

35174
ADOPTED-BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
JULY 11, 2024

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

TRAVEL MANAGEMENT SERVICES
TEPLIS TRAVEL SERVICE, LP
THE OFFICE OF FINANCE
DISTRICT WIDE
(RENEWAL OF BOARD REPORT 34308)

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, to execute an amendment to the agreement with Teplis Travel Service, LP to provide travel management services for the period commencing no sooner than August 5, 2024 through August 4, 2025 in an amount not to exceed \$1,500,000. The 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

ORIGINAL TERM:

In accordance with Board Report 34308, the term of the agreement will begin on August 5, 2023, and will continue through August 4, 2024, with the option to renew for one (1) additional year.

FINAL TERM:

The term of this agreement will begin for the period commencing no sooner than August 5, 2024, through August 4, 2025, with no renewal option.

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. The increase in cost (\$350,000) represents the fact that the required services are secured by Teplis Travel Service, LP, but paid via CCC's PNC Banking Ghost Card Program, thus allowing an indirect billing setup that avoids additional procurement processes for District-wide travel expenses.

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 the 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.

<u>Vendor</u>	<u>MBE or WBE</u>	<u>%</u>	<u>Direct or Indirect</u>	<u>Certifying Agency</u>
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: \$1,500,000

Charge to: The Office of Finance

Source of Funds: Education Fund

FY25: 550000-00003-Variou

Respectfully submitted,

**Juan Salgado
Chancellor**