

Board of Visitors

**REQUEST FOR PROPOSALS  
TRAVEL MANAGEMENT SERVICES**

- ITEM:** Procurement and Payment is seeking approval to establish a new contract(s) for travel management services for the University. These services include travel planning, scheduling, and purchase of air and rail tickets for University travelers.
- BACKGROUND:** Multiple travel firms (currently 4 firms) have been providing these services under the existing contract since July 9, 2002. Annual expenditures under the existing contract have been \$2,200,000.00
- PURPOSE:** To establish a contract with one or more travel management firms to provide travel (air and rail) management services for the University.
- PROCUREMENT:** In an effort to contract with the most highly qualified and capable firm(s), a Request for Proposals (RFP) will be issued.
- RECOMMENDATION:** Approve the competitive solicitation to establish a travel management contract(s) for a period of one year with 4 one-year renewal options. Total expenditures against any resulting contract(s) should not exceed \$3,000,000.00 annually.