

We received the bids for the Tour of Washington, DC trip and have chosen GCCE based on important criterion that were left out of the lowest price bid. The missing criteria are as follows:

- Price fluctuation based on number of students, raising the price to \$770/ 42 students (Kelly Tours)
- If the number of students goes down, the price will increase with Kelly Tours but will remain the same with GCCE
- Exclusion of gratuities, raising the price by an additional \$24 per student (Kelly Tours)
- Exclusion of complimentary teacher rooms & travel for one adult per 10 students in the written bid, currently 4 teachers (Kelly Tours)
- GCCE has offered to scholarship the cost of the trip for five students
- GCCE's price includes a Washington, DC t-shirt

Georgia Center for Civic Engagement is a local non-profit entity and their price is well within the policy that allows for a 5% difference. We are confident in our decision and look forward to working with GCCE.

	Kelly Tours	GCCE
Bid rate	\$790 per student/under 50 students	\$945 regardless of number
Differences in bid	No gratuities included/estimated at \$24 dollars per student	Gratuity included
Scholarships	No scholarships included	5 scholarship students included
Total rate	\$ 814 per student/42 students	\$945 per student/42 students- 5 scholarships= 37 students
Trip Price Calculation	42 x \$814= \$34,188	37 x 945= \$34,965

Mary 10/2/19