



GSA TSS Price List

SIN 599-2 TRAVEL AGENT SERVICES/TRAVEL MANAGEMENT CENTER SERVICES

Core Travel Management Services: In accordance with GSA Master RFP QMAD-CY-090001-B, Refresh #14, dated June 10, 2013, Section D.2, CWTSatoTravel provides separate pricing for domestic-site and foreign site services. Core services for federal agency clients performed within the 48 contiguous states, Washington DC, Alaska, Hawaii, Puerto Rico and U.S. territories are designated and priced as “Domestic Site Services.” Those core services for federal agency clients that are performed in foreign locations are designated and priced as “Foreign Site Services.” For Foreign Site Service, Domestic Travel refers to travel within the country of service; international travel is all travel between the foreign country of service and other countries/territories. **For Foreign Site Services, CWTSatoTravel provides custom quotes for specific geographical locations that will not exceed, but may be below, the listed ceiling prices.** The menu of services for both Domestic Site and Foreign Site include the following:

Invoice/Itinerary. Providing each traveler with a comprehensively documented invoice/itinerary (I/I) by the most efficient means available (i.e., e-mail, fax, etc.) containing, at a minimum:

- All information required by agency
- Ticket number and e-ticket confirmation number or GDS record locator number
- Fare basis codes for each air segment
- Total ticket cost (broken down to reflect base fare and all applicable taxes)
- Least costly commercial transportation fares available at the time of booking that meet agency policy requirements
- Applicable transaction fee listed separately from total ticket cost
- Fees assessed by the carriers for issuance of a paper or prepaid ticket, if applicable

Quality Control of Travel Records (Automated). Processing traveler reservations through our AQUA automated quality control modules for reservation edits within client-specified parameters, low fare search, seat and waitlist clearances and auditor checks to verify passenger type, valid form of payment, and use of authorization numbers and other required fiscal data.

Travel Document Delivery. When possible via e-mail or regular U.S. Mail

Shared Account Management Services. Overseeing operational activity and managing each project/task order; providing support to user agency for advice, analyses; and regular communication regarding the travel program, travel policies, customer service, vendor relations and industry trends.

Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this document.



GSA TSS Price List

Reporting. Standard pre- and post-travel reporting, including travel booking analysis (e.g., air, hotel, car, other), policy compliance reporting, exception reporting, fare basis, top travel destinations/markets/vendors, reconciliation reports, unused tickets, class of service (e.g., first class) required by travel regulations.

Frequent Traveler Programs (Full-Service Transactions only). Assistance with enrolling travelers in frequent traveler/vendor programs, automatically including membership account numbers in PNRs when reservations are made.

Passport & Visa Services (Full-Service Transactions only). Distribution of applicable forms to international travelers via fax, e-mail or web links.

Destination Research Services for International Travel Arrangements (Full-Service Transactions only). Providing details on health and safety (required/recommended vaccinations and inoculations); airport locations; currency exchange rates; customs, time zone, climatic conditions, appropriate clothing, holidays, areas of civil unrest and State Department travel advisories; locations of consulates and embassies and other important tourist and cultural information on international destinations

Transaction Definitions for Pricing. All fees shown below for Transactions A and B include the Industrial Funding Fee of \$1.50 payable to GSA per indicated unit of delivery. CWTSatoTravel uses the definitions for Transaction A and B that are provided in the Solicitation.

Transaction A Full Service:

Service	Domestic Site Service	Foreign Site Service
Full Service Air/Rail Domestic *	\$33.10	\$64.15
Full Service Air/Rail International *	\$40.60	\$69.50

**For Foreign Site Service, Domestic Travel refers to travel within the country of service; international travel is all travel between the foreign country of service and other countries/territories.*

Transaction B Full Service:

Full Service, Hotel/Car Only, Domestic	\$16.00/Itinerary (Domestic Site Service)	\$21.30/Itinerary (Foreign Site Service)
Full Service, Hotel/Car Only, International	\$16.00/Itinerary (Domestic Site Service)	\$21.30/Itinerary (Foreign Site Service)

Transaction A Self Service:

Self Service, Air/Rail, Domestic	\$7.40/itinerary (Domestic Site Service)	\$12.75/Itinerary (Foreign Site Service)
Self Service, Air/Rail, International	\$7.40/itinerary (Domestic Site Service)	\$12.75/Itinerary (Foreign Site Service)

Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this document.



