DESCRIPTION: Travel Management Services

USING GOVERNMENTAL UNIT: Medical University of South Carolina

SUBMIT YOUR OFFER ON-LINE AT THE FOLLOWING URL: http://www.procurement.sc.gov

SUBMIT OFFER BY (Opening Date/Time): 05/31/2018 5:00:00PM(EST) (See "Deadline For Submission Of Offeror" provision)

QUESTIONS MUST BE RECEIVED BY: 05/21/2018 2:00:00PM(EST) (See "Questions From Offerors" provision)

NUMBER OF COPIES TO BE SUBMITTED: Solicitation response should be submitted online.

You must submit a signed copy of this form with Your Offer. By signing, You agree to be bound by the terms of the Solicitation. You agree to hold Your Offer open for a minimum of thirty (30) calendar days after the Opening Date.

NAME OF OFFEROR
(full legal name of business submitting the offer)

AUTHORIZED SIGNATURE
(Person must be authorized to submit binding offer to contract on behalf of Offeror.)

DATE SIGNED

TITLE
(business title of person signing above)

STATE VENDOR NO.
(Register to Obtain S.C. Vendor No. at (www.procurement.sc.gov)

PRINTED NAME
(printed name of person signing above)

STATE OF INCORPORATION
(If you are a corporation, identify the state of incorporation.)

OFFEROR'S TYPE OF ENTITY: (Check one) (See "Signing Your Offer" provision.)

___Sole Proprietorship ___Partnership ___Other ______________________

___Corporate entity (no tax-exempt) ___Corporation (tax-exempt) ___Government entity (federal, state, or local)

COVER PAGE-ON-LINE ONLY (MAR. 2015)
AMENDMENTS TO SOLICITATION (JANUARY 2006): (a) The Solicitation may be amended at any time prior to opening. All actual and prospective Offerors should monitor the following web site for the issuance of Amendments: www.procurement.sc.gov. (b) Offerors shall acknowledge receipt of any amendment to this solicitation (1) by signing and returning the amendment, (2) by identifying the amendment number and date in the space provided for this purpose on Page Two, (3) by letter, or (4) by submitting a bid that indicates in some way that the bidder received the amendment. (c) If this solicitation is amended, then all terms and conditions which are not modified remain unchanged. [02-2A005-1]

Questions and Answers:

Question: What has prompted your company to go out to bid at this time?
Answer: a. Establish consistent enterprise travel practices
    b. Risk management
    c. Cost savings
    d. Capture travel data for strategic sourcing purposes

Question: What are your top issues you hope to resolve with this RFP?
Answer: See answer to # 1 above.

Question: Will it be acceptable to submit a Large Business Subcontracting Plan or will MUSC plan to satisfy its small business requirement through this contract?
Answer: Yes to both questions.

Question: Are you currently on a Management Fee or Transaction Fee structure?
Answer: Neither.

Question: Does MUSC currently have any negotiated airline/hotel/car discounts?
Answer: None other than State of South Carolina Contracts.

Question: What is the current percentage rate of adoption and/or goal for GetThere bookings?
Answer: MUSC doesn’t currently use a specific booking tool.
Question: Does MUSC contract directly with GetThere or through the current TMC?
Answer: No to both questions.

Question: How many VIP travelers are there? How many VIP transactions?
Answer: MUSC and MUHA have a President and CEO. There are Vice Presidents and C-level employees. However at this time, we do not have number to provide.

Question: Can you rank your preferred Airlines by spend?
Answer: The lack of such data is another reason we are bidding for travel services.

Question: Would MUSC consider a different option for a Duty of Care program other than what’s currently in place?
Answer: It depends upon what is offered.