

BUSINESS TRAVEL

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

DECISION DATE: Monday 09 November 2020

SUPPORTING ANNEX; Not required.

PROPOSED RECOMMENDATION

It is recommended that the Authority undertake a procurement 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 to 28 February 2021, therefore a procurement exercise is required to establish a new contract.

LEGAL AND GOVERNANCE COMPLIANCE

As per the Council'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 16.3, A Director does not need to invite OJEU Tenders in accordance with Rule 11 and 12, in the following circumstances:

- (a) Purchases via Framework Agreements which have been established either by the Council or by other public sector bodies or consortia and where such Framework Agreements are lawfully accessible to the Council.

The use of an existing Framework Agreement is a compliant route to market

RECOMMENDATION

It is recommended that the Authority undertakes a procurement exercise to establish a new contract for the provision of Business Travel.