**Q&A for Travel Agency Services RFP**

**RFP# USD-02072024**

**Question:** In section 5.2.3.2 – Are the requirements referring to the list of services noted in section 3.0 Scope of Work? RFP mentions enumerating responses; however, the Scope of Work is just bulleted.

**Answer:** Yes, the requirements are referring to the list of service in section 3: Scope of Work. There is no need to number them, just ensure that all points are touched on in the response.

**Question:** We are bidding on Athletic travel only, are there any recommendations on the best way to complete the RFP for Athletic travel only?

**Answer:** No, there aren’t really any recommendations for Athletics exclusively. Just ensure that the bullet points are addressed, and the evaluation criteria are in mind when composing the RFP.

**Question:** Will the Athletic Department mandate that all travel be managed by the awarded Travel Management Company?

**Answer:** No, all travel will not be mandated to be managed by the awarded company. However, it will be highly encouraged/recommended.