University of California, San Diego  
Request for Information ("RFI") # 0503DWB

**Alliance Travel Agency**

<table>
<thead>
<tr>
<th>RFI Issue Date:</th>
<th>02/09/05</th>
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</thead>
<tbody>
<tr>
<td>RFI Due Date:</td>
<td>02/23/2005 no later than 4:00 p.m. (To be considered, agency’s information must be received by this due date)</td>
</tr>
<tr>
<td><strong>Alliance Agency Workshop</strong> (Mandatory Attendance)</td>
<td>02/24/05 9:00 A.M. - 9:30 A.M.</td>
</tr>
</tbody>
</table>
| **UCSD Contacts:** | Diane Wynshaw-Boris  
UCSD Purchasing-MC 0914  
9500 Gilman Drive  
La Jolla, CA. 92093-0914  
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Voice: (858) 534-4437  
Fax: (858) 534-5803 |
Request for Information: Alliance Travel Agencies
February 9, 2005
RFI# 0503DWB

Table of Contents

1. INTRODUCTION ........................................................................................................................................... 1
   1.1. OVERVIEW OF UCSD ............................................................................................................................ 1
   1.2. TRAVEL AT UCSD ............................................................................................................................... 1
   1.3. ABOUT UCSD’S TRAVEL TEAM ......................................................................................................... 2
   1.4. TRAVEL OFFICE RESPONSIBILITIES .................................................................................................. 2

2. SUMMARY OF ATA PROGRAM .................................................................................................................... 3
   2.1. RELATIONSHIP TO UCSD’S PARTNER ............................................................................................... 3

3. CERTIFICATION AS AN ATA ....................................................................................................................... 3
   3.1. PURPOSE FOR CERTIFICATION AS AN ATA ....................................................................................... 3
   3.2. PROCEDURES FOR REQUESTING ATA CERTIFICATION ................................................................. 3

4. ROLE AND REQUIREMENTS FOR AN ATA ................................................................................................. 4
   4.1. ALLIANCE AGENCY WORKSHOPS ....................................................................................................... 4
   4.2. PRICES AND SERVICES ON PROFILE ............................................................................................... 4
   4.3. METHOD OF PAYMENT .......................................................................................................................... 4
   4.4. SERVICE FEES ....................................................................................................................................... 4
   4.5. ELECTRONIC DATA REPORTING REQUIREMENTS ........................................................................... 5
   4.6. KNOWLEDGE AND COMPLIANCE WITH UCSD TRAVEL POLICY AND PROCEDURE ................. 5

5. INSTRUCTIONS TO AGENCIES .................................................................................................................. 5
   5.1. REGISTERING INTEREST IN THE RFI PROCESS .................................................................................. 5
   5.2. REQUIRED FORMAT AND CONTENT OF INFORMATION SUBMITTED ........................................... 5
   5.3. DUE DATE FOR SUBMISSION OF INFORMATION .................................................................................. 5
   5.4. TIMELINE FOR RFI PROCESS .............................................................................................................. 5
   5.5. ALLIANCE AGENCY WORKSHOP ........................................................................................................ 6
   5.6. UCSD CONTACTS ................................................................................................................................. 6
   5.7. NUMBER OF COPIES REQUIRED ........................................................................................................ 6
   5.8. [RESERVED] ........................................................................................................................................... 6
   5.9. LATE SUBMITTALS ................................................................................................................................. 6
   5.10. COST OF PREPARING AND SUBMITTING INFORMATION IN RESPONSE TO THE RFI ................. 7
   5.11. EQUAL OPPORTUNITY IN BUSINESS CONTRACTING ...................................................................... 7
   5.12. BUSINESS CLASSIFICATION AND CERTIFICATION ................................................................. 7
   5.13. DISCLOSURE OF EMPLOYEE-VENDOR RELATIONSHIP ................................................................. 7
   5.14. FORM DISCLOSING EMPLOYEE-VENDOR RELATIONS ............................................................... 8
   5.15. INSURANCE ....................................................................................................................................... 8
   5.16. INSURANCE CERTIFICATION ........................................................................................................... 8
   5.17. AGENCY PARKING FEE REQUIREMENTS ...................................................................................... 8

6. BASIS FOR DESIGNATION AS CERTIFIED ALLIANCE AGENCIES ........................................................ 9
   6.1. VERIFICATION THAT PROFILE DATA IS CORRECT AND WILL BE HONORED AS WRITTEN .......... 9

EXHIBIT A – ALLIANCE AGENCY CERTIFICATION .................................................................................... 10
EXHIBIT B - UCSD ALLIANCE TRAVEL AGENCY PROFILE - AGENCY INFORMATION ...................... 11
EXHIBIT C - UCSD ALLIANCE TRAVEL AGENCY PROFILE - SERVICES ................................................... 13
EXHIBIT D - BUSINESS CLASSIFICATION FORM .................................................................................... 16
EXHIBIT E - INSURANCE CERTIFICATION FORM .......................................................... 17
EXHIBIT F - DISCLOSURE OF EMPLOYEE-VENDOR RELATIONSHIP .......................... 18
EXHIBIT G - SAMPLE WEB PROFILE ............................................................................ 19
1. INTRODUCTION

This Request for Information ("RFI") is to certify Alliance Travel Agencies for the University of California, San Diego ("UCSD").

UCSD's travel program is comprised of a preferred travel agency known as the Partner and a recognized association of agencies each known as an Alliance Travel Agency ("ATA"). The program for having a Partner as the primary source and a recognized association of agencies as secondary sources is referred to as UCSD's Travel Agency Program ("UTAP").

1.1. OVERVIEW OF UCSD

UCSD was established in the late 1950's. The main campus is located in La Jolla and is part of the nine campus statewide University of California system. UCSD is comprised of 6 colleges, approximately 22,000 faculty and staff and 24,000 undergraduate and graduate students. Primary facilities include UCSD’s main campus in La Jolla, located 10 miles north of San Diego, which consists of about 200 buildings on 1200 acres, and several major satellite facilities. The highly regarded School of Medicine is within walking distance of the VA Hospital. UCSD’s Thornton Hospital, Shiley Eye Center, and the Mesa Apartment complex, are at locations near or adjacent to the main campus. Other facilities include the UCSD Medical Center at Hillcrest, near downtown San Diego; the UCSD Kearny Mesa Annex; Scripps Institute of Oceanography at La Jolla; and facilities at La Jolla, Point Loma, and other San Diego County sites.

With its six undergraduate colleges, its ranking as one of the top ten research institutions in the country, and its renowned faculty, UCSD offers its students the intimacy of a small college environment combined with the benefits of a world-class university. UCSD has five Nobel Laureates on its faculty, and of all public universities in the U.S., has the second highest number of faculty elected to the prestigious national academies. UCSD ranks fifth in the nation and first in the University of California system according to the amount of federal research dollars the campus invests in research and development. Last year UCSD received $509.6 million in research funding.

As the region’s third largest employer, UCSD’s annual revenues are $1.6 billion, and its annual payroll is $725 million. Using a conservative multiplier to estimate the effect of spending and re-spending of those dollars, UCSD’s local economic impact of $1.4 billion and an overall national economic impact of 2.6 billion in 2001. UCSD’s impact translates into 68,000 jobs locally and another 78,000 outside of this region. UCSD has spun-off 150 San Diego companies. These companies alone create well over $2 billion in annual revenues. In 2001, UCSD received only 21.4% of its overall funding from the State of California. However, for each dollar the State of California invests in UCSD, the university generates seven more - and injects most of these dollars into the local economy.

Over the next ten years, UCSD is expected to grow while continuing to enhance its distinguished reputation as a world-class center of research and learning. By the year 2010, there will be 10,000 more students on campus than there are today, and approximately 450 more faculty members.

1.2. TRAVEL AT UCSD

Travel is essential for UCSD faculty and staff with non-UCSD employee travel accounting for significant percentage of UCSD’s total travel volume. The decision for business travel is customarily determined at the departmental level.
UCSD travel policy dictates that those traveling on UC funds must utilize the most economically available mode of travel. Our business practices support this policy but also acknowledge that travel is highly personal in nature. Therefore, all facets of UTAP must be compatible with both our fiduciary responsibilities as well as our culture. To obtain campus-wide support, UTAP must be viable in an academic community by being flexible and convenient but also must provide personalized service and manage costs.

In February 1994, The Regents of the University of California, on behalf UCSD, entered into an official relationship with Balboa Travel as a result of soliciting competitive proposals from local and national travel agencies. While UCSD business travelers could acquire airfare through other agencies, airlines, as well as online, Balboa offered several services beneficial to UCSD including a dedicated reservation line and a team of agents familiar with UCSD travel policy. In June of 1999, Balboa Travel was awarded a contract as UCSD's Partner agency a result of a formal Request for Proposal process. Balboa has attained a notable portion of UCSD's business travel volume with the remaining share of UCSD's travel volume being dispersed among approximately 25 other agencies in the San Diego community as well as to some non-local agencies, and directly to airlines. Approximately 90% of UCSD's travel business is conducted with 6 local agencies including our Partner agency.

1.3. About UCSD's Travel Team

UCSD Travel has a 9-member team of travel specialists who report directly to the Disbursements and Travel Manager. This team supports both the centralized and decentralized travel processing for all UCSD business travel.

UCSD's budgetary outlay for travel is a controllable expense in excess of $13 million annually including transportation, lodging, meals, registration fees, and other travel related costs. Based on output measures, UCSD Travel is extremely productive, processing over 22,000 paper and online travel vouchers, and 15,000 direct payment/advances annually. On average, there is a less than four-day turnaround time for processing and issuing travel reimbursements.

1.4. UCSD Travel Responsibilities

UCSD Travel oversees the processing and reconciling of travel and entertainment transactions. UCSD Travel issues travel and entertainment reimbursements as well as other travel related payments. Either a paper or an on-line procedure supports this process with the future focus being on a decentralized electronic on-line environment.

Travel staff trains the campus travel preparers in policy and procedure and in the on-line processing. They develop comprehensive training materials and online demos.

The Team serves as the liaison between staff, faculty, and other travelers in working with contracted providers and outside suppliers. They collect and report all travel data and participate in the negotiation of vendor contracts with the objective of enhancing travel services to their customers. The team is responsible for interpreting and publishing UCSD Travel and Entertainment Policy and Procedure.

UCSD's Travel and Entertainment Web Site is designed, developed, and maintained by the Travel Team and its web presence is robust. http://blink.ucsd.edu/Blink/External/Topics/1,1105,365,00.html.
2. SUMMARY OF ATA PROGRAM

To enhance UCSD’s travel management program and to offer faculty and staff some flexibility, UCSD will allow business travel to be purchased through certified ATAs. Upon certification, an ATA will receive a copy of the UCSD ATA Guidelines that will provide the definitive requirements and benefits of becoming an ATA. The guidelines will also include instructions for becoming certified as an ATA if an agency would like to request certification at a future time.

While UCSD will not actively endorse use of an ATA, faculty and staff will have the choice for using any one of the ATAs.

ATAs are guaranteed neither a specific volume nor a set amount. The ultimate distribution of business among the agencies will depend on each agency’s performance and specialization. The volume of UCSD travel directed to each ATA will ultimately depend on each agency’s performance and traveler preferences. UCSD neither implies nor guarantees a specific volume of usage to any agency.

2.1. Relationship to UCSD’s Partner

It is UCSD’s intention to guide the preponderance of business travel to the Partner and the ATAs will serve as ancillary agencies to the Partner.

UTAP recognizes that business travel for such a large and diverse institution varies in breadth and need for special provisions. UCSD will not actively endorse the use of an ATA but faculty and staff will have the choice for using any one of the ATAs.

3. CERTIFICATION AS AN ATA

3.1. Purpose for Certification as an ATA

The primary purpose for the certification policy is to ensure that agencies doing business with UCSD have an understanding of UCSD travel policy and procedure including payment options. Certification also allows agencies to clearly establish any services fees, define specialties, and provide other important information that will assist travel preparers. ATAs will receive timely updates on UTAP.

Certification as an ATA will serve to only qualify agencies. Certification will establish some basic criteria for doing business with UCSD including the need to attend the Alliance Agency workshops.

An agency is considered to be certified after having submitted a completed RFI by the published due date/time. The information from the RFI will be used to create an agency profile, which will be available to our travelers via the travel web page.

3.2. Procedures for Requesting ATA Certification

In order to respond to this RFI, an agency must complete Exhibits A-F. An agency will be considered for certification after submitting the complete response.

Each agency’s profile will be made available to UCSD travelers and travel arrangers via the UCSD Travel’s web site: http://blink.ucsd.edu/Blink/External/Topics/1,1105,365,00.html.
A sample format of the web profile is illustrated in Exhibit G. Note that not all information requested in Exhibits A-F will be published on the web.

4. ROLE AND REQUIREMENTS FOR AN ATA

4.1. Alliance Agency Workshops

ATA workshops will be held on a periodic basis. This year’s workshop is scheduled for February 24, 2005 from 9:00 a.m. - 9:30 a.m. and will be held in Suite 430A at Torrey Pines Center South, across the street from the North Point Drive campus entrance. The workshop focuses on familiarizing the ATAs with UCSD travel policy and culture. ATA representation at each workshop is mandatory in order to establish communication between the ATA and UCSD Travel for the purpose of discussing customer service issues, conveying changes in service fees, researching problems, and announcing changes in UCSD policy that may affect business practices.

4.2. Prices and Services on Profile

By certifying as an ATA, the agency agrees to honor the prices and services on this profile. Changes to the profile must be submitted immediately to UCSD Travel. If service fees are to be modified as a result of the change, an effective date must also be provided. Failure to comply with any requirement may result in de-certification. Procedures and a form for submitting this notification will be made available to all ATAs at the ATA Workshop.

4.3. Method of Payment

- A direct billing process will be available only through the Partner agency. This method of payment will be used for airfares and service fees, as well as YCAL airfares contracted by the state of California.

- For ATAs, the use of the personal UCSD/Citibank Diners Club Corporate Card issued to employees is the preferred method of payment for all UCSD business-travel transactions. Non-UCSD personnel or UCSD employees who elect not to use the UCSD/Citibank Diners Club Corporate Card are required to provide another form of payment and be reimbursed by UCSD upon the completion of the trip. ATAs will be provided with instructions for using UCSD’s pre-trip authorization code at the ATA Workshop.

- UCSD does not accept either direct billings or invoices from travel agencies for airfare under any circumstances.

- UCSD reserves the right to establish special payment arrangements with a given ATA based on the specific needs of UCSD.

4.4. Service Fees

UCSD requests that the agency describe any applicable service fees that it would charge. With a service fee, the agency retains all commissions, overrides and other direct supplier revenues and the agency charges the traveler a service fee in addition to direct supplier charges.

The service fee must be applied by the Agency to the UCSD traveler’s purchase at the point-of-sale.
UCSD will reimburse official business travelers for the service fees when travelers submit an expense report upon trip completion.

Travel Agency service fees may not be charged to either a UCSD Corporate Diners Club Account (a.k.a. "Ghost Card Account") or to the traveler's UCSD-issued Diners Club Card. Additional information regarding the billing of service fees will be provided at the Alliance Agency Workshop.

4.5. Electronic Data Reporting Requirements

Certified ATAs shall provide detailed transactional data, on a monthly basis, in a specified format, for electronic processing. UCSD will provide ATAs with procedural information at the Alliance Agency Workshop.

4.6. Knowledge and Compliance with UCSD Travel Policy and Procedure

Certified ATAs must become versed and knowledgeable in all current policy and procedures that govern UCSD operations. ATAs are required to be aware of and assist in ensuring compliance with all policies and procedures. UCSD will provide training and education to ATAs through workshops and other forms of communication.

5. INSTRUCTIONS TO AGENCIES

5.1. Registering Interest in the RFI Process

All agencies participating in the RFI process are to register their interest so that they receive any changes, modifications, additions, or addenda to this RFI. To register, submit contact information either by US Postal Service, email, or fax to the address listed herein under Section 5.6. The information provided must include the company name, name of the principal contact, mailing address, phone number, email address, fax number, and alternate contact.

5.2. Required Format and Content of Information Submitted

Submission of information as requested by this RFI should be complete. Clarity and terse expression are appreciated. Answers to all questions and information defined throughout the RFI are required with submission of responses to this RFI.

5.3. Due Date for Submission of Information

Please read this RFI in its entirety. Interested agencies must submit their response to this RFI by the RFI due date of Wednesday February 23 no later than 4:00 p.m. PT. Responses must be submitted to the addresses indicated in Section 5.6. Faxed responses will not be accepted.

5.4. Timeline for RFI Process

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<th>February 9, 2005</th>
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<tbody>
<tr>
<td>RFI Due Date:</td>
<td>February 23, 2005 no later than 4:00 p.m. PT</td>
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<tr>
<td>Alliance Agency Workshop</td>
<td>February 24, 2005 (9:00 a.m. - 9:30 a.m.)</td>
</tr>
<tr>
<td></td>
<td>MANDATORY ATTENDANCE</td>
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MANDATORY ATTENDANCE
5.5. Alliance Agency Workshop

The Alliance Agency workshop is a mandatory meeting for new Alliance Agencies and previously certified agencies that wish to continue participating in UTAP. The workshop is designed to inform agencies of UCSD policy and procedure and billing methods, and to discuss customer service issues and program changes. Failure to send representation to the Alliance Agency workshop will result in decertification from UTAP. The 2005 workshop will be held on February 24 in Suite 430A of Torrey Pines Center South, across the street from the North Point campus entrance, from 9:00 a.m. to 9:30 a.m. Additional information about the workshop will be provided to new agencies upon submission of the RFI.

5.6. UCSD Contacts

All questions and/or correspondence concerning this RFI and submittals of the "Intent to Respond" (refer to Section 5.1) should be directed to:

Diane Wynshaw-Boris
UCSD Purchasing
9500 Gilman Drive
Mail Code 0914
La Jolla, California 92093-0914
Phone: (858) 534-4437
FAX: (858) 534-5803
Email: dwynshawboris@ucsd.edu

Responses can be submitted by email, in person, via private carrier, or via U.S. Postal Service. No faxed responses will be accepted.

Responses sent by private carrier (e.g. Federal Express, UPS, and Airborne) should be addressed as follows:

Diane Wynshaw-Boris
UCSD Central Purchasing Office
10280 North Torrey Pines Road, Suite 350
La Jolla, CA 92037

5.7. Number of Copies Required

Agencies should submit an original and two (2) copies of their response to this RFI, unless it is sent electronically.

5.8. [RESERVED]

5.9. Late Submittals

Any RFI submittal or modification received after the exact time and date specified for receipt will not be considered unless:
• It was sent by registered or certified mail not later than the fifth calendar day prior to the date specified for receipt of offers (e.g., a response submitted in response to this RFI which is due on the 20th of the month must have been mailed by the 15th or (earlier); or

• It was sent by mail and it is determined by the University that the respondent has demonstrated to the satisfaction of the University that it was timely submitted and arrived late through no fault of the respondent; or

• Late receipt was due solely to mishandling by the University; or

• It is the only response received.

5.10. Cost of Preparing and Submitting Information in Response to the RFI

This is an RFI and shall not be construed as obligating UCSD to certify an agency as an Alliance Agency or to otherwise pay for the information solicited. UCSD is not liable for any costs incurred by agencies in preparing or submitting information in response to this RFI, in making oral presentations, in attending Informational conference, or in satisfying any functional demonstrations or other RFI requirements.

5.11. Equal Opportunity in Business Contracting

UCSD’s policy governing nondiscrimination in business contracting requires that we ensure all contract and purchase order awards for goods and services at UCSD are made in a fair and impartial manner. Following is UCSD’s policy established to ensure equal opportunity in business contracting.

a) It is the policy of UCSD that race, religion, sex, color, ethnicity and national origin will not be used as criteria in its business contracting practices, except as provided in item b) below. Every effort will be made to ensure that all persons, regardless of race, religion, sex, color, ethnicity, and national origin have equal access to contracts and other business opportunities with UCSD.

b) Nothing in this policy shall prohibit any action, which is necessary to comply with state and federal law, or to maintain eligibility for any federal or state funded program, where ineligibility would result in a loss of funds to UCSD.

c) UCSD shall establish outreach programs to assure equal opportunity in business contracting.

5.12. Business Classification and Certification

All respondents to this RFI must complete Exhibit D entitled “Business Classification Form” in order to be considered responsive. By completing this form, UCSD will include your agency as a potential supplier in our Small Business database.

5.13. Disclosure of Employee-Vendor Relationship

It is the policy of the University of California (“UC”) to separate an employee's university and private interests, and to safeguard UC and its employees against charges of favoritism in acquisition of goods and services. The State of California Political Reform Act prohibits a UCSD employee, or near relative of a UCSD employee, from making or participating in the making of a decision if there exists an
"employee-vendor" relationship.

RFI Form "Disclosure of Employee-Vendor Relationship" is attached as Exhibit F of this RFI. Using this form, Agency must disclose whether or not Agency is an employee of UCSD, or whether Agency is a near relative of an employee of UCSD. For purposes of this disclosure, a "near relative" is defined as a spouse, child, parent, brother, sister, son-in-law, daughter-in-law, father-in-law, mother-in-law, brother-in-law, sister-in-law, and step-relatives in the same relationship.

In the event that an employee-vendor relationship is disclosed by an Agency, such bid will be evaluated on the same basis as all other bids. However, UCSD shall not certify such Agency unless there has been a specific determination by the Purchasing Manager or designee that such goods or services are not available either from other commercial sources or from UCSD's own facilities, or that procuring such goods or services from an employee or near relative is in the best interests of UCSD, notwithstanding the employee-vendor relationship.

5.14. Form Disclosing Employee-Vendor Relations

All respondents to this RFI must complete Exhibit F entitled "Disclosure of Employee-Vendor Relationship" in order to be considered responsive.

5.15. Insurance

ATAs doing business with UCSD faculty and staff shall maintain at their sole cost and expense insurance coverage for activities in connection with performance of services provided to UCSD. ATAs agree to provide UCSD with evidence naming The Regents of the University of California as additional insured on policies at levels listed below.

Insurance Level Requirements-Low. The following values of insurance coverage shall be kept in force and be maintained to cover Agency's performance as an ATA for UCSD.

Comprehensive or Commercial Form General Liability Insurance (Contractual Liability Included)
Minimum limits:

- Each Occurrence $ 500,000
- Products/Completed Operations $500,000
- Business Automobile Liability: Minimum limit for Owned, Scheduled, Non-Owned, or Hired Automobiles with a combined single limit of no less than $1,000,000 per occurrence
- Workers' Compensation as required under California State Law

5.16. Insurance Certification

All respondents to this RFI must complete Exhibit E titled "Insurance Certification."

5.17. Agency Parking Fee Requirements

UC and State Assembly actions require that all vehicles parked on UC campuses be registered and are subject to a fee sufficient to cover the cost of construction, maintenance and administration of parking facilities.
Agencies acting in the role as an ATA that are required to park on campus and/or at medical center facilities from time to time must pay a fee to obtain a vendor parking permit appropriate for the period.

Agencies should contact a service representative at UCSD Transportation and Parking Services Office at 534-4223 to discuss parking fees and permit options. Parking meters are available as an option. Parking fees are subject to revision by UCSD Transportation and Parking Services.

6. BASIS FOR DESIGNATION AS CERTIFIED ALLIANCE AGENCIES

Only those Travel Agencies who become certified as an Alliance Travel Agency by acknowledging their compliance with all requirements defined throughout this RFI will be eligible to provide travel services to UCSD Faculty and Staff.

6.1. Verification that Profile Data is Correct and will be Honored as Written

Agencies submitting information in response to this RFI are required to certify that they understand and accept the conditions outlined in the RFI and will honor all program requirements as offered in response to the RFI. All respondents to this RFI must complete Exhibit A titled “Alliance Agency Certification” in order to be considered responsive and to certify their acknowledgment of these terms.

[The remainder of this page is intentionally left blank.]
Exhibit A – Alliance Agency Certification

The undersigned certifies that the information provided is complete and accurate.

The undersigned agrees to deliver services as offered in its response to this RFI, if it is certified as a UCSD ATA.

The undersigned certifies that he/she is authorized by the Agency to sign on behalf of the Agency.

The undersigned certifies that he/she has examined and is fully familiar with the documents incorporated therein.

Agency: ____________________________________________

Address: ____________________________________________

Authorized Signature

Name (Print or Type)

Title

Date: ____________________________

Phone: ( )

Fax: ( )
EXHIBIT B - UCSD Alliance Travel Agency Profile - Agency Information

1. Agency Name:

2. Local Street Address:

3. Telephone: (______) __________ - __________

4. Reservation Phone Number: (______) __________ - __________

5. Fax Number: (______) __________ - __________

6. World Wide Web Address:

7. Agency Established (Year):

8. Under Current Ownership Since (Year):

9. Manager’s Name:

10. **Provide the following information about the person who will be the designated UCSD contact:**

   a) Principal Contact Name:

   b) Title:

   c) Telephone Number: (______) __________ - __________

   d) Fax Number: (______) __________ - __________

   e) Email Address:

11. Identify gross annual sales for the office that will be servicing UCSD for calendar years 2001, 2002,
2003, 2004:

2001 $ _____ 2002 $ ______ 2003 $ ______ 2004 $ ______

12. Identify the air business mix of the office that will be servicing UCSD. Identify air business mix over the past two years:

<table>
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<tr>
<th>Year</th>
<th>2003</th>
<th>2004</th>
</tr>
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<tbody>
<tr>
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<td></td>
</tr>
<tr>
<td>Mix</td>
<td>Percentage</td>
<td>Air Sales</td>
</tr>
<tr>
<td>Domestic</td>
<td>%</td>
<td>$</td>
</tr>
<tr>
<td>International</td>
<td>%</td>
<td>$</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
<td>$</td>
</tr>
</tbody>
</table>
Exhibit C - UCSD ALLIANCE TRAVEL AGENCY PROFILE - SERVICES

1. Does agency provide 24-hour global toll-free reservations assistance?
   [ ] No
   [ ] Yes
   If yes, please provide number: ( _______) __________ - __________

2. Briefly outline agency’s international services.

3. Does agency deliver to the campus?
   [ ] No
   [ ] Yes
   If no, briefly describe how tickets will be delivered.

4. How will emergency tickets be delivered?

5. How will agency guarantee UCSD the lowest available airfare to be in compliance with UCSD’s travel policy?

6. Describe agency’s automation that monitors daily airfare changes and continues to search for lower fares after ticketing.

7. Describe how agency will protect reservations from fare increases and have the ability to re-ticket when fares decrease.

8. Does agency provide an on-line booking product? If so, what product does the agency support?
9. List those areas in which the agency specializes.

10. List additional services that are provided by the agency.

11. Describe any applicable service fees that would be charged. With a service fee, the agency retains all commissions, overrides and other direct supplier revenues and the Agency charges the traveler a service fee in addition to direct supplier charges. The service fee must be applied by the Agency to the UCSD traveler’s purchase at point-of-sale. The official business traveler will be reimbursed the service fee amount by UCSD when the traveler submits his/her expense report.

<table>
<thead>
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<th>Transaction Type</th>
<th>Service Fee (Domestic)</th>
<th>Service Fee (International)</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Domestic &amp; International Traditional Booking</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Identify the service fee that the agency will charge UCSD business travelers for traditional booking.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b) Domestic &amp; International Ticketless/ Electronic Booking</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Identify the service fee the agency would charge UCSD’s business travelers when a ticketless or electronic ticket option is utilized.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c) Domestic &amp; International On-line Booking</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>If the agency provides an on-line booking product, identify the service fee the agency would charge UCSD’s business travelers when such a booking tool is utilized.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Check here if not applicable [ ]</td>
<td></td>
<td></td>
</tr>
<tr>
<td>d) Consolidator Transactions</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Identify the service fee that the agency would charge UCSD’s business travelers when the agency issues a consolidator ticket.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>e) Hotel Only Booking</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Identify the service fee that the agency would charge UCSD’s business travelers for a hotel only booking (no air or rail transportation included). Describe any parameters that apply (e.g. service fee per trip, per hotel, etc.).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Describe any parameters that apply:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### f) Car Only Booking
Identify the service that the agency would charge UCSD’s business travelers for a car only booking (no air or rail transportation included). Describe any parameters that apply (e.g. service fee per trip, per hotel, etc.).

Describe any parameters that apply:

### g) Ticket Refunds or Exchanges
Identify service fee that the agency would charge UCSD’s business travelers for refunding or exchanging airline or rail tickets.

### h) Rail Transaction
Identify service fee that the Agency would charge UCSD’s business traveler for issuing a rail transaction.

### i) Identify other fees
Identify other fees that would apply to a UCSD business traveler’s booking:
Exhibit D - Business Classification Form

RFI Number: 0503DWB     Date Submitted: __________

Agency Name: ________________________________

Address: ___________________________________________________________________
____________________________________________________________________________

Name and Title of Contact Person: ________________________________

E-mail: ________________________________

Phone Number: _______________     Fax Number: _______________

Agency Company Federal Taxpayer ID Number: ________________ (This information is optional.)

Business Classification:

__ Yes  __ No  Is your Company a Small Business? (You are a Small Business if your company,
including its affiliates, is independently owned and operated and is certifiable as a
small business by the Federal Small Business Administration (SBA). Contact your
local SBA office if you are unsure whether or not you qualify under Federal
Acquisition Regulations, Part 19.

__ Yes  __ No  Is your Company a Large Business?

__ Yes  __ No  Is your Company at least 51% owned and controlled by one of the following ethnic
groups? If yes, please check:

_____ American Indian   _____ Black/African American
_____ Asian American    _____ Hispanic American

__ Yes  __ No  Is your Company Woman-Owned? (You are a Women-Owned business if your
company is at least 51% owned by a woman or women who also control(s) and
operate(s) it.

__ Yes  __ No  Is your company a Non-profit Organization? (You are a non-profit organization if
your company has been certified under Internal Revenue Service Code Section
501(c)(3).
Exhibit E - Insurance Certification Form

Any Agreement issued in response to this RFI will require the Agency to provide insurance certificates naming The Regents of UC as additional insured, at the levels listed in Section 5.15.

___ Yes ___ No  Agency meets the Insurance Requirements for the coverage and in the amounts specified in Section 5.15.

___ Yes ___ No  Agency will add UC Regents as additional Insured as a condition of award of certification.

___ Yes ___ No  Agency’s company is self-insured. If yes, a Certificate of Self-Insurance will be provided prior to certification.
Exhibit F - Disclosure of Employee-Vendor Relationship

Definitions:

Employee: An individual who is presently employed by UCSD or whose separation from UCSD occurred within two years of the date of the proposed transaction.


Respondent/Agency (Agency responding to the RFI): Representatives or individuals who propose for consideration to provide services.

Disclosure:

No ___ Yes ___ Is a UCSD employee or near relative of a UCSD employee a principle in respondent’s company?

No ___ Yes ___ If yes, does UCSD employee or near relative of UCSD employee have a vested interest of 10% or greater of respondent’s company?

If yes, what percent? ______ %

If respondent answered yes to either of the above questions, respondent must disclose the nature of the relationship, name of UCSD employee and UCSD department:
Exhibit G - Sample Web Profile

Alliance Agency Profile: Sample Web Profile

Summary: Alliance Agencies are certified to conduct business with UCSD, but may not provide all the services as UCSD's Preferred Agency: Robinia Travel. The services provided by Alliance Agencies vary, as do their fees. Check the following table for fee information and areas of specialty.

<table>
<thead>
<tr>
<th>Agency Name</th>
<th>Address</th>
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<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Phone:</th>
<th>Fax:</th>
<th>Toll-free:</th>
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<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Service fee schedule and areas of specialization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
</tr>
<tr>
<td>------</td>
</tr>
<tr>
<td>Ticketless/online</td>
</tr>
<tr>
<td>Online</td>
</tr>
<tr>
<td>Consolidator</td>
</tr>
<tr>
<td>Refunds/exchanges</td>
</tr>
<tr>
<td>Hotel only</td>
</tr>
<tr>
<td>Car only</td>
</tr>
<tr>
<td>Rail only</td>
</tr>
<tr>
<td>Campus delivery: Yes</td>
</tr>
<tr>
<td>Areas of specialty: African safari, Europe, international airfares, Caribbean, Hawaii. Special departments dedicated to Africa, Ireland, adventure travel and agricultural educational trips.</td>
</tr>
</tbody>
</table>