

REQUEST FOR PROPOSALS # 04-14
Travel and Expense Management Solution
University of Maine System
ADDENDUM #3

In order to address questions 4, 7, 20, 24 and 25 the University is issued Addendum #2 on September 26, 2013. The response for Q7 was lacking, therefore we've reexamined the available data and offer the following:

- Q7.** Can you provide the annual number of expense reports/reimbursements? Any additional breakdown would be helpful.
- A7.** The attached assumption set and pricing template have been updated to reflect the following.

After reviewing two years for date, the total number of expense vouchers processed on an annual basis is approximately 16,000. Note: this includes reimbursements for mileage and/or meals only.

Bidders must keep in mind, the University is acutely aware of its deficiencies in data collection, storage and retrieval for travel. One of the objectives of this RFP is to remedy this deficiency through the selection of an appropriate partner (Contractor).

Hal Wells
University of Maine System
Assistant Director of Strategic Procurement

October 2, 2013

Assumption Set for Annual Travel Expenses for University of Maine System						
Item	Spend	Transactions *	Spend +30%	Spend -30%		
Air	\$ 2,100,000	3,528	\$ 2,730,000	\$ 1,470,000		
Hotel	\$ 2,200,000	3,677	\$ 2,860,000	\$ 1,540,000		
Car Rental	\$ 150,000	800	\$ 195,000	\$ 105,000		
Other **	\$ 4,850,000	NA				
Total Travel	\$ 9,300,000					
Total Number of Transactions ***		16,000	20,800	11,200		
Non-employee ****	\$ 300,000	1,000	\$ 390,000	\$ 210,000		
* Estimated number of transactions per item						
** Includes mileage reimbursements, meals, conference fees, agency fees, etc.						
*** Total Transaction are for employee travel including mileage only and/or meal only reimbursements						
**** Student Non-group travel, guest travel (consultants, guest speakers, job candidates)						

Using the template and assumption set provided that follows and outline your pricing model. If not included, describe all cost elements associated with your product. Include any set-up pricing, annual and/or monthly fees, maintenance fees, etc. Also, provide itemization of costs that are fixed, recurring, customized, etc.

IMPORTANT

Please complete your pricing using this spreadsheet as provided **without modification**. Pricing provided in a different form will not be considered and may disqualify your proposal from consideration.

Description	Cost Using Assumption Set	Assumption Set +30%	Assumption Set - 30%
Implementation			
Annual License and/or transaction fee			
Training and setup			
Monthly fees (if applicable)			
Other Annual fees (if applicable)			
Other fees:			

Billing: Implementation fees will be paid upon completing agreed milestones.

Type	Description	On-line Booking	Full Service Booking	On-line Booking +30%	Full Service Booking +30%	On-line Booking -30%	Full Service Booking -30%
Domestic	Airline ticket only						
	Car reservation only						
	Hotel reservation only						
	Rail ticket only						
	Bus ticket only						
	***Flat fee for booking any combination of airline, car rental lodging, rail and bus ticket						
	Group Tickets: Per person flat fee for group tickets (a group is defined as 10 or more tickets issued for the same origin and destination and for the same travel dates).						
	Ticket exchange fee						
	Ticket refund fee						
	Duty of care, 24/7 emergency traveler assistance						
International	Airline ticket only						
	Car reservation only						
	Hotel reservation only						
	Rail ticket only						
	Bus ticket only						
	***Flat fee for booking any combination of airline, car rental lodging, rail and bus ticket						
	Group Tickets: Per person flat fee for group tickets (a group is defined as 10 or more tickets issued for the same origin and destination and for the same travel dates).						
	Ticket exchange fee						
	Ticket refund fee						
	Duty of care, 24/7 emergency traveler assistance						

Type	Description	On-line Booking	Full Service Booking	On-line Booking +30%	Full Service Booking +30%	On-line Booking - 30%	Full Service Booking -30%
Miscellaneous/ Other Fees Not Already Described	Paper ticket-domestic or international						
	Express paper ticket delivery fee						
	Group and meeting planning fees (per person)						
	After Hours Service (Per Call)						
	Other (provide description):						
	Professional Services	How Billed	Rate	How Billed	Rate	How Billed	Rate
	Professional services fee (per hour) -assistance with account management; IT projects; customization of program for individual campuses; and other projects outside of mandatory scope of RFP.						
	Other (provide description):						