



Purchasing Department  
4400 University Drive, Mailstop 3C5  
Fairfax, VA 22030  
Phone: 703.993.2580 | Fax: 703.993.2589  
<http://fiscal.gmu.edu/purchasing/>

September 26, 2022

Mr. Kevin Schumann - [kschumann@passcharters.com](mailto:kschumann@passcharters.com)

Account Manager

Powwow, LLC DBA PASS Charters

6886 S. Service Dr.

Waterford, MI 48327

SUBJECT: Round 1 Negotiations, RFP GMU-1801-22, Air Charter Services

Dear Mr. Schumann:

We have reached the point in the evaluation process where we are ready to start negotiations/clarifications as provided for in Section XIII, B of the subject RFP. Therefore, we would appreciate your response to the following:

1. Mason understands exact pricing cannot be provided without specific operating parameters. Please provide pricing as a fixed fee over cost. i.e. provide the rate Mason will be charged for each flight over and above what is passed through from an airline. Specify if the rate is one way or round trip. **Fuel surcharge may occur for each flight. Fuel rate + live leg only for possible fuel surcharge. De-icing not included in final pricing. All other cost are included in final pricing.**
2. Please confirm any rebates, incentives, referrals or other financial inducements from the airline you are contracting with will be passed along to Mason prior to invoicing. **N/A**
3. Provide a sample invoice. Invoices should include the fee breakdown showing, at a minimum, the cost per flight passed through from the airline, any charges not quoted to Mason up front (i.e. de-icing, etc.), and Mason's fixed fee. **See attachment.**
4. Confirm Powwow LLC DBA PASS Charters will accept 100% payment after completion of flight or when a valid invoice is received at [acctpay@gmu.edu](mailto:acctpay@gmu.edu), whichever is later. Invoices must reference the purchase order number that was issued to confirm service to be considered valid. **CONFIRMED**
5. Per section XV of Mason's RFP, please confirm how you would like to receive payment, if awarded a contract. All options are outlined below for reference. **OPTION 2**

**Option #1- Payment to be mailed in 10 days**- Mason will make payment to the vendor under 2%10 Net 30 payments terms. Invoices should be submitted via email to the designated Accounts Payable email address which is [acctpay@gmu.edu](mailto:acctpay@gmu.edu).

The 10 day payment period begins the first business day after receipt of proper invoice or receipt of goods, whichever occurs last. [A paper check will be mailed on or before the 10<sup>th</sup> day.](#)

**Option #2- To be paid in 20 days**- The vendor may opt to be paid through our ePayables credit card program. The vendor shall submit an invoice and will be paid via credit card on the 20<sup>th</sup> day from receipt of a valid invoice. The vendor will incur standard credit card interchange fees through their processor. All invoices should be sent to:

George Mason University  
Accounts Payable Department  
4400 University Drive, Mailstop 3C1  
Fairfax, Va. 22030  
Voice: 703.993.2580 | Fax: 703.993.2589  
e-mail: [AcctPay@gmu.edu](mailto:AcctPay@gmu.edu)

**Option#3-** Net 30 Payment Terms- Vendor will enroll in Paymode-X where all payments will be made electronically to the vendor's bank account. For additional information or to sign up for electronic payments, go to <http://www.paymode.com/gmu>. There is no charge to the vendor for enrolling in this service.

6. If awarded a contract, do you acknowledge, agree and understand that all invoices must come from Powwow, LLC DBA PASS Charters? Mason will not accept invoices directly from the airline or any subcontractor. **AGREED.**
7. Do you agree to sign Mason's Standard Contract (Attachments B - Sample Contract), if awarded a contract? Any exceptions to Mason's Standard Contract must be noted in your negotiation response or they will not be considered. **AGREED.**
8. Do you agree to the following cancellation policy: **AGREED**
  - a. 0% cancellation penalty upon signing/commitment and greater than 30 days prior to departure.
  - b. 10% cancellation penalty if cancelled 30 - 16 days prior to departure.
  - c. 25% cancellation penalty if cancelled 15 - 8 days prior to departure.
  - d. 50% cancellation penalty if cancelled 7 - 3 days prior to departure.
  - e. 75% cancellation penalty if cancelled less than 3 days prior to departure.
9. Do you agree the cancellation penalty shall not apply in cases where the previously booked aircraft is rebooked by another customer during any part of the previously scheduled dates of service? **AGREED.**

Please advise if you have any questions or need clarification before responding.

Your email response on or before September 22, 2022 will be greatly appreciated.

Regards,



Erin Rauch, VCO, CUPO  
Assistant Director | Purchasing  
[erauch@gmu.edu](mailto:erauch@gmu.edu)