



**THE ESCAMBIA COUNTY SCHOOL DISTRICT  
PURCHASING DEPARTMENT  
75 NORTH PACE BLVD.  
PENSACOLA, FL 32505**

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**REQUEST FOR PROPOSAL (RFP) & PROPOSAL ACKNOWLEDGMENT  
QUESTIONS AND ANSWERS  
RFP #153303  
TRAVEL AGENCY SERVICES**

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FP TITLE:  
**Travel Agency Services**

RFP NUMBER:  
**153303**

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RFP OPENING DATE & TIME REMAIN UNCHANGED:

**Friday, May 22, 2015 1:30 P.M. Central Standard Time**

**NOTE: PROPOSALS RECEIVED AFTER THE RFP OPENING DATE AND TIME WILL NOT BE ACCEPTED.**

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The following questions have been submitted concerning RFP #153303, Travel Agency Services. None of the questions (below) received indicated a need for a change to the RFP document. Thus, no Addenda will be issued. All questions received have been answered, and are provided verbatim from what was received:

**BIDDER QUESTION 1: Is it a requirement to be a registered business in Florida or can we submit a proposal without being registered?**

**We do not pre-register vendors in this District. This bid is open to any vendor that can show, through their proposal, that they have the resources and capability to perform the services listed in the RFP.**

Page 10 of the bid states:

N. BUSINESS LICENSE AND BONDING: Responders shall be licensed and bonded in the State Of Florida. Responders shall include a copy of their Florida business license with their proposal/response.

Any deviation from the specifications will be considered an Alternate Bid, noted as an "Alternate Bid" in your proposal and would be subject to the rules for Alternate Bids as detailed in the RFP document. If your corporate office is in another state, you will still need to provide documents indicating you are licensed to sell/provide this service in the State of Florida.

**BIDDER QUESTION 2: Form of Payment: How are you all currently purchasing airfare, and are you looking for the agency to purchase and later bill the District?**

Payment will be made through the District's Purchasing Card System. Upon award, successful vendor will be given email addresses for submission of invoices/statements for District Accounting to review and reconcile credit card transactions.

**BIDDER QUESTION 3: Do you have an incumbent that is currently mandating your program, or will you all be coming from an unmanaged approach?**

Yes, this service is currently under contract. You can view the current bid document (RFP-#084002) on the Purchasing Department's web link listed below:

[http://www.escambiaschools.com/purchasing/bids\\_previously](http://www.escambiaschools.com/purchasing/bids_previously)

If you have difficulty accessing this, please call the Purchasing Agent listed on the RFP document at 850-469-6209.

**BIDDER QUESTION 4: What were your 2014 volumes for air, car, and hotel?**

Purchased approximately 300 airline tickets for approximately \$128,500.00.

Rental Cars are through the State Contract.

Hotel reservations are made primarily by the Traveler. The Travel Agency may be called on to make hotel reservations on very rare occasions. Prior years were no more than two for the entire year.

**BIDDER QUESTION 5: Are you looking for an agent based solution or an online booking tool?**

The District's needs and requirements (specifications) are detailed in the RFP document. How you propose to manage this program is part of your proposal/response. Please read the RFP document closely as it details how this document should be formatted.

**BIDDER QUESTION 6: Is there currently an approval process in place or is the traveler simply required to have an approval number for any travel.**

Yes, there is an approval process. See "Scope of Work" section of this RFP, page 11. The "approval number" is issued once that process has been completed.

**BIDDER QUESTION 7: How do you all define an "infraction" or "questionable items"?**

Infraction – Breach, violation or any action by the successful vendor that is in contradiction to the terms and conditions of this RFP.

Questionable Items – Anything that cannot be clearly delineated in the RFP document or your return proposal.