

**34308**  
**ADOPTED – BOARD OF TRUSTEES**  
**COMMUNITY COLLEGE DISTRICT NO. 508**  
**AUGUST 5, 2021**

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

**TRAVEL MANAGEMENT SERVICES**

**TEPLIS TRAVEL SERVICE, LP**

**OFFICE OF FINANCE**

**DISTRICT WIDE**

**THE CHANCELLOR RECOMMENDS:**

that the Board of Trustees authorizes the Chair to enter into an agreement, upon final approval of the General Counsel of the legal form of such agreements, with Teplis Travel Service, LP to provide travel management services for the period from August 5, 2021 through August 4, 2024 in the amount of \$300,000 annually and at a total cost not to exceed \$900,000. The annual costs are total not to exceed costs are inclusive of travel, hotel accommodations and car rental fees.

**VENDOR:** Teplis Travel Service, LP.  
400 Perimeter Center  
Terrace, Suite 151  
Atlanta, GA 30346

**USER:** District Wide

**TERM:**

The term of the agreement will begin on August 5, 2021 and will continue through August 4, 2024, with the option to renew for one (1) additional year.

**SCOPE OF SERVICES:**

The use of the Teplis Travel Service, LP will provide a more efficient and cost-effective mechanism to obtain travel services. Teplis Travel Service, LP 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 Finance in conjunction with Procurement Services 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 Education Cooperative, referenced as "IPHEC" RFP #IPHEC2143 to provide travel management services.

**VENDOR SELECTION CRITERIA:**

This contract is being utilized as part of Illinois Public Higher Education Cooperative, approved under Board Reports #29816 and #32583 respectively.

Teplis Travel Service, LP was awarded in accordance with the procurement procedures as detailed in RFP #IPHEC2143. This request for proposal is to provide online travel booking tool services to the Participating members of the IPHEC consortia on an as needed basis.

**MBE/WBE COMPLIANCE:**

Procurement Services has reviewed the proposed 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.

<b>Vendor</b>	<b>MBE or WBE</b>	<b>%</b>	<b>Direct or Indirect</b>	<b>Certifying Agency</b>
Teplis Travel Service, LP. 400 Perimeter CTR Terrace, Ste 151 Atlanta, GA 30346	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**

**August 5, 2021- Office of Finance**