

★ ★ ★ ★ ★ ★ ★ ★

SGTP's State Government City Pair RFP Template

★ ★ ★ ★ ★ ★ ★ ★

Prepared for and Presented at
SGTP's Education Conference
September 6-8, 2006, Hilton Alexandria Mark Center

Advisory Board:

Tom Billone, United Airlines
Denny Clifford, Northwest Airlines
Duncan G. Farrell, CMP, SGTP
Caitlyn Gorski, SGTP
Tim Hay, State of Oregon DAS-Procurement
Brian Munson, Delta Airlines
Beth Seavey, New York State, Office of General Services

*EdCon'06 Education Materials are Funded through a Grant from
Choice Hotels International*

SGTP ★
TM
www.SGTP.org

Society Of Government Travel Professionals
6935 Wisconsin Avenue, #200 ★ Bethesda, MD 20815
301/654-8595 ★ FAX 301/654-6663 ★ E-Mail: govtvlmkt@aol.com
The National Forum Of The \$28 Billion Government Travel Market ®

FOREWORD

Recent History: Much has changed recently in the economics and human resources aspects for developing and managing cost effective government city pair programs. The GSA managed federal airline RFP is one stop shopping for \$3 billion of air travel at retail. The 50 states have a wide variety of criteria, legal terms and other contract provisions, while their average airline budget is estimated at \$1-5 million each.

Economic concerns have crippled the airlines. At least 800 airplanes have been grounded or have been replaced by smaller-gauged aircraft in recent months. Airline finances have resulted in major cuts and layoffs. Rapidly increasing costs and other expenses have seriously impacted already troubled airlines. Staffing of personnel previously involved in government contract negotiation and management has dwindled from a team to perhaps one person coverings all markets globally. In recent months, state and other government officials have noticed a decline in the number of airlines and the number of city pair bids responding to state RFPs.

Project Purpose: Standardization and a briefer RFP form seem to be the solution. A task force of state travel managers began developing a model RFP "template" that could be used and modified where appropriate by any state during SGTP's EdCon'05. Recently, a group of industry and government travel management experts has been brought together by SGTP to continue this initiative towards a working model. Following are the major changes that have been accomplished from previous RFPs that the airlines have responded to:

1. RFP clauses not related to purchasing official state air travel have been deleted.
2. More clarity and specificity have been incorporated to remove any "opinion judgments" in scoring airline offerings.
3. Minimum flight volumes have been set for domestic and international city pairs, to eliminate bidding effort that results in unproductive volume.
4. The proposed evaluation criteria admittedly are weighted equally on service and price. There is the need to preserve a highly fragile intra-regional focus on city pairs that tend to have smaller gauge equipment.
5. Capacity control fares now amount to 70% of federal travel. The airlines need to gain control of their seat inventory if they are to survive. The emphasis on _CA fares for scoring purposes, without any other purchase requirements, provides the airlines with this survivability feature.
6. Appropriate price adjustments with sufficient support materials are provided for at contract renewal, and when outside economic pressures, such as oil prices, effect airline survival.
7. Past performance and compliance are key to any modification of this template by states and airlines.

Any RFP of course should be introduced with a statement of how the program has been operated in recent history, and proposed significant modifications that the state is looking for. The federal program has worked very well because it emphasizes a series of sit-down fact finding discussions between GSA and individual airlines before any RFP guidelines are "frozen." The same should work well in this case.

Your comments and questions are always welcome towards further strengthening the state and other government travel management programs.

SGTP, 16 August 2006

SGTP's Proposed State City Pair RFP TEMPLATE

D.1.BONUS MILEAGE POINTS: The State agrees to waive the right to receive "frequent flyer" bonus points for State agency and Participant agency travelers using city-pair fares in order to obtain the lowest possible contracted air fares for Capacity Controlled Fares.

D.2 PUBLISHED TARIFF: The Contractor shall enter all awarded city-pair fares into their published tariffs within five business days after the issuance of a Notice to Proceed.

