

ORDER FOR SUPPLIES OR SERVICES

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 07/07/2009	2. CONTRACT NO. (If any) GS-33F-0038R	6. SHIP TO:	
3. ORDER NO. DTMA1A09009	4. REQUISITION/REFERENCE NO. PRMMA090068	a. NAME OF CONSIGNEE No Shipping Information	
5. ISSUING OFFICE (Address correspondence to) DOT/Maritime Administration, MAR-380 1200 New Jersey Ave SE, MAR380 W26-429 Washington DC 20590		b. STREET ADDRESS	
		c. CITY	d. STATE e. ZIP CODE
7. TO:		f. SHIP VIA	
a. NAME OF CONTRACTOR		8. TYPE OF ORDER	
b. COMPANY NAME Rhein Corporation		<input type="checkbox"/> a. PURCHASE	<input type="checkbox"/>
c. STREET ADDRESS c/o Travel Professionals, 155 S. John Sims Parkway,		REFERENCE YOUR:	b. DELIVERY - Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.
d. CITY Valparaiso	e. STATE FL	f. ZIP CODE 32580-1270	Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.
9. ACCOUNTING AND APPROPRIATION DATA		10. REQUISITIONING OFFICE U.S. MERCHANT MARINE ACADEMY	
11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> g. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. EMERGING SMALL BUSINESS			12. F.O.B. POINT Destination
13. PLACE OF		14. GOVERNMENT B/L NO.	15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)
a. INSPECTION	b. ACCEPTANCE		16. DISCOUNT TERMS

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
SEE LINE ITEM DETAIL						

18. SHIPPING POINT	19. GROSS SHIPPING WEIGHT	20. INVOICE NO.		17(h) TOT. (Cont. pages)
21. MAIL INVOICE TO:				
a. NAME No Invoice Information				
b. STREET ADDRESS (or P.O. Box)				
c. CITY		d. STATE	e. ZIP CODE	17(i) GRAND TOTAL

22. UNITED STATES OF AMERICA BY (Signature)



23. NAME (Typed)
Judy A. Bowers
TITLE: CONTRACTING/ORDERING OFFICER

Terms and Conditions	Document Number DTMA1A09009	Description Travel Professionals	Creation Date 07/07/2009	Page 3 of 3
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Period of Performance

Start date: 08/15/2009

End date: 08/14/2013

Limits

Not to Exceed Call: 450,000.00

Authorized Limit: 200.00

Catalog

Name:

Number:

See the continuation page

BPA SET-UP NUMBER: DTMA1A09009 DATE OF ORDER 7/8/09

STANDARD BPA SET-UP REQUEST FOR PRICING

Please return this completed request to the following address by close of business July 9, 2009. Any questions clarifications must be submitted to this office in writing by close of business July 17, 2009.

Ordering Agency: UNITED STATES MERCHANT MARINE ACADEMY
KINGS POINT, NEW YORK 11024
ATTN: Diane Bianco

Contractor: Travel Professionals International (Rhein Corporation)
Contract Number: GS-33F-0038R

GSA FSS Solicitation: **FBGT-RK-040001-B** Special Item Number (SIN): **599-2**

Description: **Travel Agency Services/Travel Management Center Services**

PERIOD OF PERFORMANCE: August 15, 2009, through August 14, 2010

At the Federal agency's discretion, option years and pricing will be negotiated at a later date.

1ST OPTION PERIOD OF PERFORMANCE – FROM AUGUST 15, 2010 TO AUGUST 14, 2011

2ND OPTION PERIOD OF PERFORMANCE – FROM AUGUST 15, 2011 TO AUGUST 14, 2012

3RD OPTION PERIOD OF PERFORMANCE – FROM AUGUST 15, 2012 TO AUGUST 14, 2013

ESTIMATED DOLLAR VOLUME OF BPA SET-UP (estimated air travel \$\$\$): \$450,000.

HISTORICAL DATA (ESTIMATED VOLUMES BASED ON FY 2002):

Number of Travelers:	1100
Annual International Air Travel:	\$50,000
Annual Domestic Air Travel:	\$400,000
Annual Numbers of Trips:	600
Annual Number of Rental Cars:	10
Annual Number of Hotel Reservations:	0
Conference and Meeting Planning:	0

Reservations are made by phone and email

ACTIVITIES AUTHORIZED TO USE THIS BPA SET-UP:

The following activities are authorized to use this BPA Set-Up, however, none of those identified may change the terms and conditions of the BPA Set-Up.

Name of Agency or Offices:
U.S. MERCHANT MARINE ACADEMY
ATTN: DIANE BIANCO, JOHN LONG
KINGS POINT, NY 11024
516-773-5255, 515-773-5376
Fax: 516-773-5251
E:MAIL: Biancod@USMMA.edu Longj@USMMA.edu

U.S. GOVERNMENT MARITIME AND TRANSPORTATION SCHOOL (GMATS) NAFI
U.S. MERCHANT MARINE ACADEMY
ATTN: MEDEDITH HOBBS
KINGS POINT, NY 11024
516-773-5154
Fax: 516-773-5353

PLACE OF PERFORMANCE (where will the Contractor service this account):
Contractor will service the account from the following site at:

UNITED STATES MERCHANT MARINE ACADEMY

BILLING AND PAYMENT INSTRUCTIONS:

Form of payment:

Government Charge Card

1. Centrally Billed Account will be used for Midshipmen and Staff without Government Charge Cards
2. Centrally Billed Account will be used for all NAFI Travel
3. Centrally Billed Account will be used for all GMATS Travel

Automated reconciliation is required.

Information to be captured for each reservation:

Name of person making reservation
Travel Authorization Number
Centrally Billed Account or Individual card to be charged

Agency Billing Address:

USMMA
TRAVEL OFFICE
KINGS POINT, NY 11024
ATTN: DIANE BIANCO

GMATS
USMMA
KINGS POINT, NY 11024
ATTN: MEREDITH HOBBS

Commission remittance

- a. Any commission, overrides or other “soft” compensation (in addition to the ticket commissions) available for hotel or car rentals must also be returned to DOT (the GSA contracts only mandate that common carrier ticket commissions be returned). However, Travel Management Center (TMC’s) do not need to track and remit these non air ticket commissions to DOT if the aggregate estimate for annual travel activity (including air tickets) for all DOT elements (using that TMC Office) is less than \$1.5M. If this threshold is not exceeded and the TMC retains the commissions, overrides and soft compensation except air, USMMA and the other DOT elements should expect lower transactions fees.
- b. Payment of commission refunds should be by a check made payable to “US Treasury” and sent monthly to Federal Aviation Administration, Attention Donna Moore (AM2-2B) Cash Operations, PO Box 25740, Oklahoma City, OK 73125.
- c. All transaction fees will be charged to the account (Centrally Billed Travel Cards to which the tickets are charged).
- d. Any TMC management reports (monthly or quarterly) on commissions collected on air, car rentals or lodging shall be sent by the TMC to Travel Office USMMA, Kings Point, NY 11024
- e. The TMC will obtain access to the DOT travel booking web site and make it available to the USMMA travelers within 30 days of the web site implementation. Use of the web site by our travelers is optional. The TMC must include their proposed fee for web site booking. The fee will include a \$4 charge by the booking engine contractor.
- f. Within a reasonable time period, the TMC must establish traveler profiles in the web site profile management tool profile sync. This tool facilitates the updating of individual traveler profiles by either the traveler or the unit travel arranger. Profile changes are automatically forwarded to the Computer Reservation System (CRS).

Contact for Billing Issues:

Agency: DIANE BIANCO E-Mail: Biancod@USMMA.edu
USMMA Kings Point, NY 11024
516-773-5376 FAX 516-773-5251

Contract:

Agency: Travel Professionals International
Name: Jenny
Address: 155 John Sims Pkwy
Valparaiso, FL 32580
Telephone: 850-678-6688
Fax: 850-678-3782
E:Mail: travel@emcst.com

BPA SET-UP:

Contractor's Project Manager: John Log
Address: U.S. Merchant Marine Academy
Kings Point, NY 11024
Telephone: 516-773-5256
Fax: 516-773-5251

Agency Project Coordinator: Diane Bianco, Travel Section
Address: USMMA
Kings Point, NY 11024
Telephone: 516-773-5376
Fax: 516-773-5251
E:Mail: Biancod@usmma.edu

STANDARD BPA SET-UP REQUIREMENT: The successful Vendor shall adhere to all provisions of Solicitation FBGT-RK-040001-B, SIN 599-2. as well as FAR clauses Subpart 13.303-3 - Simplified Acquisition Methods, Subpart 13.501 Special documentation requirements, and 13.303-5 Purchases under BPAs..

We will require the selected contractor to incorporate DOT's e-Travel system, GovTrip into the travel reservation process. Attachment A provides a brief overview of the system as well as information on making travel arrangements for Government travelers using GovTrip. Following BPA Set-Up award, we will arrange a meeting with our E-Travel provider, Northrop Grumman, to discuss GovTrip implementation in more detail.

Call in Telephone Service: Price \$19.00

- a. **TIME SENSITIVE:** Immediate service is required as Midshipmen will be calling from sea. Cannot be placed on hold or kept waiting (many time on ship to shore). (Approx. 250 M/S go to sea three times a year but not all will need travel.)
- b. **Indoctrination Program:** TMC must be able to handle the volume of regular business i.e. graduation, see year plus the indoctrination Program. This program includes arranging for air travel (charged to centrally billed account) for incoming plebes from their nearest major airport closest to their home of record directly to either KGA or JFK. A list will be sent to the TMC and updated weekly listing names of plebes, home addresses Travel Authorization numbers. Plebes are instructed in their orders to call the TMC if Travel arrangements are needed. Parents will also request flight to accompany Plebes. (Approx. 276 plebes, not all will need travel)

- c. Graduation Travel will occur within the same time frame as Sea Year and Indoctrination. Many times parents will call TMC to request round trip flights to coincide with graduates. (Approx 210 Graduates, not all will need travel)

On-Line Booking System: Price \$10.00

- a. Preferred airports for both individual and Centrally billed accounts (i.e. LaGuardia to National)
- b. Final Approval of tickets charged to both centrally billed accounts by Project Coordinator or Project Manager prior to ticketing
- c. Preferred city Pairs (i.e. JFK to LAX, instead of Long Beach; JFK to SFO instead of LGA to Oakland or SFO)

DOT preferred Vendors:

The TMC will promote the use of DOT preferred vendors. DOT car rental vendors shall be sued if they offer the lowest price and their service is available "on airport". The two preferred DOT car rental companies and their codes are Dollar (DT5559) and Thrifty (0010216044). The DOT web site. <http://ostpxweb.dot.gov/budget/6travel.htm>, updates the preferred vendor listing from time to time.

PRICING:

Base Year: FROM: August 2009 TO: August 2010

Domestic Transaction Fee:

TSS Transaction A: \$19.00 TSS Transaction B \$19.00

Use with eTravel/On-Line Booking Transaction A \$10.00 Use with eTravel/On-Line booking Transaction B \$10.00

International Transaction Fee:

TSS Transaction A: \$19.00 TSS Transaction B \$10.00

Use with eTravel/On-Line Booking Transaction A \$10.00 Use with eTravel/On-Line booking Transaction B \$10.00

Transaction A – Air and/or Train Ticket with or without Lodging and/or Car Rental Reservations: Fee applies for all arrangements and reservations related to one itinerary for which an air or rail ticket is issued. The fee includes making and changing arrangements air/rail, lodging, and/or car rental (for one or multiple locations). The fee may only be charged at time of ticket issuance and is not refundable if the travel is subsequently cancelled. The transaction fee covers the processing of refunds or credits for unused tickets. An additional transaction fee may be incurred if changes in the itinerary requires the issuance of a new ticket. The contractor shall not charge a fee for cancellations made prior to issuance of tickets. Research of travel arrangements, changes to existing arrangements, and air/rail reservations for which tickets are not generated shall not be considered Type A transactions.

Transaction B – Lodging and/or Car Rental Reservations: Transaction B fee applies for all arrangements and reservations related to one itinerary for which an air or rail ticket is not issued. The fee includes making and changing lodging and/or car rental arrangements for one or multiple locations when air or rail transportation is not included in the itinerary. Research of travel arrangements, changes to existing arrangements, and reservations that are cancelled prior to the check-in date shall not be considered Type B transaction.

