



State of California • Arnold Schwarzenegger, Governor

State and Consumer Services Agency

## **DEPARTMENT OF GENERAL SERVICES**

Office of Fleet Administration • 802 Q Street • Sacramento, California 95814-6422

April 5, 2005 - Addendum Email sent to all Travel Agencies:

The State of CA continues to look for cost saving solutions to the travel program and be responsive to your feedback. Again, in order to participate in the program, you must have an on-line booking tool or on-line reservation system that will be able to access the Y-CAL fares. Government employees participating in the states' travel program will be instructed to use the on-line system to request their travel.

- 1) With respect to Section I. Maximum Ticketing Fee and Service Fee: Numbers 2, 3, 4, 5, 6 and Section V. Authorized Travel Agency Revenue Share Report, the State has currently removed these sections from the RFQ based on your concerns of additional processing costs. The State will look to develop a new Service Fee process.
- 2) The State of CA realizes that there are state departments that do not have access to computers when making travel arrangements. The State of CA also realizes that during disasters, emergencies, floods, fires, homeland security, travel for special needs children, and inmate travel that there may be a need to speak with someone directly. Please indicate if your travel agency services any of the above types of travel arrangements as we are considering an agent assisted fee.

Again, all RFQ's are due to the Statewide Travel Program on April 11. Thank you.