

3New York State Office of General Services
New York State Procurement
Corning Tower Building
Empire State Plaza
Albany, New York 12242
<http://nyspro.ogs.ny.gov/>

PURCHASING MEMORANDUM

BID SOLICITATION INFORMATION UPDATE #3

PR NUMBER: 22536

DATE: August 21, 2014

GROUP: 79005 – Travel Management Services (Statewide)

PLEASE ADDRESS INQUIRIES TO:

Mark Milstein
(518) 402-5005
OGS.sm.PS_SW_TravelCoordination@ogs.ny.gov

Todd Gardner
(518) 474-3540
OGS.sm.PS_SW_TravelCoordination@ogs.ny.gov

BID OPENING: August 28, 2014, 11:00 AM EST

SUBJECT: Solicitation Amendments

TO PROSPECTIVE BIDDERS:

The above referenced solicitation has been amended to include the changes outlined below:

All Bidders must acknowledge receipt and agreement to all previous solicitation amendments by answering “Yes” on Attachment 10: *Proposal Checklist*.

UPDATE TO BID SUBMISSION INFORMATION:

RFP/Attachment Section	Revision/Update
RFP Appendices A, B, C	Appendices A,B and C have been re-attached to the latest RFP.
Attachment 10, Version 3 Revised 8/21/14	OGS added additional items for check-off regarding Bidder submitting latest RFP documents.
Bid Inquiries and Responses, Version 3, Revised 8/21/14	Revised response to question number 52.

RESPONSE TO BIDDER INQUIRIES:

OGS has given careful consideration to the inquiries received with regard to RFP #22536, Travel Management Services (Statewide), during the inquiry period that ended on August 7, 2014, 11:00 AM ET. Responses to all inquiries can be found on the OGS Website: <http://ogs.ny.gov/purchase/biddocument/22536BID.ASP>

BIDDER ACKNOWLEDGEMENT:

All Bidders must acknowledge receipt and agreement to this solicitation amendment by submitting a paper version of this document, completed and with original ink signature, and submitted with Bidder's Administrative Proposal.

By signing below you certify your express authority to sign on behalf of yourself, your company, or other entity and full knowledge and acceptance of this solicitation amendment, and that all information provided is complete, true and accurate.

Legal Business Name of Company Bidding:	
D/B/A - Doing Business As (if applicable):	
Bidder's Signature:	Printed or Typed Name:
Title:	Date:

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PURCHASING MEMORANDUM

BID SOLICITATION INFORMATION UPDATE #2

PR NUMBER: 22536

DATE: August 19, 2014

GROUP: 79005 – Travel Management Services (Statewide)

PLEASE ADDRESS INQUIRIES TO:

Mark Milstein
(518) 402-5005
OGS.sm.PS_SW_TravelCoordination@ogs.ny.gov

Todd Gardner
(518) 474-3540
OGS.sm.PS_SW_TravelCoordination@ogs.ny.gov

BID OPENING: August 28, 2014, 11:00 AM EST

SUBJECT: Solicitation Amendments

TO PROSPECTIVE BIDDERS:

The above referenced solicitation has been amended to include the changes outlined below:

All Bidders must acknowledge receipt and agreement to all previous solicitation amendments by answering “Yes” on Attachment 10: *Proposal Checklist*.

UPDATE TO BID SUBMISSION INFORMATION:

RFP/Attachment Section	Revision/Update
RFP Version 2, revised dated 8/19/14, Section 2.3	Added paragraph highlighted in red.
RFP Version 2, revised dated 8/19/14, Section 3.1, #2	Revised sentence as highlighted in red.
RFP Version 2, revised dated 8/19/14, Section 3.1, #6	Revised sentence as highlighted in red.
RFP Version 2, revised dated 8/19/14, Section 4.2, #6b	Revised sentence as highlighted in red.
RFP Version 2, revised dated 8/19/14, Section 4.2, #7	Revised sentence as highlighted in red.
Attachment 1, Version 2 Revised 8/19/14	Added definition of “Custom Trips” highlighted in red.
Attachment 2, Version 2 Revised 8/19/14, Section III	Revised sentence as highlighted in red in Row 54 of the spreadsheet.
Attachment 2, Version 2 Revised 8/19/14, Section III, #27	Revised sentence as highlighted in red.
Attachment 3, Version 2 Revised 8/19/14, #4	Revised sentence as highlighted in red.
Attachment 3, Version 2 Revised 8/19/14, #5	Added sentence highlighted in red.
Attachment 10, Version 2 Revised 8/19/14	The formatting of the document was changed.
Bid Inquiries and Responses, Version 2, Revised 8/19/14	Revised responses to questions numbers 14 and 52.

