STATE OF MISSISSIPPI

PROPOSAL FORMAT AND GUIDELINES

<u>CLASS 962</u>
TRAVEL AGENCY SERVICES

DEPARTMENT OF FINANCE AND ADMINISTRATION
OFFICE OF PURCHASING AND TRAVEL
701 WOOLFOLK BUILDING, SUITE A
501 NORTH WEST STREET
JACKSON, MISSISSIPPI 39201

STATE OF MISSISSIPPI

Effective Date: 03/01/15

PROPOSAL FORMAT AND GUIDELINES

FOR CLASS 962: TRAVEL AGENCY SERVICES

Vendors interested in entering into a nonexclusive, negotiated contract for travel agency services with the State of Mississippi, Department of Finance and Administration, Office of Purchasing and Travel (OPT), should submit a proposal which must include all information requested in this Proposal Format and Guidelines. It is the responsibility of the Vendors submitting to verify that all of the requirements for submitting the proposal have been fulfilled.

I. Proposal Letter

Submit a **signed** letter from an authorized representative of the Vendor indicating the Vendor's interest in entering into a state contract for the services being proposed. This letter should include Vendor's name, location address, mailing address, telephone number, fax number, email address, website address, (if applicable) and name of authorized representative submitting proposal. By signing this letter, the Vendor is certifying that it is authorized to do business in the State of Mississippi, that neither the Vendor nor any potential subcontractors are debarred or suspended from submitting bids for contracts issued by any political subdivision of agency of the State of Mississippi, and that it is not an agent, a person or entity that is currently debarred from submitting bids or contracts issued by any political subdivision or agency of the State of Mississippi. This letter should be provided **on a jump drive, preferably in .pdf format.**

II. Price Lists and Information

Vendors are required to provide an electronic version of the proposed price list to be used for the entire twelve month contract period and other information as requested below. Each of these lists should be provided in an **Excel spreadsheet format** with "read and write" capabilities on a **jump drive**. No costs or expenses associated with providing this information in the required format shall be charged to the State of Mississippi. This list shall include fees for all services provided. The list shall give the information shown below.

If Vendor is listed on a GSA contract, a copy of the current price list must be submitted on the **jump drive**. Discounts shall be competitive when compared to prices and discounts received by the GSA, other state governments, and large volume commercial customers.

A. Information to be submitted shall include the following:

1. The State of Mississippi Travel Agency Services Proposal form (see attached) shall be submitted on a **jump drive**.

2. The contractor shall have **ARC/IATA approval** and show proof of accreditation. **Proof shall be submitted** with the proposal via the **jump drive**.*

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.

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.

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.

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.

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

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.

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.

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.

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.

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

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.

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

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.

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

7. Reservations for lodging.

8. Detailed traveler's itineraries.

9. Maintenance of records for each agency and traveler.

III. Length of Price Guarantee

Pricing shall be firm for a 12 month period. Price increases are not allowed during the term of the contract.

IV. Payment Terms and Invoices

MS Code Section 31-7-305(3) allows a state entity to pay invoices within 45 days without penalty.

The State requires the Vendor to submit invoices electronically throughout the term of the agreement. Vendor invoices shall be submitted to the state agency using the processes and procedures identified by the State of Mississippi. Payments by state agencies shall be made and remittance information provided electronically as directed by the State of Mississippi. These payments shall be deposited into the bank account of the Vendor's choice. Vendor understands and agrees that the State of Mississippi is exempt from the payment of taxes. All payments shall be in United States currency.

MS Code 31-7-9 prohibits vendors imposing a surcharge when a buyer uses a state-issued credit card. Additionally, no service fees should be charged for **any** accepted payment method used under this contract.

V. Vendor Registration/Proposal Submission

Please note: It shall be the responsibility of each manufacturer to ensure that your profile is current in our e-procurement system. The website to register as a vendor with the State of Mississippi is: http://www.mmrs.state.ms.us/vendors/index.shtml. If you currently have a Travel Agency Services and you are unsure of your vendor number, contact Laurie Pierce at Laurie.Pierce@dfa.ms.gov.

State contract vendors that do not have a MAGIC User Id and password, an email should be sent to mash@dfa.ms.gov. Enter "Vendor ID Request" as the email Subject, and include the following information in your email:

- MAGIC Vendor Number
- Vendor Name
- Contact Name
- Contact Email Address
- Contact Phone Number

Current information such as e-mail addresses, contact person(s), phone number(s), etc., must be updated whenever there are any changes to your profile. Also it shall be the responsibility of the vendor to ensure that all dealers that are listed on your dealers' list are registered with their current information. If a dealer is not registered, they will not be listed in the State's online ordering and will not receive any orders from State Agencies.

For online learning instructions on submitting your Proposal electronically, select "Supplier Training" from the link listed above. Select the LOG820 Supplier Self-Service Course link and then click "Launch Course".

Minority Vendor Status – Vendors should indicate if they or any of the distributors they list are considered Minority Vendors. Minority vendor means a business concern that (1) is at least 51% minority-owned by one or more individuals, or minority business enterprises that are both socially and economically disadvantaged, and (2) have its management and daily business controlled by one or more such individuals as ascribed under the Minority Business Enterprise Act 57-69 and the Small Business Act 15 USCS, Section 637(a). **MINORITY** as used in this provision means a person who is a citizen or lawful permanent resident of the United States and who is: Black Americans - racial groups of Africa; Hispanic Americans - of Mexican, Puerto Rican, Cuban, Central/South America, Spanish or Portuguese culture or origin; Native Americans - origin in any of the original peoples of North America; Asian Pacific Americans - origins of the Far East, Southeast Asia, the Indian subcontinent; or a woman.

