



MARTIN O'MALLEY
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ANTHONY BROWN
Lieutenant Governor

T. ELOISE FOSTER
Secretary

DAVID C. ROMANS
Deputy Secretary

**Amendment #4 to Request for Proposals (RFP)
Travel Services for the State of Maryland
Solicitation No. 050B9800007
April 10, 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 strikeout (ex. ~~language deleted~~).

1. Revise RFP Section 3.4.5 (a) on page 17 as follows:

3.4.5(a): Make reservations for air and rail. Airline and train tickets must be issued on approved ticket stock or in strict compliance with carrier rules governing "electronic ticketing"; passengers must receive necessary documentation from the Contractor in print or electronically transmitted, or **hand-delivered by courier** ~~by delivery~~ if paper documents are required. The Contractor must provide full instructions to travelers about required government identification, etc.

2. Revise RFP Section 3.4.10 (b) on page 19 as follows:

3.4.10(b): Paper tickets, itineraries and boarding passes (if applicable) shall be **hand-delivered by courier** to the applicable Agency in a timely fashion in a sealed package addressed to the Agency Travel Coordinator. All Travel Coordinators will be identified prior to inception date of the Contract.

Date Issued: April 10, 2009

By <signed> .
Michael Howard
Procurement Officer

~Effective Resource Management~

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