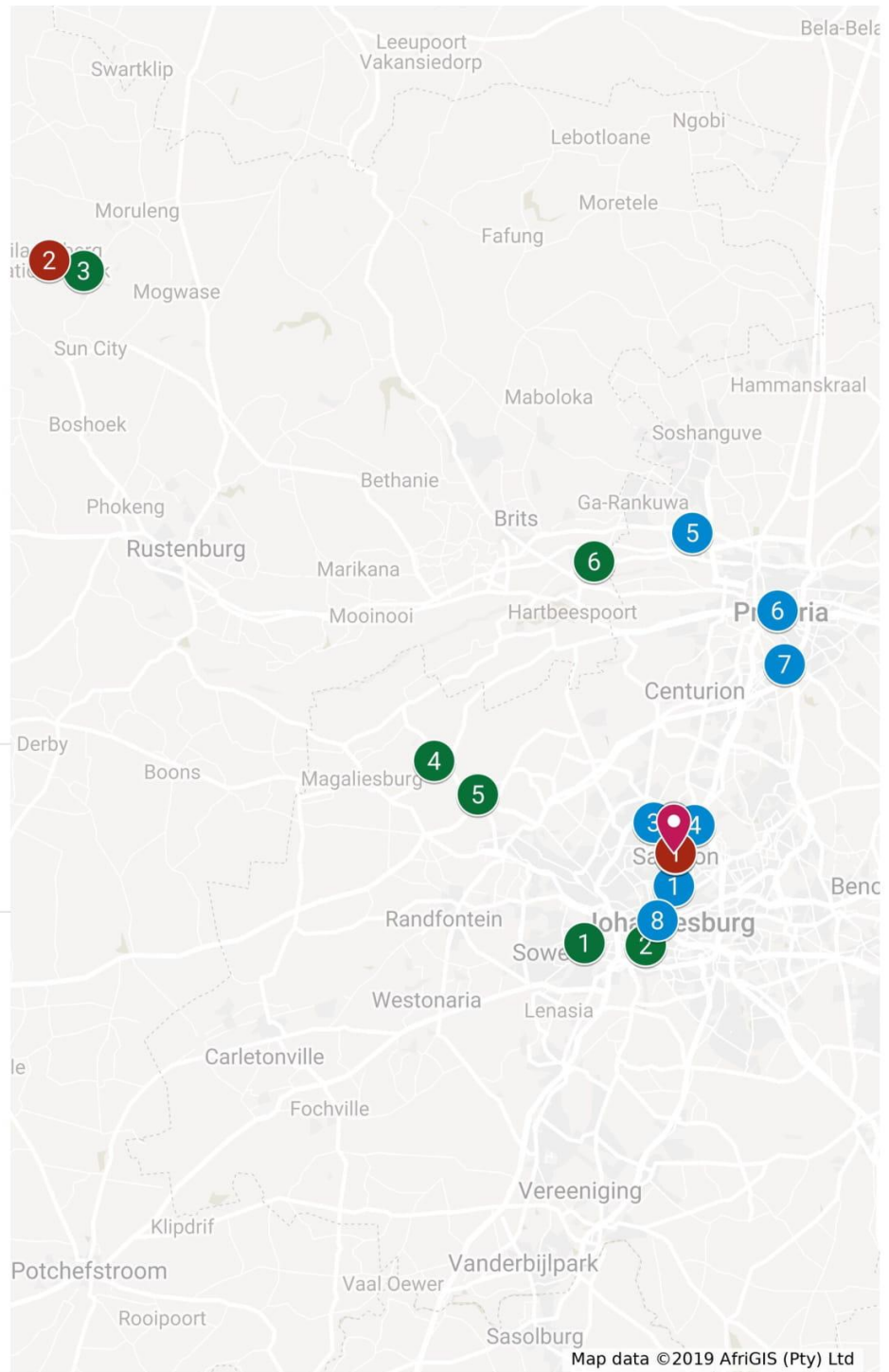
- 1 Urban moyo
- 2 Pilanesberg National Park

