

## SERVICES CONTRACT

**ITEM:** 1-S **Agency Contact:** Larry Williams  
410-260-7116  
larryw@dbm.state.md.us

**DEPARTMENT/PROGRAM:** Budget & Management (DBM)  
Procurement Policy and Administration  
Travel Management Program

**CONTRACT ID:** 050B9800007;  
Travel Services for State Agencies  
ADPICS No. 050B9800007

**CONTRACT DESCRIPTION:** Statewide Travel Management Program for Executive Branch employees traveling on official business for the State. The purpose of this Program is to centrally monitor and manage State travel expenses to avoid excessive charges.

**AWARD:** Globetrotter Travel Management Services, Inc.  
Olney, MD

**TERM:** 11/1/2009 - 10/31/2014

**AMOUNT:** \$750,000 Est. (5 Years)

**PROCUREMENT METHOD:** Competitive Sealed Proposals

**BIDS OR PROPOSALS:** See Attachment

**MBE PARTICIPATION:** 5% (See Requesting Agency Remarks)

**PERFORMANCE SECURITY:** None

**INCUMBENT:** Same

**REQUESTING AGENCY REMARKS:** A notice of the availability of the Request For Proposals (RFP) was advertised on *eMarylandMarketplace.com* and the DBM website. Copies of the solicitation notice were mailed directly to 49 prospective vendors, three of which were Maryland firms, and included none MBEs. A copy was also sent to the Governor's Office of Minority Affairs.

A total of five proposals were received in response to the RFP; however, only two of the proposals were determined to be reasonably susceptible of being selected for award (see Attachment). Globetrotter Travel Management Services, Inc. (Globetrotter) was ranked higher

technically, and it was the lower priced offer of the two offerors. Therefore, Globetrotter has been determined to be the most advantageous offeror to the State and is recommended for award.

The objective of this contract is to establish a convenient service oriented, corporate travel mechanism that provides efficient and economical travel services for official State business. Globetrotter has been the State's travel vendor for the last 8 years. The State has benefited from Globetrotter's fee waiver programs and negotiated fare agreements with major domestic and international airlines. The "fee waiver program" is a program provided by Globetrotter to the State that allows situations such as name changes on ticket and trip changes to be performed at reduced rates or, in many cases, without a fee. Normally, these are fee-based activities. "Negotiated fare agreements" allows the State improved ticket rates based on Globetrotter's relationship and volume of bookings with airlines. This past calendar year savings were over \$15,000 on their waiver programs and more than \$200,000 in negotiated air fares.

The total five-year *Award Amount* above and the five-year *Offer Amount* shown in the Attachment are different. The *Offer Amount* was based upon a pricing model that was part of the financial proposal submitted by offerors. The total *Award Amount* above is based on the estimated number of tickets that will be purchased during the five year period. Since this is an indefinite quantity, fixed unit price contract, the contractor will be paid only for actual tickets purchased. There are fixed unit prices in the contract for paper and electronic tickets.

It was determined that an MBE participation goal of 5% would be reasonable for this contract since Globetrotter is operating in an e-ticketing environment with virtually no direct services (paper-tickets, courier) and the contract services provided a limited array of indirect MBE subcontracting opportunities. The awardee proposed to meet the MBE goal through airline computer systems maintenance, office cleaning, and printing.

<b>FUND SOURCE:</b>	Various
<b>APPROP. CODE:</b>	Various
<b>RESIDENT BUSINESS:</b>	Yes
<b>MD TAX CLEARANCE:</b>	09-2592-0111

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Board of Public Works Action - The above referenced Item was:

APPROVED	DISAPPROVED	DEFERRED	WITHDRAWN
WITH DISCUSSION		WITHOUT DISCUSSION	

ITEM: 1-S (Cont.)

ATTACHMENT

BPW 10/07/2009

**BIDS OR PROPOSALS (Cont):**

<u>Offerors</u>	<u>Tech.* Rank</u>	<u>5 Yr. Financial** Offer (Rank)</u>	<u>Overall Rank</u>
Globetrotter Travel Management Services, Inc. Olney, MD	1	\$707,680 (1)	1
Short's Travel Management Overland Park, KS	2	\$795,099 (2)	2

**\*Note:** Technical factors had greater weight than financial factors in the overall award determination.

**\*\*Note:** The financial offer was based upon a pricing model that was part of the financial proposal submitted by offerors.