Travel Management Services Agreement

Start date: 18 May 2015
End date: 17 May 2018 (with possible 1 year extension)

Lead Consortium: Southern Universities Purchasing Consortium (SUPC)
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OJEU Number: 2014/S 249-442626
Website: www.hecontracts.co.uk

A reduction in transaction fees of between 15% - 59% on lot 1*

A reduction in transaction fees of between 65% - 100% on lot 2*

*This is a potential transaction fee savings based on prices charged on the previous SUPC Framework Agreement. Savings vary by supplier and also depend on whether bookings are made online or via telephone/email.

This framework covers the provision of business and group student travel (including conferences) and is split into three Lots:

- **Lot 1: Business Travel Management Service** - Offers a fully managed service for all UK and international travel and associated services. This lot covers UK and international air, rail, and hotel services; ferry services; Eurostar; international vehicle hire; and relevant professional advice.
- **Lot 2: Hotels and Conferencing** – Offers a managed service for hotel, conference and meeting bookings. Suppliers offer conference and meeting bookings to the UK as well as internationally. Hotel bookings can be made both online and via phone.
- **Lot 3: Student (Group) Travel** – Offers access to student group travel services covering all aspects of student group travel and offering relevant professional advice to members for student group travel.

- Full EU-compliance
- A wide choice of suppliers
- Access to travel management company and consortium-agreed route deals
- A choice of payment options on both UK and international hotel bookings, including pay-on-departure, pre-paid or bill back
- Standard contract performance measures
- Flexibility to meet the requirements of local travel management policies
- Pre-defined and agreed Terms and Conditions

If you want to conduct a further competition, you can take into account the financial stability, eProcurement capabilities and other relevant requirements of suppliers at the time of call-off.

Call-off patterns will usually be agreed locally with advice from your procurement department and may include:

- Choosing single or multiple suppliers
- Undertaking a further competition for specific requirements
- Completing a desktop competition

Complete guidance on running a further competition can be found in the buyer's guide on HE Contracts Database.

www.supc.ac.uk

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SUPPLIERS

Lot	Supplier
L1: Business Travel	STA Travel Clarity Travel Management (previously Co-operative Travel Management) Key Travel Ltd Diversity Travel Ian Allan Travel Ltd Selective Travel Management
L2: Hotels and Conferencing	STA Travel Key Travel Ltd Calder Conferencing Clarity Travel Management
L3: Student (Group) Travel	Key Travel STA Travel Studylink Tours Studytrips (known as ISIS Educational Services Ltd)

SUSTAINABILITY

All providers on lot 1 can provide a suite of carbon data reports detailing:
- The type of transport used per trip
- The fuel usage for cars/vans
- Mileage for trains, planes, coaches and ferries per trip
- The carbon emissions data using the Department for Environment, Food and Rural Affairs (DEFRA) methodology

Additionally, all providers can issue an annual report for institutions containing carbon emissions per person, per department/college, and for the institution as a whole. All providers are also able to offer carbon offsetting schemes.

NEXT STEPS

To start taking advantage of this agreement right away, please visit the Travel Services Agreement page on HE Contracts Database at: www.hecontracts.co.uk
From there, you can view the suppliers, supplier contact details, terms and conditions and a complete buyer's guide.

If you need assistance, please contact the person with responsibility for procurement at your institution, or contact SUPC Head of Operational Procurement at p.mander@reading.ac.uk.

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