



University of North Alabama
 Office of Procurement
 UNA Box 5025
 Florence, AL 35632
 Phone: (256)765-4206
 Fax: (256)765-4329

RFP No. 2022 -09 For: Athletic Travel Services

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INVITATION FOR BIDS:

Sealed Proposals for furnishing materials, equipment or services as described herein will be received at the Purchasing Department, 601 Cramer Way, Room 126, University of North Alabama, Florence, Alabama, until 2:00 p.m. local time on February 1, 2022.

Time is of the essence to this bid and if delivery is not made within the time specified, the University cannot consider the proposal as qualified. This bid may be withdrawn at any time prior to the scheduled time for the opening of bids, or any authorized postponement thereof.

DIRECTIONS FOR MAILING BIDS:

Do not place more than one bid in an envelope. Envelopes containing more than one bid may not be opened in time for a bid to be considered.

Envelopes containing bids must be sealed, marked and addressed as follows:

ADDRESSED TO:	(If via any postal service University of North Alabama Purchasing Department - RFP 2022-09 UNA M/S 5025 One Harrison Plaza Florence, AL 35632-0001	(If hand carry) University of North Alabama Purchasing Department - RFP 2022-09 601 Cramer Way, Room 126 One Harrison Plaza Florence, AL 35632-0001
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BID FOR: Athletic Travel Services
 Bid No. 2022-09

CAUTION – The above mailing address line, UNA Box 5025, is the address for the University of North Alabama Central Mail Room and is not part of the physical address for the University of North Alabama Purchasing Department. Envelopes or packages addressed to this box number may not be received in the Purchasing Department by the specified bid due date and time. It is the bidder's responsibility to ensure that the bid is received in the Purchasing Department by the date and time specified; no assumptions should be made in regard to an extension due to unforeseen circumstances of any kind, no due date or time will change without advance written notice from the Procurement Office.

Bidders are strongly cautioned to mail or ship bids to allow ample time for receipt in the Purchasing Department, not the Central Mail Room nor Central Receiving. Overnight or next day delivery services may not be adequate. Since bids must be received in a sealed envelope, faxed or emailed bid copies cannot be accepted.

Bids received in the Purchasing Department after the specified date and time set forth above will not be considered

Bids will be opened in the Administrative Building, 601 Cramer Way, Room 126 at 2:00 p.m. local time on Feb 1, 2022.

Revised 1/30/08

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I have read and understand the contents of this page



INSTRUCTIONS TO BIDDERS

1. All bidders are to submit bids on proposal forms furnished by the Assistant Vice President of Business Services, University of North Alabama (forms enclosed). All bid forms are to be signed in all designated spaces by an authorized officer or employee of the bidder. Telephoned or verbal bids will not be accepted. Bids submitted by "fax" machine or email will not be accepted. All bids are to be mailed or delivered in a sealed envelope.
2. All bidders shall base their proposals on the exact schedule of equipment, material or service specifications herein.
3. Any cost associated with proposal submission is the sole responsibility of the Bidder, not the University.
4. All bidders are required to submit unit prices and extended prices, where applicable, for each item bid. Where the unit price and the extended total price do not agree, the unit price shall prevail.
5. The University reserves the right to reject any and all bids and to waive informalities.
6. All prices submitted on the proposal are to be clear and without assumption. No price increases will be approved after bid award and contract completion unless they are provided for and accepted within proposal.
7. Bidders should sign & return all pages of the complete bid to imply complete understanding and compliance with all bid requirements.
8. All questions should be directed to the Purchasing Office, email: chconlon@una.edu; phone 256/765-4206.
9. Should a bidder find discrepancies in, or omissions from the bid documents or should he be in doubt as to their meaning, he should at once notify the University who will send written instructions to all bidders.
10. Bids received after the bid opening date and time, or any authorized postponement thereof, will not be considered.
11. **If required, a bond may be requested and must be supplied within forty-eight (48) hours after request to protect the University from any risk of loss.**
12. **EQUAL EMPLOYMENT OPPORTUNITY/U.S. FAIR LABOR STANDARDS ACT:** By signing this proposal, bidder certifies that bidder is in compliance with the nondiscrimination clause contained in Section 202, Executive Order 11246, as amended by Executive Order 11375, relative to Equal Employment Opportunity for all persons without regard to race, color, religion, sex, or national origin, and the rules and regulations prescribed by the Secretary of Labor, Veteran's Act 38USC4212, Section 503 - Rehabilitation act of 1973 Title I of the Americans with Disabilities Act of 1990 42USC12101, and that any and all goods were produced in compliance with all applicable requirements of Sections 6, 7, and 12 of the Fair Labor Standards Act, as amended, and of regulations and orders of the United States Department of Labor issued under Section 14 thereof.
13. Verbal communication before or while Bid is open shall have no force or affect whatsoever toward this bid as written, or the entire agreement. All parties represent that no promises, representations, or inducements have been made with respect to the subject matter of the bid nor a contract, except as specifically set forth herein. The bid or final contract, agreement, or order, can only be changed, altered, modified or amended by written agreement from both parties.