Cultural Visits

- 1 Hector Pieterse Memorial & Mandela's House
- 2 Apartheid Museum
- 3 Pilanesberg National Park
- 4 The Cradle of Humankind Visitor Centre Maropeng
- 5 Sterkfontein Caves
- 6 Ann van Dyk Cheetah Centre

Hotel

-  Garden Court Sandton City



Cape Town

Company Visits

- 1 Boschendal Wine Estate
- 2 Standard Bank | Cape Town Business Centre
- 3 IGALELO
- 4 Uthando

Restaurants

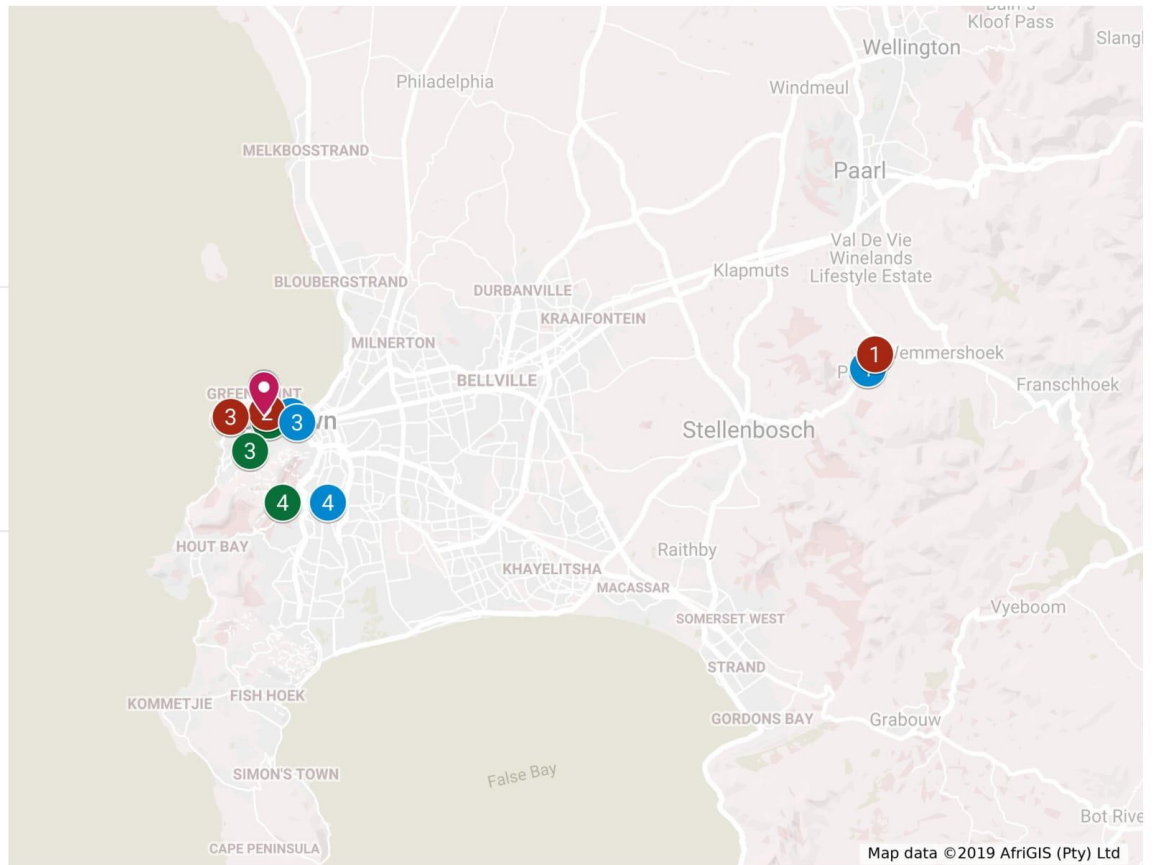
- 1 The Werf Restaurant
Boschendal
- 2 Marco's African Place
- 3 Cooking Class and Dinner

Cultural Visits

- 1 Boschendal Wine Tasting
- 2 Iziko Slave Lodge
- 3 Table Mountain Aerial Cableway
- 4 Kirstenbosch National Botanical Garden

