



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

Solicitation

NUMBER
TRAVEL13

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
ALAN CUMMINGS
304-558-2402

RFQ COPY
 TYPE NAME/ADDRESS HERE

BIDDOR

SHIP TO

ALL STATE AGENCIES
 AND POLITICAL SUBDIVISIONS
 VARIOUS LOCALES AS INDICATED
 BY ORDER

DATE PRINTED
06/07/2013

BID OPENING DATE: 06/13/2013 BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 01						
ISSUED TO DISTRIBUTE PRE-BID SIGN-IN SHEETS, VENDOR QUESTIONS AND AGENCY RESPONSES. BID OPENING DATE AND TIME REMAIN UNCHANGED AS 06/13/13 AT 1:30 P.M.						
0001	1	JB		962-87-01-000		
SERVICE: TRAVEL MANAGEMENT						
***** THIS IS THE END OF RFQ TRAVEL13 ***** TOTAL:						

SIGNATURE		TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE	

WHEN RESPONDING TO SOLICITATION, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

SOLICITATION NUMBER: Travel13
Addendum Number: 1

The purpose of this addendum is to modify the solicitation identified as ("Solicitation") to reflect the change(s) identified and described below.

Applicable Addendum Category:

- Modify bid opening date and time
- Modify specifications of product or service being sought
- Attachment of vendor questions and responses
- Attachment of pre-bid sign-in sheet
- Correction of error
- Other

Description of Modification to Solicitation:

ISSUED TO DISTRIBUTE PRE-BID SIGN-IN SHEETS, VENDOR QUESTIONS AND AGENCY RESPONSES. BID OPENING DATE AND TIME REMAIN UNCHANGED AS 06/13/13 AT 1:30 P.M.

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

ATTACHMENT A

Addendum No. 01
Travel 13 RPF
Vendor Questions and Agency Responses

Question:

1. Can you provide the Travel 13 Solicitation in a word document if available for bidder response purposes? If the entire document isn't available Attachment A is desired.

Response:

This information has been provided in the form of a word document as an attachment to the purchasing bulletin and can be accessed at the following link:

<http://www.state.wv.us/admin/purchase/newbul.htm>

Question:

2. What percent of your air volume was on Southwest Airlines?

Response:

3%

Question:

3. What GDS are you using today through your current provider?

Response:

United Apollo

Question:

4. Do you have an online adoption goal?

Response:

Yes, 100%.

Question:

5. Do you require and or have in place an automated pre-trip approval process? Is this process a hard stop or a passive approval?

Response:

No

Question:

6. What is the value of your existing unused ticket bank – both in dollars and number of tickets?

Response:

\$115,603.07, 270 Tickets

Question:

7. What preferred airline agreements/contracts/discounts does the State of West Virginia currently have in place?

Response:
Delta's Sky Bonus

Question:
8. Please describe your current service configuration model, onsite agents or centralized call center. How many agents support the current travel program?

Response:
Our current service configuration model utilizes a centralized call center with 7 agents.

Question:
9. What is the number one criteria looking for in travel management company?

Response:
Excellent service.

Question:
10. On page 35. 4.3.2 Eligibility of Vendor. Item i. asks vendor to list the number of corporate accounts with annual air volume exceeding \$500 million. Only a few multi-national corporations would have such a high volume. Please clarify if this is the correct figure, and if so, why the volume is 100 times larger than the volume for the State.

Response:
Specifications are changed to read: List the number of corporate accounts with annual air volume exceeding \$5 million.

Question
11. West Virginia University is the largest of State agencies, and they have their own travel management contracts. Under the WVU contract, vendors are also required to provide an online booking solution. It appears their air volume has been included in the estimate of air volume under this contract. Has WVU indicated they will use the State-wide contract or will they continue to have their own contract? If a vendor currently holds a contract for WVU and provides them their own booking tool, will the vendor then need to provide two customized booking tools, one for WVU and one for other State agencies?

Response:
WVU still participates in the state-wide contract; we are only interested in one booking tool. As we move forward with the E-Travel system implementation all agencies will be required to use the system, even Higher Ed. This solicitation is available or use by all state agencies.

Question:

12. Page 42, 4.4.95 Item b. "The system should have the ability to integrate with the state's expense management tool to facilitate pre-trip approvals of the proposed itinerary. Some agencies require travelers to obtain multiple levels of approval for a trip in advance of the final booking." The State currently uses True Expense as it's expense management tool. In order to fulfill the requirements of this contract and propose a booking tool that integrates with True Expense, vendors would need to know if this system will be the same during the life of the contract. There is a concern that should the State implement another expense management tool, the cost to integrate the booking tool with another system will escalate the costs and are difficult to predict. Should there be a "change clause" with a re-pricing of integration should the State migrate to a different expense management tool during the contract?

Response:

We currently use True Expense and cannot predict future system changes. Bidders should consider the system migration requirements and compatibility with current State systems only in their bid response.

Question:

13. Is it possible for bidders to receive an electronic version of the Solicitation?

Response:

See Question 1 response.

PRE-BID CONFERENCE
SIGN IN SHEET

Request for Quotation Number:

TRAVEL13

Date:

6/04/13 10:00 A.M.

Project Description:

Travel Management Services

PLEASE PRINT LEGIBLY. THIS INFORMATION IS ESSENTIAL TO CONTACT THE ATTENDEES IN A TIMELY MANNER. FAILURE TO DO SO MAY RESULT IN DELAYS IN YOUR COMPANY GETTING IMPORTANT BID INFORMATION.

Firm Name:	NATIONAL TRAVEL
Firm Address:	707 Va St CHARLESTON WV
Representative Attending:	Ted Lawson
Phone Number:	304 357 0801
Fax Number:	304 343 5059
Email Address:	TED.LAWSON@NATIONALTRAVEL.COM

Firm Name:	WV Purchasing Division
Firm Address:	
Representative Attending:	Crystal Rink
Phone Number:	
Fax Number:	
Email Address:	

Firm Name:	National Travel
Firm Address:	707 Virginia St E Charleston WV 25301
Representative Attending:	Ann Hoskins
Phone Number:	304 357 0801
Fax Number:	304 343 5059
Email Address:	ahoskins@nationaltravel.com

Firm Name:	SHORTS TRAVEL MANAGEMENT
Firm Address:	7815 Floyd Street Overland Park, KS 66204
Representative Attending:	Megan Howard
Phone Number:	913-220-2730
Fax Number:	913-831-1405
Email Address:	mhoward@shortstravel.com

Firm Name:	WV State Purchasing Division
Firm Address:	2019 Washington St. East
Representative Attending:	Laura Hooper
Phone Number:	
Fax Number:	
Email Address:	

Firm Name:	
Firm Address:	
Representative Attending:	
Phone Number:	
Fax Number:	
Email Address:	

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: Travel13

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

- | | |
|---|--|
| <input type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Company

Authorized Signature

Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.

Revised 6/8/2012