



**DEPARTMENT OF GENERAL SERVICES
OFFICE OF STATE PROCUREMENT
ACTION AGENDA
January 29, 2020**



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**26-S. SERVICES CONTRACT
*Department of Budget and Management***

Contract ID: Travel Services for State Agencies; 050B0600001
ADPICS No.: 050B0600001

Contract Description: Provide Statewide management and centralized monitoring of travel expenses for Executive Branch employees travelling on official State business.

Award(s): Globetrotter Travel Management Services, Inc.; Olney, MD

Contract Term: 03/01/2020 – 02/28/2025

Amount: \$935,450 (5 Years)

Procurement Method: Competitive Sealed Proposals

Proposals:

<i>Offerors</i>	<i>Technical Ranking</i>	<i>Financial Proposals (Ranking)</i>	<i>Overall Ranking</i>
Globetrotter Travel Management Services, Inc. Olney, MD	1	\$935,450 (2)	1
Travelmax Global, LLC Philadelphia, PA	2	\$619,000 (1)	2

Living Wage Eligible: Yes

MBE/VSBE Participation: 5% / 1%

Performance Security: None

Incumbent: Same

Requesting Agency Remarks: A notice of the availability of the Request For Proposals (RFP) was advertised on *eMaryland Marketplace Advantage* and the DBM website. Ten prospective vendors were directly solicited, including six Maryland firms and one MBE.



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26-S. SERVICES CONTRACT (cont'd)

Agency Remarks (cont'd):

Two proposals were received and determined to be reasonably susceptible of being selected for award. Globetrotter Travel Management Services, Inc. (Globetrotter) was ranked first overall with the highest technical rank and the highest price. It was determined that Globetrotter’s technical superiority was worth the 33% difference in price. Therefore, award is recommended to Globetrotter as having the most advantageous offer to the State.

This contract establishes 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 past 18 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 additional cost. Normally, these are fee-based activities. “Negotiated fare agreements” offer the State improved ticket rates based on Globetrotter’s relationship and volume of bookings with airlines.

The total *Award Amount* above is based on the estimated number of tickets that will be purchased and meeting/conference planning during the 5-year contract term. Because this is an indefinite quantity, fixed-unit price contract; the contractor will be paid only for actual tickets purchased and meetings/conferences planned. The contract further outlines fixed-unit pricing for both paper and electronic tickets.

It was determined that an MBE participation goal of 5% and 1% VSBE participation goal 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/VSBE subcontracting opportunities.

<i>Fund Source:</i>	Various		
<i>Approp. Code:</i>	Various		
<i>Resident Business:</i>	Yes	<i>MD Tax Clearance:</i>	20-0015-0111

BOARD OF PUBLIC WORKS ACTION	THIS ITEM WAS:		
APPROVED	DISAPPROVED	DEFERRED	WITHDRAWN
	WITH DISCUSSION	WITHOUT DISCUSSION	