



To: Board of Directors
From: Robert Zingelmann
Date: February 6, 2017
Subject: Recommendation of Contract Award

Region 4 ESC/TCPN held a bid opening on December 13, 2016 for RFP # 16-12 for **Travel Management Services**. There was one (1) proposal submitted:

- UNIGLOBE Travel Designers

After careful review of the proposal, the Evaluation Team has determined that the company demonstrated the ability to provide the products and services outlined in the solicitation while offering competitive pricing to the members.

CONSIDERATION

Award of annual contract in compliance with the bid laws of the State of Texas is recommended.

RECOMMENDATION

The Evaluation Team recommends the following company for award based on their response:

Contract	Vendor	Term of Contract
Travel Management Services	UNIGLOBE Travel Designers	Three (3) years with option of two (2) one year renewals

Support documentation has been attached for your reference.

Enclosure: Bid Tab Summary



To: Christine Dorantes
Contract Manager

From: Jason Wickel
Cooperative Purchasing Coordinator

Date: February 22, 2017

Subject: Approval of Contract Awards

Per official action taken by the Board of Directors of Region 4 Education Service Center (ESC) on Tuesday, February 21, 2017 the following contract was approved as presented:

➤ **Travel Management Services**

- UNIGLOBE Travel Designers

Contract is effective April 1, 2017. If you have any questions, please contact me.



To: Robert Zingelmann
Chief Financial Officer

From: Jason Wickel
Purchasing Cooperative Coordinator

Date: January 16, 2017

Re: Single Award Justification

The evaluation committee has reviewed the responses and recommend that the following company be awarded:

- ***UNIGLOBE Travel Designers***

The recommended vendor submitted an offer that the evaluation committee determined to demonstrate the ability to provide and perform the services requested in the proposal. UNIGLOBE Travel Designers have engaged a proposal to fit the need of school districts, universities, public agencies, and non-profits. Their detailed response is favorable in all aspects and pricing. Offering many service lines (e.g. not limited to domestic & international travel, hotel, transportation, charters, group travel, study aboard, relocation, VIP and passport services), a 24/7 customer service for travelers, a dedicated customer service team specific to Region 4 & Natl.IPA/TCPN participants, and the ability to provide the lowest rates and services not available to the general public. We found their proposal to be aggressive and offered participants a variety of service options. Their proposal was by far responsive in providing detail on each level of the evaluation process.

UNIGLOBE Travel Designers is well established with a long history in the business. They have national capabilities and a proven track record of service and quality to participating agencies. We will monitor their performance and determine at the end of each year if they are eligible for renewal with each new term.

Please let me know if you have any questions.