Hotel

- 📍 Cape Town Lodge Hotel



Hotel: Johannesburg

The Garden Court Sandton City (4-star hotel)

Corner of West and, Maude St, Sandown, Sandton, 2196, South Africa

Located in Johannesburg's vibrant suburb of Sandton, the Garden Court Sandton City is a conveniently well-positioned city hotel. 444 modern rooms offer space, comfort and city views. Hotel facilities include a large reception area and concierge desk, a double-volume dining area where buffet breakfasts are served, and a small coffee lounge. The outside courtyard and swimming pool invite guests to relax in the sun loungers and enjoy a moment of peace in the heat of the day. The Garden Court Sandton City is across the road from the trendy Nelson Mandela Square and Sandton City Shopping Complex, and near a wide selection of restaurants, bars and boutiques.



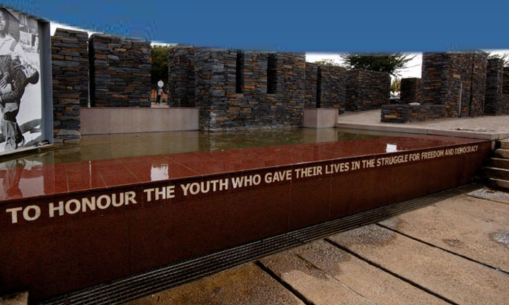
Hotel: Cape Town

Cape Town Lodge Hotel (4-star hotel)

1 Lower Buitengracht, Cape Town City Centre, Cape Town, 8001, Sth. Africa

Centrally located at the entrance to the bustling V & A Waterfront, the Southern Sun Waterfront Cape Town, offers views over the harbour and Signal Hill. 537 modern rooms are appointed for guest comfort and convenience. The breakfast room and popular Yizani Restaurant provides delicious meals and the lounge, terrace and bar are welcoming zones in which to mingle. After a busy day exploring this fascinating city, work-out in the fully-equipped fitness centre or relax in the hotel's outdoor pool. The energetic V & A Waterfront, with its wealth of shops, restaurants and activities, is within walking distance from the hotel.





Proposed Itinerary

<p>Day 1 Morning Arrive at JFK at least 3 hours before departure (Departure time - 11:15 AM) Overnight non-stop flight to Johannesburg, South Africa on South African Airways</p>	<p>Non-stop air</p>
<p>Day 2 (JOHANNESBURG) Morning/Afternoon 08:05 AM - Arrive in Johannesburg, clear customs and immigration. After getting your luggage, the group meets your EDU Trips tour guide.</p> <p>Board bus and transfer to the hotel. Check-in, have breakfast and freshen up (Rooms booked to guarantee an early check in).</p> <p>Board bus to proceed to Soweto, home of Nelson Mandela. Visit the Hector Pieterse Memorial Visit the Mandela House Museum Visit the Apartheid Museum</p>	<p>Tour Guide Bus Transfer Hotel Breakfast Cultural Visits</p>
<p>Evening Board your bus to take you to your group welcome dinner at Urban Moyo (Dinner is served with 2 beers or 1 glass of wine) 24 Central 6 Gwen Lane &, Fredman Dr, Sandown, Sandton, 2031, South Africa</p> <p><i>Urban moyo offers a fresh take on the age-old tradition of cooking with fire. The menu ranges from slow and steady tagines and potjies, a curated selection of meat, chicken and seafood dishes, platters, salads and dishes to share.</i></p> <p>Return to your hotel to rest. (8-minute walk from the restaurant)</p>	<p>Restaurant</p>



Day 3

All - day

Enjoy breakfast at your hotel

Board bus and head to the **Pilanesberg National Park and Game Reserve**

Situated in the ecologically rich transition zone between the Kalahari and the Lowveld, this vast area promises thrilling big game viewing in a malaria free environment. Game tracking drive in open 4 x 4 vehicle allows you to be in close contact with South Africa's extensive wildlife.