GSA TSS Price List

Transaction B Self Service:

Self Service, Hotel/Car, Domestic	\$6.30/itinerary (Domestic Site Service)	\$11.67/Itinerary (Foreign Site Service)
Self Service, Hotel/Car, International	\$6.30/itinerary (Domestic Site Service)	\$11.67/Itinerary (Foreign Site Service)

SIN 599-3, LODGING MANAGEMENT AND NEGOTIATION SERVICES

CWTSatoTravel’s Lodging Negotiations and Management SIN 599-3 service is designed to help Government clients dramatically reduce their overall hotel spend while maintaining or improving their quality of service. CWTSatoTravel products and services provide maximum flexibility and can be leveraged as appropriate by clients, depending on their unique business needs. The range of products include:

Complete strategic outsourcing engagements

Market forecasting and strategy development

Benchmarking and analysis

GDS rationalization, audits and maintenance

Program implementations and change management

Our Lodging Negotiations and Management Solutions services include analyzing, evaluating and managing Government agency programs while maintaining focus on client savings, data integrity and traveler satisfaction. A complete engagement includes the following phases:

Preliminary opportunity analysis–potential savings areas are identified

In-depth analysis–all aspects of your program are examined

RFP data management - RFP distribution; control and quality assurance of all RFP data submissions

Negotiations–assistance with supplier negotiations provided, in a leading or supporting role

Selections & notifications - optimal hotel mix is identified and all hotels are notified of acceptance/rejection decision

Implementation–assistance with:

Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this document.



GSA TSS Price List

- o Media production (PDF/Excel/XML/HTML)
- o Applying files to self-booking tools reflecting negotiated rates
- o GDS rate loading audit/maintenance

Program evaluation—properties and rates are examined for both compliance and savings

Ongoing program/change management—continual optimization of client’s program through:

- o Score-carding—key hotel program metric snapshots
 - o Opportunity analysis—assessing rate improvement opportunities and program gaps throughout calendar year
 - o Compliance analysis—analyzing program compliance using available expenditure data
 - o Program updates—issuance of periodic updates to ensure client’s program remains relevant and targeted to travelers
- o Re-negotiations

Price Schedule – Lodging Negotiations and Management

The prices below are inclusive of the Industrial Funding Fee. CWTSatoTravel acknowledges that the Service Contract Act applies to SIN 599-3. The services listed below are inclusive of all work and performance requirements identified in the SIN 599-3 Lodging Negotiations and Management attachment to the Travel Services Solutions (TSS) Solicitation Number QMAD-CY-090001-B, Refresh Number 14, dated June 10, 2013.

Service Description	Unit / Pricing Metric	Price
Opportunity Analysis / Strategy	\$ / Per Hour	\$106.00
RFP Development	\$ Per annual RFP	\$5,355.00
Solicitation of Hotel Properties	\$ / Per Hotel solicited	\$32.20
GDS Robotic Rate Audit	\$ / Per Hotel accepted per audit	\$10.80
Reporting – Setup	One Time Fee	\$107,903.30
Reporting – Maintenance	Monthly	\$5,408.60
Reporting – TMC Data Feed Uploads	\$ / Per Data Feed	\$83.60
Reporting – Ad Hoc Report	\$ / Per hour needed for programming and development	\$160.70

Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this document.



GSA TSS Price List

Supplemental Customer Support Services (providing any additional services or personnel that would incur an hourly expense such as marketing, change management within agency)	\$ / Per Hour	\$160.70
Website Maintenance (if customer wants separate website for hotel program)	Annually	\$107,100.00
Measurement Scorecards and Presentations	Quarterly	\$21,420.00

SIN 599-1000 TRAVEL SERVICES SOLUTIONS – VALUE ADDED SERVICES

Value-added Travel Services:

None of our value-added services are required to perform SIN 599-2 Transactions A or B. For each service, we have indicated whether the fees are “in addition to Transaction Fee A or B” are “in lieu of Transaction Fee A or B. For those fees that are in addition to Transaction Fee A or B, we have included the required IFF of 0.75 percent. For fees in lieu of Transaction Fee A or B, we have included the required IFF of \$1.50 per transaction.

