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ADDENDUM I
RFQ #1356
WILLIAMSON COUNTY SCHOOLS
GROUP TRAVEL SERVICES

The following information is provided as additional and clarifying information to RFQ #1356. We received a question regarding section 2 – F of the RFQ document. Our normal practice is to release this information to all bidders.

Question: Help us understand the intent of the prompt in section 2 – F, so we can properly address it in our submission. Describe the professional development provided to staff who will serve as the group leader for a trip, and who have been approved by the Superintendent to serve in this capacity. The district limits travel to designated training locations within the United States, unless the company has obtained written approval from the Superintendent to permit training abroad.

Answer:

1. Professional Development Requirement:

- a. The company must describe the **type, scope, and quality** of training it offers to staff who will lead student trips. This is related to tour directors who will be accompanying the group throughout their travel.
- b. This training should prepare group leaders to manage logistics, ensure student safety, handle emergencies, and facilitate educational experiences during the trip.
- c. Site inspections may be required of school employees prior to a trip (Rose Bowl, etc....).

2. Superintendent Approval:

- a. Only staff members who have received **explicit approval from the Superintendent** are eligible to serve as group leaders.
- b. This ensures that the district maintains oversight and quality control over who is entrusted with student supervision.
- c. This all takes place at the district level.

3. Training Location Restrictions:

- a. The district **limits training to locations within the United States**.
- b. If the company wishes to conduct training **outside the U.S.**, it must first obtain **written approval from the Superintendent**.
- c. This policy exists to manage costs, ensure accessibility, and maintain alignment with district standards.