

Date: April 30, 2003
Request No: RFQ-030430
Direct Inquiries to: See Below
Request Return Deadline:
May 15, 2003

REQUEST FOR QUALIFICATIONS



RETURN RESPONSE TO:

Norman B. Wilson NEW
Division of Central Services
Statewide Travel Management Program
225 16th Avenue, Rm 800
Denver, Colorado 80203
Phone: (303) 866-4004
Fax: (303) 894-2375

REQUEST RETURN INFORMATION: Requests for Qualifications submitted in envelopes properly marked in the lower left corner with the Request Number, subject to the stipulated Terms and Conditions and in accordance with the specifications set forth and/or attached -- including this page signed in ink and Vendor Information Form with attachments -- will be accepted at the Division of Central Services, 225 East 16th Avenue, Rm 800, Denver, CO 80203. Responses to Requests for Qualifications will be opened upon receipt and will not be read aloud. Telegraphic or electronic responses (Fax, Western Union, Telex, etc.) cannot be accepted directly in the Division of Central Services as a sealed response but are encouraged as a preliminary submission with autographic response to follow.

National & International Lodging Accommodations -- Complete Description of Services

This Request for Qualifications is a solicitation by the State of Colorado for national & international lodging for use by State employees for official State of Colorado government travel. The State intends to issue authorizations to all vendors agreeing to the terms of this Request for Qualifications that will extend from June 1, 2003 to May 31, 2004 with the option of two (2) annual renewals at mutually agreed upon rates. The State of Colorado will notify its agencies of this non-exclusive, non-binding agreement and provide vendors with relevant databases concerning State agencies, colleges and universities. Further marketing and solicitations to all State agencies and institutions of higher education will be the responsibility of the vendors.

Primary Contact: Lenora Lancaster (303) 866-3986
e-mail: lenora.lancaster@state.co.us

Secondary Contact: Norm Wilson (303) 866-4004
e-mail: norm.wilson@state.co.us

RFQ Response Requirements -- See Page 2 of RFQ -- Statement of Work

Only responses that agree to ALL of the following requirements will receive consideration by the State:

1. State travelers may use lodging rates negotiated by the United States General Services Administration (GSA) when available;
2. Room rates offered should be below retail (rack) rates and at or below current federal lodging per diems as set by GSA; *Federal per diem allowances exclude tax. Rates offered should be at or below lodging per diems before tax is added.*
3. GSA rates and State government rates must be commissionable to State-authorized travel agencies when the travel agencies book the reservations;
4. Properties will honor confirmed reservations or will provide for and pay for stay at comparable hotel in area;
5. Vendors must accept US Bank VISA cards as a form of payment;
6. Hotels must comply with the Fire Safety Act and provide information concerning A.D.A. accessibility upon request;
7. Hotel chain must provide a toll-free phone number and contact for contract compliance and customer service issues;
8. Vendors must provide access to GSA rates and State government rates through the major computerized reservation systems used by travel agencies
9. Vendors may provide a 5% commission back to Statewide Travel Management Program for hotel arrangements made directly by traveler by 800 number or by web site in exchange for hot link on State of Colorado Travel Pages.

SIGNATURE BELOW VERIFIES NATIONAL & INTERNATIONAL LODGING GROUP RESPONSE

Typed or printed name of signatory

Handwritten signature of vendor or agent must be signed in ink

Title: _____ Vendor Group: _____

Date: _____ Street Address: _____

Phone: _____ FAX: _____ e-mail _____ City/State/Zip: _____

This response to Request for Qualifications is subject to Terms and Conditions herein.

Please complete and sign this Signature Form and return with Vendor Response Form.

