

**ADDENDUM NO. 1**  
**TO**  
**Travel Agency Services - BID NO. 2016-ERB-0309**  
**DATE: May 31, 2016**

The following addendum will expand, amend, revise and clarify the specifications bearing the above title, dated May 31, 2016, and will become a part of them – not replace them. All information in the original contract documents still applies unless specifically omitted or revised by the addendum.

This addendum will consist of answers to the following questions:

1. **Question:** What is the current annual travel volume for the University?

**Answer:** Annually, the travel volume is a magnitude of \$1.1M.

2. **Question:** Will athletics be included in this bid?

**Answer:** Athletic trips are included.

3. **Question:** Will the University mandate the usage of the new program?

**Answer:** Any subsequent contract(s) issued as a result of this request for proposal will be non-exclusive in nature and will or will not be used at the University's discretion.

4. **Question:** Do you know the breakdown of domestic versus international air spend?

**Answer:** While exact information is not available, the University realizes more activity in domestic air spend than international (ie; 80% domestic, 20% international).

5. **Question:** Does the scope of the bid include the short term faculty run study abroad programs at your institution or is this only for faculty and departmental travel? i.e. what travel programs is the bid intended to cover and what programs will the selected vendors have the opportunity to provide services?

**Answer:** The scope of the bid includes the short term faculty run study abroad program. Currently, for example, the University operates study abroad trips to various locations in Europe and Latin America.

6. **Question:** When was the last time the College reviewed their travel program?

**Answer:** The most recent travel agency service awards were made in the Fall of 2013.

7. **Question:** What has prompted this RFP?

**Answer:** As the University seeks to provide the highest possible travel support for its faculty, staff, and students, this request for proposal is issued to realize that objective.

8. **Question:** Outside of the given requirements, what are the major current challenges with the WCSU travel program?

**Answer:** Pricing and cost of travel is the most significant challenge within the travel program.

9. **Question:** How have you conducted travel bookings in the past?

**Answer:** For previous travel bookings, the University has used a combination of travel agency services and self-booking to support travel needs. The University anticipates using this same combination in the future.

10. **Question:** What historical data can the University provide?

**Answer:** The University realizes an annual travel volume in the range of \$1.1M, detailed as a magnitude of 80% domestic travel and 20% international travel.

11. **Question:** Are you able to provide a breakdown of overall travel spend between air, hotel and ground transportation?

**Answer:** This level of detailed information is not available.

12. **Question:** Does the University have any current supplier agreements? If so, who handles these?

13. **Answer:** The University's current supplier agreements can be found through this link, [http://www.biznet.ct.gov/SCP\\_Search/ContractDetail.aspx?ID=13056](http://www.biznet.ct.gov/SCP_Search/ContractDetail.aspx?ID=13056).

14. **Question:** Who will be involved in the review?

**Answer:** A committee will review the received proposals.

15. **Question:** Does the University have anticipated presentation dates?

**Answer:** The University does not have presentation dates scheduled at this time. Upon receipt and review of the proposals, a determination will be made as to whether or not the University will schedule proposals.

16. **Question:** Do we need to agree fully to all WSCU's and CT State University System's T&C/clause at this point?

**Answer:** Proposals submitted shall fully comply with all University and State of Connecticut terms and conditions.

17. **Question:** Will the University consider electronic binding signatures for the proposal stage and ink signatures upon approval?

**Answer:** No, ink signature will be required at all stages in the request for proposal and contracting process.

18. **Question:** May appendices be submitted on USB drive rather than CD/DVD? Would you prefer appendices such as sample reports be submitted electronically (USB/CD/DVD) or in hard copy?

**Answer:** All documents, including appendices, should be submitted in a hard copy format.

19. **Question:** Please confirm that the University does not require any response to these documents/forms with the proposal:

- a. Gift and Campaign Contribution Certification (pages 40-41 of the RFP Document)
- b. Notice of Executive Branch State Contractors and Prospective State Contractors of Campaign Contribution and Solicitation Ban (page 42 of the RFP document)
- c. Notice of Executive Branch State Contractors and Prospective State Contractors of Campaign Contribution and Solicitation Limitations (pages 45-46 of the RDP document)

**Answer:** Item a "Gift and Campaign Contribution Certification" is a document required at contract signing. Items b and c referring to Campaign Contributions and Solicitation Limitations/Bans are notices the contents of which are part of any subsequent contract.

**END OF ADDENDUM**

