

**FIRST MODIFICATION TO TRAVEL SERVICES
FOR THE STATE OF MARYLAND CONTRACT**

This First Modification (the "Modification") is made this 18 day of OCTOBER, 2016, by and between the STATE OF MARYLAND (the "State") acting through the DEPARTMENT OF BUDGET AND MANAGEMENT, DIVISION OF PROCUREMENT POLICY AND ADMINISTRATION (the "Department") and GLOBETROTTER TRAVEL MANAGEMENT SERVICES, INC. (hereinafter referred to as "Globetrotter").

WHEREAS, on October 1, 2014, the Department entered into a contract with Globetrotter to provide Travel Services for the State of Maryland (the "Services") pursuant to Request for Proposals for Travel Services for the State of Maryland, Project No. 050B4400003, dated May 5, 2014, and all amendments thereto issued in writing by the State.

WHEREAS, the Department desires to amend the Contract to clarify the scope of work per COMAR 21.05.02.10.B.

NOW, THEREFORE, in consideration of the Recitals which are hereby made a substantive part hereof, and the mutual promises and covenants herein contained, the receipt and sufficiency of which are hereby acknowledged, the Department and Globetrotter hereby agree to modify the Contract as follows:

1. Definitions.

All capitalized terms have the meaning provided in the Contract.

2. Add the following new Section 3.2.3.13 to the RFP:

3.2.3.13 Provide meeting and event planning services as follows:

- a. Provide and coordinate all aspects of meeting and event planning services and travel, including but not limited to venue and meeting site, food and beverages, audio and visual equipment and hookup, meeting registration, hotel accommodations and other related services.
- b. The Agency shall submit a written request for the meeting and/or event planning services it is seeking.
- c. The Contractor shall attempt to provide at least three bids for the lowest logical pricing fees to the Agency. For those circumstances where the Contractor is not able to provide three bids, the Contractor shall provide written documentation as to the reasons why at least three bids could not be obtained.
- d. The Agency shall make its selection for a venue and other related meeting and event planning services based upon the bids received from the Contractor. The resulting agreement(s) will be between the Agency and the venue and other services provider(s), as the case may be.

3. Scope of Modification

This Modification amends the Contract specifically as described herein. Except as specifically revised by the terms of this Modification, all of the terms of the Contract shall remain in full force and effect and are hereby ratified and confirmed. The terms of the Contract shall apply to this Modification and the work performed hereunder.

IN WITNESS WHEREOF, the parties have executed this Modification as of the day and year first above written.

GLOBETROTTER TRAVEL
MANAGEMENT SERVICES, INC.

By: [REDACTED] (SEAL)
[REDACTED]
Print Name and Title of Authorized Officer

Witness/Attest: [REDACTED]
By: [REDACTED]

STATE OF MARYLAND

By: Department of Budget and Management

By: [REDACTED]
DBM Secretary

Witness: [REDACTED]
By: [REDACTED]

Approved for form and legal sufficiency this 31st day of October, 2016.

[REDACTED]
Assistant Attorney General