Document Delivery: Document delivery via e-mail and regular U.S. Mail is covered under core services at no additional fee, except where an electronic ticket is available, but is not acceptable to the agency or the traveler, or where electronic tickets are available, but the agency requires expedited delivery service other than e-mail or regular U.S. Mail. **(Fees do not apply if customer’s overnight delivery service account is used.)**

Service	Domestic Site Service	Foreign Site Service
Guaranteed Delivery— CONUS	NTE \$12.90/Delivery	NTE \$100.00 /Delivery
Guaranteed Delivery— OCONUS	NTE \$26.80/Delivery	NTE \$100.00/Delivery
Local Courier Service	NTE \$64.30/Pickup/Delivery Location	NTE \$100.00/Pickup/Delivery Location
Certified U. S. Mail -- CONUS	NTE \$3.30/Envelope	N/A
<i>(All fees are separate from and in addition to Transaction Fee A or B)</i>		

Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this document.

GSA TSS Price List

Satellite Ticket Printers (STPs). Installation and technical support of STPs at customer agency locations with user agency staffing and security of accountable documents. ARC regulations for STP sites require the host location (customer personnel) to comply with ARC security regulations and assume comprehensive legal responsibility for ticket stock. Customer must supply and pay for required charges for telecommunications lines. (Fee is separate from and in addition to Transaction Fee A or B.)

Domestic Site Service	Foreign Site Service
\$267.80 Printer/Month	\$321.30 Printer/Month
<i>(Fee is separate from and in addition to Transaction Fee A or B)</i>	

Emergency After-hours Assistance. Wholly owned international service center (ISC), equipped with all major GDSs and a highly efficient automatic call distributor, for emergency after-hours en route assistance to travelers. Includes electronic access to agency policies, traveler profiles and all travel records to ensure support to travelers outside of normal working hours via toll-free telephone access. In any locations where toll-free capability does not exist, we will accept collect calls. If an agency orders after-hours service, the additional fee is not applied when the ticket is issued, but at the time a traveler actually uses the service.

Item	Domestic Site Service	Foreign Site Service
Supplemental Fee*	\$25.00/Itinerary	\$35.00/Itinerary
<i>(*Fee is separate from and in addition to Transaction Fee A or B)</i>		

Priority (VIP) Emergency After-hours Services. Call is queued for priority service to designated senior team members, who are specially trained in handling VIP emergency after-hours assistance, including all of the above listed capabilities.

Item	Domestic Site Service	Foreign Site Service
Supplemental Fee*	\$35.00/Itinerary	\$45.00/Itinerary
<i>(*Fee is separate from and in addition to Transaction Fee A or B)</i>		

On-site Offices. Establishment of on-site TMCs staffed in accordance with all contract/task order requirements; providing walk-in reservation services and ticket delivery via on-site pickup and internal routing methods. On-site offices will include staffing with qualified personnel and GDS reservations and ticketing/document printers, office furniture and equipment. Basic phone service included, no service monitoring capabilities. Not included in our pricing are utilities, janitorial services and rent, any foreign site charges such as VAT, employment costs due to government laws and regulations regarding employee compensation, etc., which if charged to CWTSatoTravel, will be passed through to customer agency.

Position	Domestic Site Service	Foreign Site Service
FT Domestic Travel Agent	\$42.90/hour	\$64.26/hour*
FT International Travel Agent	\$48.20/hour	\$64.26/hour*
FT VIP/Executive Agent	\$48.20/hour	\$64.26/hour*

Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this document.



GSA TSS Price List

FT Site Manager	\$59.00/hour	\$64.26/hour*
<i>(*Fees are separate from and in addition to Transaction Fee A or B)</i>		

VIP/Executive Services (off-site). Enhanced reservations support for designated executive travelers, including a menu of custom-designed services (e.g., special seat confirmation/accommodation services; travel and touring information; airline upgrades; enrollment in frequent traveler programs; extended leisure/business travel information contacting vendors to obtain additional amenities).

Item	Domestic Site Service	Foreign Site Service
Supplemental Fee	\$26.80/Itinerary*	\$37.49/Itinerary*
OR		
Dedicated FT Executive Agent	\$48.20/hour	\$64.26/hour*
<i>(*Fees are separate from and in addition to Transaction Fee A or B)</i>		

Security-cleared Personnel. Obtaining personnel who qualify for or possess all applicable security clearances required by customer agency. *Fees are separate from and in addition to Transaction A or B.*

- **Security Clearance per Employee*** **NTE \$12,852.00 /Per Clearance/Secret Level**
- **Annual Retention Bonus per Employee (if applicable)** **NTE \$10.80 /hour**

***Note:** The cost of obtaining a security clearance varies by type of clearance and the requirements for background checks required by the requesting agency. We have surveyed several agencies to obtain a not-to-exceed cost for secret clearance.

