

June 7, 2013

**REQUEST FOR PROPOSAL**

**TRAVEL MANAGEMENT SERVICES FOR SUN DEVIL ATHLETICS**

**RFP NO. 031305**

**DUE: 3:00 P.M., MST, 07/08/13**

Time and Date of Pre-Proposal Conference NA

Deadline for Inquiries 5:00 P.M., MST, 06/21/13

Time and Date Set for Closing 3:00 P.M., MST, 07/08/13

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**SECTION I – REQUEST FOR PROPOSAL**

**RFP NO. 031305**

Arizona State University is requesting sealed proposals from qualified firms or individuals for **Travel Management Services for Sun Devil Athletics**.

Proposals are to be addressed and delivered to the receptionist area, first floor, University Services Building, Purchasing and Business Services, Arizona State University, 1551 S. Rural Road, (located on the east side of Rural Road between Apache Road & Broadway Road) Tempe, Arizona 85281. Visitors may park in Lot 45 located directly behind USB; the cost is $1.00 per hour and the Pay by Space machine accepts dollar bills and credit/debit cards.

Proposals must be submitted **on or before 3:00 P.M., MST, 07/08/13.** **No proposals will be accepted after this time.** At that time, a representative of Purchasing and Business Services will announce publicly the names of those firms or individuals submitting proposals. No other public disclosure will be made until after award of the contract. Arizona State University’s Overnight Delivery (FedEx, Airborne, and UPS.) address is:

Purchasing and Business Services

University Services Building

Arizona State University

1551 S. Rural Rd

Tempe, AZ 85281

Arizona State University’s U.S. Postal Service Mail address is:

Purchasing and Business Services

Arizona State University

P.O. Box 875212

Tempe, AZ 85287-5212

ARIZONA STATE UNIVERSITY

Kevin Hal*l*\_\_\_\_\_\_\_\_\_\_\_

Kevin Hall

Senior Buyer

KH/krg

**SECTION II – PURPOSE OF THE RFP**

1. **INTENT**

Sun Devil Athletics (SDA) seeks to enter into a contract for travel management services with an agency that provides an array of the latest and greatest in travel services for their employees for business travel, group and team/sports travel. SDA currently has an on-site agent under contract through June 30, 2013. Interested firms are to submit their proposals and clearly indicate which options they are responding to. Those options are:

A. Athletic Travel for ASU with an on-site agent at Carson Student-Athlete Center (preferred)

B. Athletic Travel for ASU with a designed agent(s), off-site

Note: This contract will only be utilized by Sun Devil Athletics. ASU currently has contracts in place for travel management services for the student and general University populations.

The selected agency is to offer an advanced, robust booking tool for online booking with a travel & expense reporting system for after-trip reconciliation, reports and accounting purposes. The successful agency would work with clients under this contract to load contracted hotels and rates into their on-line booking system, in addition to contracted rates for cars.

The University desires to place orders with the successful firm(s) under this solicitation via any electronic methods of ordering offered by the successful firm(s), and to make payment for these orders with a Visa Card.

1. **BACKGROUND INFORMATION**

**ARIZONA STATE UNIVERSITY ATHLETIC PROGRAM**

**Overview**

The mission of Sun Devil Athletics (SDA) is to provide opportunities for student-athletes to achieve at the highest levels of both academic and athletic excellence, thereby providing them with opportunities for personal growth, offering a unifying force to the campus community, and creating a source of pride among and support from the external constituencies of the university. SDA is fully committed to the principles of student-athlete welfare, institutional control, gender and ethnic diversity, and sportsmanship. This commitment includes creating an environment where student-athletes contribute to a winning tradition while enhancing the campus and local community and competing in a program having integrity and high ethical standards. SDA is committed to a leadership role within the university, community, the Pac-12 Conference, and the nation.

A member of the academically and athletically gifted Pac-12 Conference, Arizona State has nine intercollegiate sports for men and 12 for women at the Division I level. The University has produced excellence in both team and individual sports (seven NCAA team titles and 37 national collegiate individual titles) while producing some of the nation’s best and well-known athletes (Anthony Robles, James Harden, Jacquelyn Johnson, Amy Lepeilbet, Dustin Pedroia and Terrell Suggs). A perennial contender for the Pac-12 Conference championships and the top 10 of the National Association of Collegiate Directors of Athletics Directors’ Cup, SDA also excels academically, with the second most Academic All Americans in the Pac-12 over the last 10 years.

**Sun Devils Win**

Both student-athletes and coaches not only upheld the long-standing winning tradition of Sun Devil Athletics, but enhanced it over the past 10 years. From the gridiron to the diamond to the hardwood, SDA experienced unprecedented growth in all varsity sports, highlighted by a school-best fourth-place finish in the Directors’ Cup in 2007-08.

* 234 All-American Student-Athletes
* 55 Olympic Appearances
* 37 Individual National Championships
* 29 Pac-10/Pac-12 Coach of the Year Awards
* 16 Pac-10/Pac-12 Championship Teams
* 8 National Coach of the Year Awards
* 7 National Championship Teams
* 7 teams have posted top-10 finishes in the past two years.
* In 2012, the baseball team secured their 50th consecutive season with more than 30 wins; women’s golf was selected to participate in its 21st consecutive NCAA Championship; and women’s tennis made its 25th consecutive NCAA Tournament appearance.
* In 2011, the softball team won their second national championship in four years under Coach Clint Myers.

**Sun Devils Graduate**

With the seventh-most Academic All-Americans in the nation since 2000, Sun Devil Athletics has successfully integrated the New American University model into its varsity sports programs. ASU created and implemented the "Scholar Baller” program becoming the first institution to acknowledge academic success on the game jersey. Sun Devil Athletics also developed cohort programming for each class, resulting in marked improvement in all areas of the student-athlete experience. This evolution is exemplified by the women’s tennis team, which has earned a perfect Academic Progress Rate score every year the measurement has been in existence while advancing to the NCAA tournament for 25 consecutive years.

* 62 Academic All-Americans
* ASU was third in the United States in 2011-12 and seventh nationally since 2000 for the most Academic All-Americans.
* Arizona State University's average APR score for all sports of 978 is the school's highest ever and ranks just one hundredth of one percentage point behind Stanford for No. 2 in the Pac-12 Conference.
* Three sports, including softball, soccer and tennis were recognized nationally for their rank in the nation's top 10-percent in their respective sports. Softball, tennis and women's swimming all lead the Pac-12 conference with the highest APR in their respective sports. Twenty of ASU's 21 sports teams finished with a score of over 960 and all 12 women's sports at ASU finished with scores above 970.
* The Graduation Success Rate (GSR) has elevated from 70 percent to 80 percent in eight years.
* Sun Devil student-athletes have garnered 12 NCAA Post-Graduate scholarships in the past four years and 14 since 2000 — the second most in the Pac-12 conference.

**Sun Devils Serve**

Whether it is visiting local elementary schools and children’s hospitals, teaming up with nonprofit organizations in the community or volunteering at events across the Valley, SDA has been at the forefront in increasing ASU’s prominence and influence in not only the Phoenix area, but also the state as a whole.

* The Sun Devil Club has had 78,715 donations over the last 10 years.
* The Sun Devil Club has raised more than $134 million since 2002.
* Sun Devil Wrestler Anthony Robles won the 2011 NCAA National Title and was honored at the 2011 ESPY’s with the Jimmy V Award for Perseverance and named the Best Male Athlete with a Disability.
* A good example of Sun Devil Athletics helping the community during a tragedy is during Hurricane Katrina, when ASU hosted LSU’s football game with only a five-day notice and donated $1,000,000 for relief efforts.
* Pat’s Run, an annual 4.2-mile run/walk fundraising event run by the Pat Tillman Foundation and hosted by ASU, has grown to a 35,000-plus person event in just seven years.
* More than 1,200 student-athletes have participated in Sun Devils Serve Projects since 2010, totaling 6,251 hours.

**Sun Devils Athletics Attendance**

Nearly seven million fans have attended an ASU sporting event in the past 10 years, helping to create a unique and inclusive atmosphere around ASU’s Tempe campus. SDA has also hosted a litany of ancillary events, including President Barack Obama’s ASU commencement speech in May 2009 before a crowd of more than 70,000, which is the largest U.S. audience for Obama since his inauguration.

* 10,089,428 people have attended events in Sun Devil Athletics’ facilities since 2002.
* Sun Devil Athletics has hosted events, including ASU sporting events, NCAA events, ancillary and community events, Arizona Cardinal games, Bowl games, and many others over the past 10 years.
* Sun Devil Athletics has had 6,791,160 fans attend ASU sporting events since 2002.
* Sun Devil Athletics has hosted 59 NCAA Events in the past 10 years drawing 846,522 spectators.
* Sun Devil Athletics has hosted 682 ancillary and community events in Sun Devil Athletics’ facilities with 919,104 people attending those events.
* The Arizona Cardinals played their home games in Sun Devil Stadium until 2006, drawing 1,532,642 fans from 2002-06.

**Sun Devils Facility Improvements**

SDA has invested more than $100 million into its facilities over the past 10 years to ensure its varsity sports remain in the upper echelon of athletic programs. State-of-the-art indoor practice facilities for both football and basketball, among others, have made Arizona State a destination for student-athletes all over the country and across the globe.

**Capital Projects**

* Sun Devil Athletics has built over $41,000,000 in capital projects over the last 10 years.
* The projects include the following new facilities: wrestling facility, women’s gymnastics training facility, the Weatherup Center basketball facility, and the Verde Dickey Dome (indoor football practice facility).
* The projects also include improvements to the existing facilities: Sun Angel Stadium, Mona Plummer Aquatic Complex, Wells Fargo Arena, Sun Devil Stadium, Carson Student-Athlete Center.

**Future**

* The past year has seen exciting announcements about the future of Sun Devil Stadium and plans for renovations for many of the sporting venues.

**Sun Devil Athletics Achievements**

A regular fixture in the NACDA Directors’ Cup, SDA has achieved success in all varsity sports while enabling its student-athletes to excel during both their time at ASU and after graduation. Evidenced by its representation at the Olympics, Women’s World Cup, NBA Finals, Super Bowl and The Master’s, among others, SDA has proven to be a training ground for those looking to shine on the world’s brightest athletic stages.

* Arizona State has finished in the top 20 of the NACDA Directors' Cup in seven of the past 10 years, including three in the top 10. Sun Devil Athletics posted a school-best fourth-place finish in 2008 and was named the nation’s top college athletics program by Sports Illustrated. ASU has placed in the top 15 six times.
* In May 2011 Sun Devil Athletics unveiled a massive rebranding campaign of the athletic department, including a new primary logo, to massive media coverage. The event, new logo and new uniforms were acclaimed across the nation.

**ARIZONA STATE UNIVERSITY**

Arizona State University is one of the premier metropolitan public research universities in the nation. ASU is research-driven but focused on learning - teaching is carried out in a context that encourages the creation of new knowledge. ASU maintains a tradition of academic excellence in core disciplines and has become an important global center for innovative interdisciplinary teaching and research.

ASU is one university in many places. In addition to the historic Tempe campus, a college town in the midst of a dynamic metropolitan region, the university comprises three newer campuses: ASU at the West campus in northwest Phoenix adjacent to Glendale, ASU at the Polytechnic campus in Mesa, and the Downtown Phoenix campus in the city’s urban core.

The University seeks to provide the best possible education to the broadest possible spectrum of society, embracing the educational needs of the entire population. By the year 2020, ASU is projected to enroll 90,000 students. The University champions diversity and is international in scope, welcoming students from all 50 states and nations across the globe. The University is an active partner with the private sector in initiatives to enhance the social well-being, economic competitiveness, cultural depth, and quality of life of metropolitan Phoenix and the state.

The University seeks to advance social and economic development in Arizona. As it evolves, ASU will serve as the prototype for the New American University, redefining the existing conception of research universities. ASU is building a comprehensive metropolitan research university that is an unparalleled combination of academic excellence and commitment to our social, economic, cultural, and environmental setting.

The New American University is an institution that measures its academic quality by the education its graduates have received rather than by the academic credentials of its incoming freshman class; one whose researchers, while pursuing their scholarly interests, also consider the public good; one whose students, faculty, and staff transcend the concept of community service to accept responsibility for the economic, social, cultural, and environmental vitality of the communities they serve.

For more information, visit the following websites:

[www.asu.edu](http://www.asu.edu)

[www.thesundevils.com](http://www.thesundevils.com)

1. **TERM OF CONTRACT**

The initial term of the contract will be for three (3) years with two (2) additional one-year renewal options, based on mutual agreement of Sun Devil Athletics and the successful travel management firm. The contract will be available for use by other University departments during this term.

**SECTION III – PRE-PROPOSAL CONFERENCE**

X No pre-proposal conference will be held.

A pre-proposal conference will be held at time and date in location

The purpose of this conference will be to clarify the contents of this Request for Proposal in order to prevent any misunderstanding of the University's intention and desires, and/or to give prospective suppliers an opportunity to review the site of the work. Any doubt as to the requirements of this Request for Proposal, or any apparent omission or discrepancy should be presented to the University representative at this conference. The University representative will then determine the appropriate action. If necessary, the University representative will issue a written amendment to the Request for Proposal. Oral statements or instructions shall not constitute an amendment to this Request for Proposal.

You do not have to send a representative to this pre-proposal conference. However, if you decide to not send a representative, then we may not know of your intent to participate in this solicitation, and so may not send you any written amendments to this Request for Proposal. Further, we will assume that your failure to attend the pre-proposal conference is an indication that you expect us to review your proposal as if you had taken advantage of the pre-proposal conference.

**SECTION IV – INSTRUCTIONS TO PROPOSERS**

1. You must address and deliver your proposal to the receptionist area, first floor, University Services Building, Purchasing and Business Services, Arizona State University, 1551 S. Rural Road, Tempe, Arizona 85281, **on or before the time and date set for closing.** **No proposal will be accepted after this time.** The University Services Building is located on the east side of Rural Road between Apache Road & Broadway Road. **PROPOSALS MUST BE IN A MARKED SEALED CONTAINER** (i.e., envelope, box):

Name of Proposer

Title of Proposal

RFP Number

Date and Time Proposal is Due

No telephone, electronic or facsimile proposals will be considered. **Proposals received after the time and date for closing will be returned to the proposer unopened.**

1. **DIRECTIONS TO USB VISITOR PARKING**. Purchasing and Business Services is in the University Services Building (USB) 1551 S. Rural Road, Tempe, AZ, 85281 (located on the east side of Rural between Broadway Ave and Apache Boulevard). Visitors may park in the USB Lot 45, located directly behind the building, using the Pay by Space machine, which has a cost of $1.00 per hour or any portion thereof. The meter will be located near the main entry to USB, to allow visitors to park their vehicles and easily access the machine on their way into the building.

All visitors to USB are to obtain a visitor’s badge from the USB Reception Desk to wear while in the building, please check in at the USB Reception Desk. The receptionist will call to have you escorted to your meeting.

1. Proposals must be submitted as a complete document set as follows:
   1. One (1) hardcopy clearly marked ‘original’ in 8.5” x 11” non-binding form. Sections shall be index tabbed, reference Section X Form of Proposal for more specific instructions.
   2. One (1) electronic copy on USB flash drive or CD as a PDF document that is PC readable, labeled, and not password protected. ***One “single”*** document for main submittal. Any confidential and/or proprietary documents must be on a separate flash drive or CD and labeled appropriately.
   3. Proposer must check and play all flash drives or CDs before submitting. Company marketing materials should not be included unless the RFP specifically requests them. All photos must be compressed to small size formats.
2. Proposer should use recycled paper and double-sided copying for the production of all printed and photocopied proposal documents. Furthermore, the documents should be clearly marked to indicate that they are printed on recycled content (minimum 30% post-consumer waste paper).
3. You may withdraw your proposal at any time prior to the time and date set for closing.
4. No department, school, or office at the University has the authority to solicit or receive official proposals other than Purchasing and Business Services. All solicitation is performed under the direct supervision of the Executive Director of Purchasing and Business Services and in complete accordance with University policies and procedures.
5. The University reserves the right to conduct discussions with proposers, and to accept revisions of proposals, and to negotiate price changes. During this discussion period, the University will not disclose any information derived from proposals submitted, or from discussions with other proposers. Once a contract is executed, the solicitation file, and the proposals contained therein, are in the public record and will be disclosed upon request.
6. Proposers submitting proposals which meet the selection criteria and which are deemed to be the most advantageous to the University may be requested to give an oral presentation to a selection committee. Purchasing and Business Services will do the scheduling of these oral presentations.
7. The award shall be made to the responsible proposer whose proposal is determined to be the most advantageous to the University based on the evaluation factors set forth in this Request for Proposal. Price, although a consideration, will not be the sole determining factor.
8. If you are submitting any information you consider to be proprietary, you must place it in a separate envelope and mark it "Proprietary Information". If the Executive Director of Purchasing and Business Services concurs, this information will not be considered public information. The Executive Director of Purchasing and Business Services is the final authority as to the extent of material, which is considered proprietary or confidential. Pricing information cannot be considered proprietary.
9. **The University is committed to the development of Small Business and Small Disadvantaged Business (SB & SDB) suppliers. If subcontracting (Tier 2 and higher) is necessary, the successful proposer (Tier 1) will make every effort to use SB & SDB in the performance of any contract resulting from this proposal. A report may be required at each annual anniversary date and at the completion of the contract indicating the extent of SB & SDB participation. A description of the Proposers expected efforts to solicit SB & SDB participation should be enclosed with your Proposal.**
10. Your proposal should be submitted in the format shown in Section X. Proposals in any other format will be considered informal and may be rejected. Conditional proposals will not be considered. An individual authorized to extend a formal proposal must sign all proposals. Proposals that are not signed may be rejected.
11. The University reserves the right to reject any or all proposals or any part thereof, or to accept any proposal, or any part thereof, or to withhold the award and to waive or decline to waive irregularities in any proposal when it determines that it is in its best interest to do so. The University also reserves the right to hold all proposals for a period of 60 days after the opening date and the right to accept a proposal not withdrawn before the scheduled proposal opening date.
12. **EXCEPTIONS:** The successful proposer is expected to enter into a standard form of agreement approved by the Arizona Board of Regents. The Arizona State University contract terms and conditions are included in this Request for Proposal in Section XII. These terms and conditions are intended to be incorporated into the agreement between the University and the successful proposer. **Proposals that are contingent upon any changes to these mandatory contract terms and conditions may be deemed nonresponsive and may be rejected.**
13. Unless specifically stated to the contrary, any manufacturer's names, trade names, brand names or catalog numbers used in the specifications of this Request for Proposal are for the purpose of describing and/or establishing the quality, design and performance required. Any such reference is not intended to limit or restrict an offer by any proposer and is included in order to advise the potential proposer of the requirements for the University. Any offer, which proposes like quality, design or performance, will be considered.
14. Days: Calendar days

May: Indicates something that is not mandatory but permissible/ desirable.

