FEDERAL SUPPLY SERVICE
MULTIPLE AWARD SCHEDULE
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST



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UEI – HAG5FDE7P881

https://www.citravel.com

BUSINESS SIZE: SMALL BUSINESS

Large Category	TRAVEL
SIN 561510	Travel Agent Services
SIN ANCILLARY	Ancillary Supplies and Services

Contract Number: 47QMCB24D0007
FSC/PSC V302, V999

Period Covered by Contract: 02-23-2024 to 02-22-2029

Effective as of Modification PS-A893, April 16, 2025

For more information on ordering from Federal Supply Schedules, go to the GSA Schedules page at GSA.gov. Online access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage! ®. The website for GSA Advantage! ® is: https://www.gsa.gov/schedule. Prices shown herein are Net (discount deducted).

GS-33F-0013P is listed here for reference purposes only and is replaced by 47QMCB24D0007. GS-33F-0013P is only to be used for BPAs and orders awarded prior to, or pending an award decision as of February 23, 2024. All new BPAs and orders MUST be awarded against the contractor's new MAS contract 47QMCB24D0007. The cancellation date for the existing (Non-Surviving) MAS contract GS-33F-0013P will be cancelled on: July 25, 2026.



INTRODUCING CI TRAVEL (*)

EXPERIENCE:

CI Travel is classified as a small business under the Small Business Administration standards. Although small by definition, CI Travel is **one of the largest TMCs in the country**. The company is headquartered in Virginia Beach, Virginia with other offices spread throughout the country. At CI Travel, we have over fifty (50) years helping government agencies and businesses navigate their way to success. Our support of Government CTOs and travelers began in 1985 when CI Travel was awarded the Southeastern Virginia GSA contract. Management of Government travel continues uninterrupted today, with multiple awards through the GSA Multiple Award Schedule (MAS) 561510 and other commercial customers.

STAFFING

Technology alone is not enough to support an effective travel program. CI Travel believes that its people are as much the differentiator as the technology it employs. Our agents have significant experience consulting with government and business travelers. They understand the nuances of the authorization and approval processes that surround travel and have developed an effective and efficient system of fulfilling travel under many different sets of requirements.



Continuing education is a critical component to the success of CI Travel's staff; training classes are routinely given to new and experienced personnel alike at a multi-station GDS-equipped training facility. All travel counselors receive ongoing training on the Global Distribution System (GDS) via updates, shortcuts, and weekly/monthly staff meetings. The Company has also created an Employment Development Program to recognize high potential employees for further training and advancement.

TECHNOLOGY

As CI Travel has evolved, so has travelers' expectations and the need to support the traveler with improved technology. CI Travel has been an active participant in the evolution of online booking technology and remains diligent in incorporating the latest advances into our clients' programs. When the Department of Defense decided to consolidate the management of new military recruit travel (MEPS) from four vendors operating under six contracts into a single contract and vendor, CI Travel was chosen and created a single, consistent, booking process to accomplish the change. The result was a significant reduction in the labor required to support the contract and contract pricing that passed along the savings to the government earning the company recognition as an innovative and solutions-oriented vendor.

CI Travel maintains a complete inventory of all computer systems, software licenses, peripherals, and network hardware utilized. CI Travel's network provides redundancy at the hardware, data transport and power layer to address Fault Tolerance and Disaster recovery concerns. CI Travel has made arrangements with several vendors to provide a quick response should CI Travel suffer a catastrophic loss of our core technology infrastructure. CI Travel maintains and tests annually our business continuity and disaster recovery plans; both are available at your request.

SAVINGS



CI Travel has corporate and leisure businesses in addition to its government business. Because of this added volume, CI Travel has capabilities which benefit the government travel program. As an example, to support these divisions, CI Travel has a human resources department to recruit and train staff and monitor regulations concerning personnel issues.

One of an elite group of Travel Management Companies, CI Travel actively supports GSA's travel policies through a continuous quest for travel process techniques and technologies that will maximize the efficiency of federal agency travel in both hard and soft dollars.

ARC (Airline Reporting Corporation) provides CI Travel with business process and financial management tools and powerful data and analytics. A very large number of travel agencies use ARC's settlement services. ARC is the travel industry's gold standard of accreditation.