RESPONSE TO BIDDER INQUIRIES:

OGS has given careful consideration to the inquiries received in regards to solicitation #22536, Travel Management Services (Statewide), during the inquiry period that ended on August 7, 2014, 11:00 AM ET. Responses to all inquiries can be found on the OGS Website: <http://www.ogs.ny.gov/purchase/biddocument/22536Bid.asp>.

BIDDER ACKNOWLEDGEMENT:

All Bidders must acknowledge receipt and agreement to this solicitation amendment by submitting a paper version of this document, completed and with original ink signature, to OGS in accordance with the instructions listed in Section 6.5 *Bid Delivery*, of the RFP.

By signing below you certify your express authority to sign on behalf of yourself, your company, or other entity and full knowledge and acceptance of this solicitation amendment, and that all information provided is complete, true and accurate.

Legal Business Name of Company Bidding:	
D/B/A - Doing Business As (if applicable):	
Bidder's Signature:	Printed or Typed Name:
Title:	Date:

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PURCHASING MEMORANDUM

BID SOLICITATION INFORMATION UPDATE #1

PR NUMBER: 22536

DATE: August 14, 2014

GROUP: 79005 – Travel Management Services (Statewide)

PLEASE ADDRESS INQUIRIES TO:

Mark Milstein
(518) 402-5005
OGS.sm.PS_SW_TravelCoordination@ogs.ny.gov

Todd Gardner
(518) 474-3540
OGS.sm.PS_SW_TravelCoordination@ogs.ny.gov

BID OPENING: August 28, 2014, 11:00 AM EST

SUBJECT: Solicitation Amendments

TO PROSPECTIVE BIDDERS:

The above referenced solicitation has been amended to include the changes outlined below:

All Bidders must acknowledge receipt and agreement to all previous solicitation amendments by answering “Yes” on Attachment 10: *Proposal Checklist*.

UPDATE TO BID SUBMISSION INFORMATION:

RFP/Attachment Section	Revision/Update
RFP Section 2.3	Added paragraph highlighted in red.
Attachment 1	Added definition of “Custom Trips” highlighted in red.
Attachment 3, #5	Added sentence highlighted in red.
Attachment 2, Section III	Revised sentence as highlighted in red.
Attachment 2, Section III, #27	Revised sentence as highlighted in red.
Attachment 3, #4	Revised sentence as highlighted in red.
RFP Section 3.1, #2	Revised sentence as highlighted in red.
RFP Section 4.2, #6b	Revised sentence as highlighted in red.
RFP Section 3.1, #6	Revised sentence as highlighted in red.
RFP Section 4.2, #7	Revised sentence as highlighted in red.

RESPONSE TO BIDDER INQUIRIES:

OGS has given careful consideration to the inquiries received in regards to solicitation #22536, Travel Management Services (Statewide), during the inquiry period that ended on August 7, 2014, 11:00 AM ET. Responses to all inquiries can be found on the OGS Website: <http://www.ogs.ny.gov/purchase/biddocument/22536Bid.asp>

BIDDER ACKNOWLEDGEMENT:

All Bidders must acknowledge receipt and agreement to this solicitation amendment by submitting a paper version of this document, completed and with original ink signature, to OGS in accordance with the instructions listed in Section 6.5 *Bid Delivery*, of the Bid Solicitation Information memo issued July 17, 2014

By signing below you certify your express authority to sign on behalf of yourself, your company, or other entity and full knowledge and acceptance of this solicitation amendment, and that all information provided is complete, true and accurate.

Legal Business Name of Company Bidding:	
D/B/A - Doing Business As (if applicable):	
Bidder's Signature:	Printed or Typed Name:
Title:	Date: