

RFP2022-09 QUESTIONS RECEIVED:

1. All-inclusive pricing is based on an assumption of estimated number of trips per year. Can UNA Athletics provide the average number of trips taken or tickets issued per year so we can provide UNA with the best pricing & support solution?
2. A qualification is to provide evidence of successfully supporting Athletic Travel for Universities for more than 3 years. Can you please define what Success looks like to UNA and provide examples of what UNA sees as suitable evidence? I.e., case studies, metrics?
3. In terms of the committee that will award the bid; who are the decision makers and what are their roles?
4. What are the top 3-4 things that will drive UNA's decision?
5. What needs to be true for us to implement successfully?
6. How will UNA measure that success?
7. Looking back, after a year of partnership, what is happening now that wasn't happening then?
8. Are there any overarching initiatives, we should be aware of, that led to UNA's decision to form a Travel Management partnership?
9. Can you provide the annual travel spend in FY 2019, FY 2020, and FY 2021?
10. Can you provide the number of commercial air tickets issued in FY 2019, FY 2020, and FY 2021?
11. What is the University's preferred start/go live date?
12. Is the University currently using an online booking tool? If so, please provide the system.
13. Is the University currently using an expense management tool? If so, please provide the system.
14. Does the University have contractual agreements with any airlines?
15. Understanding that staff arrange travel through various avenues, does the University currently have a contract with a travel management company? If so, can you share the name of the company?
16. How many of the following transactions do you estimate yearly?
Airline tickets:
Car rental:
Hotel Rooms nights:
Bus Charters:
Air Charters:
Yearly Spend:
17. Does UNA currently have any air contracts?
18. What are the top three travel program objectives that you would like for your selected travel management company to meet?
19. What is your current spend for team travel for each function (hotels, air, charter and bus).
20. What is your current spend for individual travel for each function (air and hotel).

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Questions 1, 9, 10, 12*, 15*, 16, 19, & 20: To answer the question of historical spend (average spend) and the number of trips taken by Athletics broken down by category we are limited in what we can offer.

*The University does not have a travel software tool to provide the level of detail requested. However, we can provide some total spend numbers that will hopefully provide some insight on demand.

| | 2019 | 2020 | 2021 |
|-----------------------------|-----------------------|---------------------|---------------------|
| Game Travel (Athletic Only) | \$627,855.47 | \$369,670.02 | \$554,086.55 |
| In State Travel | \$254,911.46 | \$138,733.30 | \$110,041.18 |
| Out of State Travel | \$500,820.85 | \$217,291.41 | \$40,535.50 |
| Supervision Travel | \$14,852.69 | \$9,342.49 | \$3,561.34 |
| Foreign Travel | \$492,872.52 | \$87,751.69 | \$12,983.16 |
| <i>Totals</i> | \$1,891,312.99 | \$822,788.91 | \$721,207.73 |

NOTES:

- *The University Fiscal year is October 1 – September 30;*
- *Travel restrictions were in place for FY 2020 and FY2021;*
- *These figures represent ALL University Travel. Game Travel is the only category that is Athletic Travel Only. About 30% of In State & Out of State Travel would represent Athletic travel.*

Questions 2, 4, & 6: In consideration of evidence supporting other programs successfully, the evaluation committee will be assessing sustainability, length of contracts, and any available metrics from Universities your firm is currently supporting. No case studies are necessary. Only provide relevant useful data that shows level of support, strength of relationships, cost savings measures and ability to manage change. Do not send general marketing material that isn't specific to an existing contract or service agreement just to add bulk to the RFP. Identifying current athletic department partners/referrals is encouraged.

3. The Athletic Director and members from the Athletics Administration and Coaching staff, the Associate V.P of Business Affairs will be the core committee. The University has also partnered with a consulting group for guidance on this and other opportunities so their input will be a part of the evaluation process.

5. What needs to be true for us to implement successfully? Successful implementation would result in a contract that supports all of the requests noted within the RFP.

7. Looking back, after a year partnership, what is happening now that wasn't happening then? We are not currently in a partnership and, therefore, we hope to have a great relationship with our partner who is providing dedicated service to all of our teams and coaches in terms of team and individual travel while saving money, time and frustration for UNA.

8. Are there any overarching initiatives we should be aware of that led to UNA's decision to form a Travel Management partnership? Other than those identified within the RFP, no.

11. The intent would be to move forward as quickly as possible with a contract after bid award, preferably in March 2022 to set travel for Fall 2022 sports.

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13. The University is not currently using an Expense Management Tool (nor are we using a Travel Management Tool as previously noted).

Questions 14 & 17: The University does not have any contractual agreements with an airline.

18. The top 3 travel objectives are financial, booking efficiency/24-7 support, and compliance.