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PROPOSAL FORM

In compliance with the University of North Alabama **INVITATION FOR BIDS** and **INSTRUCTIONS TO BIDDERS**, the undersigned hereby proposes to furnish and supply items to the University of North Alabama, Florence, Alabama, in strict accordance with the **SCHEDULE** and **SPECIFICATIONS**.

The undersigned bidder/proposer hereby certifies that it, its officers, partners, owners, providers, representatives, employees, and parties in interest, including the affiant, has not in any way colluded, conspired, connived or agreed, directly or indirectly, with any other bidder/proposer, potential bidder/proposer, firm or person, in connection with this solicitation, to submit a collusive or sham bid/proposal, to refrain from bidding/proposing, to manipulate or ascertain the price(s) of other bidders/proposers or potential bidders/proposers, or to secure through any unlawful act an advantage over other bidders/proposers or the university.

The prices submitted herein have been arrived at in an entirely independent and lawful manner by the bidder/proposer without consultation with other bidders/proposers or potential bidders/proposers or foreknowledge of the prices to be submitted in response to this solicitation by other bidders/proposers or potential bidders/proposers on the part of the bidder/proposer, its officers, partners, owners, providers, representatives, employees, or parties in interest, including the affiant.

DATED: _____

COMPANY NAME: _____

BY: _____

(Signature)

 (Typed or Printed Name)

 (Title)

BUSINESS ADDRESS: _____

TELEPHONE: _____

Email Address: _____
This address will be used to publish the bid tabulation & any other communication regarding bid results

If Bidder is a Corporation, write the State of Incorporation, and if a Partnership, give full name of partners, using space below.

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UNIVERSITY OF NORTH ALABAMA
VENDOR CERTIFICATION
 PURSUANT TO ACT NO 2012-491 & ACT2014-044

ALABAMA LAW (SECTION 31-13-9 , CODE OF ALABAMA 1975: By signing a contract resulting from this proposal, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the state of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.

ALABAMA LAW SECTION 16-25-26C , CODE OF ALABAMA 1975; Legislation requiring the University of North Alabama to report to Retirement Systems of Alabama individuals paid for personal services who are currently receiving benefits from TRSA or ESA became effective October 1, 2013. No minimum level of compensation was defined. **Any individual receiving direct or indirect compensation from this contract who is a retiree receiving benefits from the State of Alabama Retirement System MUST NOTIFY UNA of this status along with Bid/RFP Submission.**

Bidder hereby certifies full compliance with Act No. 2012-491 & Act No. 2014-044:

Date: _____

Company: _____

Authorizing Signature: _____

Printed Name: _____

Title: _____

State of _____ County of _____

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I have read and understand the contents of this page



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CERTIFICATE OF COMPLIANCE WITH THE BEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN PROTECTION ACT (ACT 2011-535, as amended by Act 2012-491)

DATE: _____ RE: Contract/Grant/ Incentive (*describe by number or subject*):

BID/RFP _____ by and between

_____ (Contractor/Grantee) and

_____ (State Agency, Department or Public Entity)

The undersigned hereby certifies to the State of Alabama as follows:

1. The undersigned holds the position of with the Contractor/Grantee named above, and is authorized to provide representations set out in this Certificate as the official and binding act of that entity, and has knowledge of the provisions of THE BEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN PROTECTION ACT (ACT 201 1-535 of the Alabama Legislature, as amended by Act 2012-491) which is described herein as "the Act".
2. Using the following definitions from Section 3 of the Act, select and initial either (a) or (b), below, to describe the Contractor/Grantee's business structure. **BUSINESS ENTITY.** Any person or group of persons employing one or more persons performing or engaging in any activity, enterprise, profession, or occupation for gain, benefit, advantage, or livelihood, whether for profit or not for profit. "Business entity" shall include, but not be limited to the following:
 - a) Self-employed individuals, business entities filing articles of incorporation, partnerships, limited partnerships, limited liability companies, foreign corporations, foreign limited partnerships, foreign limited liability companies authorized to transact business in this state, business trusts, and any business entity that registers with the Secretary of State.
 - b) Any business entity that possesses a business license, permit, certificate, approval, registration, charter, or similar form of authorization issued by the state, any business entity that is exempt by law from obtaining such a business license, and any business entity that is operating unlawfully without a business license.

EMPLOYER.: Any person, firm, corporation, partnership, joint stock association, agent, manager, representative, foreman, or other person having control or custody of any employment, place of employment, or of any employee, including any person or entity employing any person for hire within the State of Alabama, including a public employer.

This term shall not include the occupant of a household contracting with another person to perform casual domestic labor within the household.

____ (a) The Contractor/Grantee is a business entity or employer as those terms are defined in Section 3 of the Act.

____ (b) The Contractor/Grantee is not a business entity or employer as those terms are defined in Section 3 of the Act.

3. As of the date of this Certificate, Contractor/Grantee does not knowingly employ an unauthorized alien within the State of Alabama and hereafter it will not knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama;
4. Contractor/Grantee is enrolled in E-Verify unless it is not eligible to enroll because of the rules of that program or other factors beyond its control.

Certified this ____ day of _____ 20 ____.

Name of Contractor/Grantee/Recipient

By: _____

Its: _____

The above Certification was signed in my presence by the person whose name appears above, on this ____ day of _____ 20 ____.

WITNESS: _____ Printed name of Witness: _____

____ initial
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State of Alabama
Disclosure Statement
 (Required by Act 2001-955)

ENTITY COMPLETING FORM

Agreement Number

ADDRESS

CITY, STATE, ZIP

TELEPHONE NUMBER

()

STATE AGENCY/DEPARTMENT THAT WILL RECEIVE GOODS, SERVICES, OR IS RESPONSIBLE FOR GRANT AWARD

ADDRESS

CITY, STATE, ZIP

TELEPHONE NUMBER

()

This form is provided with:

Contract Proposal Request for Proposal Invitation to Bid Grant Proposal

Have you or any of your partners, divisions, or any related business units previously performed work or provided goods to any State Agency/Department in the current or last fiscal year?

Yes No

If yes, identify below the State Agency/Department that received the goods or services, the type(s) of good or services previously provided, and the amount received for the provision of such goods or services.

Have you or any of your partners, divisions, or any related business units previously applied and received any grants from any State Agency/Department in the current or last fiscal year?

Yes No

If yes, identify the State Agency/Department that awarded the grant, the date such grant was awarded, and the amount of the grant.

1. List below the name(s) and address(es) of all public officials/public employees with whom you, members of your immediate family, or any of your employees have a family relationship and who may directly personally benefit financially from the proposed transaction. Identify the State Department/Agency for which the public officials/public employees work. (Attach additional sheets if necessary.)

2. List below the name(s) and address(es) of all family members of public officials/public employees with whom you, members of your immediate family, or any of your employees have a family relationship and who may directly personally benefit financially from

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the proposed transaction. Identify the public officials/public employees and State Department/Agency for which the public officials/public employees work. (Attach additional sheets if necessary.)

If you identified individuals in items one and/or two above, describe in detail below the direct financial benefit to be gained by the public officials, public employees, and/or their family members as the result of the contract, proposal, request for proposal, invitation to bid, or grant proposal. (Attach additional sheets if necessary.)

Describe in detail below any indirect financial benefits to be gained by any public official, public employee, and/or family members of the public official or public employee as the result of the contract, proposal, request for proposal, invitation to bid, or grant proposal. (Attach additional sheets if necessary.)

