



**Office of  
General Services**

# **Air Travel Services RFP Discretionary Pre-Bid Conference**

**July 12, 2016**

# Conference Agenda

- Introductions
- RFP Overview
- Bidder Qualifications and Service Requirements
- Method of Award
- Insurance Requirements
- Format and Content of Bid Submission
- Conclusion
- Questions



# Introductions

# Introductions

Name	Organization
Todd Gardner	OGS, NYS Procurement Services
Kathleen Danaher	OGS, NYS Procurement Services
Mark Milstein	OGS, NYS Procurement Services Statewide Travel Coordinator/Presenter
Tyler Feane	OGS Legal Services

**The purpose of today's Pre-Bid Conference is to provide guidance on completing this RFP successfully.**

- This Pre-Bid Conference is informational only
  - Bidders must rely on the RFP and its attachments for instructions and requirements for preparing and submitting a successful Bid
- Time Permitting, Inquiries may be made today
  - Any responses given today to inquiries are not binding; only the responses in the official response to inquiries posted on the OGS website shall be binding
- The closing date for Inquiries is July 26, 2016, 5:00PM ET
  - Inquiries must be submitted using Attachment 7 – Bidder Inquiries Template and sent to [travelcoordinator@ogs.ny.gov](mailto:travelcoordinator@ogs.ny.gov)
  - **Answers will be provided to all registered Bidders in the form of a question and answer document which will be posted and released through the New York State Contract Reporter site.**

# New York State Procurement Lobbying Act

- State Finance Law §§139-j and 139-k
- Certain restrictions on communications between OGS and Bidders during the “Restricted Period”
- All communication must be directed to the designated contacts identified in the RFP, via the following email address: [travelcoordinator@ogs.ny.gov](mailto:travelcoordinator@ogs.ny.gov)
- Further information is available at: <http://ogs.ny.gov/acpl/>

# RFP Overview

# Scope

- This is a Request for Proposal (RFP) to enter into centralized contract(s) for air travel services.
- This service shall be available for use by all New York State employees and representatives acting in an official capacity to carry out assigned duties of the Executive, Legislative and Judicial Branches of government including New York State Public Authorities and Boards, and the State University of New York (SUNY). Non-State political subdivisions and others authorized by New York State law may participate in this contract, as detailed in Section 5.20 *Non-State Agencies Participation in Centralized Contracts*.
- State Agencies and non-state Authorized Users must use the New York State Travel Card or Non - Employee Travel Card (NET) to purchase tickets. Personal credit cards or other means of payment are not to be used.





# Contract Period

- It is the State's intent to award and execute a three (3) year Contract.
- Price adjustment may be made on the anniversary date of the contract start date based on the change in the Consumer Price Index (CPI) for Airline fare. Additional information is found in § 5.7 *Price Adjustments*.

# Estimated Quantities

- The dollar value of airline sales tracked via New York State's authorized Citibank Travel Card and Non-Employee Travel Card (NET) was approximately \$13,700,000.00 during a one year period commencing April 2015 through March 2016
- More than 35,000 air travel segments were tracked via New York State's authorized travel management contractor during a one year period commencing April 2015 through March 2016

# Estimated Quantities

- The Contract resulting from this RFP will be an Indefinite Delivery, Indefinite Quantity (IDIQ) Contract. All quantities or dollar values listed within this RFP are estimates.
- Numerous factors could cause the actual volume of sales under the Contract resulting from this RFP to vary substantially from the estimates in the RFP. Such factors include, but are not limited to the following:
  - Such Contracts will be non-exclusive Contracts
  - There is no guarantee of volume to be purchased, nor is there any guarantee that demand will continue in any manner consistent with previous purchases
  - The individual value of the Contract is indeterminate and will depend upon actual Authorized User demand, and actual quantities ordered during the Contract period
  - The State reserves the right to terminate any Contract for cause or convenience prior to the end of the term pursuant to the terms and conditions of the Contract

# Estimated Quantities

- In Procurement Services experience, depending on the demand for air travel, the actual volume of purchases for air travel services could be substantially in excess of, or substantially below estimated volumes.
- Specifically, actual volume purchased could be substantially greater than the estimates; conversely, actual volume purchased could be substantially lower than the estimates.
- By submitting its Proposal, Bidder acknowledges the foregoing and agrees that actual good faith purchasing volumes during the term of the resulting Contract could vary substantially from the estimates provided in this RFP.

# Bidder Qualifications and Service Requirements

# Qualifications & Requirements

- All Bidders shall be a Certified Air Carrier or Commuter Air Carrier recognized by the United States Department of Transportation and other applicable regulatory agencies.
- All Bidders must provide evidence of certification submitted with the bid that they are in compliance with the Federal Aviation Administration meeting the stringent standards of the Federal Aviation Regulations (FARS) pertaining to commercial airlines (Part 121) for meeting specific requirements to obtain an air carrier operating certificate and standards for conducting operations  
[http://www.faa.gov/licenses\\_certificates/airline\\_certification/](http://www.faa.gov/licenses_certificates/airline_certification/)
- Any Bidder offering a City-Pair shall have received United States Department of Transportation certification to provide scheduled service between the cities designated and shall have tickets for sale to the general public by the date and time of bid opening.