International Rate Desk Services. (this an optional service an federal agency may request). Internal rate desk analysis of international faring and itinerary that encompasses a market for which there is no GSA city-pair awarded and/or includes international multi-segment itineraries (defined as those requiring two or more stopovers) and/or is not auto-priced by GDS. Evaluations will include multiple fare combinations, split-ticketing and currency exchange considerations, etc., to determine if a more cost-effective option can be found, with recommendations regarding alternate routings, carriers, class of service, issuance of split tickets to benefit from favorable foreign currency exchange rates and any rebooking required to obtain lower fares.

	Domestic Site Service	Foreign Site Service
Supplemental Fee	\$37.50	\$42.84
<i>(Fees are separate from and in addition to Transaction Fee A or B)</i>		

Full Passport/Visa Support. (Provided through an experienced preferred third party specializing in providing this service) Distribution, processing, pick-up and delivery of

Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this document.



GSA TSS Price List

passport and visa applications; advising travelers of specific visa restrictions (single vs. multiple entry, official business vs. leisure restrictions and requirements, etc.) and maintaining individual files on each traveler to include passport and visa expiration dates, sending alerts to travelers regarding expirations and the information necessary for timely renewals. Fees are in addition to costs imposed by the U. S. Passport Office and/or by embassies. Processing fees based on required services; country consulates may assess additional fees. *Custom Quote on Request*

Travel Services in Response to Emergencies. Activation of Emergency Response Plan to expedite travel services affected by man-made (i.e., civil unrest, terrorist attacks, military mobilizations/repatriations or civilian evacuations) or natural disasters (e.g., floods, hurricanes, volcanic eruptions). Includes coordinating with client agency and government/private emergency response organizations; extending office hours; increasing staffing; establishing temporary staffed or remote ticketing sites (where adequate communications facilities are available).

Item	Domestic Site Service	Foreign Site Service
Temporary off-site /remote ticketing location:		
Minimum Setup Fee Per Event	\$749.70	\$749.70
Travel Expenses per FTE (See Note 1)	\$48.20 per FTE*(NTE \$400.00/day)	\$64.26 per FTE*(NTE \$533.36/day)
<i>Note 1. We understand that travel is reimbursed in accordance with C.44, Contractor Tasks/Special Requirements.</i>		
Extended Office Hours at Existing CWTSatoTravel site	Applicable FTE rate/hour including any applicable overtime rates)* (plus IFF of 0.75 percent)	
<i>(*Fees are separate from and in addition to Transaction Fee A or B)</i>		

Dedicated Account Management. Assignment of a dedicated full-time account manager to oversee the operational activity and management of each project providing support to the user agency for analyses, advice and constant communication regarding the travel program, travel policies, customer service, vendor relations and industry trends. Includes providing traveler/travel arranger training services.

Domestic Site Service	Foreign Site Service
NTE \$64.30/hour*	NTE \$69.62/hour*
<i>(*Fees are separate from and in addition to Transaction Fee A or B)</i>	

Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this document.



GSA TSS Price List

CWTSatoTravel Profile Building and Maintenance Services. A Web-based profile management tool, meeting agency-specific security requirements, for the traveler to update profile information. Incorporates agency-specified fields that cannot be changed by the traveler and automatically synchronizes traveler profiles with global distribution systems (GDSs) and the agency's preferred online booking tool.

Domestic Site or Foreign Site Service	
\$1.10 per transaction	
<i>Fees are separate from and in addition to Transaction Fee A or B.</i>	

Travel Services Web Portal. Providing a one-stop customized gateway for travelers to access the agency's preferred online booking tool, update profile information, access security and health warnings, get advice on destinations, access helpful tools, and review travel policy. Designated agency officials can mandate the contents and access authorities, which may include links built in (e.g., per-diem rates, State Department advisories, vendor programs, FedRooms information, etc.) including one to the agency's online booking platform. Similar to the restrictions in offering use of an online tool, these services will be offered only to those agencies not participating in ETS and/or to those agencies not subject to the Federal Travel Regulations.