Shall, Must, Will: Indicates mandatory requirement. Failure to meet these mandatory requirements will result in rejection of your proposal as non-responsive.

Should: Indicates something that is recommended but not mandatory. If the proposer fails to provide recommended information, the University may, at its sole option, ask the proposer to provide the information or evaluate the proposal without the information.

1. Any person, firm, corporation or association submitting a proposal shall be deemed to have read and understood all the terms, conditions and requirements in the specifications/scope of work.
2. All responses and accompanying documentation will become the property of the University at the time the proposals are opened. **It will be the proposer’s responsibility to request that samples be returned to the proposer and provide a method for doing so at the expense of the proposer. If a request is not received and a method of return is not provided, all samples shall become the property of the University 45 days from the date of the award**.
3. All required performance and payment bonds shall be held by the University in a secure location until the performance of the Agreement and the payment of all obligations rising there under have been 100% fulfilled. Upon completion of the project and all obligations being fulfilled, it shall be the proposer’s responsibility to request the surety bonding company to submit to the University the necessary documents to approve the release the bonds. Until such time the bonds shall remain in full force and effect.
4. The University of Arizona, Northern Arizona University, and Arizona State University are all state universities governed by the Arizona Board of Regents. **Unless reasonable objection is made in writing as part of your response to this solicitation, the Board or either of the other two Universities may purchase goods and/or services from any agreement resulting from this solicitation.**
5. The University has entered into Cooperative Purchasing Agreements with The Maricopa County Community College District and with Maricopa County, in accordance with A.R.S. Sections 11-952 and 41-2632. Under these Cooperative Purchasing Agreements, and with the concurrence of the successful proposer, the Community College District and/or Maricopa County may access an Agreement resulting from a solicitation done by the University. If you do not want to grant such access to the Maricopa County Community College District and or Maricopa County, **please state so** in your proposal. In the absence of a statement to the contrary, the University will assume that you do wish to grant access to any Agreement that may result from this Request for Proposal.
6. Arizona State University is also a member of the Strategic Alliance for Volume Expenditures ($AVE) cooperative purchasing group. $AVE includes the State of Arizona, many Phoenix metropolitan area municipalities, and many K-12 unified school districts. Under the $AVE Cooperative Purchasing Agreement, and with the concurrence of the successful contractor under this solicitation, a member of $AVE may access an Agreement resulting from a solicitation done by the University. If you **do not** want to grant such access to a member of $AVE, **please state so** in your proposal. In the absence of a statement to the contrary, the University will assume that you do wish to grant access to any Agreement that may result from this Request for Proposal.
7. All formal inquiries or requests for significant or material clarification or interpretation, or notification to the University of errors or omissions relating to this Request for Proposal must be directed, in writing or by facsimile, to:

Kevin Hall

Purchasing and Business Services

University Services Building

Arizona State University

PO Box 875212

Tempe, AZ 85287-5212

Tel: 480-965-8049

Fax: 480-965-2234

E-mail: [kevin.hall@asu.edu](mailto:kevin.hall@asu.edu)

Requests must be submitted on a copy of the Proposer Inquiry Form included in Section XI of this Request for Proposal. All formal inquiries must be submitted at least ten (10) calendar days before the time and date set for closing this Request for Proposal. Failure to submit inquiries by this deadline may result in the inquiry not being answered.

Note that the University will answer informal questions orally. The University makes no warranty of any kind as to the correctness of any oral answers and uses this process solely to provide minor clarifications rapidly. Oral statements or instructions shall not constitute an amendment to this Request for Proposal. Proposers shall not rely on any verbal responses from the University.

1. The University shall not reimburse any proposer the cost of responding to a Request for Proposal.
2. In accordance with an executive order titled “Air Pollution Emergency Proclamation” modified by the Governor of Arizona on July 16, 1996, the University formally requests that all products used in the performance of any contract that results from this solicitation be of low- or no-content of reactive organic compounds, to the maximum extent possible.
3. Arizona requires that we purchase ENERGY STAR® products or those certified by the Federal Energy Management Program as energy efficient in all categories available. If this solicitation is for a product in a category for which ENERGY STAR® or certified products are available, please submit evidence of the ENERGY STAR® status or certification for the products you are bidding. Please note that if you fail to submit this information but a competitor does, we will select your competitor’s product as meeting specifications and deem your product as not meeting specifications. See A.R.S. §34-451.
4. The University requires that all desktop computers, notebooks, and monitors purchased must meet Electronic Product Environmental Assessment Tool (EPEAT) Gold status as contained in the IEEE 1680 Standard for the Environmental Assessment of Personal Computer Products. The registration criteria and a list of all registered equipment are at <http://www.epeat.net> on the Web.
5. To the extent applicable to any agreement resulting from this solicitation, the proposer shall comply with the Standards for Privacy of Individually Identifiable Information under the Health Insurance Portability and Accountability Act of 1996 contained in 45 CFR Parts 160 and 164 (the “HIPAA Privacy Standards”) as of the effective date of the HIPAA Privacy Standards on April 14, 2003 or as later determined. Proposer will use all security and privacy safeguards necessary to protect Protected Health Information (PHI), as defined by HIPPA, and shall immediately report to University all improper use or disclosure of PHI of which it becomes aware. Proposer agrees to ensure that its agents and subcontractors agree to and abide by these requirements. Proposer agrees to indemnify the State of Arizona, the Arizona Board of Regents, Arizona State University and their regents, employees and agents against all harm or damage caused or contributed to by Proposer’s breach of its obligations under this paragraph.
6. All systems containing sensitive ASU data must be designed, managed and operated in accordance with information security best practices and in compliance with all applicable federal and state laws, regulations and policies. In addition, systems must be managed in such a way that they are in compliance or are consistent with ASU's policies and standards regarding data usage and information security. In an effort to diminish information security threats, successful proposer will (or will require the third party host appointee to):
   * + 1. Complete SSAE 16 or substantially equivalent reviews in accordance with ASU policies, as the same may be amended from time to time, which reviews are subject to review and approval by ASU. At the present time no more than two reviews per year are required.
       2. Perform periodic scans, including penetration tests, for unauthorized applications, services, code and system vulnerabilities on the delegated services network and systems at regular intervals in accordance with ASU's policies and standards. Weaknesses must be corrected within a specified period of time as defined in ASU's policies and standards as amended from time to time.
       3. Use secure development and coding standards including secure change management procedures in accordance with ASU's policies and standards as the same may be amended from time to time. Internal standards and procedures are to be provided to ASU for review and approval a minimum of one time annually.
       4. Carry out updates and patch management in a timely manner and to the satisfaction of ASU. Updates and patch management must be deployed using an auditable process that can be reviewed by ASU upon request.
       5. Control access to ASU's resources, including sensitive data, limiting access to legitimate business need based on an individual’s job-related assignment. Access should be approved and tracked by the system owner to ensure proper usage and accountability and shall be subject to review by ASU upon request.
       6. Report information security incidents immediately (including, but not limited to those that involve information disclosure incidents, network intrusions, successful virus attacks, unauthorized access or modifications, and threats and vulnerabilities).
7. The University believes that it can best maintain its reputation for treating suppliers in a fair, honest, and consistent manner by conducting solicitations in good faith and by granting competitors an equal opportunity to win an award. If you feel that we have fallen short of these goals, you may submit a protest pursuant to the Arizona Board of Regents procurement procedures, section 3-809, in particular section 3-809C. This paragraph does not include all of the provisions of the Regents procedures, but it does tell you what you have to do to initiate a protest. First, you have to be an "interested party." An "interested party" is an actual or prospective proposer whose direct economic interest may be affected by the issuance of a solicitation, the award of a contract, or by the failure to award a contract. Whether an actual prospective bidder or offeror has a *direct* economic interest will depend upon the circumstances in each case. At a minimum, the interest must be substantial and must be tangibly affected by the administrative action or proposed action concerned in the case. For instance, a bidder or proposer who is fourth in line for award does not have a sufficient economic interest to protest the proposed award of a contract to the low bidder. Second, you must submit the protest in a timely manner. In procurements inviting bids, protests based upon alleged errors, irregularities or, improprieties in a solicitation that are apparent before the bid opening shall be filed before the bid opening. In procurements requesting proposals, protests based upon alleged errors, irregularities or improprieties in a solicitation that are apparent before the closing date for receipt of initial proposals shall be filed before the closing date for receipt of initial proposals. Protests concerning improprieties that do not exist in the initial solicitation, but that are subsequently incorporated into the solicitation, shall be filed by the next closing date for receipt of proposals following the incorporation. In cases other than those just covered, protests shall be filed no later than ten days after a contract is awarded in connection with the procurement action. Failure to timely protest shall be deemed a waiver of all rights. Third, and finally, your protest shall be in writing and shall include the following information: (1) The name, address, telephone number, and fax number of the protestor; (2) The signature of the protestor or its representative; (3) Identification of the solicitation or contract number; (4) A detailed statement of the legal and factual grounds of the protest including copies of relevant documents; and (5) The form of relief requested.

Protests should be directed to:

John F. Riley, C.P.M.

Executive Director of Purchasing and Business Services

Arizona State University

PO Box 875212

Tempe AZ 85287-5212

Fax: (480) 965-2234

Please note that as the University takes protests very seriously; we expect you to do so as well. Frivolous protests will not result in gain for your firm.

1. Other Opportunities with Arizona State University **not** related to this solicitation.

**The ASU Alumni Advantage**

Connect your business with an affluent, educated audience through a business partnership with the ASU Alumni Association. The Association is the touchstone for ASU’s 300,000 alumni and provides valuable connections between them and a wide variety of businesses. By doing business with ASU, the largest university in the United States, your company can stand above the competition.