IATAN (International Airlines Travel Agent Network) promotes professionalism, administers meaningful and impartial business standards, and provides cost-effective products and services that benefit the travel industry.

Concur Preferred Elite Partner, CI Travel is one of a select number of Travel Management Companies to obtain this honor. This ensures CI Travel is knowledgeable of all Concur processes when it comes to government and business travel.

Demonstrated by **letters of commendation** by the U.S. State Department and Commander, Air Force Materiel Command and from the Columbia Accident Investigation Board; **letters of appreciation** and recognition from NASA; **letters of commendation** and appreciation from Wright-Patterson AFB; CI Travel is held in high regard as a leader among Government travel service providers.

SUMMARY

CI Travel has served commercial businesses and government agencies, and their travelers, for over 50 years, developing a reputation for providing the highest levels of service to both travelers and their travel management teams. We understand the complexities of government travel (both domestic and international), and we know the rules as they apply to Fly America, Open Skies, government per diems, etc. We urge you to speak with our customers - with the Defense Travel Management Office (DTMO) to query how well we understand complex international itineraries; and GSA procurement representatives to discuss our travel management expertise. You can select CI Travel to be your travel partner knowing that we are committed to continuing the tradition of excellence that we have established.

(*) Disclaimer for above
NOT UNDER CONTRACT
The Government has neither vetted nor incorporated the “Introducing CI Travel” language (above) into the Contract 47QMCB24D0007 or base award.

CUSTOMER INFORMATION:

1. a. Table of Awarded Special Item Numbers:

SIN	Description	Page Number
SIN 561510	Travel Agent Services	8
ANCILLARY	Ancillary Supplies and Services	8, 9 and 10

b. Lowest Priced Model Number:

Ancillary Supplies and Services		
Additional Services		
Regular Mail	$2.13	Note 2

c. Labor Categories:

Service descriptions will be provided upon request

2. Maximum Order:

$1,000,000.00

3. Minimum Order:

$50.00

4. Geographic Coverage (delivery area):

The United States, U.S. Territories and continental Europe.

5. Point of Production:

CI Travel (Headquarters)
192 Ballard Court, Suite 200
Virginia Beach, VA, 23462
ph: 757.640.9209
f: 757.544.9080
kwesp@ciazumano.com

6. Discount from List Prices, Statement of Net Price:

The list prices herein are ceiling rates and net of discounts. Prices include the IFF of $3.10 for Transaction A transactions and .75% for Transaction B and Ancillary transactions.

7. Quantity Discounts:

CI Travel offers quantity discounts; please see the price list below for details. Discounts are negotiated at the task order level

8. Prompt Payment Terms:

Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9. Foreign Items:

Not applicable.

10. a. Time of Delivery:

To be negotiated at the task order or BPA level.

b. Expedited Delivery:

Items available for expedited delivery are noted in this price list.

c. Overnight and 2-Day Delivery:

As quoted in this price list.

d. Urgent Requirements:

As requested by the task quote.

11. F.O.B. Points:

Destination.

12. Ordering Address:

CI Travel (Headquarters)
192 Ballard Court, Suite 200
Virginia Beach, VA 23462
ph: 757.640.9209
f: 757.544.9080
kwesp@ciazumano.com

b. Ordering Procedures:

For supplies and services, the ordering procedures, and information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.

13. Payment Address:

CI Travel (Headquarters)
192 Ballard Court, Suite 200
Virginia Beach, VA 23462
ph: 757.640.9209
f: 757.544.9080
kwesp@ciazumano.com

14. **Warranty Provision:**
Not applicable.

15. **Export Packing Charges:**
Not Applicable.

16. **Terms and Conditions of Rental, Maintenance, and Repair:**
Not Applicable.

17. **Terms and Conditions of Installation:**
Not Applicable.

18. **a. Terms and Conditions of Repair Parts Indicating Date of Parts Price Lists and Any Discount from List Prices:**
Not Applicable.
b. Terms and conditions for any other services.
Not applicable.

19. **List of Service and Distribution Points:**
Not Applicable.