Domestic Site or Foreign Site Service	
\$1.10 per transaction	
<i>Fees are separate from and in addition to Transaction Fee A or B.</i>	

Travel Document Research/Copies. Conducting research and providing copies of travel documents 60 or more days after completion of travel.

Domestic Site or Foreign Site Service	
Item	Fee
Service Fee	\$17.30/copy
<i>Fees are separate from and in addition to Transaction Fee A or B.</i>	

Training. Development of customer-specific curriculum in support of end-to-end travel management solutions, security, etc.

Supplemental Fee	Domestic Site Service	Foreign Site Service
	\$64.30/hour	\$69.62/hour
<i>(*Fee is separate from and in addition to Transaction Fee A or B)</i>		

Reservations Using Frequent Traveler Programs. Issuance of tickets and/or confirmation of other travel-related services (e.g., lodging, car rental, etc.) against carrier/vendor-issued vouchers or coupons as permitted by the applicable carrier's/vendor's ticketing regulations. *Fees listed are in lieu of Transaction Fee A or B that is charged under normal circumstances.*

Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this document.



GSA TSS Price List

Item	Domestic Site Service	Foreign Site Service
Air Itinerary	\$37.50	\$72.83
Non-ticketed Itinerary	\$16.10	\$26.78
<i>(Fees are in lieu of Transaction Fee A or B that is charged under normal circumstances.)</i>		

Miscellaneous Arrangements. Arranging bus, ferry or ship reservations; bush pilots; snowmobile/dog sled operators, consolidators, and other miscellaneous vendor services. Includes negotiating with applicable vendors to submit all invoices directly to CWTSatoTravel, billing the applicable agency/ organization and tracking through to payment resolution

Domestic Site Service	Foreign Site Service
\$59.00/traveler	\$64.26/traveler
<i>Fees are in lieu of Transaction Fee A or B that is charged under normal circumstances.</i>	

Accounts Receivable Billing Procedures. Processing and billing for travel reservations charged to a GTR/SGR (When a single GTR form is used to pay for an SF1113 or other billing for multiple air tickets, it is called a Single Government Request.) or other accounts receivable form of payment in lieu of charge card (where CWTSatoTravel pays the applicable vendor and re-bills the customer agency for procured arrangements). If GSA is absolutely certain that all SGRs (GTR billings for multiple tickets) have been eliminated from usage, we will delete this reference.

Domestic Site or Foreign Site Service	
Item	Fee
Air Arrangements	NTE \$9.70/Traveler
Other Arrangements	NTE \$29.00/Traveler
<i>Fees are separate from and in addition to Transaction Fee A or B.</i>	

Centrally Billed Account (CBA) Reconciliation (*Fees are separate from and in addition to Transaction Fee A or B.*) Monthly reconciliation of charges for centrally billed air fares, with reports to the client within 5 business days of receipt of the tape from the credit card vendor. Includes Reconciliation Transaction Report, Advance Credit Report, Reconciled Credits Previously Applied Report, Airport Credit Report, Billing Discrepancy Report, Summary Reconciliation Worksheet.

Domestic Site or Foreign Site Service		
Item	Fee	
CBA Reconciliation Services	\$160.70/Month per Account Number	
Reproduction of CBA Reconciliation Reports (6 months past closing date)	Domestic Site Service	Foreign Site Service
	\$64.30/hour	\$69.62/hour
<i>(Fees are separate from and in addition to Transaction Fee A or B.)</i>		

Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this document.

Web-based Reporting. Customer reporting supported by our data warehouse that will contain current and historical customer travel data. Our data warehouse, together with our sophisticated SatoFLYR reporting tool and in-house expertise in travel data management, provides access to report data via Internet Web browsers and includes seven different report analysis areas that, through on-screen navigation or manipulation, can provide over 30 different views of the data. Six standard report designs are included in the basic version: Executive Summary Report, Air Sales Activity Report, Air Trips Activity Report, Ticketing Type Activity Report, Top 25 Car Report, Top 25 Hotel Report.

Domestic Site or Foreign Site Service	
\$1.10 per transaction	
<i>(Fees are separate from and in addition to Transaction Fee A or B.)</i>	

Ad Hoc Reporting. Fulfilling reporting requirements requiring data elements outside the scope of reporting requirements identified in the Master contract.

