**Exhibit A**

**UO Jazz Ensemble Europe Tour July 2014**

**229000-0007-RFQ**

1. **Scope of Work:** Contractor will make all travel arrangements for a group consisting of at least 20 students and 2 faculty members. Arrangements should cover from the time they arrive at the Eugene Airport, until the time they return to the Eugene Airport. Travel arrangements will include flights, chartered bus ground transportation, guided tours, entrance fees, hotel reservations, and a multi-lingual tour escort that will remain with the group for the duration of the trip.

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| **Itinerary** | | |
| **Day** | **Date** | **Description** |
| 1 | July 9, 2014 | Depart on overnight flight(s) to Lyon. |
| 2 | July 10, 2014 | Lyon: Upon arrival in Lyon, take a short tour of Lyon; then travel south and check in at the hotel in Vienne. |
| 3 | July 11, 2014 | Vienne: Morning enjoy a short walking tour of Vienne to get familiar with the area. Following an afternoon sound check and performance at the festival, enjoy dinner at the festival and tickets to the Main Stage. |
| 4 | July 12, 2014 | Depart for Montreux after breakfast at the hotel. Check in to hotel. Independent sightseeing in afternoon/evening. |
| 5 | July 13, 2014 | Montreux: Participate in the Montreux Jazz Festival (pending acceptance), giving performances at Vernex Stage. Tickets to see the Jazz Greats at the Petit Palace and jam late into the night. |
| 6 | July 14, 2014 | Travel to Turin, check into hotel. Possible performance. (This stop could be replaced with La Spezia to play at the La Spezia Jazz Festival) |
| 7 | July 15, 2014 | Travel to Perugia. Check into hotel, and check in with Umbria Jazz Festival organizers. Performance at the Umbria Jazz Festival pending acceptance. |
| 8 | July 16, 2014 | Perugia: Independent sightseeing during the day to explore the town of Perugia. Evening performance at the Umbria Jazz festival. |
| 9 | July 17, 2014 | Travel to Rome. Check into hotel, then enjoy a sight-seeing tour of Roman sites. |
| 10 | July 18, 2014 | Rome: Enjoy a free day to visit the Vatican, St. Peters Cathedral, the Coliseum, Roman Forum and the beautiful fountains scattered throughout the seven hills of Rome. |
| 11 | July 19, 2014 | Depart for U.S.: Depart for Rome Airport and return flight home. |

**Additional Requirements:**

1. Airline Tickets: Round-trip non-refundable group excursion airfare from Eugene-Lyon and from Rome-Eugene, with one checked bag per person. All meals and headsets should be included in the price of the tickets.
2. Travel Fees and Taxes: The trip costs should include all USA departure taxes, fuel service charge customs, agriculture and security fees, and taxes and service fees for all hotels and included meals (excludes lunches and dinners).
3. Hotel: 9 nights hotel accommodations in 3 star tourist class hotels, all rooms with private bathroom (including shower) facilities. Based on triples and quads. Continental breakfast should be included at each hotel.
4. Meals: Continental breakfast daily at hotel consisting of at least tea, coffee, hot chocolate, milk, breads and rolls, jams, butter. Lunch and dinner are not provided.
5. Ground Transportation: Airport transfer and touring on private motor coach throughout.
6. Sight-Seeing: Contractor should arrange all sight-seeing tours listed in the itinerary above. All sightseeing and entrance fees should be included in the cost of the trip.
7. Assistance with venue arrangements in the various cities. Venue arrangements will include registering for festivals, booking performances at local venues, and booking all guided sightseeing arrangements.
8. Guide Service: Multi-lingual tour escort for the duration of the trip.
9. Accessories: Luggage tag and nylon neck wallet for passport, money, etc. per person.

***Does Not Include:*** *Passport, visa (if needed), porterage, insurance, lunches and dinners, independent sightseeing, items of personal nature such as telephone calls, laundry, hotel amenities such as mini bar, room service, pay channels, etc., tips to driver and tour escort (the usual tip to be considered is $3.00 US per day per person for the driver; local guides do not need to be tipped unless they did something extra and special for group or person), excess baggage charged by airline for Europe you are charged for your 2nd checked bag,, and for cargo shipping, overage in weight, size or number of checked bags, customs or import fees or duties, etc., or any other charges/fees requested by airlines or countries due to import or export regulations.*

1. **Submittals:**  Contractors submittals must include the following:
   1. Business name, address, telephone number and email.
   2. Provide a detailed itinerary with pricing, including all sightseeing tours and entrance fees.
   3. Provide information regarding the hotels that will be used during the trip, including name, star rating, accommodation type (shared bathrooms, amenities, etc.).
   4. Provide detailed information regarding the charter bus company to be used during the trip.
   5. Provide information regarding the multi-lingual tour escort, including resume, job experience, languages, etc.
   6. Provide at least three references from other music school groups, along with contact information (name, address, telephone number and email address) for each reference.