Lunch is included with non-alcoholic beverage

Return back to your hotel after the safari

Dinner on your own

**Bus Transfer
Tour Guide
Restaurant
Safari Admission**

Day 4

Morning

Enjoy breakfast at your hotel

Board bus and depart for **American Chamber of Commerce - South Africa**

60 5th St, Houghton Estate,
Sandton, 2198, South Africa

Your first visit is with The American Chamber of Commerce - South Africa for a presentation and an overview on doing business South Africa, highlight successes through best-practice examples and explore common challenges that businesses are exposed to with legislation and government. There would also be a roundtable discussion about the economic and political issues, trade and investment policies, currency and foreign exchange, debt, and regional economic integration. The American Chamber of Commerce has been sustainably operating as a non-profit organization in South Africa since 1977. They are the collective voice of U.S. investment in South Africa and through their elected board of directors and committees, they serve South African/American commerce and industry with a primary focus on U.S. investment in South Africa.

**Bus Transfer
Tour Guide
Business Visits**

After your visit, board bus to proceed to **The Johannesburg Stock Exchange (JSE)**

One Exchange Square, Gwen Lane, Sandown, 2196

Your group will visit The JSE which gives your group the opportunity to meet JSE representatives who will provide presentations on the JSE's operations and answer your group's questions. You will also receive a tour of the JSE grounds.

**Bus Transfer
Company Visit**



Day 4 (continued)

Afternoon

Proceed to your next visit - **Boston Scientific South Africa (Pty) Ltd**
8 Anslow Crescent, Anslow Office Park
Bryanston, South Africa 2021

Your next visit is at the Boston Scientific, which is the leading innovator of medical solutions improving health of patients around the world. Their products and technologies are used to diagnose and treat a wide range of medical conditions, including heart, digestive, pulmonary, vascular, urological, women's health, and chronic pain conditions. Your class will meet directors who will give an overview of the company and its global impact. There will also be an opportunity for an open discussion about corporate social responsibility and transforming lives through innovative medical solutions around the world.

**Bus Transfer
Company Visit**

Lunch on your own; Board bus to **Boeing International Corporation - South Africa**

The Woodlands Office Park, 20 Woodlands Drive, Woodmead Johannesburg
2191 Gauteng, Republic of South Africa

In March 2019, aviation authorities and airlines around the world grounded the Boeing 737 MAX passenger airliner after two separate MAX 8 aircraft crashed, one of them was an Ethiopian Airlines flight. This visit gives your class the opportunity to have a discussion with corporate executives on the financial impact of this issue, resolutions being made and managing their marketing and public relations. Positively, Boeing and South African Airways recently established a sustainable aviation biofuel supply chain in Southern Africa. This is Boeing's first biofuel supply chain project in the continent. On the manufacturing side, Boeing subcontracted Aerosud to make components for its aircraft.

**Bus Transfer
Company Visit**

Evening

Board bus to return to your hotel; Dinner on your own

Bus Transfer



Day 5

Morning

Enjoy breakfast at your hotel

Board bus and depart for your visit at the **BMW South Africa***
92 Hendrik Van Eck St, Rosslyn, Akasia, 0200, South Africa

The class visits the BMW Group Plant in Rosslyn and experience an exciting insight into all areas of automobile production. The Rosslyn plant currently produces the 6th generation of the BMW 3 Series and is capable of producing up to 75,000 units per year. Over 85% of all BMW 3 Series vehicles produced at this plant are destined for BMW markets in the USA, Taiwan, Japan, Singapore, New Zealand, Hong Kong, Australia, Sub-Saharan Africa and Canada.

**Bus Transfer
Tour Guide
Plant Visit**

Mid-morning

Visit **The Embassy of the United States**

877 Pretorius St, Arcadia, Pretoria, 0083, South Africa

Your class will visit the Embassy of the United States, where you will meet a representative from the commercial trade department who will speak to your group about relevant topics associated with the embassy's role in the US-South Africa business relations.