D.3 PENALTIES AND RESTRICTIONS: Penalties and /or restrictions shall not be imposed on contract airline fares resulting from this RFP for Capacity Controlled fares. City Pair Fares shall not be subject to any time limitation for advance purchase of tickets; excursion, day or time of departure; length of stay; ticket cancellation or change of reservation charges or other special purchase requirements.

D.4 BOUND/IN CUSTODY PASSENGERS: Certain Participants may require transporting bound and/or in custody passengers (prisoners, run away children, etc). It is understood by the State and Participants that Contractor's may have different policies regarding the transportation of bound and/or in custody passengers. The State and Participants will adhere to the requirements of the Contractor.

D.5 PRICE APPLICABILITY: All fares awarded herein shall be available on all tickets purchased by State agencies and Participants during the initial twelve-month contract period (January 1- December 31, 2007). The State requires that all tickets purchased within the Contract period allow a minimum availability of dates for travel at least 30 days (90 days preferred) after the term of the Contract. Contract fares from any subsequent contract year's RFP available for use to travelers or contracted travel agencies will be made available for booking of travel to only occur after the expiration of the previous contract.

Contract city-pair fares shall apply seven (7) days per week to all economy class seats, for Capacity Controlled inventory, on all scheduled flights. A Contract City-Pair Fare shall be the highest fare the Contractor can charge the State agency or a Participant for an economy class ticket on that route for Capacity Controlled inventory. Fare rules shall apply to Capacity Controlled Fares.

Published fares lower than the contracted City-Pair Fares offered to the general public by Contractor shall also be available to State agencies and Participants. Contractor shall arrange for prompt adjustment on all charges exceeding contracted City-Pair Fares.

D.6 APPLICABILITY OF FARES: Contract airline fares shall only apply between the city-pairs quoted by the Contractor and shall not be applicable to or from intermediate points. There is no permitted constructing of fares and routing within a City Pair, that result in fares that are lower than the contract fare for that City Pair. Similarly the state contracting office and its contracted travel management center reserve the right to evaluate any connecting flight offers for "excessive circuitry." Those connecting offers deemed to be disadvantageous to the traveler will be eliminated from the bid response and from Qualifying flights scoring. (E.G. Baltimore, Pittsburgh, Dulles). The criteria for excessive routings are described in section D.17.C

State and Participants may use these fares in conjunction with any other published or contract airline fares. In these circumstances, the lowest published fares in conjunction with the contracted City Pairs will be

added to the applicable City Pair Fares. Under this provision, the Contractor shall provide through-ticketing and service, except where prohibited by applicable statute, regulation, or interline carrier agreements.

Each city-pair fare offered must provide for periodic fuel surcharge adjustments, standard free baggage allowance, all other applicable taxes, and all fees, commissions, or charges. Proposer's pricing shall NOT include Passenger Facility Charges (PFCs), Segment Fees or Security Fees. (The fare proposed should be the same as the base fare listed on the traveler's passenger receipt). E.G. Mega City/Baltimore with a Chicago connection.

D.7 SERVICE CHANGES: If the frequency of flights in a contracted city pair decreases more than 25% from the number of flights originally provided in the response, the Contractor must provide thirty (30) calendar days' prior written notice to the State of the change of service. If the Contractor cannot provide thirty (30) calendar days' prior written notice, notification should be given as soon as possible. If the frequency of flights in a contracted City-Pair decreases 50% or more from the number of flights originally provided in the response, State has the right to cancel the affected City-Pair with the Contractor. State may exercise its right to cancel the affected City-Pair Fare and award the affected City-Pair to the Proposer with the next highest total points.

If the Contractor discontinues all flights in a contracted city-pair, the Contractor must provide thirty (30) calendar days' written notice to State prior to the discontinuance of service. If the Contractor cannot provide thirty (30) calendar days' prior written notice, notification should be given as soon as possible. State has the option of awarding the discontinued city-pair to the Proposer with the next highest total points.

