



UNIVERSITY OF SOUTH CAROLINA

AMENDMENT NO. 1 TO SOLICITATION

TO: ALL VENDORS

FROM: Charles Johnson, Procurement Manager

SUBJECT: SOLICITATION NUMBER: USC-IFB-3225-CJ

DESCRIPTION: Provide Travel Agency Services for the USC Athletics Department

DATE: November 15, 2017

This Amendment No. 1 modifies the Best Value Bid only in the manner and to the extent as stated herein.

Vendor Questions and Answers

Revised/Modified Section VIII Bidding Schedule / Price-Business Proposal of the solicitation

BIDDER SHALL ACKNOWLEDGE RECEIPT OF AMENDMENT NO. 1 IN THE SPACE PROVIDED BELOW AND RETURN IT WITH THEIR BID RESPONSE. FAILURE TO DO SO MAY SUBJECT BID TO REJECTION.

Authorized Signature

Name of Offeror

Date

THE FOLLOWING QUESTIONS WERE RECEIVED FROM VENDOR A:

Question #1: Please describe your current service configuration model. How many agents support the current travel program or is a centralized call center used?

ANSWER: Two primary agents of contact. Plus an after hours call center.

Question #2: What GDS are you using today through your current provider?

Clarification received from Vendor A regarding what is GDS: GDS- Global Distribution System. This is the computer network system that enables transactions between travel industry service providers, mainly airlines, hotels and car rental companies with the travel agency.

A few major companies that your current TMC may use is Sabre, Travelport or Worldspan.

ANSWER: Appollo

Question #3: What online booking tool are you using today?

ANSWER: Concur

Question #4: Please describe your group hotel needs and if the awarded TMC would handle all/most requests? How is it being handled today?

ANSWER: GROUP (team) hotel lodging needs are coordinated by individual sports directors of operation, coaches and/or administrative assistants. The travel agency will assist when needed for group lodging options. Each sport setups their needs for hotel accommodations.

Question #5: Would charter bus needs be handled by the awarded TMC? How is it being handled today?

ANSWER: Charter bus needs are coordinated by individual sports directors of operation, coaches and/or administrative assistants. The travel agency will assist when needed for charter bus options.

Question #6: What are some unique aspects of your program we should be aware of?

ANSWER: n/a

Question #7: Please tell us your pain points. What would you like to see changed in the way travel is handled today? (Reports, Group hotels, Acct Mgmt., etc.)

ANSWER: We currently do not have any “pain points”.

Question #8: How many TMC’s have been invited to bid on this RFP?

ANSWER: This is out for public bid. We are not sure who or how many TMC’s will bid.

SECTION VIII. BIDDING SCHEDULE / PRICE-BUSINESS PROPOSAL OF THE SOLICITATION HAS BEEN REVISED/MODIFIED AND NOW READS AS FOLLOWS:

VIII. BIDDING SCHEDULE / PRICE-BUSINESS PROPOSAL

SAMPLE MONTHLY MANAGEMENT REPORTS

In their bids, Bidders must include sample monthly management reports that include but are not limited to the following information:

- a) Traveler name
- b) Traveler sport/department
- c) Nature of travel (eg. recruiting, visiting recruit, convention, etc.)
- d) Ticket number
- e) Flight path (eg. CAE/PHL/LGA/CLT/CAE)
- f) Departure and return dates
- g) Itemized fare amounts, refunds, and booking fees

BIDDER’S QUALIFICATIONS AND RELEVANT EXPERIENCE

In their bids, bidders must provide a detailed description of its general background, experience, and qualifications that it feels are relevant to providing travel services to the USC Athletics Department described in Section III of the solicitation. Include a description of your company’s organizational structure, including resume(s) of the individual(s) that will be assigned to the University’s account if your company is awarded contract from the solicitation.

A. INDIVIDUAL & GROUP TICKET SALES

Estimated 1650 annual tickets X Ticket Fee \$ _____ x 1650 = \$ _____
UNIT PRICE EXTENDED PRICE

ESTIMTED TOTAL EXPENSES FOR ITEM A \$ _____

Resident Contractor Preference _____
Resident Sub-Contractor Preference (2%) _____ Number of Sub-Contractors _____
Resident Sub-Contractor Preference (4%) _____ Number of Sub-Contractors _____

Note: The service preferences do not apply to a bid for an item of work by the bidder if the annual price of the bidder’s work exceeds \$50,000 or the total potential price of the bidder’s work exceeds \$500,000. [11-35-1524(E)(3)]

Please refer to the preference clauses listed in the additional conditions of this solicitation to ensure that you qualify to select the above preferences.

Bidder is to submit the following for preferences requested above:

- 1) Identify the subcontractor to perform the work:
- 2) Identify the work the subcontractor is to perform:
- 3) Bidder's factual basis for concluding that the subcontractor's work constitutes the required percentage of the work to be performed in the procurement.

B. ANNUAL CONTRIBUTIONS TO USC ATHLETICS

The following are suggestions. Bidder may offer others.

- | | |
|------------------------------------|----------|
| 1. Gamecock Club Donation | \$ _____ |
| 2. Airline Travel / Vouchers Value | \$ _____ |
| 3. Other Benefits (please list): | |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |

TOTAL BENEFITS FOR ITEM B \$ _____

NET ANNUAL COST (A minus B)
(Est. Total Expenses less Total Benefits) \$ _____

Please Provide Price/Fee For Other Possible Services:

The following services will not be used in the evaluation and determination of award but the Athletics Department reserves the right to request the contractor to provide these services during the term of the contract as needed.

Air Charter Fee	Percentage _____%
Ticket Fee for On-line Booking	Dollars \$ _____

PLEASE USE THE REVISED/MODIFIED SECTION VIII. BIDDING SCHEDULE / PRICE-BUSINESS PROPOSAL ABOVE IN PREPARING YOUR BID.