

# UNLV | PURCHASING & CONTRACTS

## ADDENDUM 1 TO REQUEST FOR PROPOSAL NO. 698-CM

**EMBA International Trip: Santiago, Chile, and Buenos Aires, Argentina**  
**University of Nevada, Las Vegas**  
**Purchasing Department**  
**4505 Maryland Parkway**  
**Las Vegas, Nevada 89154-1033**  
**(702) 895-3521**

**Date of Release: April 18<sup>th</sup>, 2017**  
**Date and Hour of RFP Opening: April 27<sup>th</sup>, 2017 at 3:00 p.m.**

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**The following questions were raised and are answered below:**

1. Will the university consider a vendor who provides flights only, as we can prove overall saving and exclusive booking tools for the institution?

**Answer:** No. We will not consider a vendor who can only provide flights.

2. What do you have in mind in terms of cultural experiences/visits? What would you like included in cultural experiences/visits?

**Answer:** We seek historical and culturally significant places of interest that will provide students a well-rounded appreciation of that specific country/culture. We defer to the travel expert to suggest the most relevant and impactful experiences in the region.

3. What specifically are you looking for when you indicate business visits? What is your definition of business visits? How long do you want these business visits to be on 11/27/17, 11/29/17 and 11/30/17?

**Answer:** We are looking for business visits in international, national and regional operations to have a better understanding of the unique challenges and opportunities that arise. We expect to meet with high-level executives who can share the business' strategy, vision, opportunities and challenges and speak candidly on a level appropriate for Executive MBA students. The best business visits include interactive tours of facilities and valuable Q&A sessions with the speakers. Typically these visits are anywhere from 2 to 4 hours in length.

4. As far as English speaking full-time tour guides, in addition to assuming that English speaking guides are included in all scheduled group activities, what are the expectations for English speaking full-time guides outside of those activities?

**Answer:** The tour guide is expected to be present for the entirety of the planned activities, both cultural and business tours. In addition, they are expected to greet the

group at the airport, be present on all bus rides, is there to assist with hotel check-in, assist with all planned meals, provide additional insight to the country and culture, assist administration with any logistical troubleshooting and ensure a safe transfer to the airport at the end of the trip. The tour guide is essentially an on the ground partner with the administrative team to ensure a safe, enriching and seamless experience for the students.

5. On 11/26/17, there is an all-day cultural experience request for Santiago Chile. When you say all day, are there any specific hours you would like this to be? Also, there is a 11/30/17, afternoon cultural experience, what hours would like this to be?

**Answer:** Again, we defer to the expertise of the travel team to make the most appropriate suggestions for these windows. Historically, all day can mean from 8:00am to 6:00pm and an afternoon could be 1:00pm to 6:00pm. But we expect that our travel partner will guide us in selecting activities and time frames that provide the most educational and culturally enriching itinerary for Executive MBA students.

**ALL OTHER TERMS, CONDITIONS AND SPECIFICATIONS OF THIS REQUEST FOR PROPOSAL REMAIN THE SAME.**