

**EDUCATION SERVICE CENTER REGION 19 ALLIED STATES COOPERATIVE**  
**RFP AWARD SUMMARY**

**RFP TITLE:** Tour and Travel Services and Related - ESC Region 19 Allied States Cooperative  
**RFP NUMBER:** 20-7372  
**RFP OPENING DATE:** April 7, 2020  
**CONTRACT TERM:** Date of Award until May 31, 2021 with 4 annual extension options.  
**(Extended by Region 19 until May 31, 2022)**  
**(Extended by Region 19 until May 31, 2023)**  
**(Extended by Region 19 until May 31, 2024)**  
**(Extended by Region 19 until May 31, 2025)**

**FUNDING SOURCE:** Various  
**RFP's ISSUED:** 776  
**RESPONSES:** 3  
**ADVERTISEMENT DATES:** El Paso Times – March 9<sup>th</sup>, 2020 & March 16<sup>th</sup>, 2020

**RECOMMENDED FOR AWARD:** **All Aboard Tours & Travel LLC**  
**Sun Travel Inc**  
**~~Two Lakes Travel Corp~~ \*updated 2/8/2024**

**TOTAL (estimated)** **\$4,000,000.00/year**

**EXPLANATIONS:**

Award of this contract will enable ESC Region 19 - Allied States Cooperative (ASC) to establish a contract with vendor(s) for Tour and Travel Services and Related for those procurements that must comply with the new federal EDGAR requirement when federal funds are being utilized. Evaluation and award recommendation were based on 70% pricing and 30% references. The awarded vendors' pricing and information can be found on the Award Detail spreadsheet. Two Lakes Travel Corp is no longer in business; bid has been amended accordingly.

**SPECIFICATIONS, PREPARATION AND EVALUATION PROVIDED BY:**

Rebecca Hernandez – ESC Region 19

Andrea Amiri – ESC Region 19

Rena Lawrence - ESC Region 19

**Special Conditions**

1. Proposals that will be considered under this contract must include but not limited to:
  - a. Documentation of existing contracts with travel providers (buses, trains, airfare).
  - b. Documentation of existing agreements with hotel chains and related.
  - c. Documentation of permits and licenses required to perform states services.
  - d. Documentation of all insurances carried by the vendor to perform stated services.
2. Vendor may be required to complete criminal background checks. Cost for background checks is the responsibility of the vendor and should not be charged to the member.
3. The administrative fee is 2% of the service fee of every purchase order. The service fee is the markup over cost amount which does not include air, hotel, rental car, etc.

Approved By: \_\_\_\_\_

Dr. Armando Aguirre  
Dr. Armando Aguirre  
Dr. Armando Aguirre  
Dr. Armando Aguirre  
Dr. Armando Aguirre

Date: \_\_\_\_\_

May 19, 2020  
February 17, 2021  
February 21, 2022  
February 28, 2023  
February 1, 2024