REQUEST FOR QUALIFICATIONS -- STATEMENT OF WORK
NATIONAL & INTERNATIONAL LODGING ACCOMMODATIONS
Page 1 of 3 Pages

State Plan

The State seeks agreements that provide for a quality assurance program that allows for travelers to have reasonable quality expectations. The State plans to use rates as an incentive to direct travelers to selected hotels and hotel chains. The State will periodically distribute a list of State authorized hotel chains and management groups (hereafter referred to as hotel groups) to State travelers, travel agencies, State travel offices, and travel arrangers. The State expects hotel chains to actively market themselves to State agencies and to make rates and information available through the computerized reservations systems used by travel agencies. Hotels with *State Authorizations* may market themselves to State travel offices and travel agencies. As a further aid to State travelers, the State may also develop and distribute a list of authorized reservation services and a listing of individual properties to supplement the State's lodging options.

Background

The State of Colorado—including State agencies and institutions of higher education--has an estimated 20,000 employees traveling throughout the United States and abroad. They stay in hotels, motels, apartment suites or other accommodations (hereafter referred to as hotels) throughout the year. The State estimates total 2001 hotel spending, its latest analysis, amounted to approximately \$12,500,000 with total in-state hotel spending at \$4,625,000. The State will focus this volume to specific hotels and hotel chains in order to obtain better lodging room rates.

Estimated Volume and State Room Night Needs

The State makes no guarantee of volume, but travel data indicate that hotels with *State Authorizations* may collectively anticipate a volume of at least one-half of the estimated room nights. Analysis of travel management data gives \$294.73 as the average hotel charge per trip with an average of over three (3) nights at any particular location. Days of spend for the State are as follows: Sunday, 15%; Monday 13%; Tuesday 12%; Wednesday, 10%; Thursday, 13%, Friday, 18%, Saturday, 19%. The high volume of weekend stays results from 60 percent of air tickets purchased by State employees are restricted fares. The State does not intend to limit the number of authorized hotels by location or type or number of authorized hotel groups. The only condition for qualification is the response of each hotel group to agree to and abide by the terms and conditions of this *Request for Qualifications*. Employees who attend conferences are encouraged to use conference hotels at the negotiated conference rates; otherwise, the State will encourage travelers to use hotels or hotel groups with *State Authorizations*.

Those who intend to respond may request the Microsoft Excel file: Hot_city_ca01.xls that shows a summary of all Diners Club transactions by State agencies, individual properties and by cities throughout the world. The Excel file will provide lodging providers with a clear picture of the State's lodging patterns. As the totals reflect only 60 percent of all transactions, vendors may estimate actual spending by multiplying the totals in any city or the average transaction charges by 1.67. Please note that the averages are average stay amounts, not room night average.

Firm Room Rates Solicited: Rates Lower Than Retail and GSA Per Diem Rates Sought

The State of Colorado, therefore, solicits firm responses for room rates from June 1, 2003 or a subsequent date on the *State Authorization* and good through May 31, 2004. The *State of Colorado Fiscal Rules* allow for reimbursement of actual lodging costs. Nonetheless, the State seeks rates lower than retail (rack) rate and at or below the federal government hotel per diems as established by the General Services Administration of the federal government. Federal per diem rates now exclude tax. During the term of this authorization, hotels may adjust their rates to stay current with federal per diem changes. The State expects the hotel chain to notify the Statewide Travel Management Program of any such rate adjustments. Rates that are above federal per diem rates will not be accepted.

Although many of the State's reservations are not made through travel agencies, hotels must pay commissions to State authorized travel agents when the travel agent makes arrangements for State travel. Hotels must pay commissions to travel agents at their standard percentage for reservations made for GSA rates and for State government rates. If the State receives more than one response for a particular hotel, the State will accept the response most advantageous to the State. If the hotel chain chooses, it may opt for a hot link from the State's travel web site—colorado.gov/travel. In this instance, the State requires at least a 5 percent commission for any transactions made directly through the chian web site or through its 800 number directly by a State employee. Commissions for the State are to be keyed to contract discount codes to be given to State employees, these codes to be different form the discount codes already given to the State's travel agencies.

