



MARTIN O'MALLEY
Governor

ANTHONY BROWN
Lieutenant Governor

T. ELOISE FOSTER
Secretary

DAVID C. ROMANS
Deputy Secretary

**Amendment #2 to Request for Proposals (RFP)
Travel Services for the State of Maryland
Solicitation No. 050B980007
April 6, 2009**

This Amendment is being issued to amend and clarify certain information contained in the above named RFP. All information contained herein is binding on all Offerors who respond to this RFP. Specific parts of the RFP have been amended. The following changes/additions are listed below; new language has been double underlined and marked in bold (ex. **new language**) and language deleted has been marked with a strikethrough (ex. ~~language deleted~~).

1. Revise RFP Section 1.2 (Abbreviations and Definitions) on page 6 as follows:

- x. **Special Travel Services – any special accommodations that may be required to address the Governor’s security detail**

2. Revise Section 2.2 (Proof the Minimum Qualifications have been Met) on page 14 as follows:

- a. Each offeror shall submit an appointment certification in its name from each of the following:

- Airline Reporting Corporation (ARC)
- International Air Travel Agent (IATAN)

- b. Each offeror shall submit a current letter of good standing from Amtrak or a copy of its ARC Validation plate that indicates it is in good standing with Amtrak.**

The remaining sections of section 2.2 are renumbered “c” and “d”.

3. Revise RFP Section 3.3.6 as follows:

All users of the Contract shall be entitled to credit for unused refundable tickets. Refunds shall be processed for refundable tickets and shall be made in the form of a credit refund receipt, with the credit applied to the user Agency credit business travel account. **The phrase “in the form of a credit refund receipt” means that the refundable ticket should be processed through the ARC system and credited to the agency’s common carrier account.** If possible, the Contractor shall process refunds in the same ARC period that they are received from the user Agency.

~Effective Resource Management~

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4. Revise RFP Section 3.4.7(c) on page 18 as follows:

- c. The Contractor shall receive no compensation or commission from the State for lodging services. **This solicitation does not prevent the vendor from receiving a commission from a hotel vendor.**

5. Revise RFP Section 3.4.8(c) on page 18 as follows:

- c. The Contractor shall receive no compensation or commission from the State for rental vehicle services. **This solicitation does not prevent the vendor from receiving a commission from a car rental vendor.**

6. Revise RFP Section 3.4.11 on page 19 as follows:

Wholesale/Consolidator Tickets. **If proposed,** ~~the Contractor shall have the capability and~~ provide wholesale/consolidator tickets when savings exist over standard coach fares or other available discounts.

7. Revise RFP Section 3.5.1 and 3.5.2 on page 19 and 20 as follows:

3.5.1 A monthly sales activity report shall be provided to each Travel Coordinator, with a consolidated copy sent to the Contract Manager in an Excel format that can be read by the Microsoft Office 2003, within ~~five~~ **ten (10)** ~~calendar~~ **business** days after the last day of ~~each~~ **the reporting** month. This report shall contain at minimum the following four elements: (1) Total sales in dollars for air travel; (2) total sales in dollars for rail travel; (3) the number of transactions; (4) the number of passengers; and (5) the total fees paid to the Contractor.

3.5.2 A monthly exception report to the Contract Manager, which shall identify every reservation where a lowest logical fare that was lower than the accepted fare was offered but declined by the passenger and the reason the lower fare was declined. This information shall be provided to the Contract Manager by the ~~5~~ **10th** ~~workday~~ **business** day after the ~~end of each~~ **last day of the reporting** month. (See Attachment I for sample format)

8. Revise Section 4.5 (Volume II – Financial Proposal) on page 26 as follows:

Under separate sealed cover from the Technical Proposal and clearly identified in the format requirements identified in Section 4.3, the Contractor shall submit an original unbound copy, ~~three~~ **four** copies, and an electronic version in MS Word of the Financial Proposal. The Financial Proposal shall contain all price information in the format specified in Attachment F. Complete the price sheets only as provided in the Price Proposal Instructions

9. Add the following subheading to Section 4.4 (Volume I – Technical Proposal) on page 26 as follows:

4.4.14 Draft Transition Plan

Each Offeror shall submit a draft transition plan that addresses all issues set forth in RFP Section 3.6.

10. Revise RFP Section 4.4.6 on page 24 as follows:

- 4.4.6.1 An overview of the Offeror’s experience and capabilities providing services. This description shall include:
- a. The number of years the Offeror has provided these services;
 - b. The number of clients and geographic locations that the Offeror currently serves; and,
 - c. **Whether the Offeror has the capability to provide wholesale/consolidator tickets.**

11. Revise - Attachments D-5 and D-6:

Report #: _____ Reporting Period (Month/Year): _____ Report is due by the 15th 10th of the month following the month the services were provided.	Contract #: Contracting Unit: Contract Amount: MBE Subcontract Amt: Project Begin Date: Project End Date: Services Provided:
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12. RFP Section “Attachments” is amended as follows:

Delete, Attachment F – Price Proposal Form – is replaced with **Price Proposal Form- Revised (4/1/09).**

13. RFP Section “Table of Contents” is amended as follows:

Delete, Table of Contents - Pages iv and v – is replaced with pages iv and v **Table of Contents – Revised.**

Offeror must acknowledge receipt of this Addendum as part of the Transmittal Letter that is to be submitted with the Offeror’s technical proposal. Failure of an Offeror to acknowledge receipt does not relieve the Offeror from complying with all terms of this Addendum.

Date Issued: April 06, 2009

By _____ <signed> _____
Michael Howard
Procurement Officer

Attachment 1: **Price Proposal Form- Revised**

Attachment 2: **Table of Contents – Revised**.

ATTACHMENT F—Price Proposal Form- Revised (4/6/09)

		A	B	C=(A*B)	COLUMN D
		# of Tickets	FEE	Extended Price	
Row #	Description	Contract Period (Year 1)			
1	E-Tickets	7000	\$	\$	
2	Paper Tickets	600	\$	\$	
		Contract Period (Year 2)			
3	E-Tickets	7200	\$	\$	
4	Paper Tickets	620	\$	\$	
		Contract Period (Year 3)			
5	E-Tickets	7400	\$	\$	
6	Paper Tickets	640	\$	\$	
		Contract Period (Year 4)			
7	E-Tickets	7600	\$	\$	
8	Paper Tickets	660	\$	\$	
		Contract Period (Year 5)			
9	E-Tickets	7800	\$	\$	
10	Paper Tickets	680	\$	\$	
11	Total Proposed Price (Years 1-5) (D = Sum of Column C)				\$
Authorized Signature			Company Tax ID #		
Company Name & Address					
Name and Title:			eMaryland Marketplace Registration #:		

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