

**Special Item Number (SIN) 561510
Travel Agent Services**

B.5.2 SIN 561510 TRAVEL AGENT SERVICES

Effective upon issuance of Refresh 24, the Industrial Funding Fee (IFF) for Transaction B (Lodging and/or Car Rental Reservations) will change from \$1.50 to 0.75% of sales. IFF for Transaction A (Air and/or Rail Ticket with or without Lodging and/or Car Rental Reservations) will remain at \$3.10.

Effective upon issuance of Refresh 24 until 11:59 PM EST on December 31, 2019, all reportable sales for Transaction B shall be reported under SIN Ancillary. Transaction A shall continue to be reported under SIN 561510.

If submitting a new eOffer, please refer to the Price Proposal Template (PPT) and Commercial Sales Practice (CSP) attachments. For contract support items such as delivery fees, emergency or after hour services, VIP TMC services, etc., please refer to the Price Proposal Template (PPT) for SIN Ancillary.

The Service Contract Act applies to SIN 561510 and each individual task order must contain an applicable wage determination in accordance with the Service Contract Act. Additionally, please note that the terms "Travel Management Centers (TMCs)" and "Commercial Travel Offices (CTOs)" are interchangeable.

B.5.2.1 PRICING SCHEDULE

For services proposed at the task order level under SIN 561510 that are based on other than a per transaction model (e.g. management service fee), the Contractor shall:

- a. Provide a description explaining what the alternative pricing model encompasses (i.e. associated services), how it will be assessed, and the associated costs for those services on a fixed periodic payment basis and frequency of payment.
- b. Cross-walk the alternate pricing model back to the prices awarded under Schedule SIN 561599, 561510, New, and Ancillary to ordering agencies and GSA.
- c. Please note that the Industrial Funding Fee is \$3.10 for each instance involving an airline/rail transaction (e.g. Transaction A). If an alternative pricing model is offered and incorporates airline/rail transactions (e.g. Transaction A), these transactions and IFF (e.g. \$3.10 per airline/rail transaction) shall be reported under SIN 561510. In other words, a proposal based on other than per transaction model (e.g., management fee or another alternative pricing model) must be converted to a per transaction model for IFF purposes, disclosed to the ordering agency, and reported in accordance with the GSAM 552.238-74, Industrial Funding Fee and Sales Reporting. All other products/services under any Schedule SIN, unless otherwise specified in writing by the GSA Schedule Contracting Officer, shall remain at 0.75%.

The Contractor must report the quarterly number of transactions via the Vendor Support Center at www.vsc.gsa.gov. If there are no transactions for the report period, the Contractor must still report zero transactions.

Special Item Number (SIN) 561510
Travel Agent Services

B.5.2.2 DEFINITIONS:

48 Hour Cancellation Rule: Beginning October 1, 2012, the City Pair Program (CPP) contracts include the 48 hour auto cancellation rule, which gives airlines the discretion to cancel domestic CPP reservations (YCA and _CA) that are not ticketed 48 hours prior to departure. Note: All CPP contract fares remain fully refundable and are not subject to change fees. The rule does not impact those benefits.

Accommodated TMC (ATMC): Under the ETS program, an Accommodated TMC is a Travel Management Center (TMC) or Commercial Travel Office (CTO) that is under contract directly through the Schedule. The ATMC works closely with the E-Gov Travel Services (ETS) or Defense Travel System (DTS) contractor to provide a full range of travel services as described within the customer agency task order.

Airline Reporting Corporation (ARC): An airline-owned company serving the travel industry with financial services, data products and services, ticket distribution, and settlement in United States, Puerto Rico and the U.S. Virgin Islands.

Blanket or Open Travel Authorization: Written approval to travel on official business for a given period of time, normally 1-year.

Centrally Billed Account (CBA): A travel card/account established by the SmartPay® contractor at the request of the agency/organization. These may be card/cardless accounts. Payments are made directly to the SmartPay® contractor by the agency/organization.

Churning: The excessive changing, rebooking, and canceling of the same itinerary in the same Passenger Name Record (PNR) in order to hold the reservation.

City Pair Program: GSA's procurement program for air passenger transportation services. The GSA travel card or Government Transportation Request (GTR) is the only form of payment accepted under the City Pair Program.

Common Carrier: Types of common carrier authorized – airline, train, ship, bus, or other transit system. The basic requirements for using common carrier transportation fall into three categories: a.) Using contract carriers, when available and if government agency is a mandatory user of GSA's city - pair program. b.) Using coach class service, unless other than coach class is authorized. c.) Mandatory use of U.S. Flag Carrier (or ship) service for air or ship passenger transportation.

Contract Fare: The Federal Government awarded airfares as it pertains to the City Pair Program Contract. Contract fares include Unrestricted (YCA), Capacity Controlled (_CA) Contract Business (_CB) fares.

CONUS: Within the 48 contiguous States and the District of Columbia.

CORE HOURS: Monday through Friday, 7:00 a.m. through 10:00 p.m., U.S. Eastern time, without supplementary costs to the Government

Special Item Number (SIN) 561510
Travel Agent Services

Debit Memo: Any written or electronically transmitted request from a carrier to a TMC for payment of any obligation arising under the ARC Agent Reporting Agreement, including penalties and fees charged including, but not limited to inaccurate reporting, prohibited booking practices, and ticketing in violation of applicable fare and tariff rules. Failure to pay a Debit Memo sent to it by a carrier may result in termination by the carrier of its appointment of the TMC as its agent, and withdrawal of its airline identification plate, effectively preventing the TMC from any further ticketing of reservations on the carrier.

DoD Preferred®: A commercial lodging program managed by the Defense Travel Management Office (DTMO) for Department of Defense (DoD) personnel on DoD official travel. Commercial lodging properties that are required to meet specific quality, safety and security requirements, and provides amenities and traveler conveniences at no additional cost, with rates below per diem. Hotels in this section are displayed by rate, lowest to highest and are strategically sourced with only the number of properties needed by DoD to lodge personnel.

Defense Travel System (DTS): A fully integrated, automated, end-to-end travel management system that enables DoD travelers to create authorizations (TDY travel orders), prepare reservations, receive approvals, generate travel vouchers, and receive a split reimbursement between their bank accounts and the Government Travel Charge Card (GTCC) vendor. DTS operates at over 9,500 total sites worldwide. On average, DTS processes more than 25,000 transactions while approximately 100,000 unique users access it on a daily basis.

Dual Fares: In certain markets, there are two awarded contract City Pair fares, including an unrestricted fare (YCA), and a capacity controlled fare (_CA) with the number of seats available as the only restriction. Use of either fare satisfies the requirement to use the contract carrier. [The blank before CA (_CA) refers to an alpha character variable that may be applied by various airlines.]

Duplicate Booking: Additional reservations (bookings – e.g., air, rail, lodging, rental vehicles) that cannot logically be used by the traveler that are similar or identical to another reservation for the same traveler contained in one or more PNR(s). Duplicate bookings (e.g., air, rail, lodging, rental vehicles) are subject to cancellation without notice by the affected supplier, GDS, or TMC and result in additional penalties and charges in the form of Debit Memos to the TMC by the affected carrier that then may become a financial obligation to the Federal agency or the traveler.

Embedded E-Gov Travel Service (ETS) TMC (ETMC): A TMC that is a subcontractor directly to an ETS contractor in order to provide a full range of TMC services as described within the ETS Master Contract, and as specifically ordered through the customer agency ETS taskorder.

Emergency Travel Service: Emergency travel service provides reservation and ticketing support for travel needs meeting the following criteria: a) the call occurs before/after contract- defined established business hours and b) the travel will commence within the following 24 hours or the need to travel arises over the weekend or during a holiday for travel that will commence over the weekend or on the next business day, and the traveler cannot wait until the next business day to process reservations.

E-Gov Travel Service (ETS2): GSA's contracted cloud based service used by more than 80 federal agencies for travel booking and expense management. ETS2 is a dual award IDIQ for end-to-end travel, vouchering and reimbursement.

Special Item Number (SIN) 561510
Travel Agent Services

Explanatory Codes/Exception Codes: Codified explanatory notations recorded in the PNR that document, among other things, reasons for certain airline or hotel travel options selected by the federal traveler, including policy deviations. Also known as reason codes, certain required explanatory codes for the GSA City Pair Program are defined in Schedule posted FedBizOps attachment, *Valid Exception Codes*.

Fiscal Year: October 1 through September 30.

FedRooms®: FedRooms® provides Federal Travel Regulation (FTR)-compliant hotel rooms for federal government travelers while on official business. The FedRooms® contract is a designated Best In Class (BIC) solution per the Office of Management and Budget. BIC solutions are rigorously vetted, well-managed Government-wide solutions that help Government-wide efforts in optimizing spend under management. Agencies should utilize FedRooms® when booking lodging for official duty travel to take advantage of the benefits and protections.

Federal Travel Regulation (FTR): enumerates the travel and relocation policy for all Title 5 Executive Agency employees. Federal civilian employees and others authorized to travel at the government's expense must follow the policies defined in the Federal Travel Regulation (FTR). The FTR includes policies on: Temporary duty (TDY) travel allowances.

Fulfillment or Fulfillment Services: The manual and automated assisted steps a TMC must take between the time a reservation is made and the transaction is completed, including but not limited to performing policy management, providing quality assurance, completing all documentary requirements, issuing and delivering an electronic or paper ticket with a correct and complete travel itinerary, and performing ARC reporting. These processes support travel reservations made through ETS/DTS.

Global Distribution System: A computer reservation service/system (CRS), typically owned jointly by airlines or travel suppliers, that includes reservation databases for a large number of international airlines, rail carriers, lodging providers, rental car agencies, etc. GDSs are used by Travel Agencies to reserve worldwide travel accommodations for their customers.

Government Transportation Request (GTR): Standard Form 1169, the Government document used to buy transportation services. GTRs are issued and used only for officially authorized passenger transportation for the account of the United States. GTRs may be used to pay for international air travel. For domestic air travel, GTRs may be used under special circumstances and for travel related expenses. Special domestic circumstances are defined as acts of God emergency situations, and when purchasing a domestic ticket in the USA in conjunction with travel that originated overseas.

Government Travel Charge Card/ SmartPay®: The Travel and Transportation Reform Act of 1998 (Public Law 105-264) mandates Federal Government cardholders to use the SmartPay® contractor-issued travel charge card for official government travel expenses in accordance with FTR Section 301-70.704. The GSA SmartPay® travel charge card (Visa or MasterCard branded) shall be used only for authorized official travel.

Individually Billed Account (IBA): A Government SmartPay® contractor-issued charge card issued to authorized employees to pay for official travel expenses for which the SmartPay® charge card

Special Item Number (SIN) 561510
Travel Agent Services

contractor bills the employee.

Industrial Funding Fee (IFF): The IFF reimburses the General Services Administration for the costs incurred in procuring and managing the Schedule.

International Air Transportation Association (IATA) Number: Number used to identify the travel agent.

Invitational Travel: Authorized travel of individuals either not employed or employed (under 5 U.S.C. 5703) intermittently in the Government service as consultants or experts and paid on a daily when-actually-employed basis and for individuals serving without pay or at \$1 a year when they are acting in a capacity that is directly related to, or in connection with, official activities of the Government. Travel allowances authorized for such persons are the same as those normally authorized for employees in connection with TDY.

Long Term Lodging (30+ nights) - Lodging accommodations for durations of 30 or more nights.

Lowest Fare: The lowest applicable fares compliant with FTR, contract City Pair Program (CPP) airfare usage and reporting requirements.

Management Information Service (MIS). A commercial service that aggregates and normalizes data from government travel service providers such as travel agencies/TMCs, government charge card vendors and ETS vendors to provide the information necessary to support the effective acquisition and management of government-wide travel contracts.

Non-Emergency After-Hours Service: Calls requesting travel services not meeting the definition of emergency travel services that occur outside core service hours. Examples of non-emergency travel service requests include, but are not limited to: a) requests for flight schedule information, b) transaction fee questions, c) requests for invoice copy, d) requests to update traveler profiles, e) requests to add frequent flyer information to reservation, and f) requests to change seat assignments

OCONUS: Outside of the 48 contiguous States and the District of Columbia.

Passenger Information: PNR locators, names, dates of service; ticket numbers; carrier/rental car company/hotel name & code; class of service; base fare/tax/total ticket amounts; departure and arrival airport codes by segment; origin and destination markers; reason codes; lowest available fares; ticket designator; user-defined ID fields, and car rental rate types. Contractors must delete all Personal Identifiable Information (PII) from all GSA reports (NOTE: PII must be deleted from GSA reports and from the data transferred to GSA or GSA-designated third parties unless otherwise agreed to in writing by GSA. (See [B.5.2.14 DATA TRANSFER/REPORTS](#) for distinction between GSA reports and GSA data transfer).

Passenger Name Record (PNR): A file in a Global Distribution System or Computerized Reservation System that contains all the pertinent information relating to a specific reservation.

Per Diem Allowance: A daily payment for lodging, meals, and related incidental expenses used instead of reimbursement for actual expenses.

Special Item Number (SIN) 561510
Travel Agent Services

Secure Flight: The Intelligence Reform and Terrorism Prevention Act of 2004 requires that the DHS conduct preflight comparisons of passengers to Government watch lists. DHS requires travelers to provide gender, date of birth, and passport or number as well as redress number, if applicable, for air and/ or rail reservations.

Special Publication 800-87 (SP 800-87): Provides agency organizational codes used under this schedule for reporting purposes. This standard data element may be used for the interchange of information on federal operations when that information is identified by organization. This publication is available at <http://csrc.nist.gov/publications/nistpubs/index.html>

Strategic Meetings Management (SMM) - Is a disciplined approach to managing enterprise-wide meeting and event activities, processes, suppliers and data in order to achieve measurable business objectives that align with the organization's strategic goals/vision, and deliver value in the form of quantitative savings, risk mitigation and service quality.