**Bus Transfer
Government Visit**

Afternoon

Lunch on your own

After lunch, board your bus to visit the **Aerosud factory**

520 Van Ryneveld Ave, Pierre van Ryneveld Park, Centurion, 0045, South Africa

Your class will meet key people from this manufacturing corporation and will get the opportunity to visit the manufacturing floor. Aerosud is an aeronautical engineering and manufacturing company formed in 1990 by the then key designers of the South African Denel Rooivalk attack helicopter. Around 2000s, Aerosud embarked upon a major expansion of its production capacity. From its premises near Pretoria, South Africa, it manufactures around 2,000 parts and assemblies per day and supplies these to the assembly lines of Airbus, Boeing and AgustaWestland Helicopters.

**Bus Transfer
Plant Visit**

***These visits are located in Pretoria (45-min by bus). We can substitute these companies for locations in Johannesburg. Optional city visit to Pretoria can also be arranged.**



<p>Day 5 Board bus to return to Johannesburg for your visit at The Human Rights Institute of South Africa (HURISA) 31 Quinn Street, Newtown, Johannesburg, 2001 South Africa</p> <p><i>HURISA is a non-profit/non-governmental organization which provides professional services towards the promotion of human rights culture, peace and democracy. The organization provides training and education in human rights, propagation of human rights information and conducting research and advocacy in human rights, especially South Africa.</i></p>	<p>Bus Transfer Philanthropic Visit</p>
<p>Evening Board your bus to go back to your hotel; Dinner on your own.</p>	<p>Bus Transfer</p>
<p>Day 6 Morning/Afternoon Enjoy breakfast at your hotel; Check-out Board bus and depart for Maropeng Visitor Center. Visit the Cradle of Humankind. Visit the Sterkfontein Caves. Board bus and proceed to visit the Ann Van Dyk Cheetah Centre</p>	<p>Bus Transfer Tour Guide Admissions</p>
<p>Afternoon Lunch on your own After lunch, board bus to proceed to OR Tambo airport for your flight to Cape Town at 05:00 PM. Arrive at the airport by 02:00 PM.</p>	<p>Bus Transfer Air</p>
<p>Evening 06:40 PM - Arrive at Cape Town After getting your luggage, the group meets your EDU Trips tour guide. Board bus and enjoy a Cape Town City Tour with your tour guide.</p> <p>Transfer to your hotel; Check-in.</p> <p>Dinner on your own.</p>	<p>Tour Guide Bus Transfer</p>



Day 7 (CAPE TOWN)

Morning

Enjoy breakfast at your hotel

Board bus and depart for **The Boschendal Estate Winery**

Boschendal Estate Pniel Road Groot Drakenstein, Franschhoek, 7680

Your group will visit the Boschendal Estates, founded in 1685. The estate lies between the Simonsberg and Drakenstein mountains and about a 1-hour drive from Cape Town. The name "Bos-en-dal", or wood and valley, reveals a breathtakingly beautiful valley basin of 1800 hectares. Meet wine connoisseurs and business executives at the estate to discuss distribution, marketing and the fermentation process. You will also have the opportunity to learn the company's struggles and successes in this ever-changing environment.

After the company overview and presentation, the group proceeds to tour the **Boschendal Vineyards**.

The great Boschendal wines begin in the vineyards and your group can immerse in the wine-making process with a guided adventure through the extensive patchwork of varietals. The variable mountain landscapes will provide you amazing viewpoints of the farm, which overlooks on the property's remarkable vistas and breathtaking natural beauty.

Afternoon

Group lunch at **The Werf Restaurant**, located within the Boschendal Estate.

After lunch, the group proceeds for the **Wine Tasting**.

Taking place on the historic Manor House 'stoep' overlooking the Werf, your wine tasting offers five limited release wines, with each wine style served in a different Riedel glass. This will amplify the flavours, aromas and mouth feel, with the beautiful decanters and exclusive lounge setting serving to enhance the whole experience.

Evening

Board bus to proceed back to Cape Town.

Proceed to your **Team building activity - cooking class at Ginger & Lime**
2B Ave Disandt, Fresnaye, Cape Town, Western Cape

Your South African cooking lesson will last about 1.5 hours and help you familiarize and enjoy traditional South African cuisine over engaging conversation and lesson with the chef.

Return back to your hotel after the cooking class.

