



III. Price Lists and Information

Vendors are required to agree to the price list provided by the State of Mississippi, Department of Finance and Administration, Office of Purchasing, Travel and Fleet Management to be used for the entire twelve month contract period. The price list is to be signed and included on the jump drive with no modifications to the pricing unless the pricing offered is less than the fee provided.

A. Information to be submitted shall include the following:

1. The State of Mississippi Price List (see attached) shall be submitted electronically in the State of Mississippi's e-procurement system.

Please find attached CTP's State of Mississippi Price List submitted electronically in the State of Mississippi's e-procurement system.

2. The contractor shall have ARC/IATA approval and show proof of accreditation. Proof shall be submitted electronically in the State of Mississippi's e-procurement system.

CTP is ARC/IATA Certified. Attached please show proof of accreditation.

B. All bidders must have as a minimum, the following capabilities, and their proposals shall reflect these capabilities:

1. The contractor shall be in the travel/tour agency business.

Corporate Travel Planners, Inc. has provide Corporate Travel Management Services for 25 years, and is a leader within the travel industry.

2. The contractor shall be equipped with all necessary furnishings, office equipment, supplies, tariffs, communication services and related items necessary to conduct normal travel/tour agency business.

CTP is equipped with all necessary furnishings, office equipment, supplies, communication services and all items necessary to conduct normal travel agency business.

C. It is the State's policy to obtain the lowest reasonable fares for authorized travel.

1. Penalty Fares. The contractor shall offer and utilize penalty fares when it is in the best interest of the State.

CTP will offer and utilize penalty fares when it is in the best interest of the State.



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2. Business or first-class service may be authorized if at least one of the flight segments exceeds 6 hours. A flight segment is defined as time in the air between stopovers, changing aircraft, or change of airline. Business or first-class travel is not reimbursable unless approved in advance. A waiver signed by the agency head (or his designee) must be submitted and approved by OPT prior to the trip. The state agency is responsible for the approvals, not the travel agency.

CTP will follow the State of Mississippi's travel policy – specifically as it relates to business or first class service – for both agent reservation and online reservations.

3. Routing. The contractor shall utilize the least expensive routing within reasonable standards.

Without exception, CTP will book the most cost-effective travel package available that complies with the State of Mississippi's travel and expense policy.

CTP is able to offer the most cost-effective travel packages through a unique combination of sophisticated fare search through our multiple GDS's (including contractual, wholesale, proprietary, distressed inventory and web fares), highly skilled travel specialists, and a complex international faring team. When State Agencies similar to the State of Mississippi have transitioned from a traditional travel management company to our customized program, immediate cost savings and improved customer service delivery are experienced, and validated by our many happy customers.

Additionally, CTP utilizes the latest innovation in affordable low-fare search technology, the Advanced Bargain Finder Plus. This feature provides us with online booking sites and the ability to sort and display hundreds of diverse, lower-priced itineraries for available flights. This low-fare search product enables CTP to present a broad set of carriers and schedules, so travelers easily find the flights they want at prices they expect. Advanced Bargain Finder Plus also supports alternate date shopping, which makes it simple for CTP to present travelers with low fares on up to 49 departures and return date combinations in a single, online calendar matrix.

In addition to Advanced Bargain Finder Plus, CTP will make all air, car and hotel discounts available to the State of Mississippi. CTP is a preferred agency with American, United and Delta Air Lines. We have over 40 International contracts in place that offer upfront discounts to our customers traveling internationally.


During the booking process, CTP will offer the traveler the lowest available fare. If the lowest available fare was not selected by the traveler, the agents will ask and document why the lowest fare was not selected. CTP is able to then report on the number and lost volume of these exceptions. Please find attached a sample Exceptions Report.

CTP also offers the lowest logical air fare when travels book online. Policy control is built into Concur. This helps drive policy compliance and utilization of preferred vendors. This is done through color coding of search results: green reserve buttons indicate company preferred



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vendors; yellow indicates non-preferred but within company policy and red indicates completely out of company policy. Concur highlights the lowest fares with a green reserve button. It is permissible to select a fare greater than the lowest logical fare but you may be prompted to select a reason for picking a higher cost flight. When the email is sent to the manager, if there is a yellow or red color, information is also sent on the alternative flights that were available at that time. Companies can enforce their business policies from the point of sale, effectively preventing unnecessary spending from happening.

This flight is not in compliance with the following travel rule(s):
 Air Fare is greater than the least cost logical airfare plus 150 dollars

Please choose the reason for selecting this travel option. If more than one reason applies, choose the most applicable. This reason applies to this entire trip.

-- Please Choose a Reason --

Please explain why you have chosen this flight. NOTE: We will log flights which you did not take.