20. **List of Participating Dealers:**
Not Applicable.

21. **Preventive Maintenance:**
Not Applicable.

22. **a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants):**

Not Applicable.

b. If applicable, indicate that Section 508 compliance information is available for the information and communications technology (ICT) products and services offered and show where full details can be found (e.g. Contractor's website or other location.) ICT accessibility standards can be found at https://www.Section508.gov/.

Not Applicable.

23. **Unique Entity Identifier Number (UEI): HAG5FDE7P881**

24. **System for Award Management (SAM) Registration:**
CI Travel is registered in the SAM database.

CI TRAVEL

AWARDED PRICING LIST

Travel Category

ETSNext Program (CLINS)

The prices shown in the tables below are inclusive of the required GSA IFF Fees.

SIN	CLIN	Description of Service	Unit Per	Type	Domestic or International	Full / Self Service	GSA Price w/ IFF
561510	007	Self Service Air/Rail	Transaction	Transaction A	Domestic or International	Self Service	$10.57
561510	008	Self Service Hotel/Car Only	Transaction	Transaction B	Domestic or International	Self Service	$6.02
561510	009	Full-Service Air/Rail	Transaction	Transaction A	Domestic	Full Service	$34.99
561510	010	Full-Service Air/Rail	Transaction	Transaction A	International	Full Service	$37.99
561510	011	Full-Service Hotel/Car Only	Transaction	Transaction B	Domestic or International	Full Service	$10.62

SIN	CLIN	Description of Service	Unit Per	Domestic or International	GSA Price w/ IFF
Ancillary	201	On-site Administrative Support e.g., Lead Agent/Agent Manager	Per Year	Domestic	$83,828.72
Ancillary	202	On-site Agent Support (including support for reservations)	Per Year	Domestic	$73,424.00
Ancillary	203	On-site Administrative Support e.g., Lead Agent/Agent Manager (Yearly)	Per Hour	Domestic	$41.31
Ancillary	204	On-site Agent Support (including support for reservations) (Yearly)	Per Hour	Domestic	$35.30
Ancillary	206	On-site Agent Support (including support for reservations) (Part-Time)	Per Hour	Domestic	$35.30
Ancillary	207	On-site Administrative Support e.g., Lead Agent/Agent Manager (Part-Time Overtime)	Per Hour	Domestic	$61.96
Ancillary	208	On-site Agent Support (including support for reservations) (Part-Time Overtime)	Per Hour	Domestic	$52.95

SIN	CLIN	Description of Service	Unit Per	Domestic or International	GSA Price w/ IFF
Ancillary	209	GDS: GDS connectivity and computer equipment including printers	Per Terminal	Domestic	$920.90
Ancillary	210	GDS Software and License: This includes GDS software and GDS license / login access	Per Month	Domestic	$80.60
Ancillary	300	Very Important Person (VIP) - Remote or Hybrid	Per Itinerary	Domestic	$42.82
Ancillary	301	International Rate Desk Services	Per Itinerary	Domestic	$37.99
Ancillary	303	Passport and/or Visa Processing & Support	Per Request	Domestic	Third Party Fees Passed Through at Cost.
Ancillary	304	Travel Arrangements for services not available in the GDS or other content	Per Itinerary	Domestic	$37.99
Ancillary	305	Travel Arrangements for services not available in the GDS or other content	Per Hour	Domestic	$35.30
Ancillary	306	Non GDS Air/Rail Surcharge	Per Transaction	Domestic	No Cost
Ancillary	307	NDC Air Surcharge	Per Transaction	Domestic	No Cost
Ancillary	308	Virtual Card Payment Support	Per Card Provisioned	Domestic	$3.98
Ancillary	309	Centrally Billed Accounts (CBA) Reconciliation	Per CBA	Domestic	$120.91
Ancillary	310	Leave in Conjunction with Official Travel (LICWO)	Per Transaction	Domestic	$37.99
Ancillary	311	Cost Constructed Travel	Per Transaction	Domestic	$37.99
Ancillary	312	Rate Re-shopping	Per PNR	Domestic	No Cost

