DATE: August 28, 2003

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

SUBJECT: CONTRACTS/GRANTS
Authorization to Contract with Discount Travel/Sunlight Travel to Offer a Study Abroad Program in Vietnam, Winter Break 2003/2004
(Resolution No. 030828-B5)

BACKGROUND INFORMATION:

The Board of Trustees adopted Resolution No. 000622-B27 to request proposals from qualified contractors to provide the necessary transportation and on-site logistical services associated with a Study Abroad Program for a Winter Break 2000/2001 in Vietnam.

On June 26, 2000, A Request for Proposal, City College of San Francisco International Education Program, “Winter Break in Vietnam 2000/2001” was mailed to agencies which specialize in travel services to Vietnam. The closing date for receipt of proposals was July 26, 2000. Two proposals were received, one from Discount Travel and one from Sunlight Travel. The Board of Trustees adopted Resolution No. 000831-B34, authorizing a contract with Discount Travel to offer a Study Abroad Program in Vietnam during Winter Break, 2000/2001. The Board of Trustees also adopted Resolution No. 010830-16, authorizing and giving approval to contract with Discount Travel for a Winter Break, 2002/2003 Study Abroad Program in Vietnam.

Due to the reduction in travel abroad by U.S. citizens after the tragedy of September 11, Discount Travel chose to partner with Sunlight Travel. Based upon the criteria of our requirements and Discount Travel’s/Sunlight Travel’s prices and policies, our faculty and staff’s experience working with Discount Travel on the 2000/2001 and 2001/2002 programs, and the positive student evaluations, we are now requesting to renew our contract with the firm of Discount Travel/Sunlight Travel to provide the necessary travel arrangements for a “Winter Break in Vietnam, 2003/2004” program.
Discount Travel/Sunlight Travel’s proposed program prices are as follows:

<table>
<thead>
<tr>
<th>No. of Students</th>
<th>Program Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>15-19</td>
<td>$2850</td>
</tr>
<tr>
<td>20-25</td>
<td>$2750</td>
</tr>
<tr>
<td>26-29</td>
<td>$2700</td>
</tr>
<tr>
<td>30 or more students</td>
<td>$2700</td>
</tr>
</tbody>
</table>

The program will offer transferable credit in Asian American Studies. The costs of the program will be borne by the students. The District shall not expend any funds for transportation, housing, meals or incidentals.

Discount Travel/ Sunlight Travel has insurance coverage of $1 million for general liability, errors and omissions issued by State Farm insurance Co., Inc., General Insurance Brokers. City College of San Francisco will be listed as an additional insured on the policy.

Discount Travel/Sunlight Travel will work closely with the Financial Aid Office at CCSF and make special efforts to adjust payment dates according to financial aid disbursement dates for those students who have successfully applied for financial aid. Discount Travel/Sunlight Travel will also work with the college to explore options that would afford low-income students the opportunity to actively participate in study abroad programs.

Students who meet the academic and financial criteria are eligible for both state and federal financial aid while participating in a CCSF study abroad program.

RECOMMENDATION:

RESOLVED: That authorization be hereby given to contract with Discount Travel/Sunlight Travel for logistical and program arrangements to and within Vietnam, in connection with a credit program, from December 26, 2003 and January 11, 2004, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration, and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Originator: Joanne Low