

**RFP #22-01 Travel Management, Travel Expense Management and Related Services**

**QUESTIONS & ANSWERS**

1. Question: In 1.3 of Exhibit A can you please verify the estimated annual volume?

Answer: As provided on RFP page 4, the estimated annual volume is approximately \$20M.

2. Question: What is the process to propose updates/language for the appendixes and exhibits? Can we redline directly on the documents?

Answer: Offerors should familiarize themselves with and utilize Appendix B – Terms & Conditions Acceptance Form to specify any exceptions and/or proposed modifications.

3. Question: Can we propose to have pricing and other company propriety data in the contract redacted from the public site?

Answer: Per the RFP Section III. 5. Proposal Format, Offerors will provide two (2) additional electronic proposals free of proprietary information to be posted, if awarded a Contract.

4. Question: The Open Records Policy states that substantiated reasoning is required to request exemption. Can you provide some examples or when exemption is allowed?

Answer: No. As provided in the RFP Section III. 8. Open Records Policy, the determination of whether information is confidential and not subject to disclosure is the duty of the Office of Attorney General (OAG).

5. Questions: If the travel program pricing and offering is made public on Omnia's site, will parties have to request access to view?

Answer: Contract documents are open to the public on the OMNIA Partners website. OMNIA Partners will work with awarded supplier(s) to determine how pricing will be provided to public agencies when the supplier request that pricing not be posted on the website.

6. Question: Is there any flexibility to leverage our contract template?

Answer: No. See Section III. 24 Formation of Contract.

7. Question: Will Region 4 agree to signing an NDA?

Answer: No.

8. Question: It is mentioned that travel spend is approximately \$20 million, do you have the breakdown of that spend between airfare, hotel, car, rail?

Answer: No. This contract is for any districts or governmental entities. This information will come from individual entities who are looking to use these services.

9. Question: For Travel Management services, are you interested in working with Omnia's existing travel partner UniGlobe, or are you looking for another/alternative travel management company (TMC) relationship?

Answer: This RFP and resulting contract(s) will include Travel Management services and will replace the existing contract which is set to expire on March 31, 2022.

10. Question: Approximately how many expense reports do you process annually on average?

Answer: This contract is for any districts or governmental entities. This information will come from individual entities who are looking to use these services.

11. Question: Do you have any card programs (Pcard, travel card, meeting card, fleet cards, other)?

a. If so, who is the banking provider for those programs (ie: Citi, US Bank, other?)

b. What is your current process for reconciling your card program?

c. Are interested in integrating your card program transactions and reconciliation with the Expense Management system

Answer: This contract is for any districts or governmental entities. This information will come from individual entities who are looking to use these services.

12. Question: What types of non travel expenses do your employees submit?

Answer: This contract is for any districts or governmental entities. This information will come from individual entities who are looking to use these services.

13. Question: Do you do any cash advances (travel advances or other) for your employees?

Answer: This contract is for any districts or governmental entities. This information will come from individual entities who are looking to use these services.

14. Question: Do district employees have a per diem for travel? If so is it for meals, lodging or both? Do you use GSA rates or some other rates (ie: flat daily rate, custom rates, etc)?

Answer: This information is not available. Offerors should submit proposals for a national agreement which will encompass various scenarios.

15. Question: Describe your current process for travel and for expense reimbursement?

Answer: This contract is for any districts or governmental entities. This information will come from individual entities who are looking to use these services.

16. Question: Do you require Pre Authorization for travel?

Answer: This contract is for any districts or governmental entities. This information will come from individual entities who are looking to use these services.

17. Question: Do you encumber funds for travel?

Answer: This contract is for any districts or governmental entities. This information will come from individual entities who are looking to use these services.

18. Question: What are the top 3 – 5 things you would like to improve?

Answer: This contract is for any districts or governmental entities. This information will come from individual entities who are looking to use these services.

