

Responses to Air Travel Services Bidder Inquiries

Question Number	RFP/Document Name	RFP/Document Section (Name or Number)	Questions	Responses
1	RFP Main	Section 1.2, Scope	On the credit cards, is there a specific numbering sequence similar to the Feds?	Yes, these cards must begin with either "4046" or "4275" as the first four digits of the card number.
2	RFP Main	Section 1.3, Estimated Quantities	Is there any way you can identify the dollar amount of \$13 million, for example, breakdown between airlines?	Procurement Services won't be providing any additional breakdown of the dollar amount by specific airline for the one year period commencing April 1, 2015 through March 31, 2016. Please note the resultant Contract will be Indefinite Delivery, Indefinite Quantity (IDIQ) pursuant to Section 1.3.
3	RFP Main	Section 2.5, Reservations and Ticket Sales	For the travel agency you mentioned Child Travel New York Inc., but the New York State Power Authority (NYPA) is not listed, Will that continue?	Yes, they will continue to have their own in house travel agency, Corporate Travel Department (CTD) and issue their own tickets. They have access to the New York State contract fares and purchase tickets with the New York State Citibank Visa Travel Card or Citibank Visa Non-Employee Travel Card (NET).
4	RFP Main	Section 5.7, Price Adjustments	On the CPI, is this for airline only or for transportation?	It's the CPI for Airline Fare. Pursuant to Section 5.7, "Price adjustment may be made on the anniversary date of the contract start date based on the change in the Consumer Price Index (CPI) Table 3 published by the Bureau of Labor Statistics, of the U.S. Department of Labor. <a href="http://www.bls.gov/cpi/">http://www.bls.gov/cpi/</a> Table 3-monthly Consumer Price Index for all Urban Consumers (CPI-U): United States city average, detailed expenditure categories for Airline fare. Price adjustments only apply to the original contract price and do not apply to any additional fuel surcharges."

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5	Travel Policy		Do you mandate the use of the contract carrier or do you allow the use of DG or matched fares?	New York State supports the contracted fares, we don't support the match fares. This information is posted on the OGS website, Frequently Asked Questions for Air Travel Services at: <a href="http://ogs.ny.gov/BU/SS/Trav/faq.asp">http://ogs.ny.gov/BU/SS/Trav/faq.asp</a> "After award, airlines that did not receive the State's contract award may offer matched or lower "state rates." A matched airfare is a rate that is less than or equal to the contract airline fare. It is offered only to state business travelers and not available to the general public. Use of these airfares is NOT a valid exception for travel other than the contracted airline. When travelers do not use the contract airlines, the contract carrier does not receive the estimated usage upon which the bid price was calculated and may refuse to contract with the State in the future. If you are being offered a matched fare by the Travel Agent Management Services Contractor, please notify the Statewide Travel Coordinator."
6	Travel Policy		If capacity controlled fare is closed off because inventory is closed, does NYS require the employee to buy the unrestricted fare, or would they be allowed to purchase the DG or matched fare?	No they couldn't purchase the matched or DG fare, New York State would want them to purchase the contracted fare whether it be restricted or unrestricted. Please refer to response in Q5 above.
7	Attachment 2, NYS Certifications	Question numbers 1 and 2	Can you please clarify if this is what you are looking for? We own more than 10% of our code share/partner carrier and they fly into Belfast. Would the answer then be "Yes" to the first question? However, the MacBride Fair Employment Principles in the second question only applies to U.S. companies; therefore those principles do not apply to code share/partner carrier. Neither (Bidder) nor any of its US affiliates do business in Northern Ireland. Thus, the best answer to the second question is NA?	Based upon the information provided the responses to Questions 1 and 2 is "Yes".
8	Attachment 1 - Pricing		Is 15,600 the total estimated segments on this attachment?	The total estimated segments on the attachment is 15,695.