



Date: July 17, 2008

To: All Interested Travel Agencies

From: Statewide Travel Program
Department of General Services
Office of Fleet and Asset Management

Subject: New Travel Agency Contract – RFQ-DGS-OFA-TA-08

The Travel Agency **RFQ-DGS-OFA-TA-08** will be available to all prospective bidders by Friday July 18, 2008. The deadline to submit your response package is August 25, 2008 at 3:00 p.m. (PST).

This Request for Qualification (RFQ) is a solicitation by the State of California for travel agencies interested in providing services for use by state employees for official government travel. It is the State's intention to issue authorizations to qualified travel agencies agreeing to the terms of this RFQ. This solicitation is not a competitive procurement, and the State makes no guarantee of business to any recipient of an authorization certificate.

The period of this authorization will be upon October 1, 2008 – September 30, 2009. At the expiration of the authorization period resulting from this RFQ, the State may request two (2) one (1) year extensions of the authorization period. All other terms and conditions and rates shall remain the same.

From this solicitation, an authorized travel agency listing will be developed, published and distributed to all state agencies, California State University System (CSU), University of California System (UC), California Community Colleges and local government.

Participating travel agencies may only charge a \$10.00 maximum ticketing fee and must provide an online reservation process. No origination or set-up fees may be charged to the State.

Thank you for your time and we look forward to hearing from you. Please call or email the Statewide Travel Program should you have any questions or concerns.

Thanks,

Donna Carey, Statewide Travel Program Manager
Department of General Services