

April 20, 2026

ADDENDUM NO. 3

PROPOSAL FOR FURNISHING ALL-INCLUSIVE ROUND-TRIP TRAVEL PACKAGES FOR THE UNIVERSITY OF LOUISIANA AT LAFAYETTE ALL-INCLUSIVE GUIDED TOUR SERVICES FOR A 5 DAY TRIP TO SAN ANTONIO, AUSTIN, AND HOUSTON, TEXAS FOR THE UNIVERSITY OF LOUISIANA AT LAFAYETTE CAMPUS IN LAFAYETTE, LOUISIANA (JUNE 1-5, 2026).

Due Thursday, April 23, 2026 11:00AM Solicitation No. 26024

The following clauses/alterations shall be made part of the original specifications as though issued at the same time and shall be incorporated integrally therewith.

Item No. 1. – Response to vendor question:

| Vendor question: | Department response: |
|--|---|
| <p>Question 1: 1. The Immersive - STEM Experience (Jun 3rd) has a capacity limitation (fire code) and is unable to accommodate the full group at one time. Is it possible to select an alternate venue that can accommodate such a large group or remove from the itinerary?</p> | <p>What is the capacity for the venue? Please select and share an alternate venue to accommodate the group. The alternate venue must accommodate similar activities as to the current venue, making sure there is an emphasis on STEM (Science, Technology, Engineering, and Math).</p> |
| <p>Question 2: Course Leader: 2. Course Leader a. what is his/her job description and expectations? b. Will the Course Leader coordinate and facilitate the on-site visits? Such as making contact to schedule the student visit/tours. Univ of Texas San Antonio (6/2); Univ of Texas Austin (6/3); Texas Southern Univ (6/4); Rice Univ (6/4) c. Is the contractor responsible to identify a course leader and to hire him/her? Or is the course leader provided by the university and the contractor is responsible to pay for his/her time? How does contractor know how much to pay the course leader?</p> | <p>a. This Course Leader is the professional tour guide. They assist with the logistics and manage the group. They provide an educational and cultural experience for the group. They manage emergencies and are on call. b. Yes, they will coordinate and facilitate the on-site visits and hotel accommodations. c. The contractor is responsible for identifying/hiring the course leader. The course leader is not provided or employed by the university. Compensation for the course leader is determined by the contractor and submitted within the bid.</p> |

For questions related to bidding these projects, please contact the UL Lafayette Purchasing Department at BidQuestions@louisiana.edu or 337.482.1078.

Business hours are: Mon-Thu 7:30am – 5:00pm CST (lunch 11:45-12:30); Fri 7:30am -12:30pm.

ACKNOWLEDGEMENT: ACKNOWLEDGEMENT: If you have already submitted your bid, and this Addendum creates a need to revise your bid, you must indicate any change(s) below, identify your business name and sign where shown. Revisions shall be



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submitted/delivered PRIOR to bid due date and time, by email. Bid revisions received after bid due date and time cannot be considered, whereupon the bidder must either honor or withdraw its original bid. If you have already submitted your bid and this addendum does not cause you to revise your bid, acknowledge receipt of this addendum by signing below and returning it to the Purchasing Department prior to bid due date.

Kristi Montet, CPPB
Director for Procurement and Travel
University of Louisiana at Lafayette
Department of Purchasing

Firm Name: _____ **Signature:** _____