List below the name(s) and address(es) of all paid consultants and/or lobbyists utilized to obtain the contract, proposal, request for proposal, invitation to bid, or grant proposal:

By signing below, I certify under oath and penalty of perjury that all statements on or attached to this form are true and correct to the best of my knowledge. I further understand that a civil penalty of ten percent (10%) of the amount of the transaction, not to exceed \$10,000.00, is applied for knowingly providing incorrect or misleading information.

Signature

Date

Notary's Signature

Date

Date Notary Expires

Act 2001-995 requires the disclosure statement to be completed and filed with all proposals, bids, contracts, or grant proposals to the State of Alabama in excess of \$5,000.

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I have read and understand the contents of this page



REQUIREMENTS/ SPECIFICATIONS

General Information

- A. Intent:** The University of North Alabama, UNA, is seeking proposals from qualified firms to establish a term contract for travel management supporting the Athletic Department as specified herein. In addition, the University is open to the option of including other student groups traveling domestically or abroad throughout the year, as well as the opportunity to provide services for fan/donor trips to competition, championships and tournaments. The support relies upon superior customer service with sufficient back-up to ensure continuous support after hours, in emergencies, during holidays, or whenever students, staff, or administrators are traveling.
- B. Background:** Currently staff arrange travel quoting various avenues of support for each trip. A bid process is used to manage bus transportation for each sport or group by season or trip, hotels and Charter air flights. Rental cars are available from approved state and national contracts. All other travel arrangements are negotiated as required.

Athletics travel requires a high degree of attention and follow through. Many trips involve multiple itineraries and need the flexibility to make changes. Most trips involve competitions, events, or recruiting visits which if disrupted by travel related problems can lead to unacceptable consequences.

The University is completing its final season of transition to the NCAA Division I level, the Lions are gearing up for future championship runs at the highest level of collegiate athletics. The Department of Athletics offers 14 varsity sports, which include football, volleyball, women's soccer, women's and men's cross country, men's and women's basketball, baseball, softball, men's and women's golf, men's and women's tennis and beach volleyball. UNA boasts the second winningest collegiate football program in the state of Alabama since 1990 and the Lions led the Big South Conference in home attendance in the Lions' first season in the league. In addition to three football national championships, the men's basketball program has claimed two national crowns and made 14 NCAA Tournament appearances. The women's basketball program enjoyed back-to-back 21-win seasons in its first two seasons on the Division I level. The Alumni Program has registered over 40,000 members and is growing annually as they become actively involved in UNA's growth and development.

In addition to Athletic success, with final enrollment numbers of Fall 2021, UNA is the fastest growing university in Alabama. Enrollment was posted at 8,832 students showing a growth of almost 6%. This trend has been consistent for over 4 years showing no sign of slowing down as new academic programs develop and grow along with Athletics. Full time and part time employment ranges between 800 and 1000 throughout the year.

Any contractual partner to UNA will benefit from exposure to students, employees, and alumni while providing services during the termed agreement. It is expected the contractor will understand and respect this and the importance of value and customer service and how it will ultimately relate to reputation based on consumer experience.



Contract Requirements

- A. **Term:** The initial term of contract will be for a period maximum of three (3) years from date of award and may be renewed annually for an additional two (2) years upon mutual agreement of both parties.

Either party may terminate the agreement with a sixty (60) day written notice with or without cause. If terminated for any reason the termination letter must include expectation of services for any orders in place prior to termination. The University will not be liable for any expenses outside of pre-existing orders approved for service support. Any and all disputes with the University are subject to a ruling from the Alabama Board of Adjustment.

- B. **Pricing Expectation:** Respondents shall provide fixed pricing per the options provided and may offer other options if advantageous. All pricing shall be listed on the Official Bid Quote Sheet and attached within a formal detailed quote on company letterhead.

The University reserves the right to request clarifying information and a Best and Final Offer from finalist Respondents, if it deems such an approach necessary. The University reserves the right to determine the best overall solution based upon cost, support, experience, and commitment.

Specifications / Requirements

- A. **Qualifications:** Only Qualified firms will be considered. Qualified firms must meet the following conditions:
- Evidence of experience successfully supporting Athletic Travel for other Universities for more than 3 years;
 - Submission of Complete RFP Document with all appropriate signatures and attachments;
 - Systems capable of supporting on-line booking options for self-managed options;
 - Service staff dedicated to UNA.

