

PORTFOLIO TITLE: TRAVEL MANAGEMENT SERVICES (2023-2029)
LEAD STATE: OREGON

OVERVIEW:

Master Agreements have been established with a qualified awarded Supplier to provide Travel Management Services to eligible entities.

INITIAL TERM: 2 Years

RENEWALS: 4 Years

TOTAL TERM POSSIBLE: 6 Years

SERVICE CATEGORIES:

1. Airfare Reservations and Booking
2. Rail Travel Reservations and Booking
3. Lodging Reservations
4. Car Reservations and Booking

SUPPLIER AVAILABLE:

Corporate Travel Management
North America, Inc.

KEY BENEFITS:

Travel Management Services to include at a minimum:

1. Flexible options for online booking tools
2. Full-service agent services
3. Lodging Services with GSA Per Diem Rates included
4. If needed, when travel is booked air, lodging, and car rental can be done at one time.
5. Mobile Technology Device Access
6. Retained the incumbent.

PRICING:

The new solicitation has produced discount rates of 40 to 81%.

PROCUREMENT BACKGROUND:

The State of Oregon released the RFP for Travel Management Services on January 25, 2022. The Sourcing Team conducted individual evaluations from April 19, 2022, through June 15, 2022. They met virtually on July 6, 2022, to discuss Round 1 scoring and determine the competitive range. The Team then held in-person meetings August 1st through 3rd, 2022 for Round 2 supplier presentations and to discuss and finalize the evaluations and award recommendations.

STATES ON SOURCING TEAM:

1. Oregon (lead state)
2. Louisiana
3. New Mexico
4. New York
5. Utah

SOLICITATION INFORMATION:

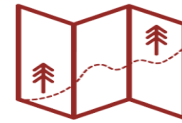
Type: Request for Proposal (RFP)

Solicitation Number: S-10700-00001827

Date Released: 01/25/2022.

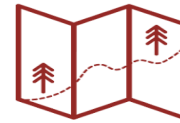
Date Closed: 03/14/2022

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<u>PUBLIC POSTING OF SOLICITATION:</u> Solicitation was Publicly Advertised from 01/25/2022 to 04/14/2022. • Website Posted On: OregonBuys Procurement System • Posting Link: oregonbuys.gov • Number of Days Solicitation was Publicly Posted: 79 • Number of Amendments Posted: 5	<u>PUBLIC OPENING</u> Sealed responses were publicly opened on March 14, 2022, at 11:00 am PT, in Portland, Oregon. 
<u>VENDOR RESPONSES:</u> • Number of Vendor Responses Received: 3 • Number of Non-Responsive Vendor Responses: 0 • Number of Vendor Responses Evaluated: 3	<u>EVALUATIONS:</u> The due date to submit Responses was March 14, 2022. The Responses were provided to the evaluators shortly thereafter and they began their reviews in their respective home states. The members of the Sourcing Team met in Portland on August 1st through 3rd 2022 for supplier presentations and to discuss award recommendations.
<u>EVALUATION CRITERIA:</u> Responses were evaluated based on the following Evaluation Criteria: <u>Round 1</u> 1. Technical Requirements • Key Person(s) and Company Experience 2. Travel Management Services • Online Booking Tool and Reservation Process • Booking Tool Requirements • Agent Services • On-Site Agent Services • Scheduling and Booking • Ticket Distribution • Reservations • Lodging • Additional Services • Website • Customer Service • General Reporting and Other Reporting Areas 3. Additional Travel Related Services Available 4. Implementation / On-boarding 5. Program Outreach 	

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6. References

Round 2

7. Presentation/Demonstration

8. Cost Evaluation

SCORING:

Responses were scored using the point structure in the table below.

TOTAL POINTS POSSIBLE :		900
ROUND 1 POINTS POSSIBLE		
3.4.3	Technical Requirements	60
3.4.4	Travel Management Services	90
3.4.5	Additional travel Related Services Provided	50
3.4.6	Implementation/ Onboarding	80
3.4.7	Program Management	75
3.4.8	Program outreach	70
3.4.2	References	30
ROUND 2 POINTS POSSIBLE		
4.13.1	Presentation/Demonstration	145
4.13.3	Cost Matrix	300

AWARD:

The RFP provided for two Rounds of scoring. The total number of points available in Round 1 was 455. The RFP Allowed for the elimination of Proposers after Round 1 if there was a natural break in scores.

After initial evaluation and scoring was completed, the scores for Round 1 were as follows:

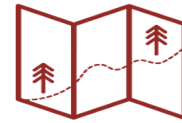
<u>Proposer</u>	<u>Score</u>
Corporate Travel Management	408
Knight Holdings	385
Travel Group	306

After a review of these scores, the Sourcing Team elected to move to Round 2, with the top two scoring. Proposers based on a natural break in scoring.

After Round 2 scoring, the Sourcing Team recommended to award CTM as the provider for Travel Management Services.

The matrix below shows the overall scores, which include Round 1 and Round 2.

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	Round 1	Round 2	Round 2 Cost	Final
Corporate Travel Management (CTM)	408	145	250	803
Knight Holdings	385	123	180	688
The Travel Group	306	-	-	306

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