19. Question: What types of reporting are you required to do around travel and also around expense reimbursements?

Answer: This contract is for any districts or governmental entities. This information will come from individual entities who are looking to use these services. Offerors are to submit their reporting capabilities as requested under Section IV. 2. B. Performance Capabilities of the RFP page 16.

20. Question: What types of reports would you like to do?

Answer: This contract is for any districts or governmental entities. This information will come from individual entities who are looking to use these services.

21. Question: Do all districts in the Region use the same ERP? HCM?

Answer: This contract is for any districts or governmental entities. This information will come from individual entities who are looking to use these services.

22. Question: What ERP does the Region use (ie: Oracle, PeopleSoft, other)?

Answer: This contract is for any districts or governmental entities. This information will come from individual entities who are looking to use these services.

23. Question: Where is employee data housed – ERP, separate HCM system? Who is the provider of the HCM system (ie: Oracle, Ceridian, etc...)

Answer: This contract is for any districts or governmental entities. This information will come from individual entities who are looking to use these services.

24. Question: Appendix D, Exhibit A&B refers to the scope of national cooperative contracts managed by Omnia. Is this separately assessed, negotiated and approved by/with Omnia?

Answer: Region 4 evaluates all submittals and the OMNIA Partners national component scoring falls under Section IV. 2. B) Performance Capability.

25. Question: Appendix D, Exhibit A, section 3.3 (L), page 40: section 10 of Omnia Partners Admin Agreement does not refer to Contract Sales. Can you please confirm reference?

Answer: This reference has been corrected in Addendum 2, and should reference Section 12 of the OMNIA Partners Administration Agreement.

26. Will Region 4 mandate the travel program?

Answer: This contract is for any districts or governmental entities. This information will come from individual entities who are looking to use these services.

27. How can supplier guarantee minimum contract sales if travel program is not mandated and have no historical ? Contract sales will also be dependent on efforts from Omnia to market the master agreement

Answer: There is no requirement for a supplier to provide a guarantee of minimum Contract Sales.

28. We would like to clarify that questions 8 – 23 that were submitted yesterday were intended to be specific to Region 4 so we can price this accurately for them, as well as include the right value add services for them. We understand that this solicitation will result in an award of a national contract that other districts and government agencies would leverage and each of them would have their own information regarding these same questions. Would someone be able to provide the answers as they relate to Region 4?

Answer: Pricing submitted should not be specific only to Region 4 as the resulting contract is for any districts or governmental entities. Similarly, value add services should include any additional information related to products and services Offeror proposes to enhance and add value to the Contract.

29. Question: For Region 4, what is the approximate number of travelers they have per year?

Answer: This contract is for any districts or governmental entities. This information will come from individual entities who are looking to use these services.

30. I see the RFP does mention group travel for students, but does this RFP apply to educational group travel that is not paid for by the school or district - in other words, families are paying the travel organization directly and the school or district is not contracting directly with the travel organization? And if so, is this for both domestic and international travel?

Answer: This contract is for any districts or governmental entities. This information will come from individual entities who are looking to use these services.

31. Will Omnia Partners consider accepting references upon the down selection/intent to award phase as opposed to as a requirement to include them in the RFP response?

Answer: **No. Offeror must submit references at the time of submitting their response to the RFP.**

32. Will Omnia Partners accept references from the software vendor as well as the software business partner responding?

Answer: **No. Offeror must submit their customer references related to the products and services within the RFP.**

33. Will additional Contractor Terms and Conditions need to be negotiated as entities procure the awarded solution off of the contract or will they be negotiated up front as part of this contract award?

Answer: **As provided on RFP page 3, under Scope of Work, Participants may elect to negotiate certain terms to conform to their purchasing and contracting requirements.**

34. Will Omnia Partners consider accepting references upon the down selection/intent to award phase as opposed to as a requirement to include them in the RFP response?

Answer: [See Answer to Question 31 above.](#)

35. Will additional Contractor Terms and Conditions need to be negotiated as entities procure the awarded solution off of the contract or will they be negotiated up front as part of this contract award?

Answer: [See Answer to Question 33 above.](#)