

Entity Name: South Dakota State Government
Event Number: 10101
Event ID: 24RFPUSD-02072024
Event Name: Travel Agency Services
Requested By: Missy Schuetzle
Created By: Missy Schuetzle
Due By Date: 02/28/2024 05:00 PM Central Time
Q&A Cutoff Date: 02/07/2024 10:44 AM Central Time
Invitation Type: Invitation Only
Assigned Commodities: 961-78 Travel Agency Services
Allow Supplier Terms and Conditions: No
Public Responses: No
Display Awardee: Display
Posting Board Status: Published
Event Status: Event Under Review

Section #: Name:

1 Section 1 - 24RFPUSD-02072024

"Response to Offeror Questions" document attached.

Do not submit responses through ESM Sourcing; please submit your response as specified in the RFP document.

The Invitation Type for this RFP, designated as "Invitation Only," indicates that vendors who have chosen the applicable NIGP codes for the requested services will receive an autogenerated system email notification. The Invitation Only designation does not impose exclusivity or restrictions on access; it does not limit who can respond. Also, the RFP document is accessible to all interested parties for download via the Central Bid Exchange on OPM's website: <https://sourcing.esmsolutions.com/postingboard/entities/3444a404-3818-494f-84c5-2a850acd7779>.

All vendors are encouraged to download the RFP and submit their proposals following the instructions outlined in the RFP document.

1.0 GENERAL INFORMATION

1.1 PURPOSE OF REQUEST FOR PROPOSAL (RFP)

This RFP is being issued by the University of South Dakota (USD and University), which is a public university governed by the South Dakota Board of Regents. USD is a Division I institution and member in the Summit League and Missouri Valley Football Conference. The University enrolls approximately 10,000 students and employs about 1300 faculty and staff.

USD books approximately 2000 flights per year averaging approximately \$1,000,000.00 in flight expenditures. Hotel booking and expense is slightly less than flight data, but hotel bookings often include shared rooms.

The purpose of this RFP is to contract the services of a travel agency (agencies) to manage and coordinate the travel needs for all University departments and organizations including athletic teams, academic areas, and administrative departments. Agencies interested in submitting a proposal should do so according to the guidelines contained herein. All references to the University of South Dakota (USD, the University), the State of South Dakota, or the State shall mean the same.

USD will consider proposals from agencies for a subset of the required services (only athletic travel, or only academic/administrative travel). Group travel must be included in any proposal.

1.2 ISSUING OFFICE AND RFP REFERENCE NUMBER

The USD Purchasing Office is the issuing office for this document and all subsequent addenda relating to it, on behalf of the University of South Dakota. The reference number for the transaction is RFP #USD 02072024. This number must be referred to on all proposals, correspondence, and documentation relating to the RFP.

1.3 SCHEDULE OF ACTIVITIES (SUBJECT TO CHANGE)

RFP Publication 2/7/2024

Offeror Questions Due 2/14/2024

Responses to Offeror Questions 2/19/2024

Proposal Submission 2/28/2024

Anticipated Award Decision/Contract Negotiation 3/13/2024

1.4 SUBMITTING YOUR PROPOSAL

All proposals must be completed and received in the USD Purchasing Office by the date and time indicated in the Schedule of Activities.

Proposals received after the deadline will be late and ineligible for consideration.

All proposals must be signed, in ink, or electronically, by an officer of the responder, legally authorized to bind the responder to the proposal. Proposals that are not properly signed may be rejected. Proposals should be in PDF or Microsoft Word format. The proposal should be emailed to the contact below with the proposal number in the subject line.

REQUEST FOR PROPOSAL #: USD 02072024
STATE POC: Chris Phillips
POC EMAIL ADDRESS: chris.phillips@usd.edu

No proposal shall be accepted from, or no contract or purchase order shall be awarded to any person, firm or corporation that is in arrears upon any obligations to the State of South Dakota, or that otherwise may be deemed irresponsible or unreliable by the State of South Dakota.

Terms and Conditions

ESM Sourcing Terms

None

General Terms and Conditions

None

Event Specific Terms and Conditions

See attached RFP document.