



Summary

Bid / Quote:	RFP6981
Date:	4/21/14
Supervisor:	Nick Lenhardt
Department:	Business & Finance

Description	Stahl Travel Des Moines, IA*	Sun Travel El Paso, TX **
Travel Mgt Services		
Executive Summary Present	Yes	Yes
Tab #1 Services Present	Yes	Yes
Tab #2 Qualifications Present	Yes	Yes
Tab #3 References Present	Yes	Yes
Tab #4 Exceptions Present	Yes / None	Yes/Yes
Tab #5 Form of Proposal Present	Yes	Yes
Costs		
Domestic Airline Ticket	\$25.00	\$39.00
International Airline Ticket	\$25.00	\$50.00
Hotel Booking	See Notes	No Charge
Airline Ticket Refund / Credit	\$0.00	Based on Domestic/Intl
Airline Ticket Exchange	\$25.00	Based on Domestic/Intl
Airline Ticket Void	\$25.00	No Charge
Airline Ticket Change	See Notes	Based on Spec Airline
Optional Insurance Purchase	Per policy costs	Based on Request
Paper Tickets	N/A	Airline fee/USPS
24/7 Service Assistance	\$25.00	\$15.00
Ground Transportation	\$20.00	USPS
Implementation Fees	\$0.00	No Charge
Report Fees	See Notes	No Charge
Traveler Profile Fees	\$0.00	No Charge
Additional Fees (as listed)	\$0.00	\$0.00

Notes

- * Hotel bookings: \$20.00 per four rooms at the same hotel for the same dates
- * Hotel bookings: \$50.00 per five to ten rooms at the same hotel for the same dates
- * Airline name changes are based on fare rules and normally will not apply on discounted tickets
- * Charges do not currently apply for credit card reconciliations
- * A \$25.00 research fee may apply for traveler or historical travel reporting
- ** Any groups, bus tours and or charter buses are subject to a group rate fee assessed based on the number of travelers. Rate sheet can be provided upon request.