



Travel Management Services
RFP 16-12
February 13, 2017

Location

Conference Call:

Conference ID:

Attendees

Region 4 ESC:

Jason Wickel, Purchasing Cooperative Coordinator

National IPA:

Christine Dorantes, Contract Manager

UNIGLOBE Travel Designers:

Elizabeth Blount, President, Owner
Alison Iovino, Project Coordinator

Purpose

To review response and tour the UNIGLOBE Travel Designers website. Also, discuss questions listed below.

Agenda Items:

1. Overview of website and abilities as an Administrator and employee utilizing the portal.
Response: Completed website overview
2. How does UNIGLOBE Travel International work within your business plan?
Response: The international branch offers additional services
3. Maintaining a Vizient contract and potentially a Region 4 agreement, do you anticipate any staffing changes? *Response: Does not anticipate conflict. May consider staff increase.*
4. Pricing, Page 223, Appendix C: Do you recommend Region 4 adding/deleting or defining services to make the agreement more appealing? If so, please provide the services, terminology, and pricing.
Responses: Offering Vizient Member Pricing
5. If awarded a Region 4 agreement, how soon can you submit the New Jersey forms? *Response: Will apply upon award.*
6. Does UNIGLOBE Travel Designers have questions for Region 4 and National IPA? *Response: No.*

VIZIENT MEMBER PRICING

TYPE	DESCRIPTION	ONLINE BOOKING	AGENT ASSISTED BOOKING
Domestic	Airline Ticket Only	\$7.00	\$20.00
	Hotel Reservation Only	\$7.00	\$13.00
	Car Rental Reservation Only	\$7.00	\$13.00
	Pre-Paid Hotel	\$22.00	\$30.00
	Pre-Paid Car Rental	\$22.00	\$30.00
	*Flat fee for booking any combination of airline/lodging/car Please note pre-paid hotel will be the additional fee.	\$7.00	\$20.00
	Group Tickets – Per person flat fee for group tickets. A group is 10 or more tickets that are issued for the same origin and destination and for the same travel dates.	N/A	\$10.00 per person
	Ticket Exchange Fee	N/A	\$20.00
	Ticket Refund Fee	Service Fee Maintained	Service Fee Maintained
	Conference Registration Fee	N/A	\$20.00
	Conference Package Fee (All components of conference travel are booked at the same time: airline/lodging/car/registration fee)	N/A	\$50.00
Misc. Other	Paper Ticket Domestic	N/A	N/A
After Hours	After-Hours Service Fee (per call)	N/A	15 free per month then \$20 per call
International	Airline Ticket Only	\$7.00	\$30.00
	Hotel Reservation Only	\$7.00	\$13.00
	Car Rental Reservation Only	\$7.00	\$13.00
	Pre-Paid Hotel	\$22.00	\$30.00
	Pre-Paid Car Rental	\$22.00	\$30.00
	*Flat fee for booking any combination of airline/lodging/car Please note pre-paid hotel will be the additional fee	\$7.00	\$30.00
	Group Tickets – Per person flat fee for group tickets. A group is 10 or more tickets that are issued for the same origin and destination and for the same travel dates.	N/A	\$20.00 per person
	Ticket Exchange Fee	N/A	\$30.00
	Ticket Refund Fee	Service Fee Maintained	Service Fee Maintained
	Conference Registration Fee	N/A	\$20.00
	Conference Package Fee (All components of	N/A	\$50.00



Travel Designers

	conference travel are booked at the same time: airline/lodging/car/registration fee)		
After Hours	After-Hours Service Fee (per call)	N/A	15 free per month then \$30 per call
VALUE ADDED SERVICES			
	Set Up Cost	Standard Fee	Your Fee
	On-stream & Implementation	\$500.00	Fee Waived
	Travel Policy Consultation	\$75.00	Fee Waived
	Booking Tool Setup Fee	\$1,000	\$500.00
	Booking Tool Customization Fee	\$75 per hour	\$50 per hour
	Booking Tool Traveler Training	\$750.00	Fee waived
	Basic Reporting	\$500.00	Fee waived
	Customized Reports/Programming Fee	\$120 per hour	\$75.00 flat fee