SIN	CLIN	Description of Service	Unit Per	Domestic or International	GSA Price w/ IFF
Ancillary	313	Custom Reports / Ad Hoc Reports	Per Hour	Domestic	No Cost
Ancillary	314	Custom Reports / Ad Hoc Reports	Per Report	Domestic	No Cost
Ancillary	315	After-Hours Reservations	Per Call	Domestic	$23.68
Ancillary	400B	**Contractor (TMC) Non-Federal System with CUI (800-171) - MFR including Leveraged FedRamp for Software as a Service (SaaS):** Accounts for any additional cost associated with **leveraging an existing FedRamp ATO** for any cloud-based solutions (Infrastructure as a Service (IaaS) and Software as a Service (SaaS) or Platform as a Service (PaaS) that is offered as part of the TMCs overall offering.	Per Hourly Labor Rate - Software & Hardware Included	Domestic or International	$247.98
Ancillary	401B	**Contractor (TMC) Non-Federal System with CUI (800-171) - MFR including Leveraged FedRamp for Software as a Service (SaaS):** Accounts for any additional cost associated with assisting a **third-party cloud-based offering in acquiring/achieving a FedRamp ATO.**	Per Hourly Labor Rate - Software & Hardware Included	Domestic or International	$271.74
Ancillary	402B	Enhanced 800-171 Requirements: The costs, over and above the 800-171 MFR approach included in the transaction costs, associated with enhanced 800-171 requirements including, Assessment & Authorization (A&A) Having an ATO or ATU issued by an ordering agency, in place of the GSA MFR for NIST SP 800-171 And/or require monthly submission of continuous monitoring deliverables and annual security assessments for one-third (1/3) of the required security controls plus a full security assessment of all required controls every 3 years.	Per Hourly Labor Rate - Software & Hardware Included	Domestic or International	$270.94
Ancillary	403B	**Contractor (TMC) Traditional Assessment & Authorization in Agreement with NIST 800-37 Rev 2 and NIST 800-53 Rev.5 Security and Privacy Controls for Information Systems and Organizations at the FIPS 199 Moderate Impact Level 1:** The Contractor shall support ordering agency requirements for Assessment and Authorization following their Agency' specific security assessment and authorization policies and procedures aligned to NIST 800-37 Rev 2 and NIST 800-53 Rev.5. The additional work necessary to complete the **Agency Specific System Security and Privacy Plan (SSPP), other documentation, and monthly continuous monitoring,** which is over and above the 800-171 MFR approach included in the transaction costs.	Per Hourly Labor Rate - Software & Hardware Included	Domestic or International	$167.94
Ancillary	404	**Contractor (TMC) FedRamp ATO for fully cloud-based solution(s):** The costs for a fully cloud-based solution(s) offering from the TMC. Contractor (TMC) solutions delivered as-a-service in the cloud, meeting NIST 800-145 cloud definition, consistent with the OMB FedRAMP Policy memo, are subject to FedRAMP cloud information security and privacy requirements and shall be FedRamp authorized.	Per FedRamp Environment	Domestic or International	N/A

SIN	CLIN	Description of Service	Unit Per	Domestic or International	GSA Price w/ IFF
Ancillary	500	Account Manager - Dedicated	Per Year	Domestic	$136,020.15
Ancillary	501	Account Manager - Dedicated	Per Hour	Domestic	$65.39
Ancillary	502	Account Manager			N/A
Ancillary	600	Debit Memo	Per Debit Memo	Domestic	Third Party Fees Passed Through at Cost.

GSA Legacy – SIN 561510

Pricing:

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SIN: ANCILLARY – Ancillary Supplies and Services

SIN	Description of Service	Unit of Issue	Additional Service Detail	Price Per Unit February 23, 2024- February 22, 2029
Ancillary	**Overnight Mail**	Per Mailing		$12.14
Ancillary	**Regular Mail**	Per Mailing		$2.13
Ancillary	**Contractor LAN:** The Contractor LAN equipment includes a modem/router.	Per LAN/Per Month		$267.96
Ancillary	**GDS Web Account Access Credentials/Like Software:** This includes GDS software and GDS login access.	Per User/Per Month		$80.60