

31354
ADOPTED - BOARD OF TRUSTEES COMMUNITY COLLEGE
DISTRICT NO. 508
MARCH 1, 2012

BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508
COOK OF COOK AND STATE OF ILLINOIS

TRAVEL AGENCY SERVICES
EXPERTISE TRAVEL SERVICES INTERNATIONAL
(Amend Board Report #30025 dated February 11, 2010)
OFFICE OF ADMINISTRATIVE AND PROCUREMENT SERVICES

THE CHANCELLOR RECOMMENDS:

that the Board of Trustees authorizes the Chair to extend the existing agreement with Expertise Travel Services International to provide travel agency services for the District for the period from March 1, 2012 through July 30, 2012, at a total cost not to exceed \$200,000 which includes travel agency fees and the cost of travel for the District.

VENDOR: Expertise Travel Services International
10400 West Higgins Road, Suite 102
Rosemont, Illinois 60018

USER: District Wide

TERM:

The extended term of this agreement will commence on March 1, 2012 and end on July 30, 2012.

SCOPE OF SERVICES:

Expertise Travel Services (ETS) International has agreed to continue to provide travel agency services to the City Colleges of Chicago under the same terms and conditions as the original contract terms. The services include but are not limited to domestic and international airline reservations and hotel arrangements. The total cost (\$200,000) includes the amount necessary for travel agency fees and the cost of travel for the District.

BENEFIT TO CITY COLLEGES OF CHICAGO:

Utilizing Expertise Travel Services International provides a method for travel arrangements that allows the District to make payment for these services through the use of purchase orders or checks. Travel services are currently being prepared for public bidding. The District is further analyzing the travel policies and guidelines to best develop a robust travel management program.

VENDOR SELECTION CRITERIA:

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

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. The evaluation committee recommended the acceptance of the proposal from Expertise Travel Services (ETS), to provide domestic and international travel services for proposed standard fees of \$28.00 for domestic reservations and \$40.00 for international reservations.

MBE/WBE COMPLIANCE:

The Office of M/WBE Contract Compliance has reviewed the above referenced request for a term extension with this vendor and that Expertise Travel Services International remains in compliance with the Board Approved Participation Plan.

MBE Vendor:

ETS International 9400 Foster Rosemont, IL 60656	Direct Participation	City Certification
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WBE Vendor:

Meadows Office Supplies 880 Remington Road Schaumburg, IL 60173	Indirect Participation	City Certification
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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.

FINANCIAL:

Total: \$200,000

Charge to: Various Colleges and Departments

Sources of Funds: Education Fund

Unrestricted Fund

FY12: 00003-(various departments)-80000-00000-550000: \$200,000.

Respectfully submitted,

**Cheryl L. Hyman
Chancellor**

March 1, 2012 – Office of Administrative and Procurement Services-District Office