



TRAVEL MANAGEMENT, TRAVEL EXPENSE MANAGEMENT AND RELATED SERVICES
Executive Summary

Lead Agency: Region 4 ESC

Solicitation: 22-01

RFP Issued: July 29, 2021

Pre-Proposal Date: August 12, 2021

Response Due Date: September 14, 2021

Proposals Received: #4

Awarded to: Emburse Group

The Region 4 ESC Department of Procurement issued RFP 22-01 on July 29, 2021, to establish a national cooperative contract for Travel Management, Travel Expense Management and Related Services.

The solicitation included cooperative purchasing language in Sections I. Scope of Work, National Contract:

Region 4 ESC, as the Principal Procurement Agency, defined in Appendix D, has partnered with OMNIA Partners, Public Sector (“OMNIA Partners”) to make the resultant contract (also known as the “Master Agreement” in materials distributed by OMNIA Partners) from this solicitation available to other public agencies nationally, including state and local governmental entities, public and private primary, secondary and higher education entities, non-profit entities, and agencies for the public benefit (“Public Agencies”), through OMNIA Partners’ cooperative purchasing program. Region 4 ESC is acting as the contracting agency for any other Public Agency that elects to utilize the resulting Master Agreement. Use of the Master Agreement by any Public Agency is preceded by their registration with OMNIA Partners (a “Participating Public Agency”) and by using the Master Agreement, any such Participating Public Agency agrees that it is registered with OMNIA Partners, whether pursuant to the terms of a Master Intergovernmental Cooperative Purchasing Agreement, a form of which is attached hereto on Appendix D, or as otherwise agreed to. Appendix D contains additional information about OMNIA Partners and the cooperative purchasing program.

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

- Region 4 ESC website
- OMNIA Partners 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
- Kennebec ME Journal

On September 14, 2021 proposals were received from the following offerors:

- American Express Global Business
- Emburse Group
- Hotel Planner
- Uniglobe Travel Designers

The proposals were evaluated by an evaluation committee. Using the evaluation criteria established in the RFP, the committee elected to enter into negotiations with Emburse Group and proceeding with contract award upon successful completion of negotiations.

Geographic Preferences: No geographic preferences were included in the evaluation of the responses.

Region 4 ESC, OMNIA Partners and Emburse Group successfully negotiated a contract, and Region 4 ESC executed the agreement with a contract effective date of December 1, 2021.

Contract includes: Supplier provided federal funds certifications which are available on the OMNIA Partners website for review.

Term:

Initial three-year agreement from December 1, 2021 through November 30, 2024 with the option to renew for two (2) additional one-year periods through November 30, 2026.

Pricing/Discount: Pricing is not to exceed pricing and provides discounting off standard list pricing. Additional discounts may be available for higher volumes, and/or multi-products orders. Pricing is available on the OMNIA Partners website for review.