Domestic Site or Foreign Site Service	
Item	Fee
Report Programming and Production	\$80.40/hour
<i>(Fees are separate from and in addition to Transaction Fee A or B.)</i>	

Meeting Services:

Domestic Site or Foreign Site Service	
Item	Fee
Venue Sourcing. Includes researching of available properties in selected venues and matrix reporting of results (does not include negotiations/ contracting for meeting space, audio visual, food and beverage or transportation).	\$48.20/hour
Negotiations/Contracting for Meeting Space, Audio Visual, Food and Beverage, Transportation. Includes creating a meeting budget.	\$48.20/hour
<i>(Fees are separate from and in addition to Transaction Fee A or B.)</i>	

Motor Coach Charter Services (regardless of whether CWTSatoTravel is your travel provider or not). Single point-of-contact to competitively procure aircraft/motor coach charters or group space, to include both standard and executive services as follows:

Domestic Site or Foreign Site Service	
Item	Fee

Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this document.



GSA TSS Price List

Motor Coach Services. Central solicitation service to procure equipment and coordinate motor coach (bus) service from a specific point of origin to one or more destinations, for travel between metropolitan areas.	\$53.60 per group request
Tour Bus Services. Central solicitation service to procure equipment and coordinate tour bus service from a specific point of origin to one or more destinations, for travel within a given metropolitan area. Includes procuring competitive offers of service, monitoring the charter from origin to destination.	\$53.60 per group request
Group arrangements where CWTSatoTravel is the travel provider. Procure competitive rates on carriers for groups of 10 or more passengers traveling together on at least one common flight in any class of service to/from a specific origin/destination and provide ticketing for each passenger.	\$9.70 per passenger
Group arrangements where CWTSatoTravel is not the travel provider. Procure competitive rates on carriers for groups of 10 or more passengers traveling together on at least one common flight in any class of service to/from a specific origin/destination where ticketing is provided by another travel agency (the other travel agency's transaction fee may also apply).	\$23.60 per passenger
<i>(Fees are separate from and in addition to Transaction Fee A or B.)</i>	

Programming Interfaces with Third-party/Client Systems. Includes consulting services, programming, development and testing of the applicable third-party/client system. Also includes providing subsequent training to applicable users. *Fees are separate from and in addition to Transaction Fee A, B or C.* **\$195.00/Hour**

Subcontracting Administration Services. Administering subcontracts on behalf of customer agency, to include identifying qualified subcontractors, developing and issuing RFPs for subcontracting opportunities, reviewing and evaluating submitted proposals, and oversight of subcontractor performance after award. *Fees are separate from and in addition to Transaction Fee A or B.* **Fee per Awarded Subcontract: \$2,677.50 /Year**

Online Booking Tool. Any non-eTS booking engine offered by CWTSatoTravel will only be offered to those agencies not participating in the ETS and/or to those agencies not subject to the Federal Travel Regulation. For agencies not participating in ETS, includes assistance in selection of an online booking tool, deployment, implementation, training (limit of 25 persons per session), ongoing customer support, increasing adoption rates and help desk assistance. Also includes services of an e-product manager to perform administration, maintenance of online booking platform and traveler/travel arranger training.

Item	Price
Initial (One-time) Setup of Single Agency Site (defined as a grouping)	\$5,355.00

Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this document.



GSA TSS Price List

of travelers of a particular government agency, sharing the same travel policy and having the same reporting requirements). Complete configuration of site to customer's specifications, including graphics, desired additions or customization within the site and one on-site Administrative Training Session. (Setup of Custom Login Page <u>not</u> included.)	
Setup of Additional Agency Sites. Establishment of multiple agency sites to accommodate organizational policy and reporting differences.	\$696.20/Site
Additional Administrator Training On Site**. Provision of administrator training for designated administrators of online booking tools, to include periodic tasks, such as adding and deleting travelers. (Maximum 25 participants)	\$749.70/ Session
End-User Training On Site* or via Webcast (Internet) (Maximum 25 participants)	\$535.50/Session
Extended CWTSatoTravel Support Services * * Reasonable travel and related out-of pocket expenses will be added to the fees for extended support services.	\$86.40/Hour
Profile Data Upload into Online Booking Tool. Upload of new or updates to traveler profile information. ** CWTSatoTravel does not charge for profile data uploads; however, any fees imposed by the online booking vendor for uploading and/or updating organizational and/or traveler profiles will be passed through to the customer.	No Charge**
<i>Above fees are separate from and in addition to Transaction Fee A or B.</i>	