If the selected Contractor temporarily ceases all operations or is placed in temporary nonuse status by the U.S. Department of Defense, the State and Participants may use the services of other carriers in those affected contract city-pairs for the duration the period of temporary nonuse/suspension. Should the Contractor resume operations, the use of services will resume in accordance with the terms of the Contract. If the Contractor does not resume operations within sixty (60) days from the temporary cease of all operations or from placement of temporary nonuse, the State has the option of awarding the affected city-pairs to the Proposer with the next highest total points.

D.8 ESTIMATES NOT BINDING: Any estimate or other information provided by State regarding this service is for information only and shall not be relied upon by any Proposer. The quantities listed in the Pricing Information section are the usage figures from FY 2005 for one way flights. To qualify as a biddable city pair under this RFP, the states submits that the listed usage figures are a minimum of 150 seats per a year for city pairs within the 50 states and DC, and a minimum of 50 one-way seats per year for international city pairs.

By submitting a proposal, Proposer assumes all risk of investigating the conditions relating to the performance of this Contract. State neither represents nor warrants the accuracy of any estimate or information; and Proposers agree to bear exclusive responsibility for, and to accept all risks associated with, their estimates of the reasonable costs of the performance of this Contract.

D.9 AIRFARE ARRANGEMENTS: City-pair fares shall be issued only by the Contract Travel Agency or agencies. State shall provide a list of Travel Agencies and their Airline Reporting Corporation (ARC) numbers who are authorized to issue City-Pair tickets upon award of Contract. State reserves the right to amend this list with additions or deletions as needed.

D.10 AIRFARE PAYMENT: SPO has contracted on behalf of the State and Participants for travel related charge services, which includes air fares. The travel agency or agencies, under contract with Alpha State charges the fare to the State or Participant's respective billing number. The forms of payment for this Contract are the Visa credit card (series ____ and ____ only) for State agencies, Participants, and the University System. In the case that the State and/or University System awards a new contract for their travel related charge services, State Procurement shall notify the contractor in writing prior to tickets being purchased with the new charge cards.

In certain circumstances, the State reserves the right to allow a check form of payment through the State of _____ Contracted Travel Agency when a credit card becomes unavailable. At the State Contracted Travel Agency discretion, it shall accept a check form of payment from the Participant and process the ticket through ARC. Under no circumstance shall checks be written directly to the Contractor.

D.11 GUARANTEE TO AIRLINE: State of _____ policy requires, and will continue to require:

- One way city pair trips solicited in this RFP include only those who have generated at least these levels of official travel usage during 200_ (see attachment 1)
 - Domestic 50 states and DC – minimum 150 one-way seats per year
 - International requires a minimum 50 one-way seats per year
- State agency travelers (state agency personnel who travel on business for those state agencies that are subject to SPO contracting oversight under “state statute _____” or other similar Regulation) to refer to the appropriate price agreements for Airline Ticket Purchases.
- Contracted City-Pair Fares shall be made available only to the Contracted Travel Agency or agencies, which shall be directed to use those fares only for State agency and contractor approved Participant agency travel.
- The Contracted Travel Agency or agencies, shall be directed not to offer any special fare of another airline that matches a contract city-pair Capacity Controlled fare.
- If the contracted airline for a City-Pair segment offers a lower price restricted ticket or published fare than the Capacity Controlled fare, the State reserves the option to purchase the lower price ticket with the contracted airline for that city-pair segment.
- The State reserves the right to allow travel on an alternate carrier only if
 1. The Contractor is oversold for a requested flight,
 2. A flight is cancelled,
 3. The Contractor's policy prevents the movement or requires a special requirement that is too restrictive to the Participant for the movement of bound and/or in custody passengers,
 4. The circumstances or conditions affecting the Contractor, its scheduling or its flights delay or probably will delay the traveler by more than three hours for air travel (one way) that both originates and has its destination in North America, or by more than four hours for air travel (one way) that either originates or has its destination outside North America, or in situations where a traveler is unable to reach his/her final destination in the time required. Examples of delaying circumstances or conditions include, but are not limited to:
 - (i). A lay-over between connecting flights that exceeds the applicable maximum number of hours of delay stated above;
 - (ii) Any combination of lay-overs on a one-way series of flights that in the aggregate exceed the applicable maximum number of hours of delay stated above; or

(iii) Any event that delays either the scheduled boarding or the scheduled take-off of a flight by more than the applicable maximum number of hours of delay stated above.

