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ADOPTED – BOARD OF TRUSTEES  
COMMUNITY COLLEGE DISTRICT NO. 508  
JUNE 4, 2026

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

**TRAVEL SERVICES  
CORPORATE TRAVEL MANAGEMENT NORTH AMERICA, INC  
DBA COLLEGIATE TRAVEL PLANNERS (CTP)  
OFFICE OF FINANCE  
DISTRICT WIDE  
(Amendment to Board Report #35319)**

**The Chancellor Recommends:**

that the Board of Trustees authorizes the Chair, upon final approval of the General Counsel as to the legal form of such agreement, to authorize the execution of an agreement with Corporate Travel Management North America, Inc., dba Collegiate Travel Planners (CTP) for overall Travel Services for the organization to include, but not limited to: Group, Individual, Athletic and Study Abroad Travel for the period from December 5, 2024 through November 10, 2028, at a total cost not to exceed \$2,600,000.

**VENDOR:** Corporate Travel Management North America, Inc. dba Collegiate Travel Planners  
2120 S. 72<sup>nd</sup> Street, Suite 700  
Omaha, NE 68124

**USERS:** District Wide

**TERM:**

The term of this agreement shall commence December 5, 2024, and shall end on November 10, 2028.

**SCOPE OF SERVICES:**

City Colleges of Chicago will utilize the services of Collegiate Travel Planners (CTP) to coordinate its travel-related services. Agency will supply travel related services including, but not limited to securing reservations for airlines, railroads, rental cars and bus companies, limousines, hotels, tours, travel guides, food services with other owners or contractors providing accommodations, transportation, or other travel-related services including Individual, Group, Athletic and Study Abroad Travel.

Agency will provide the following travel services including, but not limited to:

Total Travel Management

Quality Control Processing

Supplier Negotiations (air/car)

Reconciliation and Transition of Customer's Current Travel Services to Agency Travel Services

**BENEFIT TO CITY COLLEGES OF CHICAGO:**

Collegiate Travel Planners (CTP) have a strong customer portfolio in the higher education industry, with dedicated local Account Management and Travel Consulting teams who understand the unique challenges and opportunities that face the industry in your local market. Building on our extensive higher education industry travel expertise, CTP's customers also benefit from CTM's cross-industry

experience, by way of leveraging insights from successful travel program strategies that have been deployed across other “like” organizations. The Office of Finance in conjunction with Procurement Services has determined that that group, athletic and study abroad services are becoming more common across the district, and that our Current travel provided does not specialize in group, athletic or study abroad travel arrangements and it is more effective to utilize the above-listed vendors expertise for these services.

**VENDOR SELECTION CRITERIA:**

This contract is being utilized as part of Educational and Institutional Cooperative (E&I), approved under Board Reports #29816 and #32583, respectively. Collegiate Travel Planners was awarded in accordance with the procurement procedures as detailed in E&I RFP #EI00236-2023RFP, Master Agreement #EI00372-2023MA dated October 1, 2023. This request for proposal is to provide travel management services to the Participating members of the E &I Cooperative consortia on an as needed basis.

**MBE/WBE COMPLIANCE:**

The Office of Procurement Services has reviewed the proposed compliance plan and recommends a full waiver of the Board Approved MBE/WBE Contract Participation Plan due to the nature of the agreement (travel-related services) and the absence of subcontracting opportunities.

**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:** \$2,600,000

**Charge to:** Office of Finance

**Sources of Funds:** Various

**Budget Line:** 53/54/55000-Variou

**Respectfully submitted,**

**Juan Salgado  
Chancellor**

**June 4, 2026 – Office of Finance**