4. Delays. Delays that will not delay the traveler's arrival at destination by more than three hours actual travel time and that result in a substantial cost benefit to the State should be offered and utilized.

CTP will follow the Travel Policy of the State of Mississippi, including how it relates to Delays.

5. Departure and Return Locations, Dates and Times. When applicable, alternate departure and return locations, dates and times shall be offered to all travelers in the interest of obtaining the lowest overall cost to the State.

CTP will provide alternative date/time/airport routings to travelers (when applicable) in order to obtain the lowest overall cost to the State.

D. The contractor shall make reservations for all commercial modes of transportation. Delivery methods will be advised to the individual traveler by the booking agent.

CTP's agents are fully able to make reservations for all commercial modes of transportation. Delivery of itineraries will be emailed to the individual traveler by the booking agent or the online booking tool.

E. The contractor shall be aware of and assist the traveler in compliance with the following:

1. The use of first-class fares or business fares referenced above.



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CTP will adhere to the State of Mississippi's travel policy – specifically the use of first-class or business class fares referenced above.

2. Full coach fare may be used only if no lower unrestricted fare is available.

CTP will adhere to the State of Mississippi's travel policy – specifically full fare coach when no lower unrestricted fare is available, as referenced above.

3. Off-peak, excursion, promotional and other types of discount fares should be used if the use of these fares will provide adequate travel arrangements and reduced costs to the state.

CTP will ensure the lowest logical cost is always offered to the State of Mississippi's travelers. When applicable, CTP will offer off-peak, excursion, promotional and other types of discount fares that will provide adequate travel arrangement and reduce costs to the State.

4. Transportation reservations and itineraries for travel by airline or other public carrier.

Yes, CTP is able to make reservations and itineraries for travel by airline and any other public carriers through our Global Distribution Systems (GDS):

SABRE GDS - provides global access to more than 400 airlines, 100,000 hotel properties, 13 cruise lines and 25 car rental brands. CTP has utilized SABRE for the past 20 years and our agents have an average SABRE work experience of 10 years which translates into high productivity and responsive knowledge. What more, CTP's management team has over 200 years SABRE work experience combined.

Worldspan GDS – provides real-time access to 400 airlines, including the leading LCCs, 610,000 unique hotel properties, 35,000 car rental locations: Unique access to full range of airline products and services - seats, bags, fare families and more: Available globally in 170 countries: Reduce risk and provide more reward on every booking with eNett VANS

5. Vehicle rental services using the State of MS contracts. The contracts can be viewed online at: <http://www.dfa.state.ms.us/Purchasing/Travel/Travel.html>.

CTP can secure vehicle rentals using the State of Mississippi's contracts for both agent assisted reservations and online booking tool reservations.

6. International travel, including assistance in obtaining passports, visas, health documents and advice.

Specific to international travel, CTP's dedicated travel counselors will advise at time of booking the reservation of all travel requirements such as passport, visas, travel immunizations and any



resource materials such as maps, driving directions, restaurants, or special touring interests. We utilize several sources of accurate information from such authorities as the Federal Government Travel site, TSA and the CDC to ensure that our travel counselors are providing accurate and timely advice on necessary international travel documentation and health requirements based on specific itinerary destinations.

CTP also offers our clients an onsite Visa/Passport Specialist.

Passports

CTP's travel counselors are fully educated on the latest immigration requirements, having instant access to consular resources around the globe to consult with University travelers on international documentation requirements. The agent desktop application and Concur will flag international bookings for specific documentation and immigration requirements. Since many travelers may hold non-U.S. passports, our staff will be able to counsel those expatriates on immigration requirements based on different citizenship status.

CTP has an in-house Visa/Passport expert service and will be able to provide and arrange for all required and necessary paperwork to facilitate international travel.

Visas

CTP often advises clients in terms of visa requirements, and offers an in-house Visa expert service for updated information. We have resources programmed within our agent desktop to provide additional notification. Should travelers require transit visas, we use our experience to guide travelers through local government agencies to ensure the proper documentation exists. We can also provide travelers with official itineraries to submit to embassies for visa applications upon request.

7. Reservations for lodging.

Yes, CTP is able to make reservations for lodging.

8. Detailed traveler's itineraries.

Yes, CTP provides travelers detailed itineraries for all of their reservations. CTP's electronic itineraries are completely customizable, even with the ability to co-brand the itinerary with CTP's logo and our clients. Additionally, itineraries are interactive. Travelers with the click of one button are able to import their itinerary directly into their calendar. Additionally, Traveler's are able to check-into flights directly from the invoice.

9. Maintenance of records for each agency and traveler.

Yes, CTP maintains all records for each agency and traveler.