DATE: September 26, 2002

TO: Board of Trustees

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

Subject: CONTRACT
Authorization to Contract with Kristensen International Travel and Tours, Ltd. (KITT) to Offer a Study Abroad Program in Oaxaca, Mexico, Summer 2003 (Resolution No. 020926 – B12)

BACKGROUND INFORMATION:

Kristensen International Travel and Tours, LTD (KITT) has been successfully providing City College of San Francisco with services for our Study Abroad Program in Oaxaca, Mexico for nine (9) consecutive summer sessions. KITT consistently receives excellent evaluations from CCSF students and faculty participating in this Study Abroad Program.

KITT is now proposing their services for summer 2003 for the period from June 28 to July 22, 2003. Cost per student, which includes R/T airfare between San Francisco and Oaxaca, instruction, housing, one meal per day, student activities, ground transportation and health and accident insurance is $1940, based on a minimum of 15 students.

KITT 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.

Based upon the criteria of our requirements and KITT’s prices and policies, and our past experience with them from 1994 - 2002, we are now requesting to contract with the firm of KITT to provide the necessary travel arrangements for a “Summer in Oaxaca, Mexico, 2003” program.

This program will offer credit courses in Spanish. The costs of these programs are to be borne by the students. The District shall not expend any funds for transportation, housing, meals or incidentals.
RECOMMENDATION:

RESOLVED: That authorization is hereby given to contract with KITT for logistical and program arrangements to and within Oaxaca, Mexico in connection with a credit program from June 28 to July 22, 2003, 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.

Joanne Low, Originator