

Travel and Student Travel Services (TRA4027 SU)

SUMMARY

Start date: 18th May, 2015

End date: 17th August, 2019

OJEU Number: 2014/S 249-442626

Lead Consortium: SUPC

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Website:
<https://www.hecontracts.co.uk/agreements/263>

- Flexibility to meet the requirements of local travel management policies
- A choice of payment options on both UK and international hotel bookings, including pay-on-departure, pre-paid or bill back

SCOPE

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.

AGREEMENT BENEFITS

- 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

USING THE FRAMEWORK

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.

There are several ways to call-off from this agreement:

1. Direct award to top-ranked supplier

A direct award is permitted by the Public Contract Regulations if an institution can determine that the top ranked supplier can meet their requirements, and that the supplier provides the most economically advantageous solution.

2. Conduct a desktop exercise

Institutions may use a desktop calculator to amend the criterion by up to 20 percentage points to reflect their local requirements. This tool is available on HEC and, based on the institution amended weightings, will then recalculate the total overall score. Once complete, you should place your contract with the highest scoring supplier.

3. Further competition (light and full options)

Institutions wishing to undertake a further-competition may do so. All the supplier(s) appointed must be invited to submit responses to the institution's further-competition tender document. You can find further guidance on conducting a further competition in the buyer's guide on HE Contracts Database.

SUPPLIERS

Lot	Suppliers
Business Travel Management Service Lot 1 TRA4027 SU	Clarity Travel Management (was The Co-Operative Travel Management), Diversity Travel, Ian Allan Travel, Key Travel Ltd, STA Travel, Selective Travel Management,
Hotels and Conferencing Lot 2 TRA4027 SU	Calder Conferences Limited, Clarity Travel Management (was The Co-Operative Travel Management), Key Travel Ltd, STA Travel,
Student Group Travel Services Lot 3 TRA4027 SU	Key Travel Ltd, STA Travel, Studylink Tours, Studytrips (formerly 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 rob.johnson@reading.ac.uk.