D.11.1 GROUP TRAVEL: Contractor reserves the right to approve or reject group travel (10 or more travelers) from utilizing the Contract Airline Fares under this Contract.

D.12 PRICE DISCRIMINATION: Contract prices must be applicable for all available seats on a given flight in the economy class section, for Capacity Controlled inventory. Contractor shall not discriminate against any State or Participant agency travelers in favor of higher fare tickets paid by other travelers on any given seat or block(s) of seats.

D.13 FARE BASIS CODE: The State of _____ contract airline fares shall be proposed in one category called Capacity Controlled, "_CAAO" fares. Proposers are required to submit pricing for this category.

Capacity Controlled fares must be filed under the fare basis code of "_CAAO" to identify all contract airline fares for the State. Contract airline fares under this fare basis code are capacity-controlled and no other restrictions shall apply. All contract "_CAAO" airline fares shall be any available seat above the bottom 1/3 of the airline's seating hierarchy in economy class of the carrier's commercial fare classification code schedule. The Capacity Control fare code shall be identified in your proposal as indicated in the Pricing Section. Capacity Controlled fares must be viewable on the first screen of the Global Distribution System (GDS).

The State may accept an offer only for capacity controlled markets served with commuter type aircraft (aircraft seating 50 or fewer passengers), filed by the Contractor under the fare basis code of "_CAAO" if the city-pair is served in whole or part by the commuter aircraft.

For cities that have multiple airports, (e.g. Houston, Chicago, Washington D.C.) the contract airline fares must be filed with the airport-specification designation (e.g. _CAAODCA or _CAAOIAD). The Contractor shall not discriminate against any State or Participant travelers in favor of higher fare tickets paid by other travelers on any given seat or block of seats.

The Contractor shall notify the State of any changes in the commercial fare classification code structure that affect the awarded City Pairs not less than 15 calendar days after the change. The City Pairs shall be revised as needed to ensure that the original proportional relationship of the awarded class of City Pairs to the other classes of fares within the Contractor's commercial code structure is maintained.

D.14 RESERVATION AND TICKET SALES: The Contractor shall have contract airline fares entered into its electronic reservation system and any other electronic reservation system in which it participates within thirty (30) days from written notification of Contract award.

Reservations and tickets shall be available to the State through all of the following sources: direct from the Contractor; through all member airlines of the Airline Reporting Corporation (ARC) or the International Airlines Travel Agent Network (IATAN)(where allowed by interline agreements); the State's contracted travel agency, on-line booking and reservation systems; and all other travel agencies approved by the airline and the ARC or IATAN. Reservations for state travelers shall be confirmed on the same basis that reservations are confirmed for other travelers.

D.15 CODE SHARING: Proposers must indicate on the pricing matrix whether or not they have existing code sharing or interline agreements with other carriers and also must name the partner airline(s) on the pricing matrix. Proposers must indicate both (i) all flight number series or sequences (and the carriers) where code sharing will be allowed; (ii) and all flight number series or sequences where code sharing will be prohibited; in any resulting contract. With any SPO approved code sharing, it shall be the Contractor's responsibility to seek compensation from its code share partner for tickets booked using the partner's code. The Contractor shall not seek reimbursement from or make any charge back against, either the State's travel management provider(s), the State or any Participants.

D.16 MANDATORY REQUIREMENTS: Proposers submitting an offer shall meet all of the following requirements. Proposers shall not offer on a city pair segment where they can't meet these mandatory requirements.

