



STATE OF OHIO
DEPARTMENT OF ADMINISTRATIVE SERVICES
GENERAL SERVICES DIVISION
OFFICE OF PROCUREMENT SERVICES
4200 SURFACE ROAD, COLUMBUS, OH 43228-1395

MANDATORY USE CONTRACT FOR: FULL SERVICE TRAVEL AGENT/BROKER

CONTRACT NUMBER: *CSP906716

EFFECTIVE DATES: 10/15/15 TO 9/30/16

The Department of Administrative Services has accepted Proposals submitted in response to Request for Proposal (RFP) No. CSP907315 that opened on 9/16/15. The evaluation of the Proposal responses has been completed. The Offeror listed herein has been determined to be the highest ranking Offeror and has been awarded a Contract for the services listed. The respective Proposal response including, Contract Terms & Conditions, any Proposal amendment, special Contract Terms & Conditions, specifications, pricing schedules and any attachments incorporated by reference and accepted by DAS become a part of this Services Contract.

This Requirements Contract is effective beginning and ending on the dates noted above unless, prior to the expiration date, the Contract is renewed, terminated, or cancelled in accordance with the Contract Terms and Conditions.

This Requirements Contract is available to the all State Agencies, as applicable.

The agency is eligible to make purchases of the contracted services in any amount and at any time as determined by the agency. The State makes no representation or guarantee that department will purchase the volume of services as advertised in the Request for Proposal.

This Requirements Contract and any Amendments thereto are available from the DAS Web site at the following address:

www.ohio.gov/procure

Minority Business Enterprise Award in accordance with ORC CH. 125.081

* The Contract Number was changed from CSP907315 to CSP906716.

COST SUMMARY

Full Service Travel Agent/Broker
 CSP906716
 UNSPSC CATEGORY CODE: 90121500

Type	Description	OAKS ID#	On-Line Booking	OAKS ID#	Full Service Booking
Domestic	Airline Ticket only	28216	\$11.00	28217	\$30.00
	Hotel Reservation only	28218	\$11.00	28219	\$15.00
	Pre-Paid Hotel	N/A		28220	\$30.00
	*Flat fee for booking any combination of airline and lodging	28221	\$11.00	28222	\$30.00
	Group tickets: per person flat fee for group tickets (a group is defined as 10 or more tickets issued for the same origin and destination and for the same travel dates).	N/A		28223	\$18.00
	Room Blocks: Meeting/Conference Hotel Room Blocks for 10 or more rooms.	N/A		28224	\$30.00
	Ticket exchange fee	28225	N/A	28225	\$35.00
	Airport Transportation to hotels	28226	\$10.00	28227	\$10.00
	Ticket refund fee		Service fee maintained		Service fee maintained
Miscellaneous/ Other	Paper ticket Domestic (no longer available)	N/A	N/A		N/A
	Express paper ticket delivery fee	N/A	N/A		N/A
After Hours	After-Hours Service Fee (per call)	28228	\$30.00	28229	\$30.00
After Hours	After Hour Service Fee with assistance with account management; and other projects outside of mandatory scope of RFP	28230	\$50.00	28231	\$50.00
Value Added Services					
Set up Cost	On-stream & Implementation		Fee Waived		
	Travel Policy Consultation		Fee Waived		
	Booking Tool Setup Fee (one-time fee)	28232	\$300.00		
	Booking Tool Customization Fee Per Hour	28233	\$50		
	Booking Tool Traveler Training		Fee Waived		
Reporting	Basic Reporting		Free		
	Customized Reports/Programming Fee (if applicable)		Fee Waived		

Flat fee for booking any combination of airline and lodging (Domestic): applies per person, per mode of travel. For example, this applies to Air + hotel. This does not apply to multiple air tickets on the same travel.

- * Uniglobe Travel Designers (UTD) waives the cost of all value added services listed (on-line and agent-assisted). The only exception is the one-time set up fee and prepaid hotel.
- * UTD will utilize the preferred airlines with the preferred/elevated status as a priority to obtain the best rates and fee waivers for Ohio, whenever possible.
- * UTD confirms that the rates are equivalent to the rates contracted with The Ohio State University and other state agencies.

All costs must be in U.S. Dollars.

CONTRACTOR INDEX

CONTRACTOR AND TERMS:

CONTRACT NO. CSP906716



MINORITY SET-ASIDE AWARD IN ACCORDANCE WITH ORC CH. 125.081

133952
Uniglobe Travel Designers
480 South Third Street
Columbus, OH 43215

TERMS: Net 30

CONTRACTOR'S CONTACT(S):
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