



Date of Issuance: 08/07/2019

Solicitation No. SW0210

Requisition No. 0900000387

Amendment No. 2

Hour and date specified for receipt of offers is changed: No Yes, to: _____ CST

Pursuant to OAC 260:115-7-30(d), this document shall serve as official notice of amendment to the solicitation identified above. Such notice is being provided to all suppliers to which the original solicitation was sent. Suppliers submitting bids or quotations shall acknowledge receipt of this solicitation amendment prior to the hour and date specified in the solicitation as follows:

- (1) Sign and return a copy of this amendment with the solicitation response being submitted; or,
- (2) If the supplier has already submitted a response, this acknowledgement must be signed and returned prior to the solicitation deadline. All amendment acknowledgements submitted separately shall have the solicitation number and bid opening date printed clearly on the front of the envelope.

ISSUED BY and RETURN TO:

U.S. Postal Delivery:

OMES
5005 N Lincoln Blvd
Suite 300
OKC, OK 73105

Lisa Bradley
Contracting Officer
405 - 522 - 4480
Phone Number

Personal or Common Carrier Delivery:

Same

Lisa.Bradley@omes.ok.gov
E-Mail Address

,OK -

Description of Amendment:

a. This is to incorporate the following:

Questions and Answers:

1. What ERP system is being used?

Not Applicable to this Solicitation

2. What expense reporting software are you using?

3. What expense reporting system does the State of Oklahoma currently use?

None.

4. Is there a pre-approval process in place and if so, what is it? Is there a software component?

Pre –approvals are done internally and vary by agency.

5. Are agencies being asked (section A.14) to front the money/payment of travel and then wait 45 days for payment?

6. Section A.14.1: Does the State require TMC fees to be assessed via invoice?

No. This is a general term and usually applies to vendor invoices. Travel Agent payments are usually made at time of booking. Agent fees do need to be invoiced so the end user can confirm they have been invoiced and paid. No monthly agent fee invoice is anticipated.

7. Is this request for all of the states travel needs or just to provide an online solution?

Please reference Section C.1

8. What is the estimated annual travel spend?

Please reference Attachment H.

9. Do the travelers have their own state issued credit card to pay for travel?

No. All travelers do not have their own state issued credit card.

10. What if any online booking tool are you currently utilizing?

11. What TMC are you currently partnered with?

12. What Online Booking Tool is the State currently using?

13. If Concur Travel, who holds the contract the State or your current TMC?

Our current contract is posted. Please reference:

<https://www.ok.gov/dcs/solicit/app/solicitationDetail.php?conID=978>

14. If you are utilizing an OBT what is your online adoption rate?

Our online adoption rate is >88%

15. Can you please explain the 1% contract reimbursement requirement? Is this 1% calculation off agency fees? Total spend?

16. Section B.4 Can you explain the 1% administrative fee?

Reference Section B.4. This is for contract administrative fees and are in relation to the total agent fees processed against this contract. Total usage must be reported and paid on a quarterly basis.

17. What percentage of your annual air spend is for International travel?

18. What percent of your travel is domestic vs. international?

Current international travel is <1%. Closer to 0.5%.

19. Can you provide your top 3 city pairs for domestic travel? International?

Question does not pertain to this solicitation.

20. How many profiled travelers do you currently have?

Current estimate of 2000 or less.

21. What percentage of your air travel is on Southwest?

Southwest is approximately 23% of our air travel

22. Do you have any air/hotel/car contracts currently in place?

We have SW0215 – Airfare and SW0771 Vehicle Daily Rental

23. Can you advise how many transactions you had with a travel agent not through the OBT? What of those percentage were air only?

Around 1572 tickets were booked outside of the OBT (online adoption rate is around 88%) and 100% of those were for air only.

24. Do you require VIP service? If so, how many VIP Travelers do you have?

No, none at this time.

25. How do you currently manage your meetings and events---in-house, via the TMC, or via a third party?

Usually in house nor out of state.

26. Is Travel Authorization required? If yes, how many travel authorizations are expected to be submitted per month? Are travel authorizations required for all travel or just certain travel types (i.e. local, domestic, international)?

No. Authorizations are internal and vary by both State Agency policies and Executive Branch Government Orders.

27. Are you planning to mandate your travel program?

No.

28. Section:C.1.3: What percentage is group travel?

Currently none.

29. Section E. 13.5: What is a Hosted Security Questionnaire? Does the State provide this form?

Reference amendment #1. The State's hosting questionnaire is now posted on the solicitation website.

<https://www.ok.gov/dcs/solicit/app/solicitationDetail.php?sollD=3645>

<https://omes.ok.gov/services/purchasing/solicitations/0900000387>

30. Section D.4.2.1 Clarification needed- Bid response should not have TMC's name listed?

The 6 page response which consists of the Level of Expertise, Attachment B, the Risk Assessment, Attachment C, and the Value Added, Attachment D, are not to include the vendor's name, location, or any other identifying comments. These 6 pages are evaluated blindly by the evaluation team. They will be labeled at the time of bid opening and appropriately named as to keep identity blind.

Your response should focus on your company's abilities and what sets you apart from your competition without relying on a name. Please take time to review the PowerPoint and video mentioned in the solicitation.

https://www.youtube.com/watch?v=Wgl3x1RB_9M&feature=youtu.be

31. On the Bidder's Reference List: "Inmate Population Served" is listed. Is this a typo?

Yes. Please ignore that sentence.

b. All other terms and conditions remain unchanged.

Supplier Company Name (**PRINT**)

Date

Authorized Representative Name (**PRINT**)

Title

Authorized Representative Signature