State Budget Rate

The Statewide Travel Management Program will highlight rates offered by vendors that are at least 10 percent lower than the federal lodging per diem and identify them as *State Budget Rates*. In addition, the program will identify these rates with a State Budget Rate Discount Code that indicates how much below the federal lodging per diem these rates are. For example, a rate that is 20 percent below the federal lodging per diem will receive a State Budget Rate: 20 percent discount. A rate that is 35 percent below the federal lodging per diem will receive a State Budget Rate: 35 percent discount. The Statewide Travel Management Program will actively promote the use of State Budget Rates to its travelers.

Rate Guaranteed by Travel Card Identification

According to the *State Travel Rules*, employees or official State government travelers are to use their State authorized US Bank VISA card (or any other card the State may choose to authorize upon notice to vendors) to make payment. Most State employees carry US Bank VISA cards that include the designation "The State of Colorado" above their names on the card. Some travelers may use State warrants or centrally-billed hotel accounts to avoid payment of sales tax, or event cards. These cards, Event Cards, will carry a tax exempt number. Many states and municipalities require that travelers who use the State travel card must still pay sales tax.

Customer Service

The Statewide Travel Management Program is unable to address all customer service and contract compliance issues. The State, therefore, requires a toll-free phone number available to State travelers and travel arrangers to resolve issues as they develop. Some State agencies may request information from the hotel chain or individual properties concerning American Disabilities Act (A.D.A.) Accessibility. The State expects that such information will be provided upon request. The State requires all authorized hotels to comply with the Fire Safety Act and to have or obtain current FEMA numbers.

Hotel Requirements -- See Request for Qualification Signature Form

Only responses that meet all the following requirements will receive consideration by the State:

1. State travelers may use lodging rates negotiated by the U. S. General Services Administration (GSA) when available;
2. Room rates offered should be below retail (rack) rates and at or below current federal lodging per diems set by GSA;
Federal per diem allowances exclude tax. Rates offered should be at or below lodging per diems.
3. GSA rates and State government rates must be commissionable to State-authorized travel agencies when the travel agencies book the reservations;
4. Property will honor confirmed reservations or will provide for stay at comparable hotel in area;
5. Vendors must accept US Bank VISA cards as form of payment.
6. Hotels must comply with the Fire Safety Act and provide information concerning A.D.A. accessibility upon request.
7. Hotel chain must provide a toll-free phone number for contract compliance and customer service issues.
8. Vendors must provide access to GSA rates and State government rates through the major computerized reservation systems used by travel agencies;
9. Vendors wanting a hot link and willing to pay at least a 5 percent commission to the State must provide a different contract discount number from that provided for travel agencies.

GSA Lodging Per Diems

The Administrator of General Services Administration establishes the locality per diem rates by county in CONUS (the conterminous United States). These CONUS rates are published in the Federal Travel Regulations. For per diem rates inside the conterminous United States you may order a copy of the *OAG Official Traveler Travel Guide, Government and Military Edition* from Official Airline Guides, 2000 Clearwater Drive, Oakbrook, IL 60521 (Phone: 708-574-6000 / Fax: 708-574-6373). The U.S. Department of State, Office of Allowances (Washington, DC 20522-2902) establishes the locality per diem for foreign areas, including the Republic of Palau (formerly Trust Territory of the Pacific Islands). For per diem rates for foreign areas you may order a subscription of *Maximum Travel Per Diem Allowances for Foreign Areas*, which is a supplement to the Standardized Regulations (Government Civilians, Foreign Areas) from the Superintendent of Documents, PO Box 371954, Pittsburgh, PA 15250-7954 or by fax: 202-512-2233. The Per Diem Travel and Transportation Allowance Committee of the Department of Defense (Hoffman Building 1, Room 836, 2461 Eisenhower Ave, Alexandria, VA 22331-1300) establishes the locality per diem rates for Alaska, Hawaii, Puerto Rico, Northern Mariana Islands and territories and possessions of the United States. The per diem rates are also published in the *Maximum Travel Per Diem Allowances for Foreign Areas*.

The State has a considerable number of travelers with concerns about safety. Wherever possible, State agencies and travelers may select properties with secure sleeping room floors or secure parking, secure meaning access limited to hotel guests and companions only. The State requests authorized hotel groups to provide information about security.

