TUSD

Purchasing Department
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May 2, 2014

To Whom It May Concern:

This package contains the Board Agenda Item for award of **RFP 15-26-19 Travel Agency Services**. Information within the RFPs and best and final offers should remain **Confidential** until Governing Board award. This is in compliance with Arizona Administrative Code R7-2-1045-B, which states:

> RFPs shall be opened publicly at the time and place designated in the request for proposals in the presence of witnesses. The name of each offeror shall be publicly read and recorded, which record shall be retained by the school district. All other information contained in the RFPs shall be confidential so as to avoid disclosure of contents prejudicial to competing offerors during the process of negotiation. RFPs and modifications shall be shown only to school district personnel having a legitimate interest in them or persons assisting the school district in evaluation.

If you have questions, please contact Kevin Startt, Director of Purchasing, at 225-6080.