ABC 2016 Fall Summit

So You Need to Charter a Bus?

September 8, 2016

BUS REQUEST FORM
Bus Request Form

- [https://afd.calpoly.edu/](https://afd.calpoly.edu/)

OUT TO QUOTE
Out to Quote

- Submit forms **30 days** in advance
- Average quote return time of **3-4 Business Days**

BUS PRICING MATRIX
Bus Pricing Matrix

- Sent to Requestor (Quotes: Trip #)
  - Forward to Approving Official

Emailed to Requestor

Bus Request Pricing Matrix

- American/San... 
- Ride On... 
- Total Less 5% Small Bus Credit 
- And/or, Over Quoted Time 
- Invoice Total Should Be 

Prepared by: 

Date: 7/27/2010

**Please note: There is a 72 hour cancellation policy. Any group canceling within 72 hours of the trip date will be responsible for 100% of the trip cost.**
Bus Pricing Matrix

- Small Business Credit
  - 5% for Evaluation only

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Bus Pricing Matrix

- Approving Official Signs Off
  - Emails sbs-procurement@calpoly.edu

Hello,
This email serves as my approval to move forward with the SLO Safe Ride quote attached.
Thank you,
Charlotte
Final Booking

- Booking is done **after** the approval email is received
  - Email Sent to all bus companies (Results: Trip #)
  - Requestor is CC’d

Hello,

**SLO Safe Ride** had the lowest evaluated quote for the trip on 8/4/2016. Career Services to Employer Development Specialists. The recap is attached.

Noah please send over your confirmation with reference to **PO #8690**.

Thank you all for your quotes.

Regards.
TRIP CONFIRMATION

Trip Confirmation

- Forwarded to Requestor from Procurement Services
  - Confirmation: Trip #

- Requestor signs and sends to bus company
  - CC: sbs-procurement@calpoly.edu
Itinerary Changes

- Requestor/Department should contact the bus company directly

- Re-Quoting or getting Procurement Services involved
  - If your itinerary is changing +/- 10 hours
Paying the Invoice

- Requestor/Department receives the invoice directly
- Process it like a normal invoice
  - Include the PO# found on the Results: Trip # email
We asked the bus companies what they wanted you to know…

**TIPS & TRICKS**

- Be Flexible with amenities
- Pay your invoice promptly
- List luggage in the “Special Instructions” section
- Ensure there is parking available for the bus at your destination
So You Want to Charter a Bus?

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afd.calpoly.edu/cprm/procurement/bus_requests