ASU alumni represent a responsive target market for your product or service.

* Alumni live worldwide.
* 70 percent of alumni reside in Arizona.
* More than 190,000 alumni live in Maricopa County.
* 11 percent of alumni reside in California.
* 75% of ASU alumni are under the age of 45.
* More than 64% of ASU alums graduated since 1984.
* More than one-third hold post-graduate degrees.
* More than 70 percent of ASU alumni are actively employed.
* 30 percent of alumni earn between $60,000 and $90,000 annually.
* 25 percent of ASU alumni earn more than $90,000 annually.

Specific partnership opportunities exist in a variety of areas.

* Advertise in the quarterly ASU Magazine, mailed to more than 260,000 homes around the world. ASU Magazine is the largest circulation magazine in the Southwest. Our [rate card](http://www.asu.edu/alumni/magazine/images/asumag_rates.pdf) is available for download. <http://www.asu.edu/alumni/>
* Sponsor one of the Association’s many programs and events and receive recognition and access to targeted audiences. Events include: Founder’s Day in March, Senior Send off in April, Homecoming in the Fall, Travel shows, Career Fairs and many more! Costs from $500 to $2500.
* Create a unique partnership with us to suit your needs.
* Establish benefits for ASU alumni by offering targeted discounts and services.
* Advertise on this Web site or on our 55 Chapter/Club websites or in our electronic newsletters, sent out to more than 80,000 people monthly. Cost is $1000 per mo per each advertising venue.

Your business partnership contact is [Rhonda McClintock](mailto:rhonda.mcclintock@asu.edu). Contact her today to start doing business with the Sun Devil nation. (480) 965-5051.

**Sun Devil Sports Marketing**

Sun Devil Sports Marketing is the exclusive marketing and corporate sponsorship partner for Arizona State University Athletics and manages all corporate marketing opportunities surrounding Sun Devil Athletics, including on-premise signage, TV, radio, print, internet, premium hospitality, event marketing and promotions. If you are interested in partnering with ASU Athletics, please contact Steve Hank at 480-727-0104 or at [steven.hank@asu.edu](mailto:steven.hank@asu.edu).

**Arizona PBS Delivers…**

Eight, Arizona PBS, delivers award-winning, educational, cultural and current events programming to approximately 1.5 million viewers each week. Become an Eight sponsor.

* **Eight delivers – reach.** Comparable to other TV channels, well beyond cable channels and way beyond the top local radio stations and print media. Eight / KAET reaches 85 percent of the people of Arizona.
* **Eight delivers – quality audience.** Business leaders, decision makers, high income households, educated citizens & boomers and spenders with disposable income.
* **Eight delivers – marketing benefits:**
  + Build brand awareness by linking your business with high-quality programs
  + Generate community goodwill through support of public television
  + Promote your offerings to a broad audience at an affordable price
  + Market your brand in an environment free of commercial clutter
* **Eight delivers – multiple media platforms:**
  + TV – Channel 8 and DTV 8.1, 8.2 & 8.3
  + Eight Magazine – 50,000 households each month
  + Web views – [www.azpbs.org](http://www.azpbs.org) (100,000 unique visitors a month)
  + E-Marketing – 40,000 email addresses … and more.

Contact: Morrie Puzzi, Corporate Support Manager at 602-496-8550 or [mpuzzi@asu.edu](mailto:mpuzzi@asu.edu).

**SECTION V – SPECIFICATIONS/SCOPE OF WORK**

Sun Devil Athletics seeks proposals from qualified firms for Travel Management Services, based on the following requirements. As experts in the travel industry, responding agencies are encouraged to respond to these and other services that would be of benefit to the clients, in addition to ongoing new and innovative services that develop in the hospitality industry.

Total travel expenses for ASU Athletics for 2012 are approximately $4.5 million with $2.0 million for air. Note that the football charter which is about $450,000 to $600,000 average per season is not included in this figure and is run through a separate bidding process for charter services. Hotel stays for the football team are presently bid out separately and not part of this figure. Please note that ASU Athletics is open to having these services become part of the new contract.

At ASU, the Athletic Department’s current travel service provider occupies an office (about 200 square feet) on the 6th floor of the Carson Student-Athlete Center and is fully devoted to the travel needs of the Athletic Department, including scheduled air and charter, individual and group business travel. It is not a requirement for an agency to have a local office, but to have the ability and experience in providing an exceptionally high level of service. Agencies bidding for this contract to service the Athletic Department via an off-site dedicated agent must provide detailed information on how services would be accomplished.

Please address at a minimum, the following points and include other details that you find are pertinent to a successful athletic travel program not listed herein.

* 1. **ACCOUNT MANAGER**
     1. Agency must provide skilled staff to service the account with a minimum of 2 years of corporate travel experience, experience with athletic travel procedures, group travel and a willingness to learn NCAA and Pac-12 rules.
     2. Agency shall assign an account manager or higher level employee to manage and/or oversee the account for the Athletic Department.
     3. The assigned account manager is to be at a managerial level, will be the point of contact to coordinate Athletic travel requirements and will handle any problems or inquiries that may arise. This person must have the authority to act on and make decisions to resolve any issues, including contractual issues, without need for extensive consultation within your organization.
     4. This individual will meet periodically with Athletic department personnel, research information and deliver special reports and negotiated contracts.
     5. Agency must take every reasonable step, where appropriate, to use administrative or high-level carrier contacts to obtain seats on capacity controlled flights.
  2. **HOURS**
     1. Minimum hours of operation are 8:00 a.m. to 5:00 p.m. M.S.T. (flexible during peak travel periods), Monday through Friday.
     2. The University requires 24/7 supplementary service through a toll free number. Please state clearly in your proposal the hours and days service will be made available for either option being responded to.
     3. Is there a fee for “after-hours” calls? At what times are calls considered to be “after-hours”?
  3. **DELIVERY**
     1. When E-tickets are provided, an emailed itinerary must also be sent to the requestor, administrative support staff and the Athletic Business Office.
     2. Tickets and itineraries will be provided 24 hours prior to departure. All itineraries must include flight numbers, departure and arrival times, names associated with the ticket numbers for group travel and confirmation numbers for ground arrangements.
     3. Agency must provide free ticket (and itinerary) delivery to Business Office located at the Athletic facility Monday through Friday during regular business hours. Emergency tickets may need to be issued and delivered on daily basis.
  4. **AGENCY INFORMATION**
     1. Brief history of company including years in business, total sales and philosophy. Include data on:

Current and expected annual travel volumes

Domestic airline total dollar volume and # of transactions

International airline total dollar volume and transactions

Current airline volume by carrier (top 5)

Hotel – total number of nights booked, total dollar volume and top five cities by volume

Car – total number of rental days and total dollar volume

* + 1. Names, resumes and responsibilities of individual(s) to be assigned to this account and responsible for servicing the account. This should include an Account Manager/Executive to oversee all aspects of the account with a high level of authority to address issues and provide problem resolution without higher level management approval.
    2. Hours of operation and customer service after-hours procedures.
    3. What percentage of your personnel, who had been with the company at least 2 years, left in 2012?
    4. What differentiates your agency from other travel management companies?
    5. Do you work with multiple Global Distribution Systems?
  1. **SERVICES**
     1. Describe the service configuration you would recommend for our travel program. Be specific as to the location and number of personnel. Will the assigned agents be dedicated to Client account? Describe your plan for backup assistance.
     2. Describe the telecommunications configuration you would recommend for our travel program.
     3. Describe your training program for client’s new personnel and your ongoing training program for client’s current employees.
     4. Describe your procedures to insure traveler compliance with our travel policy for both full-service and online bookings.
     5. Is there a charge for loading Client travel policy into your computer systems? Is there a charge for loading Client negotiated discount programs (i.e. airline, car rental and hotels)?
     6. Describe your quality control process as it relates to airline tickets; lowest airfares, policy compliance, accuracy, etc.
     7. Describe your system to manage a client’s unused non-refundable tickets.
     8. Describe your program for tracking unused e-tickets.
     9. Describe how you will obtain and maintain traveler profile information.
     10. Describe any “VIP” services that you may offer.
     11. Describe your agency’s plan to monitor customer service levels, including problem resolution plan.
     12. Describe your company’s contingency plan in case of a catastrophe impacting the office serving the Client.
     13. Describe any other value-added services that you may offer.
  2. **HOTEL AND CAR RENTAL PROGRAM**
     1. Do you have a national hotel discount program that Client travelers can use? Include details of rates, i.e. if net/net, etc.
     2. Describe how your company will work with client on existing local program for hotels?
     3. Include details on fees for a hotel-only reservation booked either online or through an agent.
     4. Do you have a national discount program with any car rental company that can be used by Client travelers?
     5. If client has their own car rental program, include how you will work with us to support the existing program if this program is more advantageous than your agency contract.
     6. Do you have any contracts in place for private charters, i.e., bus, auto, limousine, for existing clients, and if so, are they net/net or commissionable?
     7. **Do you have a designated individual who is able to review and sign hotel agreements?**
  3. **TECHNOLOGY**
     1. Do you offer an automated pre-trip authorization system? If so, please describe.
     2. Do you have a preferred online booking system? If so, which one and why?
     3. Describe your plan to help Client implement and obtain high adoption rates on the suggested booking system.
     4. Which back-office accounting system will be used? Please describe capabilities.
     5. Do you offer an Internet based management reporting system? If so, please describe capabilities.
     6. Will you offer a customized business travel web page for Client? Is there a charge for this service? Please provide a sample web page.
  4. **MANAGEMENT REPORTING**
     1. Indicate if you can provide the following reports:
  5. Reconciliation report
  6. Unused ticket report
  7. Hotel usage by chain and property
  8. Car rental usage by car company
  9. Airline report by carrier (domestic and international)
  10. Executive Summary
  11. Top 50 travelers by volume and transactions
  12. Non-contract usage report
  13. Top city pairs
  14. Online, real time reports
      1. Do you offer customized reports? If so, is there a charge for this service?
      2. Are you able to offer reports broken down by client, then by departments, i.e., football, basketball, under each client?
      3. Do you offer online, real time reporting of data from online system?
      4. Can you provide reports to identify all ticketed and unticketed client travelers at/to a particular destination on a particular date?
  15. **FINANCIAL**
      1. Provide your proposed transaction fee for each of the following transaction types:
  16. Full service domestic airline ticket (can include hotel/car)
  17. Full service international airline ticket (can include hotel/car)
  18. Online booking domestic (can include hotel/car)
  19. Online booking international (can include hotel/car)
  20. Hotel or car only booking – full service
  21. Hotel or car only booking – online
  22. Booking engine fees
      1. Airline transaction
      2. Hotel only transaction
      3. Car rental transaction
      4. Is there a monthly or quarterly fee associated with the online booking system? If so, what is it?
      5. Is there an implementation fee associated with the online booking system? If so, what is it?
      6. Describe your definition of a transaction in regards to the billing of a fee. When is a fee charged? Is there a fee for refunding airline tickets? Is there a fee for changing tickets or names on a ticket?
      7. How many fees would be charged on the following trips:

PHX to LAX (overnight)

LAX to ORD (overnight)

ORD to PHX

PHX to MDW (overnight) on Southwest

MDW to DEN (overnight) on Frontier

DEN to PHX on US Airways

PHX-LAX-Southwest

LAX-LAS -Southwest

LAS-PHX- US Airways (same day travel)

PHX-ABQ-Southwest

ABQ-PHX- US Airways (same day travel)

* + 1. Is there a fee for changing flights while en route?
    2. ASU currently has a contract with JP Morgan Chase for Visa purchasing cards. We anticipate that purchases will be made using this method. What information do you transmit to the financial entity to describe each transaction? Please provide an example of the data transmitted.
    3. Do you provide credit card reconciliation services? If so, is there a fee for monthly credit card reconciliation service? What is this fee?
    4. How does the transaction service fee show up on Visa card statements?
    5. List any other fees that your agency will charge for operation and management of our travel program.
    6. Provide details of fees to be charged to groups and/or team travel? Do you charge for name changes for groups/teams?
    7. **Is there an option to charge a flat, pre-determined monthly fee in lieu of individual ticket/transaction fees?**
    8. **What are the fees or costs associated with having a dedicated, on-site agent?**
  1. **IMPLEMENTATION**
     1. Provide an implementation plan and schedule for October 1, 2013 start.
     2. Identify two possible challenges in the implementation process and your plan to address them.
     3. Include details of the process involved to get clients by agency and their travelers loaded into the online booking system.

# SECTION VI – Green Purchasing Requirements/Specifications

In order to reduce the adverse environmental impact of our purchasing decisions we are committed to buy goods and services from manufacturers and suppliers who share our environmental concern and commitment. Green purchasing is the method wherein environmental and social considerations are taken with equal weight to the price, availability and performance criteria that we use to make purchasing decisions.

Proposer shall use environmentally preferable products, materials and companies where economically feasible. Environmentally preferable products have a less or reduced effect on human health and the environment when compared to other products and companies that serve the same purpose. If two products are equal in performance characteristics and the pricing is within 5%, the University will favor the more environmentally preferable product and company.

If you are citing environmentally preferred product claims, you must provide proper certification or detailed information on environmental benefits, durability and recyclable properties.

The University and the supplier may negotiate during the contract term to permit the substitution or addition of Environmentally Preferable Products (EPPs) when such products are readily available at a competitive cost and satisfy the university’s performance needs.

Unless otherwise specified, proposers and contractors should use recycled paper and double-sided copying for the production of all printed and photocopied documents. Furthermore, the documents shall be clearly marked to indicate that they are printed on recycled content (minimum 30% post-consumer waste) paper.

Proposer shall minimize packaging and any packaging/ packing materials that are provided must meet at least one of, and preferably all, of the following criteria:

Made from 100% post-consumer recycled materials

Be recyclable

Reusable

Non-toxic

Biodegradable

Further, proposer is expected to pick up packaging and either reuse it or recycle it. For major projects, this will be a requirement of the contract or purchase order.

# SECTION VII – PROPOSER QUALIFICATIONS

The University is soliciting proposals from firms, which are in the business of providing services as listed in this Request for Proposal. Your proposal shall include, at a minimum, the following information. Failure to include these items may be grounds for rejection of your proposal.

1. The proposer shall present evidence that the firm or its officers have been engaged for at least the past five (5) years in providing services as listed in this Request for Proposal.
2. Include references of five clients where athletic travel services have been performed, preferably within the past twelve (12) months, with company name, contact name & title, phone, fax and email address. Include web address of firm if available.
3. For group travel, include references and details of a recent trip for both a domestic and international destination.

**SECTION VIII – EVALUATION CRITERIA**

Proposals will be evaluated on the following criteria, listed in order of their relative priority with most important listed first:

1. Response to requirements as requested in Specifications/Scope of Work, Section V.
2. Demonstrated knowledge and experience of the agency to provide the services, reference Proposer Qualifications, Section VII.
3. Proposed method of doing the work. Include details for an on-site agent and/or a designated off-site agent(s).
4. Value added services. Examples: Quick turnaround of contract review and signature (4 hours or less), waiving of service fees for specific number of guests for lodging/air travel.
5. Fee Proposal, fees to be charged, and a commitment to achieve a savings each contract year.
6. Technology; sophistication of software and ease of use; built in business rules and reports of data to be used for tracking and management of travel spend, and use of information for negotiated carrier and hotel discounts.
7. Clearly defined strategies and services that will allow the vendor to help client achieve savings and high levels of customer satisfaction.
8. Responsiveness and completeness in responding to the RFP.
9. Green profile questionnaire.

**SECTION IX – PRICING SCHEDULE**

Using the format of your choice, detail the total cost of the engagement, to include a breakout of the consulting fees and expected reimbursables, if applicable.

**SECTION X** **– FORM OF PROPOSAL/SPECIAL INSTRUCTIONS**

**Format of Submittal**

To facilitate direct comparisons, your proposal must be submitted in the following format:

* **One (1)** clearly marked hardcopy “original” in 8.5” x 11” double-sided, non-binding form. Submittal shall be in order as listed below and index tabbed to match. No metal or plastic binding – may use binder, folder, or clip for easy removal of proposal.
* **One (1)** electronic copy on USB flash drive or CD as a PDF document that is PC readable, labeled, and not password protected. One ***“single”*** document for main submittal. Any confidential and/or proprietary documents must be on a separate flash drive or CD and labeled appropriately.
* Proposer must check and play all flash drives or CDs before submitting. Company marketing materials should not be included unless the RFP specifically requests them. All photos must be compressed to small size formats.

**Content of Submittal**

If proposer fails to provide any of the following information, with the exception of the mandatory proposal certifications, the University may, at its sole option, ask the proposer to provide the missing information or evaluate the proposal without the missing information.

1. Mandatory certifications and Substitute W-9 as per Section XIII.
2. Provide evidence that your firm or its officers have been engaged for at least the past five (5) years in providing services as listed in this Request for Proposal.
3. A complete description of the three (3) consulting engagements you or your firm did that you consider to be most similar to the work requested in this solicitation. Include the results obtained; the total cost of the engagement; and the name, title, telephone number, and e-mail address of the individual at the client organization who is most familiar with this engagement. Please limit each of the three descriptions to a maximum of two pages. Note: this may require that you obtain the client’s permission to provide this information to us.
4. A detailed proposal on how you will accomplish the requested work. Include the proposed timeline with any applicable milestones.
5. The total cost of the engagement, to include a breakout of the consulting fees and maximum expected reimbursables.

**SECTION XI – PROPOSER INQUIRY FORM**

Pre-Proposal Questions, General Clarifications, etc.

PROJECT NAME: Travel Management Services for Sun Devil Athletics

PROPOSAL NUMBER: 031305

INQUIRY DEADLINE: 5:00 P.M., MST, JUNE 21, 2013

QUESTIONS ON: ORIGINAL PROPOSAL or \_\_\_\_\_ ADDENDUM NO.

DATE:

WRITER:

COMPANY:

E-MAIL ADDRESS:

PHONE: FAX:

QUESTIONS:

**SECTION XII – SAMPLE CONSULTANT AGREEMENT**

**ARIZONA BOARD OF REGENTS**

**AGREEMENT FOR CONSULTANT SERVICES**

This Agreement for Consultant Services (“Agreement”) is entered into as of \_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2012 (the “Effective Date”), between the ARIZONA BOARD OF REGENTS for and on behalf of ARIZONA STATE UNIVERSITY (“University”) and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (“Consultant”).

**RECITALS**:

The University desires to retain Consultant, and Consultant desires to provide services to the University, in his/her capacity as an independent contractor, upon the terms and conditions set forth in this Agreement.