Vendors should put "MV" beside their name on the fee schedule.

VI. <u>Purchase Summary</u>

A purchase summary is required only if Vendors have a current contract. **<u>This purchase summary must indicate each state agency or other governmental entity to which sales have been made, the location of each, the date of the sale, and the total dollar sales generated during the current contract period in Excel spreadsheet format on the jump drive. This information must be combined on one Excel spreadsheet with a grand total.</u>** This purchase summary must be in this office before a new contract can be considered.

Please note: Because of the expense associated with the maintenance of this type of contract, it has been determined that a lack of sales activity under the agreement will be cause for rejection of a contract renewal request. **Renewal requests will be denied for purchase summaries which indicate a purchase volume of less than $25,000 for two consecutive years. In this instance you will be denied a new contract for a period of two years.**

VII. <u>Award of Contract</u>

New contracts will be awarded to all Vendors that submit proposals that are in compliance with this format and are proposing competitive prices. Any requested information not submitted may cause proposal request to be denied.

If you currently have a State Contract and your information is not received by the required submission date, the contract will expire and you will be denied a new contract for a period of two years.

VIII. <u>E-Verify Compliance</u>

If applicable, Vendor represents and warrants that it will ensure its compliance with the Mississippi Employment Protection Act, Section 71-11-1 et seq of the Mississippi Code Annotated (Supp 2008), and will register and participate in the status verification system for all newly hired employees. The term “employee” as used herein means any person that is hired to perform work within the State of Mississippi. As used herein, “status verification system” means the Illegal Immigration Reform and Immigration Responsibility Act of 1996 that is operated by the United States Department of Homeland Security, also known as the E-Verify Program, or any other successor electronic verification system replacing the E-Verify Program. Vendor agrees to maintain records of such compliance and, upon request of the State, and approval of the Social Security Administration or Department of Homeland Security, where required, to provide a copy of each such verification to the State. Vendor further represents and warrants that any person assigned to perform services hereunder meets the employment eligibility requirements of all immigration laws of the State of Mississippi. Vendor understands and agrees that any breach of these warranties may subject Vendor to the following: (a) termination of this Agreement and ineligibility for any state or public contract in Mississippi for up to three (3) years, with notice of such cancellation/termination being made public, or (b) the loss of any license, permit, certification or other document granted to Vendor by an agency, department or governmental entity for the right to do business in Mississippi for up to one (1) year, or (c) both. In the event of such termination/cancellation, Vendor would also be liable for any additional costs incurred by the State due to contract cancellation or loss of license or permit.

IX. Proposal Deadline

The Travel Agency Services contracts, Class 962, are effective July 1 through June 30; therefore, proposals for contract must be submitted to the Office of Purchasing and Travel between the dates of May 1 and May 15. **Any proposal received after these dates will not be considered.**

If you have any questions concerning this Proposal Format and Guidelines, please contact the Travel Manager listed below.

Please mail your complete proposal to the following address:

Laurie Pierce
Office of Purchasing and Travel
701 Woolfolk Building, Suite A
501 North West Street
Jackson, MS 39201

Email - laurie.pierce@dfa.ms.gov
Phone - 601-359-3647

STATE OF MISSISSIPPI
TRAVEL AGENCY SERVICES
PROPOSAL

Travel Agency Name: ____

Mailing Address: ____

City/State/ZIP: ____

Reservations Phone Number: ____________________ Toll Free: ____________________

Website: ____________________________ Email: ____________________________

Fax: __________________ After Hours Phone Service: ____________________________

Fees & Services

List all Fees & Services on Price List

Optional

Do you fall within the Minority Vendor Status, Section V, of this proposal format? __ Yes __ No

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Vendor Please Complete

Name of Person Completing Form: ____________________________________

Phone Number: ________________________ Fax Number: ____________________

Mailing Address: ____

E-Mail: ____

____

(Signature of Authorized Representative for Agency) ***(Date)***

REQUIRED INFORMATION

NOTE: Respondents are required to initial the boxes below to insure all information has been read, understood and all pertinent information has been provided on a jump drive. This page should also be submitted with the proposal required information. ALL INFORMATION SHOULD BE PROVIDED ON THE SAME JUMP DRIVE.

☐ **Initial box indicating the Proposal Format and Guidelines have been read and understood.**

☐ **Initial box indicating a signed Proposal Letter, with all requested information, is enclosed. Also provide the signed Proposal Letter on the jump drive.**

☐ **Initial box indicating payment terms have been read and understood.**

☐ **Initial box indicating a copy of your fee schedule is provided in an Excel spreadsheet format or pdf on the jump drive.**

☐ **Initial box indicating your purchase summary is enclosed (for renewals only). This purchase summary must indicate each state agency and governmental entity to which sales have been made, the location of each, and the total dollar sales generated to date in Excel format on a jump drive.**

☐ **Initial box indicating that the Travel Agency Services Proposal sheet is enclosed in Excel format on a jump drive.**

☐ **Initial box indicating minority vendor status has been indicated.**