

NEEDHAM PUBLIC SCHOOLS

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Tuesday, November 22, 2016
Grade 8 Washington DC Trip
RFP# 17SCH120G

ADDENDUM #1

The following is provided in response to questions raised by potential bidders.

Question 1: What is the number of students you expect to attend?

Response: We have estimated 450 students.

Question 2: What are the dates of this trip?

Response: November 6 -- November 9, 2017

Question 3: Is there a preference to stagger the departure time of the buses or will all be leaving at the same time?

Response: No preference, however staggering, might be necessary, due to the number of students and parents.

Question 4: What is the student to staff/chaperone ratio?

Response: 8:1

Question 5: How many security people are needed per floor of the hotel?

Response: Depends on the number of students per floor but it is reasonable to estimate 1-2 people.

Question 6: Is there a specific time for pick up and for drop off?

Response: Early morning for pick up and night for drop off

Question 7: Is there something specific that you would like the children to do for the community service piece, or is that open to our ideas?

Response: Open to ideas

Question 8: Will a presentation be required to parents to introduce/launch the event?

Response: Yes a presentation will be required to introduce the event and perhaps another one once the itinerary is finalized.

Question 9: How many total meals will be required. Is a voucher at a stop on the way there and on the way back acceptable?

Response: 10 meals however a voucher on the way down and on the way back is sufficient, so 8 meals

Question 10: What company did the school use this year for the DC trip and what is the cost per student?

Response: EF Tours, \$850

Question 11: Were scholarships offered by the company used this year, if yes how were those determined?

Response: Yes, 4 scholarships were offered and were determined based on student need.

Question 12: How many scholarships would you need in this RPF?

Response: 20 - 25

Question 13: Is there a minimum star rating requirement for the hotel that is used?

Response: Yes at least a 3 star hotel.

Question 14: The RFP asks for the hotel to be within 30 minutes of the sites, traffic varies in DC depending on the time a day, would it be possible to give a number of miles from one of the sites?

Response: Yes, we will change this requirement to be 20 miles instead of 30 minutes.

Question 15: Can a list of curriculum topics be given to the companies before the trip, so that tour guides can gear their presentation toward that topic?

Response: Yes, we will work with the company awarded that contract to plan this.

Question 16: During the whole group events, do you want meals to be part of that event or is that not necessarily?

Response: Meals are not necessary.

Question 17: Will parents be attending?

Response: No, parents will not be attending

Question 18: Do the motor coaches need to be ADA compliant?

Response: One bus must be ADA compliant.

Question 19: Will a list of the dietary restrictions be provided to the company or will companies have to obtain that information from parents?

Response: The school will handle the dietary restrictions , we would like a variety of food options

Question 20: Would you be interested in trip cancellation insurance for the families?

Response: Yes

Question 21: Are sample menus required for food?

Response: No -- however names of places we might be eating at is helpful for those with allergies