- B. **Operation / Scope:** Bidder must be able to support or provide:
- Travel services to fulfill the needs of all Athletic Department travel 24 hours / 7 days a week (including holidays);
 - Negotiations on behalf of UNA for hotel, auto, bus, and airline services with the expectation of receiving a discounted price;
 - Leveraged spend options that may create a “preferred Hotel” or traveler status for the entire school to utilize;
 - Management and disbursement of all travel documents at agent’s expense;
 - Monthly reports as defined upon contract award and intermittent reports requested as needed at no cost;
 - Arrange all aspects of travel for athletic teams, individual staff members, or other groups if needed. This activity may include group air travel domestic, abroad or chartered; hotel block or individual; charter bus; and rental vehicles.
 - Full cooperation with the Athletics department to enlist risk management procedures to mitigate price changes, departure and arrival changes, or any risks associated with destination or any social or global issues that may impact the health & safety of travelers.



Proposal Submission

A. Submissions to include:

- Completed RFP Document – one (1) original and one (1) copy (copy may be a flash drive containing a digital copy of full proposal)
- Formal quote of services with any additional details or benefits outlined;
- Details of service commitment;
- List of references;
- Names & resumes of key staff members;
- Answers to Questionnaire (within an attachment with questions consistently numbered and clearly defined)
- Sample contract for review

B. Timeline

Request for Proposals distributed	January 4, 2022
Deadline for written questions	January 11, 2022 (email to chconlon@una.edu)
Addendum release to address all questions:	January 13, 2022
Proposals Due	2:00 PM CST February 1, 2022
Expected Award Announcement	within 1 to 2 weeks of opening

C. Communication

No verbal communication will be considered applicable or binding. All written communication will be made available to all known bidders and posted on-line along with bid documents.

While any Questions received and answered regarding RFP clarification will be published, *all responses to QUESTIONNAIRE will be held confidential.*

QUOTE

(attach a formal quote for one or both option(s))

**Option 1: Provide a Matrix of Pricing by Service or Transaction
(Include any restrictions not supported within the pricing matrix)**

Option 2: All-inclusive pricing for three (3) years, based on an assumption the estimated number of trips remains similar each year.

Pricing must remain consistent (as quoted) throughout term of contract
The University is not obligated to pay any costs not identified

For questions regarding bid submission
Contact the Office of Procurement, [Cindy Conlon \(256\)765-4293; email \[chconlon@una.edu\]\(mailto:chconlon@una.edu\)](mailto:Cindy.Conlon@una.edu)

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I have read and understand the contents of this page



QUESTIONNAIRE

Agency Information:

1. Provide a brief overview of company:
 - History
 - Years in Business
 - Total Sales
 - Athletic Travel management Experience
 - Total number of employees
2. Bookings:
 - Volume of agency managed commercial air travel (denote by category – corporate, athletic, other)
 - Top five (5) domestic carriers used by your firm. Explain why they are your top 5
 - Top five (5) international carriers used by your firm. Explain why they are your top 5
 - Total number of nights booked annually
 - Total number of Auto Rentals obtained annually
 - Total number of bus charters obtained annually

Account Management

3. Define the number, location and qualifications of staff dedicated to managing this contract.
4. Provide an implementation plan to include expectation of UNA to achieve full operational status.
5. Describe the training that will be provided
6. Provide details of software tools to be included.
7. What information will be required for traveler profiles and when?
8. Describe how University and NCAA policies and restrictions will be managed by travel representatives and online-booking tool.
9. Provide details around regular hours, staffing and how you will support after hours, weekends, and holidays.

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Include how you manage back-up support to cover absences.

10. Describe how you will support last minute trips and emergencies.
11. Paperless ticketing is preferred, explain how you manage paperless travel documents.
12. Explain a booking process from initiation to trip complete.
13. Explain your invoicing process.
14. Provide details of how you manage unused tickets.
15. Describe your security defenses to protect traveler and credit card information.
16. Explain how you manage travel preferences.
17. Provide your company's contingency plan in case of emergencies impacting your office's ability to provide services.
18. Explain existing contracts and discounts that will be made available.
19. Explain any benefits available from discount programs through your agency or describe other saving opportunities for consideration.
20. Summarize why the University would be best positioned to enter an agreement with your agency.