

Financial Services
Mrs. Judith M. Marte, Chief Financial Officer

**SUBJECT: AWARD REQUEST FOR PROPOSALS NO. RFP-14-021-MT –
TRAVEL AGENCY SERVICES**

COMMITTEE: FISCAL ACCOUNTABILITY

**LINK TO STRATEGIC
FRAMEWORK: FINANCIAL EFFICIENCY/STABILITY**

Request For Proposals No. RFP-14-021-MT – TRAVEL AGENCY SERVICES, is seeking to select a firm(s) to provide qualified and experienced travel agency services for District staff and/or student travel event services, for The School Board of Miami-Dade County, Florida. The term of the RFP shall be for a three (3) year, initial term and two (2) one year options to renew, at the District's sole discretion.

A meeting of the Selection Committee was held on February 5, 2015, to evaluate the three (3) proposals received from Close Up Foundation, Business Travel Advisors, and EF Cultural Travel, Ltd and its affiliate, EF Institute for Cultural Exchange, Inc. Proposers had the option to respond to provide (a) District staff travel or (b) Student travel event services or both. Within the RFP, specifically the Student travel event services, each Proposer was asked to commit to provide up to forty (40) scholarships for student travel per year.

In the event District and/or school site staff may require additional travel arrangements not covered by the terms of the RFP, these departments may work with Procurement Management Services to solicit additional and more cost-effective travel options.

RECOMMENDED: That The School Board of Miami-Dade County, Florida, **AWARD** Request For Proposals No. RFP-14-021-MT– TRAVEL AGENCY SERVICES, to provide qualified and experienced travel agency services for District staff and/or student travel event services, during the term of the RFP, effective March 18, 2015, through March 17, 2018, including the above-referenced contract options to renew for two (2) one year periods, as follows:

1. CLOSE UP FOUNDATION
1330 BRADDOCK PLACE, SUITE 400
ALEXANDRIA, VA 22314
OWNER/OFFICER: ERIC ADYDAN

**Awarded Student Travel Services, Out-Of-State,
Washington, D.C. Area Only**

Transaction pricing as follows:

- a. Student Travel Event Services
 - i. Washington, DC High School Programs, Range from 4 days/3 nights to 10 days/9 nights @ \$1,470 to \$3,200.
 - ii. Washington, DC Middle School Programs, Range from 4 days/3 nights to 9 days/8 nights @ \$1,470 to \$3,000.

2. BUSINESS TRAVEL ADVISORS
8095 N.W. 12 STREET, SUITE 316
DORAL, FLORIDA 33126
OWNER/OFFICER: SERGIO L. BARRERA

**Awarded District Staff Travel and Student Travel Services,
In-State and Out-Of-State, Excluding Washington, D.C. Area**

Transaction pricing as follows:

- a. District Staff Travel @ \$35 per transaction
- b. Student Travel Event Services
 - i. Trip with 1-10 participants @ \$35 per transaction.
 - ii. Trip with 11-20 participants @ \$32.50 per transaction.
 - iii. Trip with 21 or more participants @ \$30 per transaction.

3. EF CULTURAL TRAVEL, LTD AND ITS AFFILIATE
EF INSTITUTE FOR CULTURAL EXCHANGE, INC.
8 EDUCATION STREET
CAMBRIDGE, MA 02141
OWNER/OFFICER: ALINA PUENTES

Awarded Student Travel Event Services, Overseas Travel Only

Transaction pricing as follows:

- a. Student Travel Event Services - scholarships will be provided annually for up to forty (40) students. Also, the pricing is determined per each tour package and current market conditions. Each tour package is comprised of the following approximate breakdown of costs:
- i. Transportation costs – 45%.
 - ii. Hotel costs – 20%.
 - iii. Meal/activities – 20%.
 - iv. Local guides/tours – 15%.

JMM/mh