Online Booking Vendor Fee (CWTSatoTravel provides tool)	\$6.80/PNR
<i>Fee is in addition to Transaction Fee A or B.</i>	

Leisure Services (Air, Rail Tour, Cruise, Car Rental, Hotel): Transaction fees apply for the following transactions: issuance of airline/rail tickets; leisure exchange/reissue or refund; Hotel or car rental arrangements (without air/rail reservation); tour or cruise arrangements, air reservations using vendor-issued coupons/vouchers; reservations/tickets for frequent traveler award trips; and theater, golf or dinner reservations (per event). ***Fees do not include IFF as these services do not involve official government travel.***

Service	Domestic Site Service	Foreign Site Service
Domestic Travel*	\$37.50	\$64.26
International Travel*	\$40.70	\$69.62

*For Foreign Site Service, Domestic Travel refers to travel within the country of service; international travel is all travel between the foreign country of service and other countries/territories.

Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this document.



GSA TSS Price List

Delivery of Leisure Travel Documents: No IFF is included, as this does not involve official government travel.

Service	Domestic Site Service	Foreign Site Service
Guaranteed Delivery— CONUS	NTE \$12.90/Delivery	NTE \$ 107.10 /Delivery
Guaranteed Delivery— OCONUS	NTE \$26.80/Delivery	NTE \$ 107.10 /Delivery
Local Courier Service	NTE \$64.30/Pickup/Delivery Location	NTE \$107.10 /Pickup/Delivery Location
Certified U. S. Mail -- CONUS	NTE \$3.30/Envelope	N/A

(All fees are separate from and in addition to applicable Leisure Transaction Fee)

SIN 599-99 STRATEGIC MEETINGS MANAGEMENT PROGRAM LABOR CATEGORIES

LABOR CATEGORIES

Service	Unit	Price
Program Director	Per Hour	\$217.00
Program Manager	Per Hour	\$159.00
Associate Program Manager	Per Hour	\$105.00
Technology Manager	Per Hour	\$151.00
Technology Coordinator	Per Hour	\$86.00
Lead Analyst	Per Hour	\$138.00
Data Analyst	Per Hour	\$85.00
Data Coordinator	Per Hour	\$55.00
Training Manager	Per Hour	\$140.00
Senior Sourcing Specialist	Per Hour	\$99.00
Sourcing Specialist	Per Hour	\$92.00
Senior Web Builder/Designer	Per Hour	\$125.00
Web Specialist	Per Hour	\$85.00
Financial Coordinator	Per Hour	\$75.00
Meeting Coordinator	Per Hour	\$76.00
Associate Meeting Planner	Per Hour	\$79.00
Meeting Planner	Per Hour	\$91.00
Senior Meeting Planner	Per Hour	\$99.00

*** The above listed rates are ceiling rates ***

Alternative pricing – Management Fee

The Travel Services Solution, Refresh #14, requires offerors to explain alternative pricing structure. CWTSatoTravel does offer federal agencies the option of management fee pricing. A

Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this document.



GSA TSS Price List

management fee differs from transaction fee pricing which is a charge per designated transaction. The management fee encompasses all of the requested services and associated costs for those

services into a fixed periodic payment. Generally the management fee is paid in 26 bi-weekly payment although other payment periods can be used. The management fee fixes the cost of travel for the entire contract period (other than required price escalation in accordance with positive changes in the Consumer Price Index), by insulating the contract from outside events that affect the travel industry and by ensuring that qualified staff is in place to meet its needs, whatever those needs are. If management fee pricing is requested, CWTSatoTravel will provide the agency with a detailed proposal which cross references to management fee pricing to the transaction fee pricing for the same services so that an agency can make an informed opinion as to its preferred pricing option. For purposes of the IFF paid to GSA, the IFF is calculated by multiplying the number of transactions issued during the applicable time period by the maximum transaction fee on our TSS schedule for that period and then deducting that amount from the management fee total. Any remaining amount is then multiplied by .75% to determine the IFF for the value added services.

Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this document.