**Bus Transfer
Tour Guide
Company Visit**

Cultural Visit

**Restaurant
Cultural Visit**

**Bus Transfer
Team building
Activity**



Day 8

Morning

Enjoy breakfast at your hotel

Board bus and depart for **The Standard Bank Centre - Cape Town**

Heerengracht St, Foreshore, Cape Town, 8001, South Africa

Your group will visit the Cape Town offices of The Standard Bank of South Africa and meet key representatives from Africa's biggest banking institution. The Standard Bank provides personal and corporate banking, insurance, financial planning, investment banking, and wealth management services to customers worldwide.

Afternoon

Lunch on your own

After lunch, Board bus and depart for **Igalelo (or substitute a visit in Deloitte)**

401a Woodstock Exchange, 66-68 Albert Road, Woodstock, Cape Town

Your group will have the opportunity to have a round table discussion with entrepreneurial advisors from IGALELO. Hear how technology and the cloud is helping these entrepreneurs grow their business. Their 12-month incubation program leverages social business and inclusive entrepreneurship as powerful tools to address major inequalities and promote social inclusion in the country.

Board bus to go to proceed with your **Philanthropical Visit - Uthando.**

5, 48 2nd Ave, Claremont, Cape Town, 7708, South Africa

This visit and tour will have extensive discussion on South African history, the legacy of Apartheid as well as provide in-depth information on the political, social, economic, cultural and local issues confronting South Africa today. The main focus of this visit is to observe interesting, innovative and inspiring community development projects and meet the incredible people responsible for its successes.

Evening

Board bus to go back to your hotel.

Dinner at **Marco's African Place** (includes non-alcoholic beverages)

15 Rose St, Schotsche Kloof, Cape Town, 8001, South Africa

(7-min walk from your hotel)

Marco's is equally popular among tourists and locals, with a menu including specialties like Zwelethu's Favorite Chicken (simmered with onion and peppers) and the pan-African platter of pan-fried springbok, ostrich and kudu fillets.

**Bus Transfer
Tour Guide
Company Visit**

**Bus Transfer
Company Visit**

**Bus Transfer
Tour Guide
Philanthropical
Visit**

**Bus Transfer
Restaurant**



Day 9

Morning

Enjoy breakfast at your hotel; Check-out of the hotel.

Load luggage into the bus and depart for your cultural visits:

Visit **Iziko Slave Lodge**

Visit **Table Mountain Cableway at Table Mountain National Park**

Visit to **Kirstenbosch Gardens**

After the cultural visits, your bus proceeds to the airport to arrive by 01:45 PM.

Lunch on your own.

Afternoon

Board bus to go to the airport for your flight back to the US via Johannesburg at 04:45 PM

Dinner on your own at the airport

Return flight to the US from Johannesburg - 09:00 PM

ETA in JFK - 06:40 AM

Bus Transfer
Tour Guide
Admissions

Bus Transfer
Air



Optional Activities in JNB or CPT

(participants must pay individually):

Horseback Riding

Novices are welcomed as the horses are rider-friendly and well schooled. Whether you've never ridden a horse or an experienced rider, a horse will be matched to your skill and experience. Knowledgeable guides lead the rides, which are kept at a walk.

Paragliding (only in CPT)

Fully-certified pilots from Cape Town Tandem Paragliding have years of experience and have done thousands of tandem flights. Most flights take place from launch sites on Lion's Head and Signal Hill, giving you a bird's eye view of Cape Town city and her surrounding suburbs and coastline with Table Mountain as the backdrop. Hermanus and Sir Lowry's Pass are two other great launch sites located outside of Cape Town. No experience is necessary. Your pilot will brief you fully on take-off, the flight and landing. Our landing sites are large grassy fields that are free from obstacles and dangers. Flight duration ranges from five to 30 minutes, depending on the weather and wind conditions.

Hiking (CPT)

Table Mountain National Park is the most astonishingly beautiful city centre in the world. It's not a hill, it really is a big mountain - over 1,000m high - and it is blessed with an astonishing biological diversity. It's a world heritage site, and centre of the Cape Floral Region, the smallest and most biodiverse of the six floral regions of the world. You can do an escorted day hike, or opt for a catered or self-catered hike.

