



MARTIN O'MALLEY
Governor

ANTHONY BROWN
Lieutenant Governor

T. ELOISE FOSTER
Secretary

**Amendment #1 to Request for Proposals (RFP)
Travel Services for the State of Maryland
Solicitation No. 050B4400003
May 30, 2014**

This Amendment is being issued to amend and clarify certain information contained in the above named RFP. All information contained herein is binding on all Offerors who have responded to this RFP. Specific parts of the RFP have been amended. The following changes/additions are listed below; new language has been double underlined and marked in bold (ex. **new language**) and language deleted has been marked with a strikethrough (ex. ~~language deleted~~).

1. ADD Section 3.2.4.5 to read:

3.2.4.1 Annual Hotel and Car Rental Bookings

This report shall include information at the Agency and statewide level. This report shall be provided to the Contract Monitor within 45 days of the end of the State's Fiscal Year. This report shall also identify the State Agency account by name and the Agency's Business Travel Account number and shall contain the following information:

- a. **Number of Hotel bookings by hotel name**
- b. **Number of Car rental bookings by car rental agency**

Issued and Authorized by:

Patti Tracey, Procurement Officer

~Effective Resource Management~

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