1. The city pair fare offered shall be available on all non-stop, direct and connecting flights for that city pair.
2. There shall be no more than one (1) connection or stop on flights to or from Mega City.
3. There shall be no more than two (2) connections or stops on flights to or X, or Y, or any other city in Alpha State, other than Mega City.
4. There shall be no more than three (3) connections or stops on flights to or from cities outside North America.
5. The maximum layover during any connection or stop shall not exceed one and a half (1 ½) hours in the 50 states and DC, or three (3) hours elsewhere.
6. Airlines shall provide a minimum of three (3) flights each way per day that meet the connection, stop and layover criteria for North America city pairs and one (1) flight each way per day for cities outside North America. Airlines flying to international locations may use code sharing partner airlines to meet this criteria. Only city pairs meeting these service levels by at least one airline will be included in this RFP. All domestic flights must originate after 5:30 AM and conclude by 11:30 PM. There are no time restrictions on international flights.
7. Fares shall be from the inventory only for Capacity Controlled fares.
8. Airlines must have seats above the bottom 1/3 of their seating hierarchy in economy class available for Capacity Controlled inventory to be available to the State for sale at least 7 days prior to the flight.
9. No ground transportation segments shall be allowed. All segments (cities) shall have scheduled air service offered by airline or partner airline.
10. No routing restrictions shall be placed on published connections in city pair markets. City Pair fares shall be available on all normal routings and through all hubs of the airline's published availability. Similarly the state contracting office and its contracted travel management center reserve the right to evaluate any connecting flight offers for "excessive circuitry." Those connecting offers deemed to be disadvantageous to the traveler will be eliminated from the bid response and from Qualifying Flights scoring. (E.G. Baltimore, Pittsburgh, Dulles).

11. All fares shall be published on the Global Distribution Systems (GDS) through systems such as Amadeus, Galileo, Sabre, Worldspan or equivalent systems that are available to travel agencies.

D.17 EVALUATION CRITERIA: Proposers are to enter this information in Section I, Pricing Section.

A. QUALIFYING FLIGHTS EACH WAY PER DAY: Maximum 35 points

The number of scheduled non-stop, direct or connecting flights each way per day for a city pair.

EXAMPLE: If there are 3 flights from City A to City B & 3 from City B to City A, enter 3; if there are 4 flights from City A to City B & 3 flights from City B to City A, enter the lower frequency 3.

The Proposer with the highest number of qualifying flights will receive 35 points. Similarly the state contracting office and its contracted travel management center reserve the right to evaluate any connecting flight offers for "excessive circuitry." Those connecting offers deemed to be disadvantageous to the traveler will be eliminated from the bid response and from QUALIFYING FLIGHTS SCORING. (E.G. Baltimore, Pittsburgh, Dulles). Each Proposer with a lower number of qualifying flights will receive a proportionately lower score calculated as follows:

Proposer A has 8 qualifying flights each way per day.

Proposer B has 6 qualifying flights each way per day.

Proposer C has 4 qualifying flights each way per day.

(All three Proposers meet all requirements.)

Proposer A would receive 35 points.

Proposer B would receive 26 points.

6 divided by 8 equals .75 .75 times 35 equals 26.25 rounded to 26

Proposer C would receive 18 points.

4 divided by 8 equals .5 .5 times 35 equals 17.5 rounded to 18.

B. NON-STOP FLIGHTS: Maximum 15 points

The Proposer with the highest number of non-stop flights shall receive 15 points. Each Proposer with a lower number of non-stop flights shall receive a proportionately lower score calculated as follows:

Proposer A has 6 non-stop flights each way per day.

Proposer B has 3 non-stop flights each way per day.

Proposer C has 2 non-stop flights each way per day.

(All three Proposers meet all requirements.)

Proposer A would receive 15 points.

Proposer B would receive 8 points.

3 divided by 6 equals .50 .50 times 15 equals 7.5 rounded to 8.

Proposer C would receive 5 points.

2 divided by 6 equals .33 .33 times 15 equals 5.

C CIRCUITY MILEAGE: Proposer shall only be eligible for City-Pair Segments where the total flight miles between Segments does not exceed the chart shown below.

Flight Miles	Percentage Allowed
0-200	175%
201-600	160%
601-1000	145%
1001-1400	140%
1401-2000	135%
2001-3000	130%
3001 & up	125%

For example Proposer A places an offer from Anytown to Smallville. The actual air miles between this segment is 950 miles, However Proposer A has to route its passengers through Big City. With the two connections, there is a total of 1450 air miles flown. Proposer A would be ineligible for this market since its Circuity mileage is at 153%, exceeding the maximum by 8%. 1450 divided by 950 equals 1.526 rounded up to 1.53 or 153%.

