

BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508  
 County of Cook and State of Illinois

**Travel Agency Services  
 All Colleges**

REPORTS

THE CHANCELLOR

that there is a need for a travel agency to provide necessary domestic and international travel arrangement services for the City Colleges of Chicago; and

that specifications were prepared by District Procurement staff, publicly advertised on November 12, 2007, and that Request for Proposal were sent to (21) twenty one firms and a pre-proposal conference was conducted on November 20, 2007 and that two firms responded to the RFP on November 27, 2007: FCM Bannockburn Travel Solutions and Expertise Travel Services, and,

that the submitted proposals were reviewed, evaluated and ranked by a committee including the Office of Academic Affairs, Wright College, the Office of Finance and the Office of Contract Compliance in accordance with evaluation criteria outlined in the RFP, and the committee recommends acceptance of the proposal from Expertise Travel Services (ETS), to provide domestic and international travel services for proposed standard fees of \$28.00 domestic reservations and \$40.00 international reservations; and

that travel arrangements will include, but not be limited to the cost for airline and hotel arrangements for both domestic and international travel in an estimated amount not to exceed \$200,000 annually, beginning February 7, 2008 through February 07, 2010 with an option to renew for two additional years; and

that the Office of M/WBE Contract Compliance has reviewed the above referenced travel agency services agreement and since Expertise Travel Services ETS is a certified MBE and has partnered with a certified WBE for indirect participation, it has been deemed in compliance with the Board approved Participation Plan.

RECOMMENDS

THE CHANCELLOR

that the Board of Trustees authorizes the Chairman to execute an agreement with Expertise Travel Services (ETS) for the period of February 7, 2008 through February 7, 2010 at standard fees of \$28.00 for domestic reservations and \$40.00 for international reservations including authority to incur costs for airline and hotel arrangements for a total not to exceed cost of \$200,000 annually with an option to renew for two additional years.

FINANCIAL

Not to Exceed \$200,000 Estimated Annual Cost Various Funds -550000

Respectfully submitted,

Wayne D. Watson  
 Chancellor