

July 22, 2025

**Request for Proposal Clarification
26.01 Travel Management Services**

Addendum 1

QUESTIONS:

1. How is travel currently being booked today? If utilizing an OBT, can you share which one and if you hold the contract?

Answer: No, the district currently does not utilize an online book tool. Travel is booked by staff through a purchase order and check, district purchasing card, or staff reimbursement.

2. How will travel be paid for?

Answer: Travel can be paid for using a check or purchasing card.

3. Can you share your volume spent on Air/Hotel and Car in 2024?

Answer: This number can be somewhat challenging to quantify because of the different payment options above. Student travel is a large volume and is not included in the amount referenced. The district currently budgets approximately \$750,000 for workshops and conferences, which include conference registrations fees, mileage/air travel, hotels, meals, and other incidentals like airport transportation. Please note that this amount could change as a large portion is funded by state or federal grants.

4. Will utilizing the TMC be mandated?

Answer: No, the travel management company will be highly recommended, but it will not be mandated. The district may also award several companies as a preferred vendor.

5. What is currently working well for your program? Where do you see opportunities for improvement?

Answer: The district does not currently have a program. There are many opportunities for improvement as this is offered to staff members.

6. How many groups (10+ travelers) a year? Can you share the approximate size and scope?

Answer: This number varies by student group and advancement through competitions.

7. Would there be any consideration to provide a credit card for travel management services vs. invoicing/financing?

Answer: Yes.

8. We are a tour operator that offers structured, organized tours (domestic and international) for student groups. Can you confirm whether that would be included in this bid, or are you only looking for a travel agency that can make a la carte arrangements? We do not offer any individual booking services.

Answer: There may be some opportunities for organized tours, but this bid is specifically focused on a la carte arrangements.

9. Hello, On the Familial Disclosure Affidavit of Bidder form we see the form has to be notarized in Michigan State. Since we are located in Florida, how can we notarize this form?

Answer: We will accept valid notarization from any State. Please have your notary complete or add whatever fields are required by the State they are bonded.

10. What does your annual travel spend look like for each air, hotel, and ground transportation?

Answer: This number can be somewhat challenging to quantify because of the different payment options above. Student travel is a large volume and is not included in the amount referenced. The district currently budgets approximately \$750,000 for workshops and conferences, which include conference registrations fees, mileage/air travel, hotels, meals, and other incidentals like airport transportation. Please note that this amount could change as a large portion is funded by state or federal grants.

11. "Bid Bond: 5% Bid Bond naming Rochester Community Schools as the obligee, or Certified Check made payable to Rochester Community Schools, required as noted in bid documents. Bid Bonds shall be issued by a company licensed to do business in the State of Michigan." - Can you provide additional information on this? - Why is it required? - What does 5% refer to (e.g., 5% of total contract value, invoice amount, etc.)?

Answer: There is no bid bond required for this project. The reference to a bid bond within the advertisement is only a placeholder for the potential need, as it is sent to publishers ahead of completion of the RFP document. The RFP does not specify a bid bond requirement. We apologize for any confusion this caused.

12. To provide the most competitive pricing we would like to request a more detailed, high-level overview, of Rochester Community Schools annualized travel spend (domestic air, international air, hotel and ancillary services such as ground transportation).?

Answer: This number can be somewhat challenging to quantify because of the different payment options above. Student travel is a large volume and is not included in the amount referenced. The district currently budgets approximately \$750,000 for workshops and conferences, which include conference registrations fees, mileage/air travel, hotels, meals, and other incidentals like airport transportation. Please note that this amount could change as a large portion is funded by state or federal grants.

13. Do you have any pain points that you want to remedy with a new TMC partner?

Answer: Reduced workload on staff members having to search for flights, hotels, and transportation.

14. What has prompted you to review your travel program?

Answer: The district has not used a travel management service recently. Feedback from staff has prompted this process.

15. What percent of your travel is domestic vs. international?

Answer: Almost all travel will be domestic. The district utilizes organized tour groups for almost all international travel.

16. What is the average age of your travelers?

Answer: There is a mix of adult staff members for work travel and then student groups, which are high school age students.

17. Do they often travel unaccompanied?

Answer: Students travel with a chaperone.

18. What percent of your travel is group, 10 or more?

Answer: This number varies by student group and advancement through competitions.

19. Do you currently use an online booking tool and what is your online adoption rate?

Answer: No.

20. Are you currently with a TMC? If so, what is your adoption rate?

Answer: No.

21. Can you explain what your Group travel and Athletic travel look like?

Answer: Typically, student group travel consists of participating in local competitions. As groups advance, there may need to be out of state travel. For example, our robotics teams have advanced to the world championships in Houston. There are a number of different student groups that could advance to out of state competitions.

END ADDENDUM