Hot Air Ballooning

The most quiet way to fly, hot air ballooning sees you drifting with the wind in whichever direction it blows. The ballooning starts early in the morning before the sun has risen and while the air is still and cool. You get given tea or coffee and rusks or biscuits while you watch the balloon being inflated and then off you go - up into the sky, floating above the world as it creeps out from under its duvet. See the sun gleaming over the mountains and the beauty of a crisp morning as the southern end of Africa wakes up. Feel as free as a bird yourself - and take your friends along, there is space for 4-6 passengers in the basket.

Surfing Lessons (CPT)

Cape Town has a big surf culture with the ocean and its great beaches. These come with a number of surf schools where you can learn how to safely play in the waves, whether you want to do so on a standard surfboard, a boogie board, kite board or some form of paddle boat. Surfing is about catching waves, of course, but there is so much more to it. Surfing is about learning to let go - to ride with the forces of nature.

Zip Line

Built in stunning natural surroundings to strict safety guidelines, you will soar high above the ground feeling an unparalleled feeling of freedom. Stress just simply evaporates and you will arrive at the other end of the line with a renewed zest for an adventurous life!

Individual Medical & Health Insurance

EDU Trips offers travel insurance through a reliable insurance company based in the United States. This coverage is based on a **Group Advantage Standard Plan:**

(0-35 years old. For travelers 36 and older, please email or call your travel manager)

GroupAdvantage Standard Plan (AR850S) Highlights

GroupAdvantage Protection Plan Benefits	Maximum Benefit
Trip Cancellation	Trip Cost*
Occupancy Upgrade	Included
Trip Interruption	150% Of Trip Cost*
Missed Connection	\$1,000
Travel Delay (6 Hours or More)	\$150 Per Day / \$750 Maximum
Accidental Death & Dismemberment	\$25,000
Medical Expense/Emergency Assistance	
Accident and Sickness Medical Expenses	\$50,000
Emergency Medical Evacuation and Repatriation	\$250,000
Political or Security Evacuation	\$25,000
Baggage and Personal Effects	\$2,500
Baggage Delay (More Than 12 Hours)	\$250

The GroupAdvantage Plans provide extensive coverage at low group rates. Some of the coverage highlights are listed below:

- Trip Cancellation or Interruption resulting from Bankruptcy or Default of an airline, cruise line, tour operator or other travel, camp or program provider (other than an organization or firm from whom You purchased Travel Arrangements supplied by others) causing a complete cessation of travel services provided the Bankruptcy or Default occurs more than 14 days following the Effective Date.
 - Coverage for Terrorist Incidents as defined
 - Coverage for Pre-Existing Medical Conditions, provided: 1) the traveler's plan payment is received at or before the final payment for the Trip; 2) the booking for the Trip is the first and only booking for this travel period and destination; and 3) the Insured is not disabled from travel at the time the payment for the Plan is made.

WEATHER in South Africa

March is one of the best months to pack your bags and visit South Africa. Located in the southern hemisphere, South Africa enjoys a warm and sunny climate in March, that's perfect for a holiday with fewer crowds than the peak months. Temperatures are around 22°C (72°F) in March with highs of 27°C (81°F) in the peak of the day. South Africa weather in March is beautifully warm and sunny with up to 12 hours of sunshine per day. There's around 9mm of rainfall over the month which increases to 100mm in Johannesburg. At night, temperatures drop to around 14°C (57°F), which is still mild but you might need a few light layers to stay warm.