Proposers shall indicate on the pricing matrix their routing or connection cities for City-Pairs. The State shall use the chart above to determine eligibility of City Pair Segments. The chart serves as a guideline to remove the “opinion” out of what’s acceptable circuity: offerors do not have to provide a calculation of connecting or through mileage on each submitted city pair.

D. PRICING – CAPACITY CONTROLLED FARE: Maximum 50 points (more or less depending on the state’s volume, compliance and past performance record.)

The lowest priced Proposer per line item for Capacity Controlled fares shall receive 50 points. Each higher priced Proposer will receive a proportionately lower score calculated as follows:

EXAMPLE: In this example, the total points possible for cost are 50.

Proposer A offers a total cost of \$150.
 Proposer B offers a total cost of \$170.
 Proposer C offers a total cost of \$190.
 (All three Proposers meet all requirements.)

Proposer A would receive 50 points.
 Proposer B would receive 44 points.
 150 divided by 170 equals .88 .88 times 50 equals 44.
 Proposer C would receive 40.
 150 divided by 190 equals .79 .79 times 50 equals 39.5, rounded up to 40.

The total possible points for A, B & C are 100. A contract shall be awarded to the Proposer with the highest points per city pair and that meets all requirements. More or less points can be awarded in each category, depending on that state’s volume, compliance regulations and past performance record, so long as the combined total remains 100.

NOTE: ALL POINTS SHALL BE ROUNDED UP OR DOWN TO THE NEAREST WHOLE NUMBER.

PROPOSERS MUST OFFER ON CAPACITY CONTROLLED FARES TO BE ELIGIBLE FOR THAT CITY PAIR SEGMENT.

The State reserves the right to withdraw any item from the award if it is in the best interest of the State to do so.

SECTION E - SELECTION/EVALUATION CRITERIA

E.1 RFP EVALUATION: The State Procurement Office will review each proposal submitted and determine the point tabulation for each City-Pair as explained in Section D-17.

E.2 MANDATORY REQUIREMENTS: Mandatory requirements (D-16) will be evaluated on a pass/fail basis. Proposer must meet all mandatory requirements to be considered responsive.

E.3 EVALUATION CRITERIA: Evaluation criteria including qualifying and non-stop flights, will be evaluated on a point system, with a maximum potential score of 70 points. Points will be awarded based upon how well Proposer's response meets the evaluation criteria. Maximum point values are assigned to indicate the relative importance of each criteria. All final scores are rounded to the nearest whole number.

E.4 PRICING: Cost points will be awarded based upon the lowest price offered for Capacity Controlled Inventories. The Proposer offering the lowest price for Capacity Controlled Fare per each City Pair Segment will receive the maximum points with higher price proposals receiving a percentage of the points as explained in D-17.

E.5 TOTAL SCORE: The Evaluation Criteria Point Score total established by the State Procurement Office will be added to the Pricing Point Score total for Proposer's point score total (maximum 100 points) for each city pair segment. The State Procurement Office will review the results of the finalists.

E.6 AWARD: Will be made to the responsible Proposer who achieved the highest points per City Pair Segment.

SPECIAL TERMS

TERMINATION: If a Contract is terminated with a Contractor for any reason, the State reserves the right to award the affected City-Pair markets held by that Contractor, to the Proposer with the next highest total points for each affected City-Pairs market.

G.1 CONTRACT EXTENSION: The initial term of the Contract shall be one (1) year(s), beginning on the date the Contract is awarded ("Term"). Upon concurrence of the parties, the Contract may be extended for additional extension terms ("Extension Terms"). Provided, however, that the maximum duration of the Contract, including all Extension Terms, shall be five (5) years.

State shall notify Contractor in writing of the State's intent to extend the Contract ("Renewal Notice") at least thirty (30) days prior to the expiration of the then-current Term or Extension Term.

If Contractor consents to the extension, it shall sign and return the Renewal Notice to State within the time period specified therein. If the Contractor does not consent, the Contract shall expire according to its terms, unless earlier terminated.

