



Procurement Services

ITB 25-003

Athletic Travel Provider

Questions & Answers

1. Q: How is APSU Athletics currently booking travel?
A: Through internal operations
2. Q: How many commercial air tickets does APSU Athletics book annually?
A: We had 1291 transactions last year
3. Q: What is APSU Athletics' annual travel spend broken out by air, hotel, and ground transportation?
A: Budget or expenditures cannot be discussed at this time.
4. Q: Is APSU Athletics using an online booking tool? If so, please provide the system.
A: no
5. Q: IS APSU Athletics using an expense management system? If so, please provide the system.
A: no
6. Q: What is the preferred start/go live date after the contract award?
A: asap
7. Q: Does APSU Athletics have contractual agreements with any airlines?
A: no
8. Q: Does APSU Athletics have contractual agreements with any motor coach companies?
A: yes
9. Q: Does APSU Athletics have contractual agreements with any rental car companies?
A: yes
10. Q: What forms of payment are used by travelers?
A: PO/credit cards

11. Q: Why is Athletics' going out to ITB for Travel Services?
A: To make group (team travel) consistent and cost effective across sport teams
12. Q: What are your 3 major pain points that you would like to solve with a new Travel partner?
A: Knowing the areas of where our teams travel, timely turnaround of requests and reasonable price points for hotels, busses and flights
13. Q: Who is your current Travel provider/partner?
A: N/A
14. Q: What is your annual total travel spend for last year?
A: Budget or expenditures cannot be discussed at this time.
15. Q: What is your annual travel spend for commercial air?
A: Budget or expenditures cannot be discussed at this time.
16. Q: How many commercial air transactions do you book annually?
A: 1291
17. Q: What percentage of commercial air spend is groups only?
A: 75%
18. Q: How do you currently book charter bus/ground transportation? Would the awarded Travel Management Company (TMC) manage all ground transportation travel? Local and Fly-Drives?
A: Through internal operations, yes for both
19. Q: What is your annual spend for ground transportation (charter buses)?
A: Budget or expenditures cannot be discussed at this time.
20. Q: How do you currently book group hotels? Would awarded TMC manage all hotel travel?
A: Internal operations, yes
21. Q: What is your annual spend for hotels?
A: Budget or expenditures cannot be discussed at this time.
22. Q: Who do you currently use for charter air? Would awarded TMC manage all charter air?
A: Primarily Air Charter Services, Yes
23. Q: How many chartered flights each year?
A: 1-2
24. Q: Please provide information regarding your current vendor contracts, and any vendors you partner with, if applicable (Airlines, Bus companies, Enterprise Rental Car, Hertz, etc.)
A: working on ITB for Bus companies, enterprise and National Rental Car