**AGREEMENT**:

1. Consultant shall provide those services set forth on Exhibit "A" attached to this Agreement.
2. The term of this Agreement shall commence on the Effective Date and shall conclude on \_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2012, unless sooner terminated by either party. The University may terminate this Agreement with or without cause upon ten (10) days written notice to the Consultant. If this Agreement is terminated the University shall have no further obligations other than payment for services already rendered and for expenses previously incurred.
3. The University agrees to pay Consultant, as consideration for performance of the consulting services, the sums as set forth in Exhibit A.
4. The University agrees to reimburse Consultant for expenses as set forth and outlined in Exhibit A.
5. For all purposes under the terms of this Contract, Consultant shall be an independent contractor, and not an officer or employee of the University. The University shall provide no employee benefits, including but not limited to Worker's Compensation coverage, regularly afforded to staff, faculty, administrative or professional employees. In performance of services hereunder, Consultant shall determine his/her necessary hours of work. Consultant shall provide whatever tools, equipment, vehicles and supplies Consultant may determine to be necessary in performance of services hereunder. Consultant may establish offices in such locations within or outside Arizona, as Consultant may determine to be necessary for the performance of services hereunder, and shall be responsible for all expenses of operation of said office, including expenses incurred in hiring employees and assistants to Consultant.
6. The conduct and control of work under this Contract lies solely with Consultant, and the University is interested only in final results to be achieved. The University shall be permitted to retain other consultants performing the same or similar tasks, and Consultant shall be permitted to provide services to other parties, consistent with Consultant’s obligation to complete the services undertaken pursuant to the terms of this Agreement.
7. Consultant shall provide such interim written reports concerning the performance of services and research under this Contract as the University may request in writing, and upon expiration or other termination of the Agreement shall at the request of the University provide a written report to the University setting forth the results of the work performed hereunder.
8. All reports, drawings and other work products produced by Consultant as a part of the services rendered under this Agreement shall be provided to and be the sole property of the University. Consultant shall not release such work product or other information obtained or produced pursuant to this Agreement without the prior written consent of the University.
9. Without limiting any liabilities or any other obligation of the Consultant, the Consultant shall purchase and maintain (and cause its subcontractors to purchase and maintain), in a company or companies lawfully authorized to do business in the State of Arizona, and rated at least A VII in the current A.M. Best’s, the minimum insurance coverage below:
   1. **Commercial General Liability – Occurrence Form**

Policy shall include bodily injury, property damage, personal injury and broad form contractual liability coverage.

General Aggregate$2,000,000

Products Completed Operations Aggregate $1,000,000

Personal and Advertising Injury $1,000,000

Blanket Contractual Liability – Written and Oral $1,000,000

Fire Legal Liability $50,000

Each Occurrence $1,000,000

* + 1. The policy shall be endorsed to include the following additional insured language: **“The State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees shall be named as additional insureds with respect to liability arising out of the activities performed by or on behalf of the Contractor".**
    2. Policy shall contain a waiver of subrogation against the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Contractor.
  1. **Business Automobile Liability**

Bodily Injury and Property Damage for any owned, hired, and/or non-owned vehicles used in the performance of this Contract.

Combined Single Limit (CSL) $1,000,000

* + 1. The policy shall be endorsed to include the following additional insured language: **“The State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees shall be named as additional insureds with respect to liability arising out of the activities performed by or on behalf of the Contractor, involving automobiles owned, leased, hired or borrowed by the Contractor".**
    2. Policy shall contain a waiver of subrogation against the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Contractor.
  1. **Worker's Compensation and Employers' Liability**

Workers' Compensation Statutory

Employers' Liability

Each Accident $500,000

Disease – Each Employee $500,000

Disease – Policy Limit $1,000,000

* + 1. Policy shall contain a waiver of subrogation against the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Contractor.
    2. This requirement shall not apply to: Separately, EACH contractor or subcontractor exempt under A.R.S. 23-901, AND when such contractor or subcontractor executes the appropriate waiver (Sole Proprietor/Independent Contractor) form.
  1. ADDITIONAL INSURANCE REQUIREMENTS:The policies shall include, or be endorsed to include, the following provisions:
     + The Contractor's insurance coverage shall be primary insurance with respect to all other available sources.
     + Coverage provided by the Contractor shall not be limited to the liability assumed under the indemnification provisions of this Contract.
  2. The State of Arizona, its departments, agencies, boards and commissions reserves the right to request and receive certified copies of all policies and endorsements within ten calendar days of contract signature.
  3. Certificates of Insurance acceptable to the State of Arizona, its departments, agencies, boards and commissions shall be issued and delivered prior to the commencement of the work defined in this contract, and shall identify this contract and include certified copies of endorsements naming the State of Arizona, its departments, agencies, boards and commissions as Additional Insured for liability coverages. The certificates, insurance policies and endorsements required by this paragraph shall contain a provision that coverages afforded will not be cancelled until at least 50 days prior written notice has been given to the State of Arizona, its departments, agencies, boards and commissions. All coverages, conditions, limits and endorsements shall remain in full force and effect as required in this contract.
  4. Failure on the part of the Consultant to meet these requirements shall constitute a material breach of contract, upon which the State of Arizona, its departments, agencies, boards and commissions may immediately terminate this agreement or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, and all monies so paid by the State of Arizona, its departments, agencies, boards and commissions shall be repaid by the Consultant upon demand, or the State of Arizona, its departments, agencies, boards and commissions may offset the cost of the premiums against any monies due to the consultant. Costs for coverages broader than those required or for limits in excess of those required shall not be charged to the State of Arizona, its departments, agencies, boards and commissions. Consultant and its insurer(s) providing the required coverages shall waive their rights of recovery against the State of Arizona, its departments, agencies, boards, commissions, employees and officers.

1. The parties to this contract agree that the State of Arizona, its departments, agencies, boards and commissions shall be indemnified and held harmless by the consultant for the vicarious liability of the State as a result of entering into this contract. However, the parties further agree that the State of Arizona, its departments, agencies, boards and commissions shall be responsible for its own negligence. Each party to this contract is responsible for its own negligence.
2. The parties agree to comply with all applicable state and federal laws, rules, regulations and executive orders governing equal employment opportunity, immigration, nondiscrimination, including the Americans with Disabilities Act, and affirmative action.
3. This Agreement is subject to [Section 38-511 of the Arizona Revised Statutes](http://www.azleg.state.az.us/FormatDocument.asp?inDoc=/ars/38/00511.htm&Title=38&DocType=ARS). This Agreement may be cancelled if any person significantly involved in initiating, negotiating, securing, drafting or creating this Agreement on behalf of University is, at any time while this Agreement or any extension thereof is in effect, an employee or agent of the other party to this Agreement in any capacity or a consultant to any other party with respect to the subject matter of this Agreement.
4. Notice is provided of [Sections 12-133](http://www.azleg.state.az.us/FormatDocument.asp?inDoc=/ars/12/00133.htm&Title=12&DocType=ARS) and [12-1518 of the Arizona Revised Statutes](http://www.azleg.state.az.us/FormatDocument.asp?inDoc=/ars/12/01518.htm&Title=12&DocType=ARS).
5. If a dispute arises under this Agreement, the parties agree to exhaust all applicable administrative remedies provided for under [Arizona Board of Regents Policy 3-809](http://www.abor.asu.edu/1_the_regents/policymanual/chap3/chapter_III.htm#3-809).
6. To the extent required by [Section 35-214 of the Arizona Revised Statutes](http://www.azleg.state.az.us/FormatDocument.asp?inDoc=/ars/35/00214.htm&Title=35&DocType=ARS), Consultant agrees to retain all records relating to this Agreement. Consultant agrees to make those records available at all reasonable times for inspection and audit by University or the Auditor General of the State of Arizona during the term of this Agreement and for a period of five (5) years after the completion of this Agreement. The records shall be provided at Arizona State University, Tempe, Arizona, or another location designated by University upon reasonable notice to Consultant.

1. If University's performance under this Agreement depends upon the appropriation of funds by the Arizona Legislature, and if the Legislature fails to appropriate the funds necessary for performance, then University may provide written notice of this to Consultant and cancel this Agreement without further obligation of University. Appropriation is a legislative act and is beyond the control of University.
2. University prohibits the use, possession, display or storage of any weapon, explosive device or fireworks on all land and buildings owned, leased, or under the control of University or its affiliated or related entities, in all University residential facilities (whether managed by University or another entity), in all University vehicles, and at all University or University affiliate sponsored events and activities, except as provided in [Section 12-781 of the Arizona Revised Statutes](http://www.azleg.state.az.us/FormatDocument.asp?inDoc=/ars/12/00781.htm&Title=12&DocType=ARS) or unless written permission is given by the ASU Police Department (ASU PD). Notification by Consultant to all persons or entities who are employees, officers, subcontractors, consultants, agents, guests, invitees or licensees of Consultant (“Consultant Parties”) of this policy is a condition and requirement of this Agreement. Consultant further agrees to enforce this contractual requirement against all Consultant Parties. ASU’s policy may be accessed through the following web page:

<http://www.asu.edu/aad/manuals/dps/dps201-05.html>.

1. Failure by Consultant to perform as specifically provided herein shall be an event of default permitting University to pursue all remedies affordable by law or in equity, including termination of this Agreement.
2. Consultant shall not assign this Agreement without the prior written consent of University.
3. This Agreement constitutes the entire agreement and understanding of the parties with respect to its subject matter. No prior or contemporaneous agreement or understanding will be effective. This Agreement may not be modified or amended except by written instrument signed by both parties. This Agreement shall be governed by the laws of Arizona, the courts of which shall have jurisdiction over its subject matter.
4. The individual signing below on behalf of Consultant hereby represents and warrants that s/he is duly authorized to execute and deliver this Agreement on behalf of Consultant and that this Agreement is binding upon Consultant in accordance with its terms.

