



DEPARTMENT OF
BUDGET & MANAGEMENT

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**Amendment #1 to Request for Proposals (RFP)
Travel Services for the State of Maryland
Solicitation No. 050B0600001
August 30th, 2019**

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~~).

Amend the Key Information Summary Sheet as Follows:

Procurement Officers: e-mail: Office Phone:	Christopher Hautala <u>Lola Tiamiyu</u> Christopher.hautala@maryland.gov <u>Lola Tiamiyu1@maryland.gov</u> (410) 260-4081 <u>(410) 260-4053</u>
Proposals are to be sent to:	Department of Budget & Management 45 Calvert St. Room 271 <u>143</u> Annapolis, MD 21401 Attention: Christopher Hautala <u>Lola Tiamiyu</u>
Pre-Proposal Conference:	August 21, 2019 at 1:30PM Local Time See Attachment A for directions and instructions.
Questions Due Date and Time	August 30 <u>September 5, 2019</u> at 2:00PM Local Time
Proposal Due (Closing) Date and Time:	September 10 <u>17</u> , 2019 at 2:00PM Local Time Offerors are reminded that a completed Feedback Form is requested if a no-bid decision is made (see page iv).

Amend RFP section 2.2 as follows:

2.2 Background and Purpose

The travel program (the “travel program”) includes the following components: (1) the **State Travel Management Office** (STMO) for program administration, (2) the Contractor for travel services, (3) the **Corporate Purchasing Card** (CPC) Contractor for credit services for charging State agency Common Carrier Accounts, and (4) the Agencies to be serviced. Each Agency will have one or more Travel Arrangers and/ Travel Coordinators. The travel program does not include strictly on-line arrangements of travel for State Agency use; therefore, Offerors cannot propose to provide solely on-line reservations for travel.

Amend RFP section 2.3.10(e) as follows:

- a. Paper tickets prices must include all ~~charges~~ **charges** associated with delivery of paper tickets by the Contractor to the Traveler. The Contractor is not allowed to charge any other amount for paper ticket delivery.

Amend RFP section 4.3.1 as follows:

- 4.3.1 All questions, including concerns regarding any applicable MBE or VSBE participation goals, shall identify in the subject line the Solicitation Number and Title 050B060000~~X1~~ Travel Services for the State of Maryland), and shall be submitted in writing via e-mail to the Procurement Officer no later than the date and time specified the Key Information Summary Sheet. The Procurement Officer, based on the availability of time to research and communicate an answer, shall decide whether an answer can be given before the Proposal due date.

Amend RFP section 6.5.2 as follows:

6.5.2 Selection Process Sequence

- A. A. determination is made that the MDOT Certified MBE Utilization and Fair Solicitation Affidavit (**Attachment D-1A**) is included and is properly completed, if there is a MBE goal. In addition, a determination is made that the VSBE Utilization Affidavit and subcontractor Participation Schedule (**Attachment E-1**) is included and is properly completed, if there is a VSBE goal. **Finally a determination is made that all Minimum Qualifications, (See RFP Section 1), have been satisfied.**

Issued and authorized by

<signed>

Chris Hautala
Procurement Officer

