

Travel Management Contractor Transition



Travel Management Contractor Transition Webinar

Housekeeping:

- ▶ Please use your computer's speakers to listen to the webcast
 - If you are unable to use your computer's speakers please use this conference call number 1-866-377-3315 Passcode: 8481996#
 - Please mute your phone by using *6
- ▶ If you have trouble hearing the webcast please let us know using the CHAT Feature or the Q&A Feature
- ▶ If you have a question or comment related to the webcast please use the CHAT Feature or the Q&A Feature to ask the question or post the comment. The question or comment will be addressed at the end of the webcast
- ▶ The webcast will be posted to the DAS Procurement website (<http://www.oregon.gov/DAS/EGS/PS/Pages/index.aspx>) soon, but will also be sent out both OrCPP Link and Buyer Link immediately after the webinar



Introductions

TMC Transition Team:

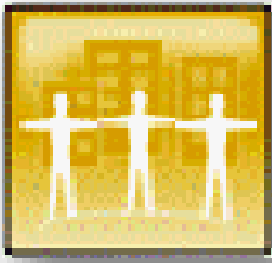
- ▶ Josh Hardage, Travel Agreements, State Procurement Analyst
- ▶ Kaliska King, Travel Cards Agreement, State Procurement Analyst
- ▶ Kelly Stevens-Malnar, ORCPP Program Manager
- ▶ Adam Helvey, ORCPP Program Manager
- ▶ Tony Fuerte, CTM Vice President Account Management



Agenda

Topics:

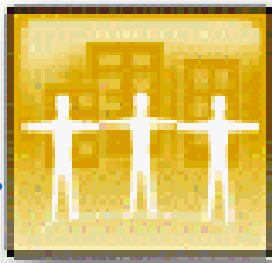
- ▶ Introduction of TMC transition team
- ▶ ORCPP Program
- ▶ Managed Travel Program Agreements and Benefits
- ▶ Introduction of the new TMC
- ▶ Transition, set-ups, payments, and booking tool
- ▶ Benefits of using the travel management contract



ORCPP Access & Use of Statewide Price Agreements & NASPO ValuePoint

- ▶ Same Booking Tool (*NuTravel*)
- ▶ Same Great Customer Service
- ▶ Continue with the same discounts and benefits
- ▶ “Cooperative Procurement Group”
 - ORCPP Jointly Named as authorized purchasers
 - Procurement legally meets Oregon Procurement Laws
 - ✓ Formal Solicitation
 - ✓ Award Process
 - ✓ All Noticing Requirements
 - ✓ Participating Addenda Executed

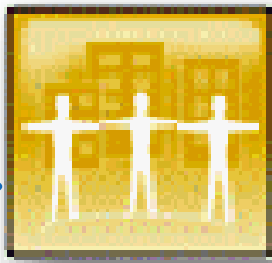




Other Options?

Local Contracting bodies, possibly

- ▶ Conduct Your Own Independent Procurement
- ▶ Piggy Backing: Performance of Due Diligence
 - Was ORCPP Jointly Cooperatively Named, or were the Purchasing Contracting Agencies Permissively Named?
 - If JOINTLY Named; the contracting agency conducting the procurement must have had the authority to jointly name the ORCPP Procurement Group
 - The State of Oregon is the only contracting body with the authority to do so
 - Are there other Permissive Use Contracts for Travel?
 - Possibly, but note: They will not have the same access to Airline Discount Pricing & City Pair Pricing
 - Agency's Due diligence; Open and Impartial Competitive Process, Solicitation Method is substantially equivalent to ORS279B.055 (formal ITB) or ORS279B.060 (formal RFP)

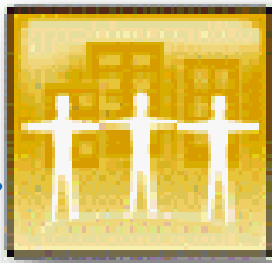


Permissive Cooperative Procurement: Due Diligence?

▶ Permissive Use Due Diligence, continued

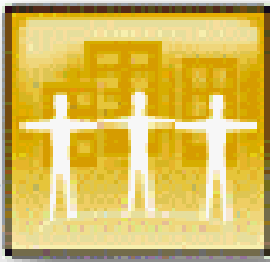
- ▶ Does my agency have the authority to enter in to a Permissive Use Cooperative Contract?
- ▶ Was the procurement process conducted with an Open and Impartial Process?
- ▶ Was the Solicitation Method substantially equivalent to ORS279B.055 (formal ITB) or ORS279B.060 (formal RFP)
- ▶ Did the solicitation and contract Terms and Conditions extend same pricing as that of the original contract?
- ▶ Did the contractor agree to extend the T&C's and pricing to others

NOTE: Read the Terms & Conditions carefully



Permissive Cooperative Procurement: Due Diligence, continued

- ▶ No material change in the Terms & Conditions
- ▶ Has my agency done a Public Notice of Intent Participate?
 - Description of the Procurement
 - Estimated amount of the procurement
 - Name of the administering contracting agency
 - Include the Time, Place, and Date by which comments must be submitted to the purchasing contracting agency.
 - Public Notice shall be at least 7 days before the deadline for submission of comments.
 - Purchasing Contract Agency must review and make written determination that participation is in the agency's best interest and provide vendor with a copy BEFORE establishing a price agreement.



Questions or Comments?

Questions: ORCPP and the Authority of the “Group”

▶ Kelly Stevens-Malnar, 503-378-3976

Kelly.A.Stevens-Malnar@Oregon.gov

▶ Adam Helvey, 503-373-2106

Adam.L.Helvey@Oregon.gov

OREGON Cooperative Program Managers



Benefits of Managed Travel

- One-stop solution to setting up a managed travel program that supports State Agencies and ORCPP's in controlling spend
- These statewide and nationwide agreements have been solicited and negotiated to leverage combined market share and buying power to maximize discounted service rates and other value-in services
- Available to all State Agencies and ORCPP members
- Any public employee can utilize these agreements while on official government travel status

Oregon Managed Travel Agreements



- ▶ Travel Management Contractor
 - CTM
 - ✓ Discount Lodging
- ▶ Vehicle Rentals
 - Enterprise/National
 - Hertz
- ▶ City Pair Air Fares
 - Alaska Airlines
 - Jet Blue Airlines
- ▶ Discount Air Fares
 - Southwest Airlines
 - United Airlines

Vehicle Rentals



- ▶ Enterprise/National - Nationwide
 - ▶ Price Agreement #9950
 - ▶ Contact: Clint Fulcher, (503) 612-8133, clinton.d.fulcher@ehi.com



- ▶ Hertz - Nationwide
 - ▶ Price Agreement #9949
 - ▶ Contact: Sam Crawley, (804) 475-2771, scrawley@hertz.com

Vehicle Rental Benefits



- ▶ Unlimited mileage
- ▶ One way rentals up to 500 miles at no additional cost
- ▶ Free loss, damage, waiver insurance (LDW)
- ▶ Free extended liability insurance coverage up to \$1,000,000
- ▶ Emergency roadside assistance
- ▶ Refueling surcharge waived
- ▶ Vehicle licensing fee waived
- ▶ No energy surcharges
- ▶ No underage fees apply (minimum age 18)

Vehicle Rental Average Savings

- ▶ NASPO ValuePoint Agreement vs. Retail Pricing:
 - ▶ Average savings of 50% for airport rentals
 - ▶ Average savings of 20% for off airport rentals
- ▶ NASPO ValuePoint Agreement vs. Non-NASPO ValuePoint Government Pricing:
 - ▶ Average savings of 20% for airport rentals
 - ▶ Average savings of 10% for off airport rentals



City Pairs Air Fares

- ▶ Alaska Airlines - Statewide
 - ▶ Price Agreement #1457
- ▶ Agreement Benefits
 - ▶ 48 domestic non-stop destinations
 - ▶ 4 international non-stop destinations
 - ▶ Refundable one-way fares
 - ▶ Capacity control and Last seat availability



City Pairs Air Fares

- ▶ Jet Blue Airlines - Statewide
 - ▶ Price Agreement #1458
- ▶ Agreement Benefits
 - ▶ 1 domestic non-stop destinations, city pair Portland Long Beach
 - ▶ Refundable one-way fares
 - ▶ Capacity controlled and last seat.



