



# Contract Award Notification

<b>Title</b>	: <b>Group 79005 -Travel Management Services (Statewide)</b> <b>Classification Code(s): 90</b>
<b>Award Number</b>	: <a href="#">22536</a> (Replaces Award 20958)
<b>Contract Period</b>	: <b>January 20, 2015 – January 20, 2020</b>
<b>Bid Opening Date</b>	: <b>August 28, 2014</b>
<b>Date of Issue</b>	: <b>January 21, 2015 (Revised February 21, 2018)</b>
<b>Specification Reference</b>	: <b>As Incorporated In The Agreement</b>
<b>Contractor Information</b>	: <b>Appears on Page 2 of this Award</b>

## Address Inquiries To:

<b>State Agencies &amp; Vendors</b>	<b>Political Subdivisions &amp; Others</b>
<b>Name</b> : Mark Milstein <b>Title</b> : Statewide Travel Coordinator <b>Phone</b> : 518-402-5005 <b>E-mail</b> : <a href="mailto:travelcoordinator@ogs.ny.gov">travelcoordinator@ogs.ny.gov</a>	Procurement Services Customer Services <b>Phone</b> : 518-474-6717 <b>E-mail</b> : <a href="mailto:customer.services@ogs.ny.gov">customer.services@ogs.ny.gov</a>

**Procurement Services values your input.  
Complete and return "Contract Performance Report" at end of document.**

## Description

The Statewide Travel Management Services Contract provides business travel services for all commercial modes of travel both domestically and internationally to Authorized Users. The Travel Management Services Contractor will arrange travel (online and agent-assisted reservations) for State business travelers and facilitate the use of centralized travel contracts for airline travel, vehicle rentals and lodging. The contract offers electronic airline ticketing, and extensive reporting capabilities to enable using entities to effectively administer their travel programs.

This contract is for use by all New York State employees of The Executive, Legislative and Judicial Branches of government including New York State Public Authorities, Boards and Political subdivisions. Additionally, service may be utilized by local governments, school districts and others authorized by law.

PR # 22536

<u>CONTRACT #</u>	<u>CONTRACTOR &amp; ADDRESS</u>	<u>TELEPHONE #</u>	<u>FED.IDENT.#</u>	<u>VENDOR ID#</u>
PS66730 SB	Child Travel New York, Inc. d/b/a Direct Travel 19 Roosevelt Highway Suite 300 Colchester, VT 05446	518-292-9000 800-774-0655 www.dt.com	75-3203627	1000034499

**Contract information and pricing for this Award, please see the “Contractor Information” page located at:** <http://www.ogs.ny.gov/purchase/snt/awardnotes/7900522536can.htm>

Cash Discount, If Shown, Should be Given Special Attention.  
**INVOICES MUST BE SENT DIRECTLY TO THE ORDERING AGENCY FOR PAYMENT.**  
 (See "Contract Payments" and "Electronic Payments" in this document.)

AGENCIES SHOULD NOTIFY THE NEW YORK STATE PROCUREMENT PROMPTLY IF THE CONTRACTOR FAILS TO MEET DELIVERY OR OTHER TERMS OF THIS CONTRACT. PRODUCTS OR SERVICES WHICH DO NOT COMPLY WITH THE SPECIFICATIONS OR ARE OTHERWISE UNSATISFACTORY TO THE AGENCY SHOULD ALSO BE REPORTED TO THE NEW YORK STATE PROCUREMENT.

**SMALL, MINORITY AND WOMEN-OWNED BUSINESSES:**

The letters SB listed under the Contract Number indicate the contractor is a NYS small business. Additionally, the letters MBE and WBE indicate the contractor is a Minority-owned Business Enterprise and/or Woman-owned Business Enterprise.

**RECYCLED, REMANUFACTURED AND ENERGY EFFICIENT PRODUCTS:**

The Procurement Services Group supports and encourages the purchase of recycled, remanufactured, energy efficient and "energy star" products. If one of the following codes appears as a suffix in the Award Number or is noted under the individual Contract Number(s) in this Contract Award Notification, please look at the individual awarded items for more information on products meeting the suffix description.

RS,RP,RA	Recycled
RM	Remanufactured
SW	Solid Waste Impact
EE	Energy Efficient
E*	EPA Energy Star
ES	Environmentally Sensitive

**NOTE TO AUTHORIZED USERS:**

When placing purchase orders under the contract(s), the authorized user should be familiar with and follow the terms and conditions governing its use which usually appears at the end of this document. The authorized user is accountable and responsible for compliance with the requirements of public procurement processes. The authorized user must periodically sample the results of its procurements to determine its compliance. In sampling its procurements, an authorized user should test for reasonableness of results to ensure that such results can withstand public scrutiny.

The authorized user, when purchasing from OGS contracts, should hold the contractor accountable for contract compliance and meeting the contract terms, conditions, specifications, and other requirements. Also, in recognition of market fluctuations over time, authorized users are encouraged to seek improved pricing whenever possible.

Authorized users have the responsibility to document purchases, particularly when using OGS multiple award contracts for the same or similar product(s)/service(s), which should include:

- a statement of need and associated requirements,
- a summary of the contract alternatives considered for the purchase,
- the reason(s) supporting the resulting purchase (e.g., show the basis for the selection among multiple contracts at the time of purchase was the most practical and economical alternative and was in the best interests of the State).

**PROCUREMENT INSTRUCTIONS:**

Agencies will contact the Statewide Travel Management Services Contractor to arrange for travel services required.

<b>State of New York</b> <b>Office of General Services</b> <b>NEW YORK STATE PROCUREMENT</b> <b>Contract Performance Report</b>
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Please take a moment to let us know how this contract award has measured up to your expectations. If reporting on more than one contractor or product, please make copies as needed. This office will use the information to improve our contract award, where appropriate. **Comments should include those of the product’s end user.**

**Contract No.:** \_\_\_\_\_ **Contractor:** \_\_\_\_\_

**Describe Product\* Provided (Include Item No., if available):** \_\_\_\_\_

**\*Note:** “Product” is defined as a deliverable under any Bid or Contract, which may include commodities (including printing), services and/or technology. The term “Product” includes Licensed Software.

	Excellent	Good	Acceptable	Unacceptable
• Product meets your needs				
• Product meets contract specifications				
• Pricing				

**CONTRACTOR**

	Excellent	Good	Acceptable	Unacceptable
• Timeliness of delivery				
• Completeness of order (fill rate)				
• Responsiveness to inquiries				
• Employee courtesy				
• Problem resolution				

Comments: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_ (over)

Agency: \_\_\_\_\_ Prepared by: \_\_\_\_\_

Address: \_\_\_\_\_ Title: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ E-mail: \_\_\_\_\_

**Please detach or photocopy this form & return via e-mail to [travelcoordinator@ogs.ny.gov](mailto:travelcoordinator@ogs.ny.gov) or mail to:**

OGS NEW YORK STATE PROCUREMENT  
[travelcoordinator@ogs.ny.gov](mailto:travelcoordinator@ogs.ny.gov), 38th Floor  
 Corning 2<sup>nd</sup> Tower - Empire State Plaza  
 Albany, New York 12242  
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