

Questions and Answers

Project No. 06-15

On-Site Full Service Travel Management Services

Date: April 24, 2006

To: All Prospective Respondents

From: Houston Community College System, Procurement Operations

Subject: Information Letter #1 - Request for Proposals (RFP) for On-Site Full Service Travel Management Services

The following written questions regarding subject RFP were received in the procurement operations department prior to the question submission deadline of April 19, 2006 @ 4:30 p.m. (local time).

Question #1:

If a teacher makes a reservation; how is the travel approved. If the teacher changes the choice at the last minute for a higher fare? How do we get approval?

Answer #1:

Any such changes should be coordinated with the person making the initial travel arrangements.

Question #2:

What is the breakdown of International and Domestic Air Travel in the last year, as well as hotel and car rental?

Answer #2:

The following represents our best estimate:

International: \$ 6,183.00

Domestic: \$187,496.55

We do not have the breakdown of hotel and car rentals.

Question #3:

How does HCC make travel request to its current vendor? Do they use an on-line portal, phone request or email?

Answer #3:

An HCC Airline Ticket Request Form is faxed to the agency.

Question #4:

By what means does HCC pay for travel? Through purchase cards, personal credit cards, purchase orders, or reimbursements?

Answer #4:

Payment is made by either charge cards or checks.

Question #5:

How do we get a list of the vendors and their proposals who responded to the previous RFP for on-site travel or travel services?

Answer #5:

The following agencies responded to our last request:

- Managed Air Resources, Atlanta, GA
- Alliance Worldwide, Houston, TX
- Carson Wagonlit/Pulse Travel, Houston, TX
- Woodlake Travel Store, Houston, TX

Your request to review proposals must be submitted under the Texas Public Information Act.

Question #6:

What is the to Airline that you use? How much of this travel was SW airlines?

Answer #6:

The airline that offers the most favorable pricing to HCC.

Question #7:

When you book hotels; do you have government or contract rates?

Answer #7:

This information is not available, however, HCC will accept the best rates that an agency can obtain.

Question #8:

How much do you use an online booking tool?

Answer #8:

None

Question #9:

Do you want to continue to use this online tool?

Answer #9:

See #8

Question #10:

Does HCC have a Travel Policy? Can we have a copy of this policy?

Answer #10:

Please visit our website:

www.hccs.edu

Click on: About HCC

Click on: Finance & Administration

Click on: Access, Policies and Procedures

Question #11:

Is it mandated that ALL HCC staff have to use the agency or can they book travel outside of the agency?

Answer #11:

It is anticipated that all official travel is handled through the agency.

Question #12:

How do we get a copy of the Management Reports presented by the previous vendor Carlson Wagonlit Travel?

Answer #12:

This information is not available.