



**State of Rhode Island  
Department of Administration / Division of Purchases  
One Capitol Hill, Providence, Rhode Island 02908-5855  
Tel: (401) 574-8100 Fax: (401) 574-8387**

<b>ADDENDUM # 1</b>
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**10/27/15**

**Solicitation RFQ #7549983**

***Title: Travel Management Services (MPA 151) Multi Agency***

**Submission Deadline: November 6, 2015 @ 11:00 am (ET)**

**Per the issuance of ADDENDUM #1 the following are noted:**

***Vendor Questions: (attached)***

*Interested Parties should monitor this website on a regular basis, for any additional information that may be posted.*

**Gary P. Mosca  
Senior Buyer**



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Department of Administration  
DIVISION OF PURCHASES  
One Capitol Hill  
Providence, RI 02908-5855

Tel: (401) 574-8100  
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www.purchasing.ri.gov

RFP #7549983  
Vendor Questions:

1. In section 3B., there is mention of URI athletic department spend of \$2,000,000.00. Is there documentation available that breaks down the total air spend in an athletic year, group and individual, by sport etc.

**Response: There are no reports that can break out air travel only. The report attached represents the total travel. The travel amount includes not just air and agency fees but hotels, ground transportation, meals, rental cars, mileage, taxi and shuttle services and other travel expenses.**

2. The RFP states that in most cases the travel ghost card is used to hold and guarantee hotel reservations. Do travelers use their own card or a state issued Card for actual payment of these fees?

**Response: The State utilizes travel "ghost" cards to hold and guarantee rooms. The State utilizes physical department "Hotel" cards that the traveler logs out from the agency before traveling. However, we have had an increased number of issues regarding hotel policies which require the traveler's name to be on the card. We are open to best practice suggestions. However, we do not wish individual travelers to expend their own funds and request reimbursement.**

3. Same question for cars – Does the state use a direct bill car rental agency or do travelers use their own credit card for payment? Has the state executed a separate car rental RFP in the last 7 years?

**Response: The State has a direct bill agreement with Enterprise/National. If for any reason Enterprise or National is not available, the traveler can either utilize a State credit card (or personal funds if the State card is not available) – these occurrences are few. The State does not issue a separate RFP for car rental services.**

4. Has the state been satisfied with the current Travel Management Company?

**Response: All questions must pertain to the scope of services described within the solicitation, thus this question is not relevant and will not be answered.**

5. Does the State have local hotel contracts with direct billing methods?

**Response: No**

6. As far as the online booking product, do the State, CCRI, RIC and URI each have separate on-line sites or is it one site departmentalized?

**Response: The State and URI each have their own site – CCRI and RIC do not currently use an on-line site but the ability to do so in the future must be available.**

7. Scenario 1: What time is the trial on 12/1? There is not an early AM arrival on 12/1 to arrive for an AM trial possibly forcing an overnight stay.

**Response: 9:00 AM**

8. Scenario 2&3: Are we to address lodging needs for these 2 scenarios?

**Response: If overnight stay is required, please address lodging requirements.**

**End.**

**University of Rhode Island  
 Analysis of Team Travel by Sport FY15**

Baseball	Men's Basketball	Football	Men's Golf	Men's Soccer	Men's Track & Field	Women's BB	Women's Rowing	Women's Soccer	Softball	Women's Swimming and Diving	Women's Tennis	Women's Track and Field	Women's Volleyball	Total
\$ 232,787	\$ 532,395	\$ 436,916	\$ 40,281	\$ 116,123	\$ 103,213	\$ 261,962	\$ 98,747	\$ 140,959	\$ 115,835	\$ 71,151	\$ 36,478	\$ 94,450	\$ 122,764	\$ 2,404,062

- Team Travel Includes:**  
 Air (Team and Charter) - From Travel Agency  
 Ground Transportation  
 Hotel  
 Meal Per diem and Team Meals  
 Rental Cars  
 Mileage  
 Taxi and Shuttle Services  
 Other