# Qualifications & Requirements

- Domestic: City-Pairs shall have at least two flights scheduled daily, Monday through Friday, in each direction originating between the hours of 6:00 A.M. and 11:00 P.M.
- International: City-Pairs shall have one (1) minimum flight scheduled daily, Monday through Friday, in each direction.
- Domestic City-Pair connecting flights shall not exceed a maximum two (2) hour cumulative stopover time; and international City-Pairs shall not exceed three hours (3) maximum cumulative stopover time.

# Qualifications & Requirements

- Reservations and tickets shall be available through the authorized travel management contractor of record with the State of New York. The authorized travel management contractor is certified with the Airlines Reporting Corporation (ARC) and the International Airlines Travel Agent Network (IATAN).





# Method of Award

# Method of Award

- *Attachment 1 - Pricing* - contains a list of City-Pairs (a particular city may have more than one airport). The state's intent is to make an award on the basis of best value to one Bidder for each City-Pair using formulas outlined in §4. This will usually mean one award for each city, but in those cities where there are multiple airports it may result in more than one award, but will never result in more than one award per airport per city.

# Attachment 1- Pricing

A	B	C	D	E	F	G	H	I	J	K	L
Bidder:			Bid Pricing Pages for Air Travel Services RFP 23015								
			Per Specific Requirements								
			Note: All Pricing is One-Way Fare								
Item#	Air Line Code	City Pair	City Pair Airport Codes	Estimated Annual Segments	Meets Daily Flight Req. (Y/N)	Meets Stop Over Req. (Y/N)	List Price One-Way Fare	Unrestricted One-Way Fare -YCANY	Capacity Controlled One-Way Fare -CANY	Shortest Elapsed Flight Time (In Minutes)	Nonstop Flight, If Yes Enter Y
1		ALBANY, NY-ALBUQUERQUE, NM	ALB-ABQ	57							
2		ALBANY, NY-AMSTERDAM, NL	ALB-AMS	15							
3		ALBANY, NY-ATLANTA, GA	ALB-ATL	406							
4		ALBANY, NY-AUSTIN, TX	ALB-AUS	82							
5		ALBANY, NY-BIRMINGHAM, AL	ALB-BHM	15							
6		ALBANY, NY-NASHVILLE, TN	ALB-BNA	96							
7		ALBANY, NY-BOISE, ID	ALB-BOI	14							
8		ALBANY, NY-BOSTON, MA	ALB-BOS	16							
9		ALBANY, NY-BALTIMORE, MD	ALB-BWI	608							
10		ALBANY, NY-PARIS-DEGAULLE, FR	ALB-CDG	26							

# Pricing Information

<u>Column Designation</u>	<u>Information</u>
A - Item Number	
*B - Airline Code	
C – City-Pair	
D – City-Pair Airport Codes	
E - Annual Estimated Segments	Approximate annual one-way or “directional” annual segment usage. The estimate is from the period of April 2015-March 2016 and based exclusively on tickets purchased through the state travel management contractor and does not depict tickets purchased through other methods. For round-trip estimates, simply double the figure.
*F - Meets Daily Flight Requirements	Bidder indication of compliance with Daily Flight Frequency requirements described in Section 2.3 – Daily Flight Frequency (Y for yes, or N for no).
*G - Meets Stop Over Requirements	Bidder indication of compliance with Stopover requirements described in Section 2.4 – Stop-Overs (Y for yes, or N for no).
*H - Normal coach One-Way Fare	Bidder inserted normal coach fare effective on the date of the bid opening. This will be verified by OGS after all bids have been received.
*I - Unrestricted One-Way Fare	Bidder provided Y Class Unrestricted one-way Fare bid price. (YCANY) NOTE: Field will accept numeric characters only.
*J - Capacity Controlled One-Way Fare	Bidder provided Capacity Controlled one-way Fare bid price. (__CANY) NOTE: Field will accept numeric characters only.
*K - Shortest Elapsed Flight Time (SET)	Bidder inserted Shortest Elapsed Flight Time (SET) in minutes on the date of the bid opening. When there is more than one flight that originates on the same day to the final destination, then the shortest elapsed time period should be selected and entered. This information will be verified by OGS after all bids have been received.
*L – Nonstop Flight	Nonstop Flight City/Airport Pair (please indicate by placing a "Y" in this column if this city/airport pair is a nonstop flight).

# Pricing Information

- All fares must be proposed in whole dollar amounts, fares for international city-pairs must be offered as base fares excluding taxes and fees. **While both pricing categories are preferred and strongly suggested, Bidders must provide either the Unrestricted Fare or the Capacity Controlled Fare in order to be considered.**
- All pricing shall include the total cost excluding Passenger Facility Charges (PFC) and other fees as defined under § 2.1 - *General Requirements*.
- Bidders indicating "N" (NO) responses under columns F or G may only be considered for award if no compliant Bids are received (see § 4 - *Method of Award – Award for Non-Compliant Bid in this RFP*).