Packing list

Carry-On Items:

PASSPORT-DO NOT CHECK-IN YOUR PASSPORTS
Photo
ID/Drivers License
Photocopies of your passport/visa page
Cash/ATM Card/Credit Cards
Health/Travel Insurance Card / Evidence of vaccinations
Prescription Medications
Any over the counter meds you need on a regular basis – esp. motion sickness
Inhalers
Retainers
Glasses/Contacts
Light sweater/hoodie
Cell Phone (extra unlocked cell phone)
Extra set of clothes (Shirt, pants, undergarments, socks)

Clothing:

Undergarments
Socks
Sleepwear
Pants
Shorts
Tops
Business attire for company visits
Footwear:
Comfortable walking shoes
Business attire dress shoes
Sandals/Flip-flops
Outerwear:
Light Sweater/Jacket
Swimsuit
Scarf / Pashmina / Shawl
Raincoat/Rain poncho

Medical Supplies:

Eye Drops
Insect Repellent
Malaria tablets
Advil/Tylenol
Allergy Medicine/Antihistamine
Sinus Pressure Relief
Throat Lozenges
Blister Band-Aids
Airborne
First Aid Kit

Toiletries:

Shampoo/Conditioner/Soap - the hotels provide these too
Hair ties/Rubber bands
Deodorant
Toothbrush/Toothpaste
Dental Floss
Sunscreen
Lip Balm
Hairbrush/Comb
Q-Tips
Facial Pads & Face Wash
Wet Wipes
Makeup & Make Up Remover
Nail Clippers, Nail File (should be checked-in)
Hair Supplies

Other Items:

*If you wear contact lenses, we suggest bringing a pair of eyeglasses with you, just in case your eyes are irritated by the dust
Binoculars
Sunglasses
Extra bag / Small bag for daily use
Camera/Film or photo card
Sunhat / Ball Cap
Headphones for airplane
Books / Magazines
Playing Cards
Laptop/Tablets/MP3 Players
Airplane Activities
Alarm Clock
Watch (responsible for being on time)
Resealable Plastic Bags for toiletries
Phone Chargers/Camera Charger/Other chargers
Universal Adapter
Extension cord
Water Bottle
Umbrella

PACKING TIP:

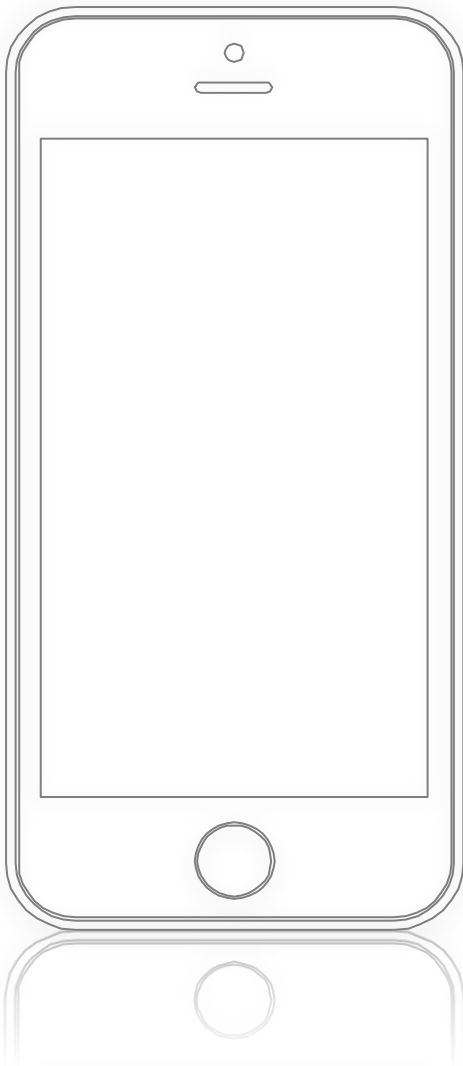
Cross packing your baggage between your party is recommended so if one bag is delayed, that person will still have some belongings while the lost bag is being located. NEVER pack any valuables in your checked luggage to avoid theft.



WhatsApp

STAY CONNECTED

Stay connected with your tour operator and students through Whatsapp messaging. EDU Trips will set up a group message and will be with you every step of the way to ensure a successful, memorable, one of a kind experience



checkmytrip

CheckMyTrip by Amadeus brings all of your trip details together in one master view. Essential for travelers in navigating unfamiliar destinations and maximize the fun. It's easy to use and loaded with trip alerts, planning tools and more to get you safely from door to door.