



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 FOR OHIO DEPARTMENT OF EDUCATION

CONTRACT NUMBER: CSP910714

EFFECTIVE DATES: 6/20/14 TO 6/30/16

The Department of Administrative Services has accepted Proposals submitted in response to Request for Proposal (RFP) No. CSP910714 that opened on 5/21/14. 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 OHIO DEPARTMENT OF EDUCATION 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.

Questions regarding this and/or the Services Contract may be directed to:

Janice L. Fitzpatrick, CPPBj
janice.fitzpatrick@das.ohio.gov

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

COST SUMMARY

BILL TO ADDRESS

Ohio Department of Education, send invoices to:
fiscal.management@education.ohio.gov

Full Service Travel Agent/Broker
 CSP900415

UNSPSC CATEGORY CODE: 90121500

BUDGET: \$125,000.00 estimates annually

* With the clarifications as stated below:

Type	Description	OAKS ID#	On-Line Booking	OAKS ID#	Full Service Booking
Domestic	Airline Ticket only	26163	\$11.00	26164	\$30.00
	Hotel Reservation only	26165	\$11.00	26166	\$15.00
	*Flat fee for booking any combination of airline and lodging	26167	\$11.00	26168	\$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	26169	\$18.00
	Ticket exchange fee	26170	\$35.00	26171	\$35.00
	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 Incident)	26172	\$30.00	26172	\$30.00
Value Added Services			Fee Waived		Fee Waived
Set up Cost	On-stream & Implementation		Fee Waived		Fee Waived
	Travel Policy Consultation		Not applicable		Not Applicable
	Booking Tool Setup Fee (one-time fee)	26173	\$300.00		Fee Waived
	Booking Tool Customization Fee Per Hour		Fee Waived		Fee Waived
	Booking Tool Traveler Training		Fee Waived		Fee Waived
Reporting	Basic Reporting		Fee Waived		Fee Waived
	Customized Reports/Programming Fee (if applicable)		Fee Waived		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.
- * The agent-assisted hotel fee of \$15.00 above is the standard fee based on the assumption that ODE will not require prepaid hotels. If ODE requires pre-payment of hotels the standard fee will be \$30.00. The pre-paid hotel fee (if applicable) will always be assessed as a separate fee and not combined with the air fee.
- * 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. CSP910714-1 (6/30/16)



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):
Elizabeth Blount-McCormick, President

Office: (614) 237-4488, Ext. 574
E-mail: elizabethb@uniglobetd.com

SUMMARY OF AMENDMENTS

Amendment Number	Effective Date	Description
1	06/30/16	This amendment is issued to notify that contract CSP910714 will not be renewed beyond the current expiration date of June 30, 2016.