



# Bid Solicitation Update #1

## Subject: Responses to Bidder Inquiries Revisions to RFP Documents

DATE: October 28, 2020

IFB/RFP: 23211      **BID OPENING DATE |** November 12, 2020      **TIME:** 11:00      AM

**GROUP | TITLE:** Group 79005 - Travel Management Services (Statewide)

### OGS DESIGNATED CONTACTS:

Mark Milstein | Statewide Travel Coord. | 518-402-5005 | [OGS.sm.PS\\_SW\\_TravelCoordination@ogs.ny.gov](mailto:OGS.sm.PS_SW_TravelCoordination@ogs.ny.gov)  
Terri L. Allen | Assistant Director

### TO PROSPECTIVE BIDDERS:

The Office of General Services (OGS) has given careful consideration to the inquiries received regarding the Travel Management Services (Statewide) Request for Proposals # 23211 during the Inquiry Period that ended on October 14, 2020.

Answers to the inquiries can be obtained at the Procurement Services Bid Calendar Answers to the inquiries can be obtained at the Procurement Services Bid <https://ogs.ny.gov/procurement/bid-opportunities>. All inquiries are verbatim as received by OGS except for bidder names, which have been redacted.

In addition to publishing responses to the inquiries, OGS has made revisions to the RFP documents, which are being released along with the responses to the inquiries. A summary of the revisions is set forth below. The summary of revisions is provided as a convenience. The changes within the RFP (**Revised October 28, 2020**) are redlined. Bids submitted will be evaluated based on the revised RFP documents.

### **REVISIONS TO REQUEST FOR PROPOSALS (Revised October 28, 2020)**

1. The RFP document has been revised to reflect the most current version where referenced.
2. The RFP document has been revised to reflect the most current version of Attachment 5 - *Bidder Information Questionnaire*.
3. Section 1.3, *Estimated Quantities*, has been revised.
4. Section 3.1(23), *Reservation and Fee Requirements*, has been revised.
5. Section 3.3, *Online Travel Reservation System Requirements*, has been revised.

### **ATTACHMENT 5 – Bidder Information Questionnaire (Revised October 28, 2020)**

1. General Questions, Question 16 has been revised to allow for the provision of the links to the contracts held by the Bidder.

All other terms and conditions of the RFP remain unchanged. All Bids shall be considered on the basis of this amendment.

Please be advised that the bid opening is November 12, 2020 at 11:00am. Please note that Wednesday, November 11, 2020 is a New York State holiday so the OGS office will be closed. Please take this into consideration when submitting your bid as bids must be received by November 12, 2020 at 11AM.

All Solicitation updates have been posted to the OGS Bid Calendar website at:  
<https://ogs.ny.gov/procurement/biddocument/23211bid>.

**If submitting a bid, this letter should be signed, attached to, and made a part of your Bid.**

BID OF (COMPANY): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

SIGNATURE OF BIDDER: \_\_\_\_\_

PRINTED COPY OF SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_