**WHEREFORE**, the parties have executed this Agreement the date set forth above.

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| UNIVERSITY  THE ARIZONA BOARD OF REGENTS  acting for and on behalf of  ARIZONA STATE UNIVERSITY  By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Printed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | CONSULTANT  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Printed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

EXHIBIT A

TO

AGREEMENT FOR CONSULTANT SERVICES

1. SERVICES:

2. FEES FOR SERVICES:

The University agrees to pay Consultant, as consideration for performance of the consulting services as set forth in the preceding paragraph, the total sum of $\_\_\_\_\_\_\_\_\_\_\_ payable as follows:

3. REIMBURSEMENT FOR EXPENSES:

The University agrees to reimburse Consultant up to a maximum of $\_\_\_\_\_\_\_\_\_\_\_ for expenses as follows:

Prior approval is required for any individual expenses in excess of $ . Each request for reimbursement must be itemized and accompanied by receipts. Reimbursement for auto travel will be made at the rate permitted State employees.

**SECTION XIII – MANDATORY CERTIFICATIONS & SUBSTITUTE W-9**

**(Fillable PDF versions of mandatory certifications are located on-line under Supplier Forms:** [**http://cfo.asu.edu/purchasing-forms**](http://cfo.asu.edu/purchasing-forms)**. ORIGINAL signatures are REQUIRED for either version.)**

**CONFLICT OF INTEREST CERTIFICATION**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Date)

Purchasing and Business Services

Arizona State University

PO Box 875212

Tempe, AZ 85287-5212

The undersigned certifies that to the best of his/her knowledge: (**check only one**)

( ) There is no officer or employee of Arizona State University who has, or whose relative has, a substantial interest in any contract resulting from this request.

( ) The names of any and all public officers or employees of Arizona State University who have, or whose relative has, a substantial interest in any contract resulting from this request, and the nature of the substantial interest, are included below or as an attachment to this certification.

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(Print title) (Federal Taxpayer ID Number)

(Purchasing 01-31-2007. Previous editions are obsolete and cannot be used.)

**FEDERAL DEBARRED LIST CERTIFICATION**

**Certification Regarding Debarment, Suspension, Proposed Debarment, and Other Responsibility Matters (Dec 2001)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Date)

Purchasing and Business Services

Arizona State University

PO Box 875212

Tempe, AZ 85287-5212

In accordance with the Federal Acquisition Regulation, 52.209-5:

(a) (1) The Offeror certifies, to the best of its knowledge and belief, that—

(i) The Offeror and/or any of its Principals—

(A) (check one) **Are ( )** or **are not ( )** presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency; (The debarred list (List of Parties Excluded from Federal Procurement and Nonprocurement Programs) is at <http://epls.arnet.gov> on the Web.)

(B) (check one) **Have ( )** or **have not ( )**, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

(C) (check one) **Are ( )** or **are not ( )** presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph (a)(1)(i)(B) of this provision.

(ii) The Offeror (check one) **has ( )** or **has not ( )**, within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.

(2) “Principals,” for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (*e.g.,* general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions).

This Certification Concerns a Matter Within the Jurisdiction of an Agency of the United States and the Making of a False, Fictitious, or Fraudulent Certification May Render the Maker Subject to Prosecution Under Section 1001, Title 18, United States Code.

(b) The Offeror shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(c) A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Offeror’s responsibility. Failure of the Offeror to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Offeror nonresponsible.

(d) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(e) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from this solicitation for default.

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(Print title) (Federal Taxpayer ID Number)

(Purchasing 01-31-2007)

**ANTI-LOBBYING CERTIFICATION**

**Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions (Sept 2007)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Date)

Purchasing and Business Services

Arizona State University

PO Box 875212

Tempe, AZ 85287-5212

In accordance with the Federal Acquisition Regulation, 52.203-11:

(a) The definitions and prohibitions contained in the clause, at FAR 52.203-12, Limitation on Payments to Influence Certain Federal Transactions, included in this solicitation, are hereby incorporated by reference in paragraph (b) of this certification.

(b) The offeror, by signing its offer, hereby certifies to the best of his or her knowledge and belief that on or after December 23, 1989—

(1) No Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with the awarding of this contract;

(2) If any funds other than Federal appropriated funds (including profit or fee received under a covered Federal transaction) have been paid, or will be paid, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with this solicitation, the offeror shall complete and submit, with its offer, OMB standard form LLL, Disclosure of Lobbying Activities, to the Contracting Officer; and

(3) He or she will include the language of this certification in all subcontract awards at any tier and require that all recipients of subcontract awards in excess of $100,000 shall certify and disclose accordingly.

(c) Submission of this certification and disclosure is a prerequisite for making or entering into this contract imposed by Section 1352, Title 31, United States Code. Any person who makes an expenditure prohibited under this provision or who fails to file or amend the disclosure form to be filed or amended by this provision, shall be subject to a civil penalty of not less than $10,000, and not more than $100,000, for each such failure.

(Signature page follows)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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(Print title) (Federal Taxpayer ID Number)

(Purchasing 01-31-2007)

**SUDAN OR IRAN BUSINESS OPERATIONS CERTIFICATION**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Date)

Purchasing and Business Services

Arizona State University

PO Box 875212

Tempe, AZ 85287-5212

The undersigned certifies that pursuant to Arizona Revised Statutes § 35-391 and 35-393, the below entity does not have a scrutinized business operation in either Sudan or Iran.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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(Print title) (Federal Taxpayer ID Number)

(Purchasing 02-18-2009)

**LEGAL WORKER CERTIFICATION**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Date)

Purchasing and Business Services

Arizona State University

PO Box 875212

Tempe, AZ 85287-5212

As required by Arizona Revised Statutes §41-4401 the University is prohibited after September 30, 2008 from awarding a contract to any contractor who fails, or whose subcontractors fail, to comply with Arizona Revised Statutes § 23-214-A. The undersigned entity warrants that it complies fully with all federal immigration laws and regulations that relate to its employees, that it shall verify, through the employment verification pilot program as jointly administered by the U.S. Department of Homeland Security and the Social Security Administration or any of its successor programs, the employment eligibility of each employee hired after December 31, 2007, and that it shall require its subcontractors and sub-subcontractors to provide the same warranties to the below entity.

The undersigned acknowledges that a breach of this warranty by the below entity or by any subcontractor or sub-subcontractor under any Contract resulting from this solicitation shall be deemed a material breach of the Contract, and is grounds for penalties, including termination of the Contract, by the University. The University retains the right to inspect the records of the below entity, subcontractor and sub-subcontractor employee who performs work under the Contract, and to conduct random verification of the employment records of the below entity and any subcontractor and sub-subcontractor who works on the Contract, to ensure that the below entity and each subcontractor and sub-subcontractor is complying with the warranties set forth above.

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(Print title) (Federal Taxpayer ID Number)

(Purchasing 09-23-2008)

**SUPPLIER SUSTAINABILITY QUESTIONNAIRE**

Company Name: Date:

The Supplier Sustainability Questionnaire must be completed and returned with your Proposal unless you have previously submitted a completed form and have no change. This questionnaire is applicable to firms that provide only services as well as those that provide goods.

1. What Policies are in place to monitor and manage your supply chain regarding environmental issues? Please check the items that apply.

|  |  |
| --- | --- |
|  | We apply environmental criteria when making purchasing decisions. |
|  | We purchase “green” (recyclable, reusable, non-toxic, bio-degradable, and made from 100% post-consumer recycled materials) supplies, products and materials. |
|  | We specify sustainable products and or locally manufactured products |
|  | We specify products using Electronic Products Environmental Assessment Tool (EPEAT) standards |
|  | We partner with sustainable suppliers or utilize suppliers who share in the sustainability commitment |
|  | Our Director of Sustainability is researching industry best procurement practices |
|  | Other – describe other ways your company monitors and manages your supply chain regarding environmental issues |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

2. Does your company have a Green Transportation Plan for your operation? Please check the items that apply.

|  |  |
| --- | --- |
|  | We encourage carpooling, public transportation, and using other alternative modes of transportation |
|  | We subsidize public transportation for employees |
|  | We are developing a Green Transportation Plan |
|  | We have an established Green Transportation Plan (Describe below) |
|  | We offer flexible hours, telecommuting or a compressed work week |
|  | We utilize teleconference, video conference, WebEx or GoTo Meetings |
|  | We purchase carbon offsets |
|  | We own electric, hybrid, or E-85 fueled vehicles |
|  | We rent hybrid vehicles |
|  | Other – describe your company’s Green Transportation Plan for your operation |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

3. What does your company do to minimize the environmental costs associated with shipping? Please check the items that apply.

|  |  |
| --- | --- |
|  | We are evaluating what the company can do to minimize the environmental costs associated with shipping |
|  | We combine deliveries with customer visits |
|  | We consolidate deliveries |
|  | We use bike couriers for local delivery |
|  | We utilize electronic communications and electronic transfer of documents. E-mail, fax and Portable Document Format (PDF) |
|  | We use eco-friendly courier’s packaging/shipping materials that include post-consumer waste recycled materials and are recyclable |
|  | Our packaging and shipping materials are reused until they eventually get recycled |
|  | We have established a sustainability plan that minimizes the need for shipping (Describe below) |
|  | We update mailing lists to minimize unwanted mailings |
|  | We specify products that can be purchased within a 500 mile radius of the delivery location |
|  | Other – describe what your company does to minimize the environmental costs associated with shipping |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

4. Does your company have an environmental policy statement? Please check the items that apply.

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| --- | --- |
|  | We are developing an environmental policy statement |
|  | Our environmental policy statement consists of a commitment to promote environmental stewardship |
|  | Our environmental policy statement describes our company’s Sustainability Initiative |
|  | We have formed an oversight committee to ensure the success of our environmental policy |
|  | Our environmental policy statement describes how our company explores opportunities to work with communities, governments and non-governmental and professional organizations to help articulate, teach and advance the principles of sustainability |
|  | Other - Provide (or supply a link) your company’s environmental policy statement |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

