


<b>Purchase Change Request</b>		Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-4100	<b>Order #</b> MU17TRAVEL
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FY 21	Buyer BS	Date 05/17/2021	Account 70257	P.O. Date 05/09/17	Contract MU17TRAVEL
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<b>Document</b> <input type="checkbox"/> Requisition (Cancellation only) <input type="checkbox"/> Regular Purchase Order <input checked="" type="checkbox"/> Contract Purchase Order <input type="checkbox"/> Open End Contract Purchase <input type="checkbox"/> Agreement	<b>Document Action</b> <input type="checkbox"/> Cancellation <input type="checkbox"/> Increase/Decrease <input type="checkbox"/> Unused Balance <input type="checkbox"/> Freight <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Extension Error	<input type="checkbox"/> Error in Total Amount <input type="checkbox"/> Change of Account <input type="checkbox"/> Change of Vendor Name/Address <input type="checkbox"/> Other
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Vendor Name, Address, Phone #, etc. Flight Centre Travel Group (USA) Inc d/b/a FCM Travel Solutions 41 Winter Street Boston, MA 02108 Ph# (215) 469-0829      Fax	Vendor Code FEIN# 13-2635933	BOG Unit Name & Address Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-4100
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Item#	Quantity	Description of Change	Unit Price	Extended Price
		<b>Change Order # <u>4</u></b>  To extend the contract according to all terms, conditions, and specifications contained in the original contract including all authorized change orders.  Travel and Travel Related Management Services  Effective Date: May 9, 2021 to May 8, 2022 Renewal: 0 Remaining Renewals: (0) zero  Rate of pay shall be \$7,916.66 per month		

Reason for Change: To extend contract	Previous Total	\$ OPEN-END
	Increase	\$ _____
	Decrease	\$ _____
	New Total	\$ OPEN-END

Approved: *Treacy Grandolini* *5/5/21*  
 Authorized Signature Date

N/A  
 Attorney General if required Date

**SERVICE FEES**

**Management Fee: Onsite dedicated service model**

<b>Salary Cost</b>	\$95,000 per year (7,916.66 invoiced monthly)
<b>Estimated Commissions Returned</b>	\$10,000 per year
<b>Emergency Travel Center (after hours)</b>	\$20 per call per PNR
<b>Direct Connect Surcharge (if applicable)</b>	\$5.75

**The following fees will apply for all service models:**

<b>Additional Services</b>		
Paper Ticket Delivery (if required)	At Cost	Courier Fees
Visa Management (excl. consular or third party changes)/Passport Service	\$0.00	Third Party Fees Will Apply
VIP Elite Services	\$100.00	Elite Services
Standard VIP Services	\$0.00	Standard VIP
Miles/Free Air Tickets	\$100.00	e.g. Small Business Account
Third Party Payment Solutions (SmartPAY Powered by Conferma)	\$5.00 - \$15.00	Per Transaction

<b>Meeting Services</b>	
Airport Meet and Greet	Priced on Scope
Meeting/Conference/Catering Services	Priced on Scope
Group Meeting Air	Priced on Scope
Meeting Monitoring	Priced on Scope

<b>Ancillary Services, Reporting and Technology</b>	<b>Fixed Costs</b>	<b>Comments</b>
Credit Card Reconciliation	\$250.00	Per statement per month
Clientbank Reporting Development	\$250.00	Per hour, if required
Custom MIS Programming, Financial Analysis, It Support (Non Reporting)	\$15.00	Per hour
Campus SAFE Start	\$0.00	



Office of Purchasing

March 5, 2021

Mr. Daniel Godfrey  
Flight Centre Travel Group  
d/b/a FCM Travel Solutions  
41 Winter Street  
Boston, MA 02108

**Re: MU17TRAVEL Contract Renewal for Travel Services**

Dear Mr. Godfrey,

The above referenced agreement will expire on May 8, 2021. There is a provision for renewal and changes upon written mutual agreement of the parties.

Please annotate on the bottom of this letter, with your signature and date, if you agree to extend services for **one-year**, effective May 9, 2021 through May 8, 2022.

Please return the letter and the Purchasing Affidavit with signature.

If you have any questions, please feel free to call me at 304-696-3157.

Sincerely,

Tracey Brown-Dolinski  
Assistant Director of Purchasing

I agree to extend the services for MU17TRAVEL for an additional one (1) year period.

Yes  No

Yes, subject to the following changes in the attached letter/ invoice.

Signature \_\_\_\_\_  
William McDonough

5/3/21

Date

Printed Name

President

Title

Comments: \_\_\_\_\_



STATE OF WEST VIRGINIA  
Purchasing Division

**PURCHASING AFFIDAVIT**

**CONSTRUCTION CONTRACTS:** Under W. Va. Code § 5-22-1(i), the contracting public entity shall not award a construction contract to any bidder that is known to be in default on any monetary obligation owed to the state or a political subdivision of the state, including, but not limited to, obligations related to payroll taxes, property taxes, sales and use taxes, fire service fees, or other fines or fees.

**ALL CONTRACTS:** Under W. Va. Code §5A-3-10a, no contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

**EXCEPTION:** The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. Code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

**DEFINITIONS:**

**"Debt"** means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

**"Employer default"** means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

**"Related party"** means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

**AFFIRMATION:** By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that: (1) for construction contracts, the vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

**WITNESS THE FOLLOWING SIGNATURE:**

Vendor's Name: Flight Centre Travel Group (USA) Inc, d/b/a FCM Travel Solutions

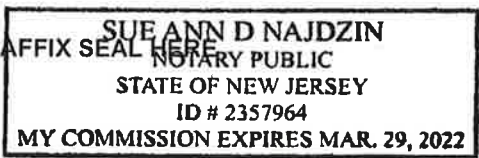
Authorized Signature:  Date: May 18, 2021

State of New Jersey

County of Bergen, to-wit:

Taken, subscribed, and sworn to before me this 18 day of May, 2021.

My Commission expires March 29, 2022.



NOTARY PUBLIC   
Purchasing Affidavit (Revised 01/19/2018)