# Insurance Requirements

# Attachment 4 - *Insurance Requirements*

Insurance Type		Proof of Coverage is Due
<b>Commercial General Liability</b>	Not less than \$1,000,000 each occurrence	At time of Bid submission and updated in accordance with the Contract
<b>General Aggregate</b>	\$2,000,000	
<b>Products – Completed Operations Aggregate</b>	\$2,000,000	
<b>Personal and Advertising Injury</b>	\$1,000,000	
<b>Medical Expenses Limit</b>	\$5,000	
<b>Business Automobile Liability Insurance</b>	Not less than \$2,000,000 each occurrence	
<b>Aircraft Liability Insurance</b>	Not less than \$5,000,000 each occurrence	
<b>Passenger Liability</b>	\$100,000 per seat for passenger	
<b>Workers' Compensation</b>		
<b>Disability Benefits</b>		

# Format & Content of Bid Submittal



# Format and Content of Bid Submittal

- Bidder shall submit the entire offering on CD or flash drive.
- CD's or flash drives shall be labeled with the name of the Bidder and Request for Proposal number (#23015).
- **Only those items listed in Section 3 below are required in paper copy**



# Format and Content of Bid Submittal

- A complete Bid consists of ONE (1) copy of each of the following in the format listed (note: all Excel documents shall NOT be locked or password protected by Bidder):
  1. CD or flash drive containing:
    - Completed Pages 1 and 2 of the Solicitation (signed and scanned) (PDF);
    - Completed Attachment 2 – *NYS Certifications* (signed and scanned) (PDF);
    - Completed Attachment 3 – *Encouraging Use of NYS Businesses and Service – Disabled Veteran - Owned Businesses in Contract Performance* (PDF);
    - Attachment 4 – *Insurance Requirements* (All necessary proof of insurance as outlined) (PDF);
    - Completed Attachment 5 – *Solicitation Questions* (Excel);
    - Completed Attachment 6 – *Bidder's Submittal Checklist* (Excel);
    - Completed ST-220CA, Contractor Certification notarized (PDF);

# Format and Content of Bid Submittal

## 2. CD or flash drive containing:

- Completed Attachment 1 – *Pricing* (Microsoft Excel NOT LOCKED); Do not change the spreadsheet structure. Any changes will increase the chances of error and may result in rejection of bids. To prevent discrepancies, Bidders shall submit the hard copy version of the bid pricing pages (requirements described in Section 3b.), printed from the electronic copy. This CD or flash drive shall be labeled Attachment 1 – *Pricing* with the name of bidder and Request for Proposal number.

# Format and Content of Bid Submittal

3. Submit **ORIGINAL** versions of each of the following:
  - Completed Pages 1 and 2 of the Solicitation (signed in ink);
  - Completed Attachment 1 – *Pricing* (Microsoft Excel NOT LOCKED);
  - Completed Attachment 2 – *NYS Certifications* (signed in ink);
  - Completed Attachment 3 – *Encouraging Use of NYS Businesses and Service – Disabled Veteran – Owned Businesses in Contract Performance*;
  - Attachment 4 – *Insurance Requirements* (All necessary proof of insurance as outlined);
  - Completed Attachment 5 – *Solicitation Questions*;
  - Completed Attachment 6 – *Bid Submittal Checklist*;
  - Completed ST-220CA, Contractor Certification notarized (signed in ink);

- **Bidder should note that electronic and paper copies submission of Attachment 1 – Pricing is required.**

# Format and Content of Bid Submittal

## Bid Envelopes and Packages

All Bids must have a label on the outside of the box or package itemizing the following information:

- BID ENCLOSED (preferably bold, large print, all capital letters)
- Group number (79006)
- Bid number (Solicitation #23015)
- Bid Opening Date and Time (August 23, 2016 at 11:00 AM ET)
- The number of boxes or packages (i.e., 1 of 2; 2 of 2)



# Format and Content of Bid Submittal

## Bid Delivery:

Bids shall be delivered to the following address on or before the Bid Opening Date/Time of August 23, 2016, 11:00 A.M.

ET:

State of New York Executive Department Office of General Services  
Procurement Services  
Corning Tower - 38th Floor Reception Desk Empire State Plaza  
Albany, NY 12242

# Format and Content of Bid Submittal

- Bidders assume all risks for timely, properly submitted deliveries.
- **A Bidder is strongly encouraged to arrange for delivery of Bids to OGS prior to the date of the Bid opening. Late Bids may be rejected, as detailed in Appendix B, *Late Bids*.**

# Conclusion



# Reminder: Key Dates

Event	Date	Time
Closing Date for Submitting Questions to OGS	Tuesday, July 26, 2016	5:00 PM ET
OGS Response to Vendor Inquiries	Tuesday, August 9, 2016 (estimated)	
Submission of Bid and Bid Opening	Tuesday, August 23, 2016	11:00 AM ET



# Questions