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**ADDENDUM NO.1**

## NOTICE TO OFFEROR

**NEW SUBMITTAL DEADLINE: Tuesday December 13, 2016 @ 2:00 PM CT**

Questions regarding this solicitation must be submitted in writing to Jason Wickel at [questions@esc4.net](mailto:questions@esc4.net) or (713) 744-8189 no later than November 22, 2016 at 5pm CT. All questions and answers will be posted to both [www.esc4.net](http://www.esc4.net) and [www.tcpn.org](http://www.tcpn.org) under [Solicitations](#). Offerors are responsible for viewing either website to review all questions and answers prior to submitting proposals. Please note that oral communications concerning this RFP shall not be binding and shall in no way excuse the responsive Offeror of the obligations set forth in this proposal.

Request for Proposal (RFP)  
by

Region 4 Education Service Center (“ESC”)

for

Travel Management Services

On behalf of itself, other government agencies and non-profits, made available through The Cooperative Purchasing Network “TCPN.”

Solicitation Number 16-12

**This Addendum No. 1 amends the Request for Proposals (RFP) for Travel Management Services 16-12 (“Addendum”). To the extent of any discrepancy between the original RFP and this Addendum, this Addendum shall prevail.**

**This Addendum 1 is hereby issued to:**

- 1. NEW Submittal Date of Tuesday, December 13, 2016 @ 2:00PM CT**
- 2. Response to questions for Solicitation 16-12Travel Management Services**

Following questions for this RFP: Solicitation 16-12 for travel management services:

1. Do you have a travel management provider for your membership today? **No.**
2. What is the commitment of your membership to utilize the awarded contract? **Region 4 ESC and its membership will use the awarded contract when applicable to the need.**
3. What is Region 4 ESC commitment to supplier diversity? **There is no commitment to supplier diversity.** Is there a diversity requirement? **No.**
4. Can you provide a breakdown of your members' travel spend – numbers for each member if available, or average ranges / groupings) **There are no travel spend figures.**
5. Of the estimated \$20M travel spend is there a breakdown between air vs. hotel? **No.** Domestic vs. international? **No.**
6. In Appendix F, Questions 5 and 7 you mention “sales persons” is this referencing travel consultants that will assist in booking travel or the team that’s responsible for corporate program sales to your member organizations? **The team that’s responsible for corporate program sales.**
7. In Appendix F, Question 23, is this under the assumption that this contract represents a \$20M account? **No, what is the anticipated revenue your company would expect to receive under this agreement.**
8. In Appendix F please describe the difference between Question #17 and #19. Are these different audiences? **Question #17 is asking your company plan to market the agreement. Question 19 is asking how your company will market the agreement to existing government customers.**
9. In Appendix F Question #19; when you say “existing” are you referring to the travel agency’s existing client? **Yes.**
10. In Appendix F Question 27; Can you please offer clarification on this question? **No Answer.** Are you requesting information on best practices? **Respond with information you feel appropriate to do business with your company.**
11. How many suppliers will be awarded the travel contract? **Region 4 ESC may choose to award to one or more providers.**
12. How do you currently market to your members? **National IPA is our marketing partner with approximately 26 regional sales managers demographically located to promote the agreement face-to-face in the governmental arena. Marketing Team provides dedicated resources with traditional marketing methods, training, trade shows and supplier web page.**
13. Have you co-branded with other partners before? **Yes we have done co-branded marketing with suppliers in the past.**
14. Do you have any education programs or communications for your members? **Yes.** Do you have any vehicles to allow us to communicate with your members? **If awarded an agreement, your company will receive membership contact information.**
15. Would Region 4 ESC assist in helping to introduce us to your members? **Yes. The vehicle will be National IPA.** If so, what tactics/frequency of communications? **The National IPA Business Development Team will make work with supplier(s) to create a strategy to market the agreement.**
16. In regards to Appendix B, Billing Section: “Describe your ability to reconcile billed charges”. Is Region 4 ESC asking if the TMC will reconcile your credit card statement monthly? **If the service is available, please respond appropriately. Most members utilize credit cards, please describe your company’s ability to respond to credit card utilization.**

In regards to Region 4 ESC specifically:

1. Does Region 4 ESC have a travel policy? **Yes.**
2. How is travel managed today? **Individual basis.**
3. Is Region 4 ESC a mandated environment? **No.**
4. Do you work with a travel management company? **No.**
5. How many years have you worked with your provider? **N/A**
6. Do you have an airline, car, or hotel discounts in place? **No.** Who are the vendors you have discounts with? **N/A.**
7. Do you currently use an on-line booking tool? **None.** Which one? **N/A.**
8. How does Region 4 ESC currently handle frequent flyer mileage? **N/A.** Are travelers allowed to accrue personal miles on travel? **Yes.**
9. How does Region 4 ESC currently handle reward points, rental cars and hotels for employees? **Not addressed.**
10. How does Region 4 ESC currently handle payment terms? **Region 4 ESC pays net 30.**
11. What is Region 4 ESC's travel volume? **No answer.** Hotel, car, and airfare? **No answer.**