Response Document Requirements

1. Completed and signed original copy of the *RFQ Signature Page*;
2. Completed *RFQ Vendor Response Form*—Page 1;
3. State government rates for **at least 75 percent** of the hotel group or for more than 1,000 properties in any one group. Rates must be consolidated in a single response and provided in hard copy and on PC 3.5 inch diskette in a format of a popular database or spreadsheet (DBF, SDF, XLS, WKS, WK1-3, WQP, etc.). Responses must conform to the format stipulated on Page 2 of the *Vendor Response Form*.

Evaluation

The State may issue multiple authorizations. If the State receives more than one response for a specific hotel, the State will accept the most advantageous offer. The State will authorize all hotel groups that meet the terms and conditions of this *Request for Qualifications* provided the hotel group represents at least 75 percent of properties and a total of more than 500 properties. Depending on the extent of responses to this RFQ, the Program will entertain responses from smaller chains.

All Qualified Responses to Receive State Authorization

All qualified responses will receive a *State Authorization* for hotel services. This authorization entitles the authorization holder to State of Colorado business under the terms of this *Request for Qualification*. The Statewide Travel Management Program will make available, upon demand, a list or directory of State offices and travelers. State authorized travel agencies will receive a list of hotel groups with State authorizations. State authorization holders are encouraged to make themselves known to State offices and travelers. The Statewide Travel Management Program maintains an internet web site. Agreements with lodging providers appear on that site. The Program will establish internet lists to any lodging provider with a state authorization and will provide hot links to providers offering a commission as described above.

State of Colorado RFQ -- VENDOR RESPONSE FORM

Identification of Hotel Group

Name of Hotel Group: _____

Key Contact: _____

Address: _____

City, State and Zip/Mail Code: _____

Phone: () _____ - _____ Fax: () _____ - _____

Toll-Free Phone: () _____ - _____ Toll-Free Customer Service: () _____ - _____

Contract Administration Contact: _____

Uniform Resource Locator (Website Address): _____

Hot links will be provided for hotels chains offering a commission and providing a means for Colorado state employees to enter the State discount rate code or to achieve these government rates on this web site; otherwise for use by hotels chains that operate an Internet WorldwideWeb site, only a listing will be provided if no commission is provided.

FEIN/TIN: _____

Travel Agency Contract Discount #: _____

Federal Employer or Tax Identification Number

State Discount Contract #: _____: If a State contract discount number is provided, the hotel chain is guaranteeing at least a 5% commission to the Statewide Travel Management Program, to be paid monthly or quarterly at the convenience of the chain, payments to be made out to: Division of Central Services and sent to: Division of Central Services—Travel; 225 East 16th Avenue, Rm 800, Denver, CO 80203. Please sign here acknowledging this commitment:

_____ Date: _____

Facilities Represented

How many hotels are in this hotel group? _____ How many total rooms? _____

How many hotels are included in this response? _____ How many total rooms? _____

What percent of hotels are included in this response? _____ What percent of rooms? _____

There must be at least 75 percent of properties represented by this consolidated response by this hotel group's authorized representative.

Please do not submit an offer unless you plan to honor these rates for the entire period of this agreement according to the RFQ Terms and Conditions making them available to all State of Colorado agencies and institutions of higher education.

Please attach a listing of rates for each hotel represented by this hotel group. Please consolidate these listings as a single response in both electronic media and hard copy. Rates may include seasonal rates and blackout dates as long as no rates offered are above retail (rack) rates or current federal lodging per diems as set by GSA. Indicate type of rooms offered by these rates with one of the following descriptors: standard, standard with kitchenette, suite, apartment or other descriptor as stipulated by hotel.

Other information -- such as location, amenities, services, and conference facilities may be included, but are not necessary at this time. This information will prove more useful in distribution to State agencies, travelers and travel agencies after a hotel group receives State authorization.

***Please complete this Vendor Response Form and attach listing of hotel rates.
Return with signed original copy of RFQ Signature Form.***