



Purchasing Services Office

801 Leroy Place
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Letter of Addendum

TO: All Offerors

FROM: Meradeth Montoya-Assistant Director of Purchasing

DATE: 09/24/2025

RE: RFB Number: RFP 26070004 - Amendment No. 1
Commodity: Travel Services

Q1. Can you identify your domestic/international split of travel?

A1. 96% domestic 4% international

Q2. Can you outline hotel, car, and ancillary product spend?

A2. NMT does not track hotel, car, or ancillary product spend independently. The First Responder Training Program at EMRTC, spends approximately \$4 million annually, which includes participant per diem.

Q3. Do you have direct contracts with airlines, hotels, car rental firms?

A3. We have direct bill arrangements with select hotels and a primary rental car agency. At this time, we do not hold any direct contracts with airlines.

Q4. How many departments/divisions are present at NMIMT?

A4. 93 Departments/5 Divisions

Q5. Can you break down the percentage between online and offline bookings?

A5. Mostly online, at 99%.

Q6. How does NMT make payments for travel purchases?

A6. For the First Responder Training Program at EMRTC, travel purchases are paid based on participants' attendance at class. Unused airline tickets are not reimbursed; instead, we work with the participant to reschedule so the ticket can be used for future travel. Alternatively, the

participant may purchase the ticket directly from the travel agency for personal use. New Mexico Tech either pays or the traveler pays and is later reimbursed.

Q7. Is the leisure travel spend specified, included in the air production numbers that you provided?

A7. No, leisure travel spend is not included at New Mexico Tech. Our reported air production numbers reflect only institutional and program-related travel.

Q8. Does NMIMT use an online booking tool? If so, what is the percentage adoption rate by your travelers?

A8. No we do not use an online booking tool.

ALL OFFERORS ARE REQUIRED TO CONFIRM THE RECEIPT OF THIS AMENDMENT IN THEIR RESPONSE.
ALL OTHER TERMS AND CONDITIONS OF THE RFP REMAIN UNCHANGED.