TQ3 Navigant

3.3 Fees
(Note: Your response to Section 3.3 Fees must come in a separately sealed envelope labeled "Fees Proposal – RFP #RS-00010-05)

3.3.1 STMP Service Fee
a. **Mandatory**
The Department of Personnel & Administration operates the Statewide Travel Management Program. The Statewide Travel Management Program is self-funded. As a result, its programs are administered such that revenues be generated which will meet all costs.

The STMP, to defray the cost of administering this Program, will require a service fee from the SAIPSs to be collected at the point of sale by the travel agency and then passed through to STMP quarterly. The base for the STMP service fee is to be calculated as a $3.00 service fee for each (domestic and international) round trip ticket, refund and ticket exchange.

The State will not be obligated to pay the vendor for any startup costs associated with implementation of a price agreement.

Confirm your company's compliance with the mandatory requirements shown above.

TQ3*NAVIGANT* agrees to comply with 3.3.1 (both a and b) STMP Service Fee-Timely Payment.

b. Mandatory
STMP Service Fees—Timely payment: The State requires quarterly payment of service fees. Services Fees payment must be received by the Statewide Travel Management Program no later than fifteen (15) calendar days after the end of the previous business quarter. The State reserves the right to cancel a price agreement with any travel agency not making timely and accurate payment as required herein.

The Service Fee check shall be made payable to "Division of Central Services" and sent to:

Statewide Travel Management Program
Division of Central Services
225 East 16th Avenue, Suite 800
Denver, Colorado 80203
ATTN: State Travel Manager

Confirm your company's compliance with the mandatory requirements shown above.

TQ3*NAVIGANT* agrees to comply with 3.3.1 (both a and b) STMP Service Fee-Timely Payment.

3.3.2 Fee for Reservations Made Which Include a Common Carrier Booking

3.3.2.1 Reservations Made Either by Phone or Email
Indicate the "per transaction" fee that your agency will charge to SAIP travelers for reservations that include a common carrier booking and are made either by telephone or email. The fee amount indicated must include the $3.00 STMP service fee to be passed through from the travel agency to the Statewide Travel Management Program. (Note: The fee quoted is subject to the terms and conditions of Section 2.16 of this Request for Proposal).

Mandatory: The State will consider *any proposal (in its entirety)* as *non-responsive* whose quoted fee is higher than $26.00 (including the $3.00 STMP fee portion). The State expects that fees quoted will be lower than $26.00.

$_____ $24.00 /transaction via phone or email

3.3.2.2 Reservations Made Via Online Booking
Indicate the "per transaction" fee that your agency will charge to SAIP travelers when they make a reservation that includes a common carrier using your company's online booking tool. The fee amount indicated must include the $3.00 STMP service fee to be passed through from the travel agency to the Statewide Travel Management Program. (Note: The fee quoted is subject to the terms and conditions of Section 2.16 of this Request for Proposal).

Mandatory: The State will consider *any proposal (in its entirety)* as *non-responsive* whose quoted fee is higher than $26.00 (including the $3.00 STMP fee portion). The State expects that fees quoted will be lower than $26.00.

$_____ $13.00 /transaction via online booking

3.3.3 Online Booking Tool Reservations Which Do Not Include a Common Carrier Booking
For online reservations made for automobile rentals and/or lodging (without a common carrier booking included), does your company charge a fee?

Yes. The fee is $5.00 per booking.

3.3.4 Paper Ticket Fees/Delivery Fee
Mandatory
Any paper ticket fee administered by the common carrier(s) can be passed through to the traveler – the amount passed through shall not exceed the amount of the fee

administered by the common carrier(s). In addition, delivery fees can be passed through to the traveler – the amount passed through shall not exceed the charges actually incurred by the vendor from the delivery/courier service. In any event, a single delivery fee shall never exceed $10.00.

Confirm your company's compliance with the mandatory requirements shown above.

TQ3*NAVIGANT* will comply with Paper Ticket Fees/Delivery Fee mandatory requirement.

Additional Fee Information

After Hours Emergency Service: The cost for after-hours emergency service is $15.00 per call so it is important for The State of Colorado to emphasize with travelers that Navigant24 is an emergency service only.