

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:

Authorizing 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

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 CDC schools and departments can

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