



TRAVEL MANAGEMENT SERVICES
Executive Summary

Lead Agency: Region 4 Education Service Center

Solicitation: 16-12 Travel Management Services

RFP Issued: November 2, 2016

Pre-Proposal Date: November 17, 2016

Response Due Date: December 13, 2016

Proposals Received: #1

Awarded to: UNIGLOBE Travel Designers

The Region 4 Education Service Center Department of Procurement issued RFP #16-12 on November 2, 2016 to establish a national cooperative contract for travel management services.

National Cooperative language included in the RFP, A. Introduction, I. Background, and Region 4 Education Service Center. It states:

Region 4 Education Service Center (“Region 4 ESC” herein “Lead Public Agency”) on behalf of itself and all state, local governments, school districts, and higher education institutions in the United States of America, and other government agencies and non-profit organizations (herein “Participating Agencies”) solicits proposals from qualified Offerors to enter into a Vendor Contract (“contract”) for the goods or services solicited in this proposal.

Contracts are approved and awarded by a single governmental entity, Region 4 ESC, and are only available for use and benefit of all entities complying with state procurement laws and regulations (public and private schools, colleges and universities, cities, counties, non-profits, and all governmental entities). These types of contracts are commonly referred to as being “piggybackable”.

Notice of the solicitation was sent to potential offerors, as well as advertised in the following:

- National IPA website
- USA Today, nationwide
- Arizona Business Gazette, AZ
- San Bernardino Sun, CA
- Honolulu Star-Advertiser, HI
- The Advocate – New Orleans, LA
- New Jersey Herald, NJ
- Times Union, NY
- Daily Journal of Commerce, OR
- The State, SC
- South Carolina website/newsletter (get from Chris White)
- Houston Community Newspapers, Cy Creek Mirror, TX
- Deseret News, UT

- Richmond Times, VA
- Seattle Daily Journal of Commerce, WA
- Helena Independent Record, MT

On December 13, 2016 proposals were received from the following offerors:

- UNIGLOBE Travel Designers

The proposals were evaluated by an evaluation committee. Using the evaluation criteria established in the RFP, the committee elected to recommend an award to UNIGLOBE Travel Designers based on the response, competitive pricing, and a board product range.

On Tuesday, February 21, 2016 the Board of Directors of Region 4 Education Service Center (ESC) approved the award for travel management services.

The Board of Directors of Region 4 Education Service Center and the Cooperative Purchasing Network (TCPN) executed the agreement with a contract effective date of April 1, 2017. Contract Award: #R161201

Contract includes:

- Travel Maintenance & Support
 - Online Travel Booking Tool
 - Domestic & International Travel
 - Group Travel including, but not limited to athletics, study abroad, conference and meeting, etc.
 - Customized based on organization's travel policy
- Improved Productivity
 - Reporting tools designed to control spend
 - Credit card reconciliation
- Customer Service Department
 - 24/7 after-hours service

Term:

Initial three (3) year agreement effective April 1, 2017 through March 31, 2020 with the option to renew for two (2) additional one-year periods through March 31, 2022.