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ADOPTED - BOARD OF TRUSTEES COMMUNITY COLLEGE

DISTRICT NO. 508

DECEMBER 7, 2012

BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508

COUNTY OF COOK AND STATE OF ILLINOIS

TRAVEL MANAGEMENT SERVICES

CORPORATE TRAVEL CONSULTANTS, INC.

OFFICE OF FINANCE

DISTRICT WIDE

THE CHANCELLOR RECOMMENDS:

that the Board of Trustees authorizes the Chair to execute an agreement with Corporate Travel Consultants, Inc. to provide travel management services for the period from Board execution of the agreement through June 30, 2017, at a total cost not to exceed \$425,000 annually.

VENDOR: Corporate Travel Consultants, Inc.
450 East 22nd Street
Lombard, Illinois 60148

USER: District-Wide

TERM:

The term of the agreement will commence upon Board execution of the agreement and will end on June 30, 2017.

SCOPE OF SERVICES:

The use of the Corporate Travel Consultants, Inc. will provide a more efficient and cost effective mechanism to obtain travel services. Corporate Travel Consultants, Inc. will provide travel arrangements i.e., airline reservations, hotel accommodations, car rentals and group tours as needed. The total cost of \$425,000 annually includes the amount necessary for travel agency fees (\$22 per transaction by telephone and \$8.00 per transaction online which represents an estimated costs savings of 21% and 71% respectively, compared to FY12) and the cost of travel for the District.

BENEFIT TO CITY COLLEGES OF CHICAGO:

The Office of Administrative & Procurement Services in conjunction with the Office of Finance has determined that it is more cost-effective to utilize the above listed vendor under joint purchasing, selected on a competitive basis detailed in the City of Chicago specification #98313 and contract 26377 for the period from August 2, 2012 through June 30, 2017, to provide travel management services.

VENDOR SELECTION CRITERIA:

The contract being utilized as a part of the joint purchasing agreement has been advertised and awarded in accordance with the procurement procedures of the City of Chicago detailed in Specification #98313 and Contract 26377 for the period from August 2, 2012 through June 30, 2017. Pursuant to State law, contracts for goods and services procured from another governmental entity are exempt from the District's competitive bidding requirements.

MBE/WBE COMPLIANCE:

The Office of M/WBE Contract Compliance has reviewed the above referenced request, and Corporate Travel Consultants, Inc. is a City certified WBE firm with 100% participation through the City of Chicago's Target Market Program, and recommends a waiver of the MBE participation to be in compliance with the Board Approved Participation Plan.

GENERAL CONDITIONS:

Inspector General- It shall be the duty of each party to the agreement to cooperate with the Inspector General for City Colleges of Chicago in any investigation conducted pursuant to the Inspector General's authority under Article 2, Section 2.7.4(b) of the Board Bylaws.

Ethics – It shall be the duty of each party to the agreement to comply with the applicable provisions of the Board's Ethics Policy adopted January 7, 1993, and as amended by the Board.

Contingent Liability – Pursuant to Section 7-14 of the Illinois Public Community College Act, all agreements authorized herein shall contain a clause that any expenditure beyond the current fiscal year is subject to appropriation in the subsequent fiscal year.

FINANCIAL:

Total FY13 – FY17: \$425,000 annually

Charge to: Various College Departments

Source of Funds: Operations and Maintenance

Respectfully submitted,

Cheryl L. Hyman
Chancellor

December 7, 2012- Office of Finance