

BOT Meeting:	March 26, 2018
Solicitation No.:	RFP 18-021MH
References:	Board Policy CH (Local) Scalable Systems
Description:	<p>Travel Agency Services:</p> <p><u>Recommendation</u></p> <p>The Administration is seeking Board approval to purchase travel agency services from Alton & Alton Travel, Connect Tours, Dumonde Group, Sun Travel, Texas Music Enterprise Festival, and Tour-Rific of Texas for an amount not to exceed \$500,000 annually and authorization for the Superintendent to negotiate and execute the contract.</p> <p><u>Summary</u></p> <p>Travel agency services will assist campuses and departments with booking reservations, ticketing services for airlines, hotel, rental cars, musical equipment rental, entertainment tickets, meal coordination, and tour packages. A multi-vendor award will provide the District with the ability to customize each trip to their needs and compare pricing with the vendors. The District may utilize the services of a travel agency for both domestic and international travel needs.</p> <p><u>Background</u></p> <p>The 2016-17 expenditures for travel services were \$826,119. The 2017-18 year to date expenditures for travel are \$227,489. These amounts include expenditures for charter buses, which will be a separate authorization in the future. The expenditures for this proposal, which covers travel agency services only, will not exceed \$500,000 annually over a five-year period. Funding is included in the budgets of the departments utilizing travel agency services.</p>
Requested By:	Steven Bassett, Chief Financial Officer
Vendor:	Alton & Alton Travel, Connect Tours, Dumonde Group, Sun Travel, Texas Music Enterprise Festival and Tour-Rific of Texas
Budget Sources:	All District Funds and Activity Funds
Amount:	Not to Exceed - \$500,000 annually over a five year period
Other Supporting Information	
Sole Source:	No
Number of vendors contacted by Purchasing:	3
Number of vendors contacted by FBISD Notification System:	506
Number of vendors downloaded the solicitation:	170
Number of responses received:	8
Number of "no bid" responses received:	1
Length of commitment:	Maximum of five (5) years

Last solicitation date:	March 18, 2013
Supporting documents:	Evaluation Summary and Rubric
Disclosure under Board Policy CH, CV, or DBD (Local):	None

Evaluation Summary

RFP 18-021MH

Travel Agency Services - Domestic

Board Date: March 26, 2018

Vendor	Purchase Price (25 pts. max)	Reputation of the Vendor and of the Vendor's Goods or Services (5 pts. max)	Quality of the Vendor's Goods or Services (15 pts. Max)	Extent to Which the Goods or Services Meet the District's Needs (20 pts. Max)	Vendor's Past Relationship with the District (5 pts. Max)	Long-term Cost to the District to Acquire the Vendor's Goods or Services (15 pts. Max)	Vendor's Principal Place of Business is in the State of Texas, or Employs 500 People in this state. (N/A)	Insurance Requirements (5 pts. Max)	Extent to Which the Vendor Agrees to FBISD Standard Form of Agreement (10 pts. Max)	The Impact on the Ability of the District to Comply With Laws and Rules Relating to Historically Underutilized Businesses (HUB) (N/A)	Proposer's Total Score (100 pts. Max)	Proposer's Ranking
Tour-Rific	13.50	3.20	10.67	16.00	5.00	11.00	N/A	5.00	10.00	N/A	74.37	1
Texas Music	16.88	1.00	12.00	15.33	0.00	12.67	N/A	5.00	10.00	N/A	72.88	2
Connect Tours	14.36	4.80	10.00	14.00	0.00	12.00	N/A	5.00	10.00	N/A	70.16	3
Alton & Alton	17.76	1.60	11.00	14.00	0.00	10.00	N/A	5.00	10.00	N/A	69.36	4
Dumonde Group	25.00	1.60	6.33	10.67	0.00	7.67	N/A	5.00	10.00	N/A	66.27	5
Sun Travel	14.36	3.20	10.00	12.44	0.00	6.33	N/A	5.00	10.00	N/A	61.33	6

Evaluation Summary

RFP 18-021MH

Travel Agency Services - International

Board Date: March 26, 2018

Vendor	Purchase Price (25 pts. max)	Reputation of the Vendor and of the Vendor's Goods or Services (5 pts. max)	Quality of the Vendor's Goods or Services (15 pts. Max)	Extent to Which the Goods or Services Meet the District's Needs (20 pts. Max)	Vendor's Past Relationship With the District (5 pts. Max)	Long-term Cost to the District to Acquire the Vendor's Goods or Services (15 pts. Max)	Vendor's Principal Place of Business is in the State of Texas, or Employs 500 People in this State. (N/A)	Insurance Requirements (5 pts. Max)	Extent to Which the Vendor Agrees to FBISD Standard Form of Agreement (10 pts. Max)	The Impact on the Ability of the District to Comply with Laws and Rules Relating to Historically Underutilized Businesses (HUB) (N/A)	Proposer's Total Score (100 pts. Max)	Proposer's Ranking
Connect Tours	14.36	4.80	10.00	14.00	0.00	12.00	N/A	5.00	10.00	N/A	70.16	1
Dumonde Group	25.00	1.60	6.33	10.67	0.00	7.67	N/A	5.00	10.00	N/A	66.27	2
Texas Music	9.64	1.00	12.00	15.33	0.00	12.67	N/A	5.00	10.00	N/A	65.64	3
Alton & Alton	11.25	1.60	11.00	14.00	0.00	10.00	N/A	5.00	10.00	N/A	62.85	4
Sun Travel	11.84	3.20	10.00	12.44	0.00	6.33	N/A	5.00	10.00	N/A	58.81	5

RFP 18-021MH Travel Agency Services

Evaluation criteria:

Proposal shall be evaluated using the evaluation criteria listed below. Fort Bend ISD reserves the right to award contract as best meets the District’s needs such as per section, groups, or all.

	Evaluation Criteria	Point System
1	<p>Purchase Price Offer a fair reasonable price for items to be procured by Fort Bend ISD. Pricing will be calculated using the Price Delivery Sheet in this document.</p>	25 points
2	<p>Reputation of the Vendor and of the Vendor’s Goods or Services Vendor should have a solid reputation with other ISD’s, Government or Collegiate entities that show a high level of customer service, a high level of quality of good or services. (References will be contacted via e-mail with a deadline. If no response is received by the deadline, there will be points deducted in this section.)</p>	5 points
3	<p>Quality of the Vendor’s Goods or Services Vendor’s products should be new and be of the highest quality with an option to substitute for a company branded item of equivalent quality.</p>	15 points
4	<p>Extent to Which the Goods or Services Meet the District’s Needs Timely Installations</p>	20 points
5	<p>Vendor’s Past Relationship with the District</p>	5 points
6	<p>Long-term Cost to the District to Acquire the Vendor’s Goods or Services Warranty, setup fee; maintenance or other fees</p>	15 points
7	<p>Vendor’s Principal Place of Business is in the State of Texas, or Employs 500 People in this State.</p>	0 points
8	<p>Insurance Requirements: A copy of the Certificate of Liability Insurance and Waiver of Subrogation should be in your proposal.</p>	5 points
9	<p>Extent to which the vendor agrees to our Standard Form of Agreement embedded herein as Appendix A. By Signing the Agreement, you assent to the Terms and Conditions of Fort Bend ISD.</p>	10 points
10	<p>The impact on the ability of the district to comply with laws and rules relating to Historically Underutilized Businesses (HUB).</p>	N/A
	<p>TOTAL</p>	100 points