

Board of Visitors

**TRAVEL MANAGEMENT SERVICES  
AWARD NOTIFICATION**

- DESCRIPTION:** This contract provides travel management services for the University. These services include travel planning, scheduling, and purchase of air and rail tickets for University travelers.
- BACKGROUND:** A RFP was issued on October 11, 2007; a Pre-Proposal Conference held on October 23, 2007 and proposals were due on November 9, 2007. Ten proposals were received and evaluated by the selection committee. Based on discussions and scoring by the selection committee, the top-ranked six firms were short-listed. Negotiations were held with the six firms. To best meet the needs of the diverse university, the selection committee determined to award contracts to the top-ranked 6 firms.
- FIRMS CONTRACTED:** Covington International Travel  
Crossroads Travel Advisors, Inc.  
EEI Travel  
Short's Travel Management  
Travel Management Partners  
Worldtek Travel Management
- CONTRACT AMOUNT:** Not to exceed \$3,000,000 annually
- CONTRACT TERM:** January 9, 2008 through January 8, 2009, with the option to renew for four additional one-year periods.