G.2 PRICE ADJUSTMENTS: Prices shall be firm throughout the initial term of the Contract, with the following exceptions:

A. Any special fare that is lower than a contract city-pair fare and is offered to the general public by the Contractor shall be offered on equal terms to the State.

B. The State will consider price increases in the event the renewal option is exercised. Price changes must be substantiated by providing documented evidence of cost increases to the Contractor such as fuel costs imposed on the airline, by governmental regulation, such as excise taxes, etc. The written request for price increases shall be submitted 45 days prior to any normal contract renewal period, and 10 working days for economic pressures outside the control of the states or airlines, and shall be accompanied by the required documentation. The State shall have the option of accepting the price change or allowing the Contract to expire.

G.3 DEFINITIONS PERTAINING TO THIS RFP

A. **CAPACITY CONTROLLED INVENTORY:** Any available seat above the bottom 1/3 of the airline's seating hierarchy in economy class of the carrier's commercial fare classification code schedule.

B. **CITY-PAIR:** The one-way flight in either direction between two designated cities. City pairs included in this RFP must meet the minimum usage levels for domestic and international one-way seats as described in section D-16-10 & D-8.

C. **CITY-PAIR FARE:** The fare for a one-way flight in either direction between two designated cities.

D. **CONTRACT(ED) TRAVEL AGENCY:** The travel agency or agencies with which the State of _____ contracts for statewide travel management services, and their affiliates and subcontractors.

E. **CONTRACTOR'S REPRESENTATIVE:** An individual designated by the Contractor to act on behalf of the Contractor concerning the terms and conditions set forth in proposal and contract documents.

F. **DIRECT FLIGHT:** A direct flight from one segment (city) to another segment (city) utilizing the same aircraft.

G. **NON-STATE AGENCY PARTICIPANTS:** Any request to expand participation in the city pair program beyond official state employees must be submitted in writing by SPO and approved in writing by the contractor prior to implementation of the contract. Any city, county, school district, board, commission or other political subdivision that participates in the State Travel Management Program is considered as a non-state agency participant. Through an agreement with the Department of Administrative Services, non-state agencies participate in all aspects of the program and have agreed to operate under all requirements. Additional non-state agencies may participate in the Program by entering into the agreement. Non-State

Agency Participants are defined as AOCPP members and has the same meaning as defined as "Participants" in Section C.1.10.

Contractor shall provide all contracted services to Participants in the same manner as state agencies. Any reference to "State" shall also apply to Participants. The City-Pair Air Fare proposal is one part of the State's Travel Management Program.

H. NON-STOP FLIGHTS: A direct flight from one segment (city) to another segment (city) with no stops or layovers in-between.

I. TRAVELER: Any ticket holder whose arrangements were made through a contract travel agency. Travelers shall be on State of _____ or Participant business and representing their government entity. Not all agencies issue employees identification; therefore, not all travelers will possess government identification.

PROPOSER NAME: _____

Capacity controlled fare designation code letter is ____CAAO

RFP Line #	City Pair		Code	FY 2005 One Way Trips (1)	Qualifying Flights Per Day	Non-Stop Flights Per Day	Routings On Connecting Flights (2)	Capacity Controlled One Way Fare	Total Points	Code Sharing Allowed Yes / No	Code Share Partner (s)	Comments
	ORIGIN/DESTINATIONS											
	Mega City (MEC) AO TO:											
	MECAO	City A	DEN	4254								
	MECAO	City B	LAX	473								
	MECAO	City C	SFO	1152								
	MECAO	City D	CHI	883								
	MECAO	City E	NYC	175								
	MECAO	City X - INT'L	LON	125								
	MECAO	City Y - INT'L	TYO	92								

- (1) Eligible one way trips: (D-11)
Domestic 50 states/DC;
Requires minimum 150 seats/year;
International requires minimum 50 seats/year

(2) The state's contracting office and Travel management Center audit these submissions. Excessive "circuitry" in their opinion will eliminate the connections from Qualifying flights scoring.