

October 25, 2017

AUTHORIZE A NEW AGREEMENT WITH WEST ENTERPRISES INC DBA UNIGLOBE TRAVEL DESIGNERS FOR TRAVEL SERVICES**THE CHIEF EXECUTIVE OFFICER REPORTS THE FOLLOWING DECISION:**

Authorize a new agreement with West Enterprises Inc DBA Uniglobe Travel Designers to provide travel services (hotel, transportation, rental cars, airfare) to all units at an estimated annual cost set forth in the Compensation Section of this report. Vendor was selected on a competitive basis pursuant to a Request for Proposal (#16-12) issued by Region 4 Education Service Center of Houston, TX as the Lead Public Agency, with the assistance of the The Cooperative Purchasing Network (TCPN), subsequently merged with National IPA. Subsequently, Vendor entered into a Vendor Contract with Region 4 Education Service Center (TCPN contract #R161201). The Board desires to purchase Travel Services based upon that Vendor Contract pursuant to Board Rule 7-2.7, which authorizes the Board to purchase non-biddable and biddable items through government purchasing cooperative contracts. A written agreement for Vendor's services is currently being negotiated. No services shall be provided by Vendor and no payment shall be made to Vendor prior to the execution of their written agreement. The authority granted herein shall automatically rescind in the event their written agreement is not executed within 90 days of the date of this Board Report. Information pertinent to this agreement is stated below.

Contract Administrator : Sinnema, Mr. Ethan Cedric / 773-553-5180

VENDOR:

- 1) Vendor # 18695
WEST ENTERPRISES INC DBA UNIGLOBE
TRAVEL DESIGNERS
480 SOUTH 3RD STREET
COLUMBUS, OH 43215
Elizabeth Blount McCormick
614 237-4488

Ownership: Elizabeth Blount Mccormick -
60%, Jacqueline Blount - 30%, And Elsie
Blount - 10%

USER INFORMATION :

Project
Manager: 12210 - Procurement and Contracts Office
42 West Madison Street
Chicago, IL 60602
Hernandez, Miss Patricia
773-553-2256

TERM:

The term of this agreement shall commence on November 1, 2017 and shall end on March 31, 2020. This agreement shall have two (2) options to renew for periods of one (1) year each.

EARLY TERMINATION RIGHT:

The Board shall have the right to terminate this agreement with 30 days written notice.

SCOPE OF SERVICES:

Vendor will provide travel booking services for hotels, airlines, car rentals and other transportation options.

DELIVERABLES:

Vendor will provide a travel booking website and a phone hotline where CPS schools and departments can order their travel service needs. Vendor will also provide reporting capabilities concerning the sources and volume of travel spend ordered through them.

OUTCOMES:

Vendor's services will result in the following:

1. A strategic source contract that any school or department can use for their travel needs
2. Full visibility of travel requests/approvals for each school and department
3. Vendor will provide online booking and assisted agent booking by phone for travel services
4. Reduction in administrative duties for travel agreements for multiple firms per each school and department
5. A low fee per transaction

COMPENSATION:

Vendor shall be paid according to the terms of the agreement. Estimated annual costs for the thirty (30) month term are set forth below:

\$2,250,000.00, FY18

\$3,000,000.00, FY19

\$2,250,000.00, FY20

REIMBURSABLE EXPENSES:

None.

AUTHORIZATION:

Authorize the General Counsel to include other relevant terms and conditions in the written agreement. Authorize the President and Secretary to execute the agreement. Authorize the Chief Procurement Officer to execute all ancillary documents required to administer or effectuate the agreement.

AFFIRMATIVE ACTION:

Pursuant to the Remedial Program for Minority and Women Owned Business Enterprise Participation in Goods and Services Contracts (M/WBE Program), the goals are set at 30% MBE and 7% WBE. This contract is in compliance with the Prime for 100% MBE participation.

100% MBE

West Enterprises Inc DBA Uniglobe Travel Designers

480 South 3rd Street

Columbus, OH 43215

Ownership: Elizabeth Blount McCormick

LSC REVIEW:

Local School Council approval is not applicable to this report.

FINANCIAL:

Various Funds and Units

\$2,250,000.00, FY18

\$3,000,000.00, FY19

\$2,250,000.00, FY20

Not to exceed \$7,500,000.00 for the thirty (30) month term. Future year funding is contingent upon budget appropriation and approval.

CFDA#: Not Applicable

GENERAL CONDITIONS:

Inspector General - Each party to the agreement shall acknowledge that, in accordance with 105 ILCS 5/34-13.1, the Inspector General of the Chicago Board of Education has the authority to conduct certain investigations and that the Inspector General shall have access to all information and personnel necessary to conduct those investigations.

Conflicts - The agreement shall not be legally binding on the Board if entered into in violation of the provisions of 105 ILCS 5/34-21.3 which restricts the employment of, or the letting of contracts to, former Board members during the one year period following expiration or other termination of their terms of office.

Indebtedness - The Board's Indebtedness Policy adopted June 26, 1996 (96-0626-PO3), as amended from time to time, shall be incorporated into and made a part of the agreement.

Ethics - The Board's Ethics Code adopted May 25, 2011 (11-0525-PO2), as amended from time to time, shall be incorporated into and made a part of the agreement.

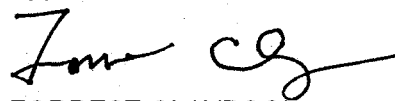
Contingent Liability - The agreement shall contain the clause that any expenditure beyond the current fiscal year is deemed a contingent liability, subject to appropriation in the subsequent fiscal year budget(s).

Approved for Consideration:



JONATHAN MAPLES
Chief Procurement Officer

Approved:



FORREST CLAYPOOL
Chief Executive Officer

Approved as to Legal Form:



RONALD L. MARMER
General Counsel