



December 4, 2013

Addendum 1

RFP 7537380

Travel Management Services – MPA-151

Closing Date and Time: December 19, 2013, 10:00 AM EST

Answers to Questions submitted by the deadline are included below as Attachment 1 .

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Interdepartmental Project Manager

Attachment 1

RFP# 7537380, Travel Management Services- Answers to Submitted Questions

Question 1. Does the RFP require the contractor process State hotel payments against each department's ghost card as a 3rd party billing payment to the hotel (hotels require individual form and copy of ghost card)?

Answer 1. For **State Employee Domestic Travel**, in most cases, the travel ghost card is used strictly to hold the reservation. When a State Employee is traveling, they must bring a State Hotel Card with them to charge the hotel fees upon arrival; these are kept in the individual agencies and are signed out by the traveler upon departure. In the cases where the hotel is being booked for someone other than a State Employee, we may request the travel agent to arrange for payment using the ghost travel card. This is only allowed on pre-selected cards (for example, the Attorney General's Office for incoming witnesses.)

For the **University of Rhode Island Domestic and International** travel, travelers either use their own Pcard or use their own personal credit card and get reimbursed for hotel payments. URI does not use departmental ghost cards for hotel payments.

Question 2. If no to Question 1, does the traveler "sign" a ghost card out per department per trip?

Answer 2. For State Employee Domestic Travel, ghost cards are never used by travelers. State Hotel Cards are signed out/in by the State employee each time they travel.

Question 3. Does the State utilize an on-line booking tool with the current Travel Management Company? If yes, which on-line booking tool?

Answer 3. Yes, Concur (formerly Cliqbook).

Question 4. Has the State executed a separate auto rental RFP in the last 5 years?

Answer 4. No

Question 5. Are car rental payments billed as a direct bill to the “preferred” car rental agency?

Answer 5. For **State Employee Domestic Travel**, yes.

University of Rhode Island prefers first the car rental be paid by the traveler’s Pcard. If the traveler doesn’t have the Pcard then the Travelers can request to be direct billed.

Question 6. Have the State of RI and URI Athletics been satisfied with the present Travel Management Company’s services?

Answer 6. Short’s Travel Management is the current provider. No complaints have been filed with State Purchasing.

Question 7. RE: Attorney General Scenario #1 – Is the mother traveling also? So that we can provide an accurate outbound and return itinerary; how many days will she be in Rhode Island?

Answer 7. Yes, her mother is traveling with her. It is a one-day trial; no overnight stay.

Question 8. RE: Attorney General Scenario #2. - At what time can we assume that he will be done with his testimony?

Answer 8. 5:00 PM EST

Question 9. RE: Attorney General Scenario #3. - Do they want an initial round-trip itinerary/fare and then a new itinerary with a change of return flights?

Answer 9. Yes, price both the original itinerary and the revised itinerary.

Question 10. RE: Sheriff Department Scenario #2. - Where, in Texas, do they need to fly? Do they want an initial round-trip itinerary and then another with a change of return?

Answer 10. Austin. Yes, price both the original itinerary and the revised itinerary.

Question 11. RE: URI Team Travel Scenario #1 – Since the University will not have the final dates until two weeks prior to travel, should we use hypothetical dates to quote airfare, transportation and lodging?

Answer 11. Yes, but still using the requirements listed in the scenario. Actual dates of competition will not be known until the Sunday before, and actual competition date may be the following Wed, Thurs or Friday. If the team loses before the championship game on Sunday, it will to return to campus the next day.

Question 12. RE: URI Team Travel Scenario #2 and #3 are for past date travel. In an effort to provide the most effective itinerary and lowest trip cost, is it possible to obtain dates for future travel/ trips? Trip costs are determined by advance purchase and airline availability. It is difficult to provide an effective group itinerary and lowest cost for past date travel.

Answer 12. Use any dates for a Friday – Sunday scenario with the travel cities staying the same, St Louis, MO on Friday and game in Charlotte, NC on Sunday.