



Contract Award Notification Update

Subject: CONTRACT AMENDMENT

DATE: July 22, 2021

AWARD #: [23211](#)

GROUP #: 79005

AWARD DESCRIPTION: Travel Management Services (Statewide)

CONTRACT PERIOD: March 2, 2021 – March 1, 2026

CONTACT: Mark Milstein | 518-402-5005 | travelcoordinator@ogs.ny.gov

CONTRACT NO.: PS69259 **CONTRACTOR:** Knight Holdings, LLC

The Contract has been amended, effective July 16, 2021, to clarify the process for transfer of Authorized User Travel Data.

Additionally, Knight Holdings, LLC is a disregarded entity of Stovroff and Taylor Travel, Ltd. with an Employer Identification Number of 201653737. **For payment purposes, NYS Vendor Number 1100254378 and Employer Identification Number 205538525 should be used.**

Section 1. Section 1.5 of the Contract is revised to include the following language:

Section 1.5 Definitions

“**Travel Data**” shall refer to the following data including, but not limited to, Traveler Profile, transactional ticket-level information, segment-level information, and traveler-level information, which may include, without limitation, traveler name and address, origination and destination, corporate credit card number, passport number, license, travel preferences, and other special needs or any other sensitive data as may be provided by or on behalf of Authorized User travelers.

Section 2. Section 4.16 of the Contract is deleted in its entirety and replaced with the following language:

Section 4.16 Contractor Cooperation

Upon expiration, cancellation, termination or other conclusion of the Contract, the Contractor has the affirmative obligation to extend appropriate and reasonable cooperation to assure the orderly transition of the Contract to the subsequent Contractor or, in the event there is no subsequent Contractor, to the Authorized User.

The State provides authorization to Contractor and Concur for Concur to access and use the Authorized User Travel Data that Concur reasonably deems necessary for Concur to exercise its rights and perform its obligations under this Agreement. The Contractor agrees that the State owns and retains all right, title, and interest in and to all Authorized User Travel Data that exists under this Contract.

Contractor shall within seven business days of OGS request transfer all Authorized User Travel Profiles and Concur sites through a Site Transfer coordinated with the State's Online Booking Tool (Concur), to the subsequent Contractor or an Authorized User, as applicable, in coordination with the assigned Concur project manager and Concur outgoing agency form.

Statewide Travel Coordinator and Contractor will determine a "last ticket date" for Authorized Users, and Contractor will provide reporting as requested to indicate Travelers that are booked and traveling after the last ticketing date within seven business days or sooner when requested by OGS.

Contractor shall provide an unused ticket report (according to the Airline Report Corporation (ARC) rules and regulations traffic documents can only be exchanged by the agency location that originally issued the document) to the subsequent Contractor within five calendar days or sooner when requested by OGS. Contractor shall provide an accounting of unused tickets by Authorized User as well as a Travel Management Summary identifying historic spend within seven business days or sooner when requested by OGS. The Travel Management Summary will be differentiated by Authorized User as well as a combined rollup. Such accounting shall indicate the passenger name, agency/organization, airline record number (PNR), ticket number, airline name, issue date, amount/value, invoice number and ticket expiration date.

Contractor shall provide a report listing all Authorized User accounts and contact information (minimum two contacts) associated with each account broken out by specific Concur site within seven business days or sooner when requested by OGS. The report must include agency/organization name along with associated contact names, business email address(es) and phone number(s).

Statewide Travel Coordinator and Contractor will confirm the final date for the Contractor to deliver any outstanding reporting requirements to the Statewide Travel Coordinator and Authorized Users. The final date will identify when all Account Numbers will be deactivated; with no further access to data available. Once the final date is determined, and any outstanding reports are delivered, the Contractor agrees to transfer and not retain any copies of any Authorized User Travel Data that is in its possession as a result of this Contract. Contractor must submit a statement signed by a partner, corporate officer, or other person authorized to bind the Contractor on company letterhead, certifying that all Authorized User Travel Data has been transferred and Contractor has not retained any Authorized User Travel Data.

Section 3. Except as herein modified all other terms and conditions of this Contract remain in full force and effect.

Please direct any inquiries to the Statewide Travel Coordinator listed above.

All other terms and conditions remain unchanged.