5. Has your company ever been cited for non-compliance of an environmental or safety issue? Please check the item that applies.

|  |  |
| --- | --- |
|  | No, my company HAS NOT been cited for non-compliance of an environmental or safety issue |
|  | Yes, my company HAS been cited for non-compliance of an environmental or safety issue |
|  | State the reason, date and outcome of the citation |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

6. What programs do you have in place, or planned for promoting resource efficiency? (i.e., an environmental or waste audit)? Please check the items that apply.

|  |  |
| --- | --- |
|  | We recycle consumables, reduce waste and practice energy reduction when possible |
|  | We are developing a recycling program |
|  | We utilize a formal energy management system |
|  | We are a member of various environmental organizations |
|  | We have formed a Sustainability Committee to identify sustainable solutions for our company |
|  | We have a company-wide Recycling Program |
|  | Our Director of Sustainability initiates and supports sustainability efforts |
|  | We have performed an environmental or waste audit |
|  | We are recognized by peers and environmental organizations for providing leadership in sustainability |
|  | We are a carbon-neutral company |
|  | Other - what other programs do you have in place, or planned for promoting resource efficiency |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

7. Does your company have web-based materials available documenting your “Green” initiatives? Please check the items that apply.

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| --- | --- |
|  | We are developing web-based documentation of “Green” initiatives (Provide link) |
|  | Our website includes “Green” reference information (Provide link) |
|  | Our website contains an environmental policy statement (Provide link) |
|  | Our website includes materials that document company’s “Green” initiatives (Provide link) |
|  | Our website contains our company’s Sustainability Report (Provide link) |
|  | Other – Does your company have other web-based materials available documenting your “Green” initiatives? (Provide link) |
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8. If selected pursuant to this solicitation, what are your plans for continuing your operations and services to ASU if there is a major and/or catastrophic pandemic influenza outbreak?

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| **RETURN TO ASU** | | **ARIZONA STATE UNIVERSITY**  SUBSTITUTE W-9 & VENDOR AUTHORIZATION FORM – Page 1 of 2 | | | | | | | | | | | | | | | **DO NOT SEND TO IRS** |
| **Foreign persons who are non-residents for US Tax purposes do not complete the ASU Substitute W-9 form. Instead, complete IRS Form W-8 BEN** **available at** <http://www.irs.gov/pub/irs-pdf/fw8ben.pdf> | | | | | | | | | | | | | | | | | |
| **► Taxpayer Identification Number (TIN)** | | | | | | |  | | | | | | Employer ID Number (EIN)  Social Security Number (SSN) | | | | |
| **► LEGAL NAME:**  (must match TIN above) | | | | |  | | | | | | | | | | | | |
| Are you doing business in Arizona for purposes of sales/use tax collection and remittance? Yes  No  If “Yes” please provide Arizona License #      and sales/use tax rate charged      % DUNS# | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| **►LEGAL MAILING ADDRESS:** | | | | | (Where tax information and general correspondence is to be sent) | | | | | | | | | | | | |
| **DBA/Branch/Location:** | | | | |  | | | | | | | | | | | | |
| **ADDRESS:** | | | | |  | | | | | | | | | | | | |
| **ADDRESS LINE 2:** | | | | |  | | | | | | | | | | | | |
| **CITY:** |  | | | | | | | **ST:** |  | | | **ZIP:** | |  | | | |
|  | | | | | | | | | | | | | | | | | |
| **► REMIT TO ADDRESS:** | | | | | **Same as Legal Mailing Address** | | | | | | | | | | | | |
| **DBA/Branch/Location:** | | | | |  | | | | | | | | | | | | |
| **ADDRESS:** | | | | |  | | | | | | | | | | | | |
| **ADDRESS LINE 2:** | | | | |  | | | | | | | | | | | | |
| **CITY:** |  | | | | | | | **ST:** |  | | | **ZIP:** | |  | | | |
| **► ENTITY TYPE** | | | | | | | | | | | | | | | | | |
| Individual (not a business) | | | Sole proprietor (individually owned business) or sole proprietor organized as LLC or PLLC | | | Corporation (NOT providing health care, medical or legal services) | | | | Corporation (providing health care, medical or legal services) | | | | | Partnership, LLP or partnership organized as LLC or PLLC | | |
| The US or any of its political subdivisions or instrumentalities | | | | A state, a possession of the US, or any of their political subdivisions or instrumentalities) | | | Tax-exempt organizations under IRC §501 | | | | An international organization or any of its agencies or instrumentalities | | | | | State of Arizona Employee | | |
| **► CERTIFICATION** | | | | | | | | | | | | | | | | | |
| Under penalties of perjury, I certify that:   1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me I am no longer subject to backup withholding, 3. I am a U.S. person (including a resident alien).   Certification instructions: You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return.  **The Internal Revenue Service does not require your consent to any provision of this document other than the certification required to avoid backup withholding** | | | | | | | | | | | | | | | | | |
| Signature of U.S. Individual | | | | | | | | | | | Date: | | | | | | |

NOTE: *IF BOTH PAGES OF THIS FORM ARE NOT COMPLETED THE FORM WILL BE RETURNED TO YOU*. **Arizona State University (ASU) is fulfilling a mandate associated with state agencies increasing procurements from Arizona Small and Diverse Businesses.**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **RETURN TO ASU** | **ARIZONA STATE UNIVERSITY**  SUBSTITUTE W-9 & VENDOR AUTHORIZATION FORM – Page 2 of 2 | | | | | | | | | | **DO NOT SEND TO IRS** |
|  | | | | | |  | | | | | |
| **► Legal Name:** | | | | | | **TIN:** | | | | | |
| **SECTION 1 - FEDERAL INFORMATION *- REQUIRED*** | | | | | | | | | | | |
| **What is the Federal classification type of your business?** - See definitions on link below. (S.B.A. Small Business definition FAR 19.001 and size standards FAR 19.102)  <http://www.sba.gov/size>  **LARGE Business?** YES  NO  **SMALL Business?** YES  NO | | | | | | | | | | | | |
| **Please check all that apply to your business for Federal Supplier Type:** | | | | | | | | | | | | |
| Service Disabled Veteran Owned (VD) | | | | Small Disadvantaged (SD) | | | Women Owned (WO) | | | | | |
| Veteran Owned (VO) | | | | Minority Institution (MI) | | | HUB Zone (HZ) | | | | | |
| **SECTION 2 - STATE OF ARIZONA SMALL BUSINESS INFORMATION *- REQUIRED*** | | | | | | | | | | | |
| **Are you self-certified according to this State of Arizona definition?**  *“100 full-time employees or less* OR *$4 million in volume or less in the last fiscal year”* | | | | | | | | YES | | NO | |
| Per FAR 52.219-1 and under 15 U.S.C. 645(d), any person who misrepresents a firm’s status as a small, HUB Zone small, small disadvantaged, or women-owned small business concern in order to obtain a contract to be awarded under the preference programs established pursuant to section 8(a), 8(d), 9, or 15 of the Small Business Act or any other provision of Federal law that specifically references section 8(d) for a definition of program eligibility, shall be punished by imposition of fine, imprisonment, or both; be subject to administrative remedies, including suspension and debarment; and be ineligible for participation in programs conducted under the authority of the Act. | | | | | | | | | | | |
| Print Name: | |  | | | | | | | | | |
| Signature: | |  | | | | | | | | | |
| **PHONE:** | | | | | | **FAX:** | | | | | |
|  | | |  | | | | | | | | |
| **VENDOR – LIST PRODUCT or SERVICE PROVIDED** | | |  | | | | | | | | |
|  | | | | | | | | | | | |
| **IF BUYER NAME IS LISTED PLEASE RETURN TO BUYER** | | | Buyer:  Kevin Hall | | Phone: 480-965-8049 | | | | Fax: 480-965-2234 | | |

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# TRAVEL MANAGEMENT SERVICES FOR INTERCOLLEGIATE ATHLETICS

**RFP # 031305**

**AGENCY BIO FORM**

Agency ARC Number: ARC Date of Issue:

Agency Name: Agency Owner:

Years in business?

Number of offices?

Location of reservations center(s)?

Number of employees?

Agency Contact: Title:

Agency Addr:

City/State/Zip:

Toll Free Ph #: Local Ph #:

Fax #: E-Mail Addr:

Web Site Addr:

2012 Total Agency Air Volume: $

National or Local Office?

Domestic Air $ Intl Air $

GDS:

Do you offer multiple GDS’s?

Back Office Accounting System:

Toll Free Emergency Telephone Service? Yes/No

24/7 availability Yes/No

International Rate Desk? Yes/No

Via carrier: Yes/No

Fee $ \_\_\_\_\_\_\_\_\_

Via agency Yes/No

Fee $ \_\_\_\_\_\_\_\_\_

Online Booking Tool Used:

Works in concert with a T&E Reporting Tool: Yes/No

If yes, what system:

When Required, Free Delivery Hard Copy Tickets: Yes/No

If no, Cost for Delivery:

Service Fees:

Online Booking, Touchless:

Online Booking, Agent Assisted:

Tradition Agent Assisted /Telephone Booking:

Other: (include all other fees if any)

Group Fees: Do you have a cap on group fee or cost per person based on standard fee for agent assisted reservation?

Airport Parking/Shuttle Discounts? Yes/No

Please specify:

Do you use Consolidators? Yes/No

Please list companies: