

**AMENDMENT #4 to  
MASTER AGREEMENT #7540**

1. This is Amendment No. 4 to Master Agreement No. 7540 (as amended from time to time the "Contract") dated August 16, 2017 between the State of Oregon acting by and through its Department of Administrative Services, Enterprise Goods and Services, Procurement Services ("DAS") for the benefit of the member states of the NASPO ValuePoint Cooperative Purchasing Program ("NASPO ValuePoint") and other Purchasing Entities ("Purchasing Entity"), Corporate Travel Management North America, Inc., hereafter called Contractor. DAS and Contractor may be referred to as "Party" or "Parties".

2. The Contract is hereby amended as follows (new language is indicated by bold and underlining and deleted language is indicated by strikethrough):

**EXHIBIT A - DESCRIPTION OF SERVICES and RATES- Amendment 4**

**Exhibit A: Rates**

<b>SERVICE PER TRANSACTION</b>	<b>VENDOR FEE</b>
Full service agent service <b>Domestic and International</b>	<del>\$20.00</del> <b><u>\$20.20</u></b>
Hotel and Car only booking via agent	<del>\$20.00</del> <b><u>\$20.20</u></b>
Car Rental Booking via agent	<del>\$20.00</del> <b><u>\$20.20</u></b>
Hotel only booking fee via agent	<del>\$6.00</del> <b><u>\$20.20</u></b>
After Hours Fee	<del>No Charge</del> <b><u>\$15.00</u></b>
<del>Online Transactions using Booking tool (Per transaction)</del>	
Concur	<del>\$5.00</del> <b><u>\$6.00</u></b>
NuTravel:	\$6.00
Get There	<del>\$4.00</del> <b><u>\$4.10</u></b>
Lighting	\$4.00
Hotel only booking via online:	Online Booking fee
Car Rental Booking via online	Online booking fee
<del>Optional Additional Service(s) and Fees:</del>	<del>Vendor Fee:</del>
Online Direct Connect:	\$6.00
Vpay Client TMC (Limited to Ohio only)	10.00
Vpay Client Credit card	<del>\$6.00</del> <b><u>\$6.06</u></b>
Trondent Pre-Trip	\$1.00
Human Recourse Feed <b>for Concur only (one time set up charge)</b>	<b><u>Starting at \$2,500.00</u></b>
Single Sign on (SSO) <b>for Concur only (one time set up charge)</b>	<b><u>Starting at \$995.00</u></b>
<del>CTM Smart Technology</del>	<del>Vendor Fee:</del>
Smart Pre-Trip approval (online only)	<del>\$6.00</del> <b><u>\$6.06</u></b>
SMART Portal	<b><u>None, this is included in their services</u></b>
SMART Tracker and Risk and Alerts	<b><u>None, this is included in their services</u></b>

Smart Forecaster	<u>None, this is included in their services</u>
SMART Bill	<u>None, this is included in their services</u>
Smart	<u>None, this is included in their services</u>

Any and all taxes that may be applicable under federal or state government regulations from time to time shall be additional to the above rates.

3. Except as expressly amended above, all other terms and conditions of original contract are still in full force and effect. Contractor certifies that the representations, warranties and certifications contained in the original Contract are true and correct as of the effective date of this Amendment and with the same effect as though made at the time of this Amendment.

Certification: By signature on this Contract for Contractor, the undersigned hereby certifies under penalty of perjury that the undersigned is authorized to act on behalf of Contractor and that Contractor is, to the best of the undersigned's knowledge, not in violation of any Oregon Tax Laws. For purposes of this certification, "Oregon Tax Laws" means a state tax imposed by ORS 320.005 to 320.150 and 403.200 to 403.250 and ORS chapters 118, 314, 316, 317, 318, 321 and 323 and the elderly rental assistance program under ORS 310.630 to 310.706 and local taxes administered by the Department of Revenue under ORS 305.620.

**CONTRACTOR  
SUFFICIENCY**

*Karen McGilway*  
By Karen McGilway

Title: SVP + GM Pacific Region  
Corporate Travel Management  
8/6/2019  
Date

**APPROVED AS TO LEGAL**

Not Required if exempt under OAR 137-045-0050

**APPROVED BY THE DEPARTMENT OF  
ADMINISTRATIVE SERVICES (DAS)**

By *[Signature]*

Title: DEPT STATE CHIEF Account Officer  
8-16-19  
Date