



**Bid Tab Summary**

**RFP # 22-01 Travel Management, Travel Expense Management and Related Services**

Description	Total Weighted Value	American Express Global Business Travel	Chrome River Technologies, Inc., part of the Emburse Group, for itself and on behalf of its Affiliates ("Emburse")	HotelPlanner	West Enterprises Inc., DBA Uniglobe Travel Designers
Products/Pricing	40	32	34	0	37
Performance Capability	25	20	26	0	26
Qualification & Experience	25	12	17	0	18
Value Add	10	4	5	0	7
<b>Total</b>	<b>100</b>	<b>68</b>	<b>82</b>	<b>0</b>	<b>88</b>

It is recommended that the following contract award be made:

**Contract**

*Travel Management, Travel Expense Management and Related Services*

**Award**

*Emburse Group  
Uniglobe Travel Designers*

RFP # 22-01

Travel Management Services

COMMITTEE MEMBER INDIVIDUAL VENDOR SCORING CHART

Each committee member will independently score each vendor listed as specified in the bid documents.  
Email to: cwallace@esc4.net when complete.

VENDOR NAME American Express

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	Rating Factors	Score %	Rationale for Score
1	Products/Pricing (40 Points)	32%	
2	Performance Capability (30 Points)	20%	
3	Qualification and Experience (20 Points)	12%	
4	Value Add (10 Points)	4%	
	Totals = 100%	68%	Notes:

Evaluation Committee Combined Scores 9/16/2021

\_\_\_\_\_  
Evaluator's Name

\_\_\_\_\_  
Date



**RFP # 22-01**

**Travel Management Services**

**COMMITTEE MEMBER INDIVIDUAL VENDOR SCORING CHART**

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**VENDOR NAME** Hotel Planner

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	<b>Rating Factors</b>	<b>Score %</b>	<b>Rationale for Score</b>
1	Products/Pricing (40 Points)		NON-RESPONSIVE
2	Performance Capability (30 Points)		
3	Qualification and Experience (20 Points)		
4	Value Add (10 Points)		
	Totals = 100%	0%	Notes:

Evaluation Committee Combined Scores 9/16/2021

\_\_\_\_\_  
Evaluator's Name

\_\_\_\_\_  
Date

Travel Management Services

COMMITTEE MEMBER INDIVIDUAL VENDOR SCORING CHART

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VENDOR NAME Uniglobe Travel Designers

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	Rating Factors	Score %	Rationale for Score
1	Products/Pricing (40 Points)	37%	
2	Performance Capability (30 Points)	26%	
3	Qualification and Experience (20 Points)	18%	
4	Value Add (10 Points)	7%	
	Totals = 100%	88%	Notes:

Evaluation Committee Combined Scores 9/16/2021

\_\_\_\_\_  
Evaluator's Name Date