



State of Oklahoma  
Office of Management and Enterprise Services  
Central Purchasing Division

Amendment of Solicitation

Date of Issuance: 11-18-2014

Solicitation No. SW 215

Requisition No. \_\_\_\_\_

Amendment No. 1

Hour and date specified for receipt of offers is changed: ☐ No ☒ Yes, to: 12-09-2014 3:00 PM CST/CDT

Pursuant to OAC 580:16-7-30(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 or Personal or Common  
Carrier Delivery:**

Office of Management and Enterprise Services,  
Central Purchasing Division  
Will Rogers Building  
2401 N. Lincoln Blvd., Suite 116  
Oklahoma City, OK 73105

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Contracting Officer  
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E-Mail Address

**Description of Amendment:**

a. This is to incorporate the following:

Due to the holiday and complexity of this proposal, the closing date has been extended to December 9, 2014 3:00 PM

**Questions & Answers:**

1. How is the revenue distributed between TUL, OKC and LAW

Answer: Exact dollar figures are not available, but estimated results would net:

OKC 85%  
TUL 15%  
LAW 5%

2. What is your compliance policy on the city-pair agreement?
3. Do you have a formal travel policy?

Answer: Yes. Oklahoma does have a formal travel policy. We are in the beginning stage of a new travel initiative for all State Agencies and State Universities and Colleges. Please reference this link to review our current policies and procedures.

[http://www.ok.gov/DCS/Central\\_Purchasing/Agency\\_Travel/](http://www.ok.gov/DCS/Central_Purchasing/Agency_Travel/)

## Description of Amendment - continuing

4. Who is your travel management agency and when did they start booking for the State of Oklahoma?

Answer: The State of Oklahoma awarded a new travel initiative contract on May 22, 2014. The contract award (SW 210) was to FC USA Inc. d/b/a FCm Travel Solutions ("FCm"). Four of our largest agencies were chosen to serve as test agencies. Oklahoma is now in the process of a complete State roll out. This is a new process, as FCm utilizes an on-line booking tool. <https://www.ok.gov/dcs/solicit/app/solicitationDetail.php?conID=978> is the location of solicitation and final award documents.

5. Does your current travel agency have a designated ARC number so that we may pull historical information on passengers?

Answer: This will not pertain to this solicitation, as FCm does not have our historical flight information. However, FCm's ARC number is: 45-55436-4.

6. Can you verify that OK awarded fares are exempt from the federal 7.5% excise tax as stated in the RFP?

Answer: It has been discovered that Oklahoma is not exempt from the federal excise tax on commercial air transportation. Please strike that comment from Section A.19. In general, Oklahoma is tax exempt.

7. With the introduction of the new fare level (Economy) can you explain the weight given to the different fare levels in the evaluation process? If a market is bid with only an YCA level, how is this evaluated against a bid that may have all 3 fare levels in a market?

Answer: Central Purchasing's goal is to provide cost savings and quality air transportation to our customers. A large percentage of our air travel is to attend conferences and/or training events. These dates are predetermined; as well as location, number of attendees, and usually the names of attendees. It may prove desirable to have the option to purchase the lower, non-refundable air ticket than to be forced to purchase higher rated air travel seating. This option will be decided at the agency level. As for the exact weighting of the different fares, an overall cost will be evaluated. Random cities have already been placed on a scoring tool, and the costs for these cities will be the basis for the point allocation. Additionally, the number of markets proposed will also be involved in the pricing evaluation.

8. Can we have passenger estimates for each market?

9. Are you able to provide passenger estimates by Origin/Destination?

Answer: Exact numbers of flights and corresponding costs are not available. Previous contracts did not have the requirement for reporting. Studying purchase card records, the top 30 cities can be provided. These cities have been considerably higher in all three years researched (2012, 2013, and 2014). The top destinations are placed in order of frequency.

1. DFW	2. OKC	3. ORD
4. DCA	5. DEN	6. ATL
7. TUL	8. LAX	9. BWI
10. DAL	11. PHX	12. LAS
13. STL	14. MCO	15. IAH
16. MSP	17. SLC	18. IAD
19. DTW	20. MSY	21. BOS
22. MDW	23. AUS	24. LGA
25. SFO	26. IND	27. BNA
28. SEA	29. ABQ	30. CHS

**Description of Amendment - continuing**

Oklahoma State Colleges and Universities have the need for international flights. The number of international trips averages approximately 300 per year. The top 3 European cities are:

Frankfort, Germany

London, England

Madrid, Spain

10. Will this contract be mandatory?

Answer: Yes. Below are the exceptions to the mandatory nature of air travel:

**Airline ticket purchases exceptions.** The state agency shall determine when an exception to airline ticket purchase shall apply. The state agency shall retain documents the state agency uses in exception determination as required by internal purchasing procedures established pursuant to 260:115-5-7.

(A) If the state agency can acquire air travel at less cost than the contract travel agency, the state agency may use this exception.

(B) If air travel originates outside the state and it is impractical for the state agency, the state agency may use this exception.

(C) If air travel is due to an emergency and time does not permit use of the contract travel agency, the state agency may use this exception.

(D) If air travel is part of a package arrangement by an organization that schedules a meeting or conference, the state agency may use this exception

b. All other terms and conditions remain unchanged.

\_\_\_\_\_  
Supplier Company Name (**PRINT**)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Representative Name (**PRINT**)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Authorized Representative Signature