ATTACHMENT 2



**REQUEST FOR QUOTATION (RFQ) 18-0013**

**Travel Agent Services**

**INSTRUCTIONS SHEET**

Through this RFQ, the Institution seeks to secure a contract for travel agent services at the most favorable, competitive prices.

The following are requirements to respond to this RFQ and should be used as a strict guideline in the preparation of a bid. Each Bidder must complete and include the following RFQ forms in order for the quotation to be considered valid:

* Attachment #1 – After the deadline for questions pertaining to this RFQ, the Institution will publish the responses to those questions in Attachment 1. **To be used as information purposes only and does not need to be included in the Bidders submittal.**
* Attachment #2 – This Instruction Sheet – **To be used as information purposes only and does not need to be included in the Bidders submittal.**
* Attachment #3 – Tennessee Board of Regents Certification of Quotation/Proposal. Bidders are required to provide the authorized signature of the Bidder, along with Bidder’s name clearly printed or typed and Bidder’s title clearly printed or typed. Additionally, Bidder to complete the boxes of information at the bottom of the attachment that covers the Type of Business, the Annual Sales, the Business Ownership and the Ownership Ethnicity boxes by checking one selection per box. **Return with Bid Submission**.
* Attachment #4 – RFQ Bid Sheet – Bidders are required to check the “does” or “does not” box to indicate if Bidder is willing to extend their prices to additional to Institution Universities and Community Colleges, the University of Tennessee System of Higher Education and the State of Tennessee Departments. Clearly print the name and address of the Bidding Firm, and the name, phone number & email address of the contact person, and sign and date this form. Without a signature on this form, a bidder’s response will be considered invalid and shall be rejected. **Return completed and signed form with bid submission.**
* Attachment #5 – Specifications & Exceptions- In the Specifications section, Bidder is required to check “yes” or “no” for each specification and provide a brief explanation.

In the Exceptions section, Bidder is required to inform TBR if they accept the TBR Pro Forma Agreement as it is or if Bidder has requested changes, additions or deletions. If Bidder is requesting exceptions or additional provisions, Bidder shall include, with its bid submission, a marked-up version of the TBR Pro Forma Agreement showing all requested changes, additions and deletions. **Return completed form and any requested mark-ups to the Pro Forma Agreement with bid submission.**

* Attachment #6 – Pricing Sheet - Bidders are required to provide its fee for years 1 – 5. **Return completed form with bid submission.**
* Attachment #7 – Pro Forma Agreement – The Tennessee Board of Regents will be executing a master agreement for travel agent services. Attachment #7 is TBR’s standard Pro Forma Agreement. This is the agreement that will be executed between the parties. If Bidder has requested changes to the Pro Forma Agreement, see Exceptions section of Attachment #5 for instructions. Failure to successfully negotiate an agreement will cause the bidder’s quotation to be rejected.

The term of this license shall begin upon execution of Agreement and be for a term of five (5) years.

* Attachment #8 – RFQ Terms and Conditions - **To be used as information purposes only and does not need to be included in the Bidders submittal.**
* Attachment #9 – Request for Vendor Registration - Bidders are requested to complete the TBR Total Supplier Management (TSM) vendor registration process and become a registered vendor.

If Bidder has completed the TSM vendor registration process or if Bidder has previously registered in the TBR TSM vendor registration system, please enter Bidder Supplier ID # in the space available on Attachment 9.

If Bidder has not completed the TSM vendor registration process, please check the area requested in Attachment 9.

**Return completed form with bid submission.**

* Attachment #10 – List of Institutions - **To be used as information purposes only and does not need to be included in the Bidders submittal.**

Please direct any questions to: Mark Hodges (mark.hodges@tbr.edu) or 615-366-3934 at the Tennessee Board of Regents, Procurement, Contracts and Payment Services.