Temporary Duty Travel (TDY): Travel at a place, away from an employee's official duty station, where the employee is authorized to travel.

Transaction A - Air and/or Rail Ticket with or without Lodging and/or Car Rental Reservations: Transaction A fee applies for all arrangements and reservations related to one itinerary for which an air or rail ticket is issued (paper or electronic). 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 tracking of unused tickets and the processing of refunds or credits for unused tickets. An additional transaction fee may be incurred if changes in the itinerary require 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 as a Transaction A transaction.

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 as a Transaction B transaction. Transaction B fees shall be charged at the point the authorization is approved by the customer agency travel authorizing/approving official or his/her designee.

Transient Lodging (1-29 nights) - Includes rooms occupied by those with reservations at rack, corporate negotiated, package, government, or foreign traveler rates. Also includes rooms booked via third party websites (exception: simultaneous bookings of 10 or more rooms which should be defined as a group). Lodging accommodations to include short term and extended stays (typically more than 5 consecutive nights) for durations of less than 30 nights.

Travel Authorization: Written approval to travel on official business.

Trip-by-Trip: Written approval to travel on official business on a trip-by-trip basis.

**Special Item Number (SIN) 561510
Travel Agent Services**

Travel Management Center (TMC) or Commercial Travel Office (CTO): A company under contract with an agency to arrange travel services for Federal employees on official travel, including tickets and transportation, and reservation of accommodations.

VIP Travel Services: Specialized travel agency services provided by a TMC that do not include usual, customary, and ordinary TMC requirements and are performed by specifically designated travel counselors who provide enhanced travel reservation services to designated customer agency personnel. VIP travel services include specific duties and performance standards regarding responsiveness and unique areas of travel industry knowledge. These services may be offered under SIN Ancillary, Ancillary Supplies.

YCA Fare. The code used to designate unrestricted coach class contract fares for Government contract carriers. "CA" means "contract award."

_CA Fare. A three-letter code used to identify capacity-controlled coach class contract fares for Government contract carriers. Such codes shall include the letters "_CA" as the last two characters.

_CB Fare. A three-letter code used to identify capacity-controlled Government contract business class fares.

B.5.2.3 DESCRIPTION OF WORK

The Contractor shall provide professional travel agent and related services to assist the Government and the ETS/DTS contractors in meeting its travel needs for various types of domestic and international travel (e.g., invitational, TDY, blanket, trip-by-trip). This may include, but is not limited to, the following:

Airline service	Accounting service	Arrangement
Booking	Business services	Car rental service
Commission follow-up	Credit and refund services	Delivery service
Destination services	Documentation Emergency services	Enroute services
Frequent traveler programs	Fulfillment	International services
Invoicing	Itineraries	Lodging service
Messaging	Meeting services	Integration
Onsite/offsite support	Outsourcing Passport services	Performance standards
Policy support	Preferred supplier programs	Profiles
Quality assurance/control	Rail service	Receipts
Reconciliation	Reporting	Reservations
Routing Support services	Ticketing	Training
Transportation services	Traveler services	Technology
Unused ticket accounting	User support	Visa services
Call center services	Operational support	

Typical tasks may include, but are not limited to:

Special Item Number (SIN) 561510
Travel Agent Services

- a. Arrange and fulfill official travel for individuals and groups
- b. Ensure travel services are booked with Government contract/agreement holders
- c. Provide policy support
- d. Reconcile centrally billed accounts
- e. Provide management reports
- f. Provide onsite travel agent services

Note that work associated with ETS/DTS may require the schedule vendor to provide reports that include but are not limited to air/rail, car, and hotel data.

B.5.2.4 SCOPE & COMPLEXITY

The Contractor shall:

- a. Provide a full range of services necessary to satisfy ordering agencies' travel management requirements. The Government is seeking services that industry normally accords to its customers.
- b. Be capable of providing services for ordering agencies with multiple organizational levels and geographic locations nationwide and/or worldwide as specified in the Scope of the Contract (Clause I-FSS-103).
- c. Be capable of handling multiple task orders simultaneously.

B.5.2.5 GENERAL REQUIREMENTS

The Contractor shall:

- a. Provide travel agent services as negotiated and ordered by agencies and as specified herein. The Privacy Act and Service Contract Act apply to travel agent services.
- b. Ensure that Secure Flight Passenger data is captured in accordance with standard commercial practices.
- c. Ensure that its company and staff maintain any generally required professional certification, accreditation, license, bond, and proficiency relative to their area of expertise. This includes, but is not limited to, adherence to a code of conduct through the Association of Retail Travel Agents or the American Society of Travel Agents, accreditation by supplier organizations such as Airline Reporting Corporation, compliance with State and local licensing requirements, if any, etc. The Contractor shall retain documentation of such records. The Government will not pay for expenses to meet this requirement.
- d. Provide dedicated Government support similar to what is available to commercial clients.
- e. Provide a toll-free or collect telephone number for both domestic and international customers.
- f. Provide high-quality telephone and message handling maintaining a 70/30 level of service, which means that 70% of calls will be answered within 30 seconds or less.

Special Item Number (SIN) 561510
Travel Agent Services

- g. Provide 24 hours x 7 days/week x 365 days/year service or as requested by agencies.
- h. Have a method to make reservations when the GDS system is not operating and when reservations must be made on an airline that does not subscribe to a GDS.
- i. Ensure that travelers have access to and are aware of all Government contract fares and Government preferred suppliers, subject to the restrictions noted below in subparagraph (7), City Pair Program (CPP) Requirements, and per diem rates (unless actual expenses are authorized). Fulfill travel requirements with all Government contract and preferred suppliers.
- j. Ensure delivery of services provided is in compliance with the Government's travel regulations. This may include, but not be limited to, reservation, booking and fulfillment of travel services with mandatory programs (e.g., Airline City Pair Program, DoD Preferred lodging), preferred suppliers (e.g., FEDROOMS Best In Class lodging contract solution), car rental (Defense Travel Management Office (DTMO)), and agency-specific policies; and processing credits and refunds for unused, partially used or exchanged tickets. The Federal Travel Regulation (FTR), Joint Travel Regulation (JTR)/Joint Federal Travel Regulation (JFTR) for DoD civilian and military members, Foreign Affairs Manual (FAM), and other applicable travel regulations, and related agency policies regulate the Federal travel process.
- k. Provide a Quality Control Program (QCP), including automated and automation-assisted quality control processes, to ensure reservations are to the maximum extent possible correctly booked and documented at the point of sale, without re-contacting the traveler or the need for manual post-call (or post-booking) processing by agents. QCP shall ensure all PNRs are evaluated for accuracy, completeness, policy compliance, etc. To the maximum extent possible use of automated file finishing to minimize or eliminate the need for manual intervention in reservations fulfillment. QCP shall include tracking of unused tickets.
- l. Provide prompt reconciliation of centrally billed accounts. The Contractor shall reconcile centrally billed accounts within 5 business days of the receipt of travel card information, or within a timeframe mutually agreed upon at the task order level. The Contractor shall deliver to each customer agency a monthly commercial standard Charge Card Reconciliation Report to include sufficient transactional detail as necessary to properly associate charges with tracked expenses authorized by the Government.
- m. Service Level Agreements (SLAs) may be proposed at the task order level to the extent the terms of such agreements do not conflict with the terms and conditions of this Schedule (see paragraph, Order of Precedence, of Clause 52.212-4) and can be used in conjunction with Performance Incentives. SLAs may be negotiated with ordering agencies.
- n. An informational copy of all SLAs shall be provided to the GSA Contracting Officer at 1) onthego@gsa.gov and 2) travel.programs@gsa.gov, with the subject line: SLAs for task order XXX, contractor name and contract number, within 5 business days of execution.
- o. Provide GSA with task order information for each ordering agency. The Contractor shall develop and maintain a current database of agencies/organizations serviced under this

Special Item Number (SIN) 561510
Travel Agent Services

contract. The database shall include, the agency/organization task order number, est. dollar volume of the task order, the agency/organization name; the agency/organization point of contact; and the address; telephone/facsimile numbers and e-mail address (if available) for the point of contact. Within five (5) business days of a request from GSA, the Contractor shall provide a current report of the agency/organization program data.

- p. The Contractor shall provide a copy of all Task Orders and any subsequent modifications to GSA. After receipt of an awarded task order, the Contractor shall provide one complete electronic copy of the task order and its technical and price proposal and all subsequent modifications thereto, to the GSA Contracting Officer or his representative within 10 calendar days after execution. Copies should be emailed to 1) onthego@gsa.gov and 2) travel.programs@gsa.gov.
- q. Provide Government agencies with standard commercial, contract management reports in accordance with Section B.5.2.14 DATA TRANSFER/REPORTS as requested in task orders. This includes, but is not limited to, pre- and post-trip reporting, travel booking analysis (e.g., air, hotel, car, other), policy compliance reporting, exception reporting, fare basis, top travel destinations/markets/vendors, reconciliation reports, unused tickets, class of service (e.g., first class) required by travel regulations.
- r. Transfer data, as outlined in Section B.5.2.14 DATA TRANSFER/REPORTS, to GSA on a monthly basis. All transfer of data is at no cost to the Government. All data generated under this contract and associated task orders, and stored in contractor's systems (such as back office systems), as well as data transferred to GSA is owned by the Government. The Contractor must provide GSA with data specified in this contract without requiring or seeking authorization at the task order level. Task orders do not supersede GSA's rights under this contract.
- s. Provide GSA and/or ordering agencies with reports within 15 days of request or at regularly defined intervals. All GSA Reporting is at no cost to the Government. All reports are owned by the Government. The Contractor must provide GSA with reports without requiring or seeking authorization at the task order level. Task orders do not supersede GSA's rights under this contract. See B.5.2.14 DATA TRANSFER/REPORTS for submission requirements.
- t. Unused Tickets: The Contractor shall redeem unused/partially used tickets (both e-tickets and paper tickets) issued by the Contractor on behalf of the ordering agency. This includes, but is not limited to, identifying unused tickets, completing necessary forms for their refund, submitting the claim to the carrier, receipt, accounting and reconciliation of the refund, and reporting such activity. Such services can be offered under SIN Ancillary.
- u. Leisure Travel: The Contractor may offer services to plan and book leisure (personal) travel conducted in conjunction with official travel provided:
 - Leisure travel services are provided at no cost to the Government, including any costs for development, maintenance, operation, customer support, etc.
 - Travelers cannot book City-Pair or other Government-negotiated fares (which are not authorized for personal use) for leisure travel.

Special Item Number (SIN) 561510
Travel Agent Services

- A method for direct payment by the traveler is provided for personal travel. Travelers may book FEDROOMS lodging rates for leisure travel if the hotel approves.

- v. Security Risk Management: The Contractor shall apply commercially accepted security risk management standards, processes, and frameworks that achieve the intent and objectives of Government Certification and Accreditation (C&A) requirements. This would be accomplished using a commercially accepted or a combination of commercially accepted frameworks that can be mapped back to achieve the same desired security outcomes found under FISMA, NIST, and GSA Policy. Specifically, security control objectives based on the NIST SP 800-53 Rev. 4 Control Families (i.e., Access Control, Awareness & Training, Audit & Accountability, Security Assessment & Authorization, Configuration Management, Contingency Planning, Identification & Authentication, Incident Response, Maintenance, Media Protection, Physical & Environmental Protection, Planning, Personnel Security, Risk Assessment, System & Service Acquisition, System & Communication Protection, System & Information Integrity, Program Management) shall be met. The Contractor shall provide documented evidence of compliance and all applicable deliverables for the Contractor-defined equivalent commercial security standards, processes, and frameworks to the PMO upon request by the Government.

Ordering Agencies determine the applicability of the FISMA requirements to their procurement at the task order level.

Federal Information Security Management Act of 2002: This act provides a comprehensive framework for ensuring the effectiveness of information security controls over information resources that support Federal operations and assets. It also provides effective Government wide management and oversight of the related information security risks, including coordination of information security efforts throughout the civilian, national security, and law enforcement communities. The act also sets minimum controls required to protect Federal Information and information systems. It may be found at:

<https://csrc.nist.gov/Search?keywords=Federal%20Information%20Security%20Modernization%20Act%20of%202014%20>

NIST SP 800-53 Rev 4 can be found at:

https://www.nist.gov/publications/search?combine_1=NIST+SP+800-53%2C+Rev+4&title=&field_publication_authors_value=&field_nist_pub_series_tid=All&field_nist_org_tid=All&field_date_value%5Bmin%5D%5Bdate%5D=&field_date_value%5Bmax%5D%5Bdate%5D=&field_report_number_value=&sort_by=field_date_value&sort_order=DESC&items_per_page=25

B.5.2.6 COMMISSIONS

In accordance with the industry practice of rebating commissions on international air travel, the Contractor shall rebate its airline commissions to the ordering agency to reduce in whole or in part the ordering agency's costs for travel agent fees as negotiated in the task order.

B.5.2.7 E-GOV TRAVEL SERVICE REQUIREMENTS

In support of E-Gov as specified in agency task orders, the Contractor shall ensure that products/services

Special Item Number (SIN) 561510
Travel Agent Services

provided to participating agencies complement and support the E-Gov Travel Service and its objectives in an efficient and cost-effective manner.

The objective of the ETS2 is to:

- a. Consolidate travel processes at the Government-wide level;
- b. Consolidate travel processes through the common Government-wide E-Gov Travel Service
- c. Consolidate data to enable leveraging the Government's travel buying power;
- d. Provide an integrated, web-based travel management environment that is customer-centric, self-service, and offers end-to-end travel services from travel planning, reservation and ticketing services through voucher approval and common data output for agency financial systems;
- e. Facilitate and simplify the travel process for the Federal traveler, and improve customer service to the Federal traveler; and foster superior customer satisfaction; Accelerate reimbursement of travel expenses to the Federal traveler and to travel charge card vendors;
- f. Enable central travel management and make travel procedures configurable at the department, agency, and subordinate organization levels;
- g. Minimize or eliminate the Government's capital investment as well as Government-wide operational and maintenance costs;
- h. Significantly reduce the cost of Federal travel management to achieve dramatic savings by avoiding unnecessary duplication of automation efforts by the various federal agencies;
- i. Provide Government-wide consolidated and aggregated data to support world class travel management and afford greater visibility into Federal travel processes for continued management improvement and cost savings;
- j. Leverage commercial and Government travel management best practices and adopt commercial standards and practices wherever possible;
- k. Maximize the use of open architecture standards, as well as leverage industry standards and commercially available services and support items.

Work with and exchange data with the E-Gov Travel Service (ETS2) contractors as specified in the task order. This may include interfacing/integrating with the ETS2 provider by providing contact information, telephone numbers, file formats/sample PNRs, open branch access/pseudo city codes; participating in subcontractor/teaming agreements; participating in training and/or meetings; non-disclosure agreements; synchronization and security requirements; testing requirements; etc. Unless otherwise mutually agreed to between the ETS and contractors, ownership of the PNR shall reside with the ticketing entity. Each ETS contractor's standards for accommodating non-ETS travel agent service providers are provided in the FedBizOps Attachment named "eGov Travel Service Standards".

The Contractor must state its understanding that its services, products and processes offered must complement the E-Gov Travel Service for all civilian agencies using the E-Gov Travel. If the Contractor is offering a booking engine in conjunction with its offered services, it must state its understanding that such a booking engine may only be offered to those agencies not participating in the ETS2 (in full or in part) and/or to those agencies not subject to the Federal Travel Regulation.

B.5.2.8 DEFENSE TRAVEL SYSTEM REQUIREMENTS (DTS)

While DoD is an authorized user of this schedule, DOD has traditionally contracted separately for

Special Item Number (SIN) 561510
Travel Agent Services

TMC/CTO Services. In the event DoD uses this schedule, and in support of its travel system, DTS, the Contractor shall ensure that products/services provided to DoD customers complement and support the DTS and its objectives in an efficient and cost-effective manner as specified in any task order that may be issued for DoD travel services. Information pertaining to working with the DoD is available at the DTS webpage at: <http://www.defensetravel.dod.mil/site/cto.cfm>

B.5.2.9 CITY PAIR PROGRAM (CPP) REQUIREMENTS

The Contractor shall:

- a. Ensure that city pair contract fares are booked unless a valid exception applies. Please see FedBizOPs Attachment named "Valid Exception Codes CPP".

There are currently two types of City Pair coach class contract fares, both of which are fully refundable, with no penalties or change/cancellation fees attached:

Dual fare (_CA) – this fare is capacity controlled, but no other restrictions apply to this fare. When booking this fare, a simple override entry may be required to bypass ticketing requirements. A _CA fare should be used to the extent practical if it is available and meets the customer's Government travel needs.

YCA fare – this fare is an unrestricted coach fare.

Beginning October 1, 2012, the City Pair Program (CPP) contracts include the 48 hour auto cancellation rule, which gives airlines the discretion to cancel domestic CPP reservations (YCA and _CA) that are not ticketed 48 hours prior to departure. Note: All CPP contract fares remain fully refundable and are not subject to change fees. The rule does not impact those benefits.

Though available only to military and Government personnel, DG fares are not contract fares. They are only to be quoted and/or used when one of the FTR exceptions to the use of contract fares is applicable.

Where no contract fare exists and common carriers furnish the same service at different fares between the same points for the same type of accommodations, the Contractor shall ensure travelers use the lowest available fare in accordance with the ordering agency's policies unless the ordering agency determines that the use of higher cost service is more advantageous to the Government. This includes, but is not limited to a:

- i. Combination of contract fares; or
- ii. Combination of a contract fares and the lowest available fare

In addition, the Contractor shall ensure that fare rules are followed in accordance with the Airline Tariff Publishing Company tariffs or as contained in the carrier's contract of carriage for domestic markets, and for international markets, in accordance with the Fly America Act and the International Air Transportation Association tariffs or as contained in the carrier's contract of carriage where no contract fare exists.

Special Item Number (SIN) 561510
Travel Agent Services

- b. Ensure that only authorized users of the CPP, as specified by the GSA, are given access to contract City-Pair fares. This entails understanding the Government's list of eligible/non- eligible entities (free training will be provided by the GSA on request—contact onthego@gsa.gov, subject: CPP Training).
- c. Ensure that Government contractors are not provided access to contract City-Pair fares.
- d. Ensure that when Government contractors need to travel for a Federal customer, that the travel is arranged using the proper form of payment and account numbering sequence that denotes no access to the CPP.
- e. Ensure that reason codes stated as defined in the Schedule posted FedBizOps attachment, Valid Exception Codes; and in Government travel management systems such as ETS/DTS are captured for each air transaction.
- f. Document and report City Pair usage/non-usage (see CPP REPORTS).
- g. Provide information as to fare availability when dual fares (two coach class contract City- Pair fares) exist for a requested City Pair.

B.5.2.10 FLY AMERICA ACT REQUIREMENTS

The Contractor shall:

- a. Ensure that travel is made in accordance with the Fly America Act. This Act requires Federal travelers to use a U.S. flag air carrier service for all air travel funded by the Government except when:
 - (i) Use of a foreign air carrier is determined to be a matter of necessity in accordance with Sec. 301-10.138 of the Federal Travel Regulation; or
 - (ii) The transportation is provided under a bilateral or multilateral air transportation agreement to which the United States Government and the government of a foreign country are parties, and which the Department of Transportation has determined meets the requirements of the Fly America Act; or
 - (iii) The traveler is an officer or employee of the Department of State, or USAID, and travel is paid with funds appropriated to one of these agencies, and travel is between two places outside the United States; or
 - (iv) No U.S. flag air carrier provides service on a particular leg of the route, in which case foreign air carrier service may be used, but only to or from the nearest interchange point on a usually traveled route to connect with U.S. flag air carrier service; or
 - (v) A U.S. flag air carrier involuntarily re-routes travel on a foreign air carrier; or
 - (vi) Service on a foreign air carrier would be three hours or less, and use of the U.S. flag air carrier would at least double the enroute travel time; or

Special Item Number (SIN) 561510
Travel Agent Services

- (vii) When the costs of transportation are reimbursed in full by a third party, such as a foreign government, international agency, or other organization.

- (viii) For travel between the US and another country:
 - (1) If a U.S. flag air carrier offers nonstop or direct service (no aircraft change) from the origin to destination, a U.S. flag air carrier service must be used unless such use would extend the travel time, including delay at origin, by 24 hours or more

 - (2) If a U.S. flag air carrier does not offer nonstop or direct service (no aircraft change) between the origin and destination, a U.S. flag air carrier must be used on every portion of the route where it provides service unless, when compared to using a foreign air carrier, such use would:
 - a. Increase the number of aircraft changes that the traveler must make outside of the U.S. by 2 or more; or
 - b. Extend the travel time by at least 6 hours or more; or
 - c. Require a connecting time of 4 hours or more at an overseas interchange point.

- (ix) For travel solely outside the US, the traveler must always use a U.S. flag carrier for such travel, unless, when compared to using a foreign air carrier, such use would:
 - a. Increase the number of aircraft changes you must make en route by 2 or more; or
 - b. Extend your travel time by 6 hours or more; or
 - c. Require a connecting time of 4 hours or more at an overseas interchange point

B.5.2.11 OPEN SKIES AGREEMENT REQUIREMENTS:

Under the United States-European Union Open Skies Agreement, community airlines have the right to transport passengers on scheduled and charter flights funded by the U.S. Government, when the transportation is between a point in the United States and any point in a Member State or between any two points outside the United States except when:

1. There is a city-pair contract fare in effect for air passenger transportation services, or

2. Transportation is obtained or funded by the Secretary of Defense or the Secretary of a military department.

A listing of the Member States as found in the U.S.-EU Open Skies Agreement may be accessed via the Department of State's Web site - <https://www.state.gov/e/eb/rls/othr/ata/114866.htm>

B.5.2.12 LODGING REQUIREMENTS

The Contractor must provide FedRooms® and DoD Preferred® properties and FedRooms® rates and DoD Preferred® rates for the traveler and book a FedRooms® property and DoD Preferred® property where available, using the XVU (FedRooms) and XVL (DoD Preferred) Global Distribution System (GDS)

Special Item Number (SIN) 561510
Travel Agent Services

proprietary rate codes. A list of FedRooms® and DoD Preferred® properties can be sent to the Contractor monthly upon request.

Where FedRooms® and DoD Preferred® properties and or rates are not available; the Contractor shall endeavor to ensure access to reservations for quality lodging within allowable reimbursement limits. Travelers should always stay in a fire safe facility that meets the fire safety requirements of the Hotel and Motel Fire Safety Act of 1990, as amended (see 5 U.S.C. 5707a). If a FedRooms® and DoD Preferred® property is not available in the location to meet the traveler needs, the traveler's designated travel management system must provide the traveler with a list of alternative facilities that meet the fire safe requirements of the Act.

Training for travel agents on how to book a FedRooms® property can be found at www.fedrooms.com, under the "Travel Counselors" tab.

B.5.2.13 FIRE SAFETY ACT COMPLIANCE

Federal travelers are required to stay in facilities that meet the fire safety requirements of the Hotel and Motel Fire Safety Act of 1990, as amended (see 5 U.S.C. 5707a). Fire Safety Act approved facilities can be found - <https://www.congress.gov/bill/101st-congress/house-bill/94>

B.5.2.14 DATA TRANSFER/REPORTS

- a. Data capture: The Contractor must capture the data elements, for domestic and international travel (transportation, lodging and car rental, reason codes for non-use of City Pair contracts), as defined in the Schedule posted FedBizOps attachment Data Elements. This list is not all inclusive and other data elements may be required by GSA or the ordering agency.
- b. Data transfer: The Contractor shall provide a transfer of data with all the data elements in Attachment 3 (and any additional data elements requested). The data shall be provided in an electronic commercial format readable in Microsoft Excel (or other standard industry format specified by GSA). Data transfer will be done over SFTP connection unless another method is agreed upon between the contractor and the GSA. The contractor will allow the use of third party data transfer software that is approved by the GSA. If such a tool is used, this tool will ensure that data is transferred using an approved method (such as SFTP). [Note: GSA plans to describe an approved data encryption method for this data transfer in a future revision of this contract]. This data transfer shall (1) meet a quality rate of 100% and (2) meet an on-time delivery expectation for ten out of twelve months in each Fiscal Year. If these goals are missed, the Contractor shall be required to provide a remediation plan within 10 days to the GSA CO, and shall be subject to monitoring to the performance of that plan. If not remediated timely, the contractor may be subject to additional task order consideration to offset the cost and performance impact to the government. The data quality rate equals 1 minus (submissions with defects/total submissions) where a submission with defect is defined as a file that is missing required data elements or includes data that is not accurate and requires correction and resubmission by the contractor. The on-time delivery expectation is on time delivery of all files for at least 10 out of 12 months in a fiscal year, where an on-time delivery is defined as a transmission to the GSA or a designated third-party data aggregator on or before the 15th of the month following the month that data covers (unless a later delivery date is

**Special Item Number (SIN) 561510
Travel Agent Services**

agreed to in advance by GSA). For example, data for the month of July 2012 is due on or before the 15th August 2012, any data for this time period provided after the 15th August 2012 it would be considered a late submission of data.

c. Reports:

Report should be identified with: Name of Contractor, IATA number, report period and type of report (i.e. Monthly Agency/ CPP Report)

Domestic and international travel shall be reported separately. Air travel data must reflect origin and final one-way destination (connections (legs, segments) are not reported). These data are not limited to only the awarded Airline City Pair routes. Contractors must report domestic U.S. city pairs by separate airport codes in alphabetical order, first by city, then by state. [For example, Columbus, GA is before Columbus, OH. Atlanta, GA/Denver, CO and Denver, CO/Atlanta, GA are to be reported only as ATL/DEN, regardless the direction of the travel. Contractors must report international city pairs by city code, alphabetized by US city, then US state, then by international country and city. Travel must be reported using these requirements and sequences, regardless of direction. For example, travel between Washington and London is to be reported as WAS/LON (but not LON/WAS, IAD/LHR, or BWI/LON), regardless the direction of travel or city airport used.

The following reports shall be provided to the GSA Contracting Officer:

A. Frequency. Reports are due quarterly in accordance with the following schedule:

Report Period	Due Date
January 1 and March 31	April 30
April 1 and June 30	July 30
July 1 and September 30	October 30
October 1 and December 31	September 30

B. Submission Instructions

- The information shall be provided in an electronic commercial format readable in Microsoft Excel 2010.
- The report shall be:
 1. Uploaded into the Sales Reporting Portal (SRP) <https://srp.fas.gsa.gov/> as an attachment to the contractor's quarterly IFF and sales reporting. **AND**
 2. E-mailed to travel.programs@gsa.gov

The Email Subject Line must read: Quarterly Sales Report by Agency

The Email content must include:

- GSA Contract Number;
- Company's Name; and
- The Special Item Number (SIN)

**Special Item Number (SIN) 561510
Travel Agent Services**

All GSA reporting is at no additional cost to the Government.

In addition, all Contractors will need to provide GSA with task order information for each ordering agency. The Contractor shall develop and maintain a current database of agencies/organizations serviced under this contract. The database shall include, the agency/organization task order number, est. dollar volume of the task order, the agency/organization name; the agency/organization point of contact; and the address; telephone/facsimile numbers and e-mail address (if available) for the point of contact. Within five (5) business days of a request from GSA, the Contractor shall provide a current report of the agency/organization program data.

The Contractor shall provide a copy of all Task Orders and any subsequent modifications to GSA. After receipt of an awarded task order, the Contractor shall provide one complete electronic copy of the task order and its technical and price proposal and all subsequent modifications thereto, to the GSA Contracting Officer or his representative within 10 calendar days after execution. Copies should be emailed to 1) onthego@gsa.gov and 2) travel.programs@gsa.gov

Annual Total Travel Report:

The data shall be provided in an electronic commercial format readable in Microsoft Excel and emailed to 1) onthego@gsa.gov and 2) travel.programs@gsa.gov. The subject of the email must state "Annual Total Travel Report", the reporting period and the contractor name and contract number. This helps GSA identify your company for a swifter determination of your compliance. Data shall be sent by the **15th calendar day** (or the next business day if the due date is on a weekend or Federal holiday) after each completed Government fiscal year. The first report (**covering date of award September 20XX**) is **due by October 15, 20XX. Subsequent reports are to include data for the complete Government fiscal year.** Negative reports are required.

Field No.	Field Type	Field Length	Field Name	Comments
	Text	3	Airport/city pair code 1	First airport; origin; see footnote ¹
	Text	3	Airport/city pair code 2	Second airport; final one-way destination
	Numeric	10	Number of trips	
	Text	8	Fare basis code	
	Numeric	10	Transactions where the FIFTH digit of the travel card is 6, 7, 8 or 9	
	Numeric	10	Transactions where the FIFTH digit of the travel card is 0, 1, 2 or 3	
	Numeric	10	Total dollars	See footnote ²
	Numeric	10	Dollars where the FIFTH digit of the travel card is 6, 7, 8 or 9	

**Special Item Number (SIN) 561510
Travel Agent Services**

	Numeric	10	Dollars where the FIFTH digit of the travel card is 0, 1, 2 or 3	
10	Numeric	10	Total Fees	See footnote ³
11	Numeric	10	Total Taxes	See footnote ⁴

1 Airport codes can be found at <http://www.iata.org/ps/publications/Pages/code-search.aspx>

2 Sum of total fares (excluding taxes and fees/surcharges).

3 Total applicable fees/surcharges (when available).

4 Total domestic/international taxes (when available).

5 <http://www.iata.org/ps/publications/Pages/code-search.aspx>

6 This includes summarized trip data where the first letter of fare basis code(s) for the entire trip, including any connections, is any letter other than “Y” and the second and third letters are “CA”.

Annual Top 100 Vendors Report:

The data shall be provided in an electronic commercial format readable in Microsoft Excel and emailed to 1) onthego@gsa.gov and 2) travel.programs@gsa.gov The subject of the email must state “Annual Top 100 Vendors Report”, the reporting period and the contractor name and contract number. This helps GSA identify your company for a swifter determination of your compliance. Data shall be sent by the **15th calendar day** (or the next business day if the due date is on a weekend or Federal holiday) after each completed Government fiscal year. The first report (**covering date of award September 20XX**) is due by **October 15, 20XX**. **Subsequent reports are to include data for the complete Government fiscal year.** Negative reports are required.

A summary vendor analysis report that details the quarterly cumulative booked sales and transactions of the top 100 merchants/vendors, by individual merchant/vendor, city, state, and service type (e.g., air, hotel, car rental, etc.) in total booked dollars and total number of transactions. Domestic and international travel shall be reported separately.

Monthly Agency/ CPP Travel Report:

The data shall be provided in an electronic commercial format readable in Microsoft Excel and emailed to 1) onthego@gsa.gov and 2) travel.programs@gsa.gov

The subject of the email must state “AGENCY/ CPP TRAVEL REPORT”, the reporting period and the contractor name and contract number. This helps GSA identify your company for a swifter determination of your compliance. Data shall be sent by the 15th calendar day (or the next business day if the due date is on a weekend or Federal holiday) beginning with month after contract award. Negative reports are required.

Field No.	Field Type	Field Length	Field Name	Comments
	Alpha-numeric	4	Agency / Organization	Agency code
	Text	3	Carrier ⁵	

**Special Item Number (SIN) 561510
Travel Agent Services**

	Text	3	Airport/city pair code 1	First airport; origin
	Text	3	Airport/city pair code 2	Second airport; final one-way destination
	Numeric	10	YCA Trips	Number of trips with a YCA fare basis code
	Numeric	10	YCA dollars	Total YCA fare basis code dollars; excluding taxes and fees/surcharges
	Numeric	10	YCA Fees	Total YCA fare basis code fees
	Numeric	10	YCA Taxes	Total YCA fare basis code taxes
	Numeric	10	_CA Trips	Number of trips with _CA fare basis code ⁶
10	Numeric	10	_CA dollars	Total _CA fare basis code dollars; excluding taxes and fees/surcharges
11	Numeric	10	_CA Fees	Total _CA fare basis code fees
12	Numeric	10	_CA Taxes	Total _CA fare basis code taxes
13	Numeric	10	Non CPP Trips	Total Non CPP trips with a fare basis code other than YCA or _CA, reported by fare basis code
14	Numeric	10	Non-CPP Dollars	Total on Non CPP fare basis code dollars; excluding taxes and fees/surcharges, reported by fare basis code
15	Numeric	10	Non CPP Fees	Total Non CPP fare basis code fees, reported by fare basis code
16	Numeric	10	Non CPP Taxes	Total Non CPP fare basis code taxes, reported by fare basis code
17	Text	3	Reason Code	Reason code for use/non-use of contract city pair fare usage reported by fare basis code:
18	Numeric	10	No. of Refunds	Total number of refunds
19	Numeric	10	Refund Dollars	Total Value of refunds
20	Numeric	10	No. of unused tickets	Total number of unused tickets
21	Numeric	10	Unused ticket Dollars	Total value of unused tickets
22	Numeric	10	Room nights booked	Total number of room nights booked
23	Numeric	10	Car rentals booked	Total number of car rental days booked

**Special Item Number (SIN) 561510
Travel Agent Services**

CPP Audit Report Monthly:

The Contractor shall provide a complete electronic report of all common carrier transactions, including refunds and adjustments. This report shall be sent by the **15th calendar day** (or the next business day if the due date is on a weekend or Federal holiday) after all months with account activity, beginning with **month after contract award**, in a format readable in Microsoft Excel and transmitted through a secure internet site currently under development. **NOTE: Until such time as the site is ready to accept files, the Contractor shall track this information internally and make it available upon GSA's request.**

Item	Characters	Name	Description
1	4	Agency/Organization	Agency code
2	Ind. Std.	Acct No.	Charge Card No.
3	4	Issuing Carrier (SCAC)	NMFC Reference
4	20	Passenger name	Name of passenger
5	6	Issue date	Date ticket issued
6	6	Travel date	Date travel commences (each leg traveled)
7	13	Ticket No./Conjunction Ticket	Airline control number and any additional tickets
8	13	Exchange ticket	Reissued ticket
9	2	ARC Carrier Code	Airline reporting corporation code
10	1	Coupon No.	1, 2, 3, 4, 5, 6
11	2	Class service	Class designator
12	3	Origin city	For each leg traveled
13	1	Stopover	(X or O) each leg traveled
14	3	Destination city	For each leg traveled
15	8	Fare basis	YCA, _CA, BDG, etc.
16	4	Flight No.	Flight No.
17	4	Departure time	Time leaving origin
18	4	Arrival time	Time arriving destination
19	8	Total fare	Total fare for all legs traveled
20	5	Fee	Applicable fee/surcharge
21	5	Taxes	Domestic/international
22	8	Total cost	Total fare + fees + taxes
23	20	Reason code	See reason codes in Agency Travel Report
24	8	IATA Code	Travel Agency Number

Refund information shall include the following:

1. Last Name
2. First Name
3. Account number (means the complete travel card number)

**Special Item Number (SIN) 561510
Travel Agent Services**

- 4. Airline carrier
- 5. Original ticket number
- 6. Credit ticket number

For audit and refund reporting, the transaction information shall be through electronic means (e.g., secure web access, secure FTP transfer) as mutually agreed to. In instances of dispute, actual documentation may be required.

Lodging Report – Monthly:

The Contractor shall provide a list of hotel data elements for all Government traveler hotel bookings per each individual passenger name record (PNR) The data shall be provided in an electronic commercial format readable in Microsoft Excel and **emailed to 1) onthego@gsa.gov and 2) travel.programs@gsa.gov.**

The subject of the email must state “LODGING REPORT, the reporting period and the contractor name and contract number”. This helps GSA identify your company for a swifter determination of your compliance. Data shall be sent by the **15th calendar day** (or the next business day if the due date is on a weekend or Federal holiday) beginning with the **month after contract award**. Negative reports are required.

The data must include all Government traveler hotel bookings under FedRooms® rate code and all bookings at Non-FedRooms® rates (e.g. GOV, MIL, and TMC specific). FedRooms® uses the secure rate access code of “XVU” for all rooms booked exclusively under the Government- wide lodging program. This data shall cover all FedRooms® and Non-FedRooms® bookings within the Continental United States (CONUS), Non-Continental US and Overseas Non-Foreign areas, and Non-US Overseas locations (OCONUS). All GSA reporting is at no additional cost to the Government.

A list of all FedRooms® facilities may be found at www.gsa.gov/fedrooms (updated on or about the 1st and 15th of each month).

Data fields required are:

Field No.	Field Name	Comments
	Agency / Organization	Agency code
	Hotel Chain Code	
	Hotel Name	
	Hotel City	
	Hotel State	2 letter abbreviation
	Hotel Zip Code	5 digit
	Hotel Rate Plan or Rate Code reserved	Source: Reservation History, (E.g. FedRooms [XVU], Government [GOV], Best Available [BAR], etc.
	Daily Room Rate, excluding taxes and fees	

**Special Item Number (SIN) 561510
Travel Agent Services**

	No Hotel Booking Reason codes (lodging)	If lodging reservations were not made with overnight air/rail reservations, the traveler must provide a justification from the list found below.
10	Reserved check-in date	
11	Reserved check-out date	
12	Booking Source	(E.g. Sabre, Apollo, Worldspan)
13	GDS Hotel ID	Could be alpha, alphanumeric, or numeric

No Hotel Booking Reason Codes (lodging)

- HC0 – Hotel booked in ETS
- HC1 – No hotel required, non-conventional lodging used
- HC2 – Meeting-conference reservation requirement
- HC3 – Policy compliant hotel booked through approved TMC
- HC4 – Remote CONUS or Foreign destination, not booked in ETS or TMC
- HC5 – Other, explanation required

B.5.2.15 CAR RENTAL

When authorized to use a rental vehicle for TDY purposes, the Contractor shall ensure that the traveler is informed that he/she must rent a vehicle from a vendor that participates in the Defense Travel Management Office (DTMO) Government Rental Car and Truck Program, unless he/she is OCONUS, and/or no agreement is in place for the his/her TDY location. DTMO administers the programs through car and truck rental agreements with participating vehicle rental companies.

For more information on the U.S. Government Rental Car or Truck Programs, go to <http://www.defensetravel.dod.mil/site/rental.cfm>

The DTMO has negotiated rental car agreements that include automatic unlimited mileage, collision damage insurance and fixed ceiling rates. The Contractor shall ensure that the traveler is informed of any insurance requirements.

B.5.2.16 TRANSITION REQUIREMENTS

The Contractor shall maintain an adequate knowledge base of the Government's Travel Program to effectuate the transition with minimal disruption. Cooperative, orderly and seamless transitions are crucial to the Government's mission requirements. Failure to transition in accordance with the requirements may be cause for termination for cause, both at the task order and/or master contract levels.

The Contractor shall furnish phase-in training to agencies/organizations transitioning to a task order and exercise its best efforts to effect a cooperative, orderly, and seamless transition from the current Travel Management Center provider. This shall include a cooperative and professional arrangement with the incumbent as well as agencies/organizations.

The Contractor shall, upon written notice, furnish phase-in, phase-out services for up to sixty (60) business days prior to the expiration date of the task order. The Contractor shall provide sufficient, experienced

Special Item Number (SIN) 561510
Travel Agent Services

personnel during the phase-in, phase-out period to ensure that there is no diminution in the quality of services provided under its task order.

- a. **Records Transfer:** The Contractor shall provide to the successor Contractor copies of all bookings and Passenger Name Records (PNR) taken on or before the task order or contract expiration date, for travel taking place after the termination of the contract/task order. In addition, the Contractor shall provide the successor Contractor with all agency/organization profiles and all Federal traveler sub-profiles as well as all Federal travel preference profiles currently in possession of the Contractor.
- b. **Reservations:** The Contractor shall book all requests it receives prior to contract expiration regardless of the date of commencement of travel. Prior to the transition date, and for a window of time defined by the customer agency, the Contractor shall issue tickets for booked travel that commences after the transition date.
- c. **Reconciliation:** The Contractor shall reconcile each account balance and settle each transaction dispute within 180 calendar days of the completed agency/organization transition.

The Contractor shall ensure that any change brought about by technological advances is effectuated in a smooth, seamless manner, with minimal disruption to the travel program. The Contractor shall coordinate any technological transition with the participating users at least 90 calendar days prior to transition.