



To: Fred Flores
Contract Manager

From: Robert Zingelmann
Chief Financial Officer, Finance and Operations Services

Date: December 15, 2021

Subject: Approval of Contract Award

Per official action taken by the Board of Directors of Region 4 Education Service Center (ESC) on December 15, 2021, the following contracts were approved as presented:

➤ **Travel Management, Travel Expense Management and Related Services**

- Chrome River Technologies, Inc., part of the Emburse Group, for itself and on behalf of its Affiliates ("Emburse")
- West Enterprises Inc., DBA Uniglobe Travel Designers

Contract is effective December 1, 2021. If you have any questions, please let me know.



To: Board of Directors
From: Robert Zingelmann
Date: December 15, 2021
Subject: Recommendation of Contract Award

Region 4 ESC held a RFP opening on September 21, 2021 for RFP # 22-01 for *Travel Management, Travel Expense Management and Related Services*. There were four (4) proposals submitted:

- 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

After careful review of all proposals, the Evaluation Team has determined that two (2) companies demonstrated the ability to provide the products and services outlined in the solicitation while offering competitive pricing to the members.

CONSIDERATION

Award of annual contract in compliance with the bid laws of the State of Texas is recommended.

RECOMMENDATION

The Evaluation Team recommends the following company for award based on their response:

Contract	Vendor	Term of Contract
Travel Management, Travel Expense Management and Related Services	Chrome River Technologies, Inc., part of the Emburse Group, for itself and on behalf of its Affiliates ("Emburse") West Enterprises Inc., DBA Uniglobe Travel Designers	Three (3) years with option of two (2) one-year renewals

Support documentation has been attached for your reference.

Enclosure: Bid Tab Summary



To: Dr. Pam Wells
Executive Director

From: Robert Zingelmann
Chief Financial Officer, Finance and Operations Services

Date: December 15, 2021

Re: Travel Management, Travel Expense Management and Related Services; RFP #
22-01

The Evaluation Committee has reviewed the responses and recommend that the following companies be awarded:

- Chrome River Technologies, Inc., part of the Emburse Group, for itself and on behalf of its Affiliates ("Emburse")
- West Enterprises Inc., DBA Uniglobe Travel Designers

The recommended vendors submitted offers that were determined to be most advantageous to OMNIA Partners, Public Sector members, based upon the bid tabulation. All the recommended respondents were determined to be competitively priced and strong for the specified services outlined in the RFP.

We believe all recommended vendors demonstrate the ability to provide and perform the services requested in the proposal. We will monitor their performance and determine at the end of each year if they are eligible for renewal with each new term.

This multiple award is recommended as most advantageous as it limits contract awards to the least number of suppliers necessary to meet the requirements of OMNIA Partners, Public Sector members. In order to serve the entire nation, a multiple award is recommended to provide any governmental agency with complete coverage of commodities, services and any other offering within the scope of proposal.

Please let me know if you have any questions.



December 16, 2021

Ms. Elizabeth Blount McCormick
elizabethb@uniglobetd.com
President
West Enterprises Inc., DBA Uniglobe Travel Designers
480 S Third Street
Columbus, OH 43215

Re: Award of Contract #R220102

Dear Ms. McCormick:

Per official action taken by the Board of Directors of Region 4 Education Service Center on December 15, 2021, we are pleased to announce that West Enterprises Inc., DBA Uniglobe Travel Designers has been awarded an annual contract for the following, based on the sealed proposal (RFP #22-01) submitted on September 21, 2021:

Commodity/Service

Supplier

Travel Management, Travel Expense
Management and Related Services

West Enterprises Inc., DBA Uniglobe
Travel Designers

This contract is effective December 1, 2021 and will expire on November 30, 2024. As indicated above, your contract # is R220102. This contract may be renewed annually for an additional two (2) years if mutually agreed upon by Region 4 ESC/OMNIA Partners, Public Sector and West Enterprises Inc., DBA Uniglobe Travel Designers.

Your participation in the proposal process is appreciated and we look forward to a successful partnership. Please feel free to provide copies of this letter to your sales representative(s) to assist in their daily course of business.

If you have any questions, please contact Fred Flores, the Contract Manager assigned to your contract, at (713) 554-0494 or fred.flores@omniapartners.com.

Sincerely,

DocuSigned by:

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Robert Zingelmann
Chief Financial Officer, Finance and Operations Services