



# Commonwealth of Pennsylvania

Date: **07/24/2013**  
Subject: **Travel Management Services**  
Solicitation Number: **6100024072**  
Due Date/Time: **July 31, 2013/3:30 pm EST**  
Addendum Number: **2**

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To All Suppliers:

The Commonwealth of Pennsylvania defines a solicitation "Addendum" as an addition to or amendment of the original terms, conditions, specifications, or instructions of a procurement solicitation (e.g., Invitation for Bids or Request for Proposals).

*List any and all changes:*

Below are the responses to two additional questions received via email:

**Question 1:** Will you be selecting a single supplier, or will you be awarding your business to multiple suppliers?

**Response:** This is a single award RFP.

**Question 2:** Our Company is not a minority owned, or a small business...how will this impact our ability to compete for your business?

**Response:** Please see section III-4 C of the RFP which contains the priority rankings for the Small Diverse Business Participation evaluation criteria. An Offeror will not qualify for Priority Rank 1 or 2 if their company is not a minority owned or small business, but could qualify under Priority Rank 3: Proposals submitted by non-small diverse businesses as prime contractors, with significant subcontracting commitments to SDBs, will receive up to 100 points. If an Offeror chooses not to subcontract with a small diverse business then they will not receive any points for this criterion.

**For electronic solicitation responses via the SRM portal:**

- Attach this Addendum to your solicitation response. Failure to do so may result in disqualification.
- To attach the Addendum, download the Addendum and save to your computer. Move to 'My Notes', use the "Browse" button to find the document you just saved and press "Add" to upload the document.
- Review the Attributes section of your solicitation response to ensure you have responded, as required, to any questions relevant to solicitation addenda issued subsequent to the initial advertisement of the solicitation opportunity.

**For solicitations where a "hard copy" (vs. electronic) response is requested:**

- Attach this Addendum to your solicitation response. Failure to do so may result in disqualification.
- If you have already submitted a response to the original solicitation, you may either submit a new response, or return this Addendum with a statement that your original response remains firm, by the due date to the following address:

Department of General Services, Forum Place, 6<sup>th</sup> Floor, 555 Walnut Street, Harrisburg, PA 17101  
Attn: Jennifer Habowski/RFP 6100024072



# Commonwealth of Pennsylvania

solicitation and any previous solicitation addenda, remain as originally written.

Very truly yours,

Name: Jennifer Habowski  
Title: Issuing Officer  
Phone: 717-703-2937  
Email: [jhabowski@pa.gov](mailto:jhabowski@pa.gov)