Discount Air Fares

- ▶ United Airlines - Statewide

- ▶ Price Agreement #1540

- ▶ Agreement Benefits

- ▶ 2% discounts on all fares and all classes of service

- ▶ Case by case Exceptions allowed for waived bagged fees

- ▶ Case by case Exceptions allowed for change fees


- ▶ Case by case Exception allowed for name changes



Discount Air Fares

- ▶ Southwest Airlines - Nationwide
 - ▶ Price Agreement #2624
 - ▶ Participating Addendum #3389
- ▶ Agreement Benefits
 - ▶ 5% discounts on all refundable “Business Select” and “Anytime” fares
 - ▶ 3% discounts on select non-refundable “Wanna Get Away” fares
 - ▶ No baggage fees – first two bags are free
 - ▶ No change fees





State of Oregon Managed Travel Program

State of Oregon, Contract Administrator
Josh Hardage, State Procurement Analyst
(503) 378-5396, eMail: Info.ManagedTravel@Oregon.gov
DAS PS Travel Page:
www.oregon.gov/DAS/EGS/PS/pages/travel-menu.aspx

Oregon is the lead state that administers all Travel Program agreements on behalf of NASPO ValuePoint (formerly WSCA-NASPO) and all participating states nationwide.

Travel Management Contractor



- ▶ Corporate Travel Management (formerly US Travel) - Nationwide
 - ▶ Price Agreement #2579
 - ▶ Participating Addendum #6846
 - ▶ Oregon's CTM Page <http://us.travelctm.com/oregon/>
 - ▶ Contact: Tony Fuerte, (206) 674-4438, tony_fuerte@travelctm.com
 - ▶ Administers Lodging Program's Discount Agreements



Lodging Program Benefits



- ▶ All NASPO rates at or below GSA Per Diem
- ▶ Over 5,000 locations representing more than 50 brands
- ▶ 4:00 PM or later day of arrival cancellation policy
- ▶ Free Wi-Fi, breakfast and parking available



InterContinental Hotels Group



Lodging Program Benefits

- ▶ Last room availability and no blackout dates at most locations
- ▶ Environmentally preferred partners highlighted
- ▶ Direct billing* and group rates*
- ▶ Preferred lodging partners selection based on: best rates, amenities offered, national/regional/independent brands, FEMA certified, ancillary fees prohibited
- ▶ Ease of use





Travel Management Contractor Benefits

- ▶ Offers discounted rates on travel for all state agencies and ORCPP's (cities, counties, universities and other political qualifying participants)
- ▶ Offers access to discounted lodging program, airline program, and vehicles rentals program
- ▶ Easy to use hotel online booking with guaranteed vendor rates
- ▶ Full reporting and data management tools
- ▶ Extended work hours 7, 7, 7
- ▶ Internal After hours, one number

Access to Travel Management Contractor Site

<http://us.travelctm.com/oregon/>



Contact: Tony Fuerte, (206) 674-4438,
tony_fuerte@travelctm.com



SOO

Your CTM team
1.877.564.1095
SOR@travelctm.com

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Welcome

CTM is delighted to have the State of Oregon as a client. As the preferred business travel partner for your company, we look forward to making your business travel smooth, hassle-free and maybe even fun!

Scroll through the travel resources here at your disposal, or use the filter tool on the left sidebar to get to where you need to be more quickly.

Log in to Book Your Travel Reservations

Username

Password

Login

Lost password? [Click Here](#)

SOO Travel

After Hours Emergency Travel Service: 1.800.358.1125 – Code S-SCWG

Office hours are 7:00am – 7:00pm PST, 7 days a week.

Reporting Login

[GO TO IBANK](#)

Resources

[New Account Setup Form for State Agencies and ORCPP](#)

[Contract Releases](#)

[Your CTM Profile](#)

[TripCase](#)

[iBank User Guide](#)

[Sign up](#)

Other Tools

[TSA PreCheck](#)

[CDC Traveler Health](#)

[Weather](#)

[Google Maps](#)



Any Questions?



KEEP
CALM
AND
TRAVEL
ON