33451

ADOPTED – BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
MAY 10, 2018

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

TRAVEL MANAGEMENT SERVICES
CORPORATE TRAVEL PLANNERS
OFFICE OF FINANCE
(RENEWAL OPTION)
DISTRICT WIDE

THE CHANCELLOR RECOMMENDS:

that the Board of Trustees authorizes the Chair to exercise the option to renew the agreement, upon final approval of the General Counsel of the legal form of such agreements, with Corporate Travel Planners, Inc. to provide travel management services for the period from July 1, 2018 through June 30, 2021 in the amount of $300,000 annually and at a total cost not to exceed $900,000.

VENDOR: Corporate Travel Planners, Inc.
613 NW Loop 410, Suite 400
San Antonio, TX 78216

USER: District Wide

TERM:
The term of the agreement will begin on July 1, 2017 and will continue through June 30, 2018, with the option to renew for one additional three-year renewal period under the same terms and conditions, based on continuing need, satisfactory performance, and availability of funds.

RENEWAL TERM:
The renewal term of this agreement will begin on July 3, 2018 and will continue through June 30, 2021.

SCOPE OF SERVICES:
The use of the Corporate Travel Planners will provide a more efficient and cost effective mechanism to obtain travel services. Corporate Travel Planners, Inc. will provide travel arrangements i.e., airline reservations, hotel accommodations, car rentals and group tours as needed.

BENEFIT TO CITY COLLEGES OF CHICAGO:
The Office of Administrative and 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 Illinois Public Higher Education Cooperative (IPHEC) RFP# 1DGS1403 to provide travel management services.

VENDOR SELECTION CRITERIA:
The contracts being utilized as a part of the Illinois Public Higher Education Cooperative (IPHEC). Approved for utilize through Board Report # 29816 and 32583 respectively.

Corporate Travel Planners, Inc. was awarded in accordance with the procurement procedures as detailed in RFP# 071415. This request for proposal is to provide online travel booking tool services to the Participating Universities of the Illinois Public Higher Education Cooperative (IPHEC) on an as needed basis.

The initial award will commence upon award acceptance began August 11, 2014 and shall end June 30, 2018, with the option to renew for one additional three-year renewal period under the same terms and conditions, based on continuing need, satisfactory performance, and availability of funds.

MBE/WBE COMPLIANCE:
The Office of Contract Compliance has reviewed the proposed renewal agreement and has determined the firm is in compliance with the Board Approved Participation Plan with a recommendation for a waiver of the MBE goal.

Vendor	MBE or WBE	%	Direct or Indirect	Certifying Agency
Corporate Travel Planners, Inc. 613 NW Loop 410, Suite 400 San Antonio, TX 78216	WBE	100	Direct	State of IL--CMS

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: $900,000
Charge to: Office of Finance
Source of Funds: Education Fund
FY19: 550000-00003-Various

Respectfully submitted,

Juan Salgado
Chancellor

May 10, 2018- Office of Finance