

## SERVICES CONTRACT

**ITEM:** 4-S **Agency Contact:** Larry Williams  
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**DEPARTMENT/PROGRAM:** Budget & Management (DBM)  
Procurement Policy and Administration  
Travel Management Program

**CONTRACT ID:** Travel Services for State Agencies  
ADPICS # 050B4400003

**CONTRACT DESCRIPTION:** Statewide Travel Management Program for Executive Branch employees traveling on official business for the State. The purpose of this Program is to centrally monitor and manage State travel expenses to avoid excessive charges.

**AWARD:** Globetrotter Travel Management Services, Inc.  
Olney, MD

**TERM:** 11/1/2014 - 10/31/2019

**AMOUNT:** \$750,000 Est. (5 Years)

**PROCUREMENT METHOD:** Competitive Sealed Proposals

**PROPOSALS:** Only one Acceptable Offer

**MBE PARTICIPATION:** 5% (See Requesting Agency Remarks)

**PERFORMANCE SECURITY:** None

**INCUMBENT:** Same

**REQUESTING AGENCY REMARKS:** A notice of the availability of the Request For Proposals (RFP) was advertised on *eMaryland Marketplace* and the DBM website. Copies of the solicitation notice were e-mailed directly to 13 prospective vendors, four of which are Maryland firms and included one MBE.

Two proposals were received in response to the RFP; however, only one proposal was determined to be reasonably susceptible of being selected for award. The Offeror who was deemed not reasonably susceptible of being selected for award was deemed so after a second Cure Letter was issued and the firm no longer was interested in participating in the procurement.

The remaining offeror was determined to be responsible. The financial offer was considered fair and reasonable, and it was determined that other potential offerors had a reasonable opportunity to respond to the solicitation. Therefore, award is recommended to Globetrotter Travel Management Services, Inc. with the only acceptable offer.

Outreach to potential offerors was conducted and responses received were: “our company doesn’t see ourselves as a likely candidate to your requirements”; and “based on pricing released from the incumbent five years ago, from a breakeven stand-point we would not be competitive in pricing”.

This contract is to establish a convenient service oriented, corporate travel mechanism that provides efficient and economical travel services for official State business. Globetrotter has been the State’s travel vendor for the last 13 years. The State has benefited from Globetrotter’s fee waiver programs and negotiated fare agreements with major domestic and international airlines. The “fee waiver program” is a program provided by Globetrotter to the State that allows situations such as name changes on ticket and trip changes to be performed at reduced rates or, in many cases, without a fee. Normally, these are fee-based activities. “Negotiated fare agreements” allows the State improved ticket rates based on Globetrotter’s relationship and volume of bookings with airlines.

The total *Award Amount* above is based on the estimated number of tickets that will be purchased during the five year period. Since this is an indefinite quantity, fixed unit price contract, the contractor will be paid only for actual tickets purchased. There are fixed unit prices in the contract for paper and electronic tickets.

It was determined that an MBE participation goal of 5% would be reasonable for this contract since Globetrotter is operating in an e-ticketing environment with virtually no direct services (paper-tickets, courier), and the contract services provided a limited array of indirect MBE subcontracting opportunities.

<b>FUND SOURCE:</b>	Various
<b>APPROP. CODE:</b>	Various
<b>RESIDENT BUSINESS:</b>	Yes
<b>MD TAX CLEARANCE:</b>	14-2205-0111

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Board of Public Works Action – This Item was:

APPROVED	DISAPPROVED	DEFERRED	WITHDRAWN
WITH DISCUSSION		WITHOUT DISCUSSION	