

# **BUSINESS TRAVEL**

**REPORT TO;** the Assistant Chief Executive Business Support (CS); Justine Brooksbank and the Head of Business Support (CS); Kevin Tharby.

**DECISION DATE:** Friday 10<sup>th</sup> January 2020

**SUPPORTING ANNEX;** Not required.

## **PROPOSED RECOMMENDATION**

It is recommended that the Authority undertake an open procurement procedure for Business Travel. The scope of the procurement is to establish a contract with a Travel Management Company (TMC) to support the Authority's operational requirements.

## **BACKGROUND TO SUPPORT THE RECOMMENDATION**

The Authority requires the provision of business travel which includes rail, accommodation and air.

In November 2018, the Authority entered into a call-off agreement via the CCS Public Sector Travel and Venue Solutions framework (RM6016). The contract term is 30 November 2018 – 29 November 2019 with an option to extend. A 6-month extension has been taken to 29 May 2020, therefore a procurement exercise is required to source a new contract.

## **LEGAL AND GOVERNANCE COMPLIANCE**

As per the Authority's Procurement and Contract Procedure Rules, Rule 11 states;

11.1 Tenders for Contracts which exceed the EU Threshold shall be invited and awarded in accordance with the PCRs.

As per Rule 12.1, the Gateway Process shall identify which OJEU tender process shall be used to invite tenders for contracts with a value in excess of the relevant EU threshold. For the purposes of this re-procurement, the following procedure is recommended;

(i) the Open Procedure (as prescribed by Regulation 27 of the PCR's)

The Open Procedure is a compliant route to market. The Authority's Legal Services are creating the terms and conditions for this tender.

## **RECOMMENDATION**

It is recommended that the Authority conduct an open procedure to establish a new contract for the provision of Business Travel.