

# PFB4053 SU

## Travel Management Services

Contracting Authority SUPC

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### Key Information

Framework Start Date	01/04/2024
Current End Date	31/03/2027
Procurement Regulation	PCR2015

### Framework Suppliers

5

Clarity Travel Mgmnt (was Co-operative Travel Management)  
DGI (formerly Diversity)  
Key Travel Ltd  
Selective Travel Management  
Studylink (NST Travel Group Limited)

### Lot Information

#### 1 : Business Travel

Clarity Travel Mgmnt (was Co-operative Travel Management)  
DGI (formerly Diversity)  
Key Travel Ltd  
Selective Travel Management

#### 2 : Student Group

Clarity Travel Mgmnt (was Co-operative Travel Management)  
DGI (formerly Diversity)  
Key Travel Ltd  
Selective Travel Management  
Studylink (NST Travel Group Limited)

#### 3 : Combined

Clarity Travel Mgmnt (was Co-operative Travel Management)  
DGI (formerly Diversity)  
Key Travel Ltd  
Selective Travel Management

### Scope of Requirements

Lot 1 - Business Travel Management Services providing Member Institutions with access to a fully managed service for all UK and International travel and associated services. The Member Institution will be able to research and book, using an online tool, but also be able to support offline booking channels using a call centre/agent type model. To include UK and International Air, Rail, and Hotel & Accommodation services; Ferry services; Eurostar; International Vehicle Hire; Visa services and support; in addition to optional support regarding Travel Risk Management solutions. Carbon emissions reporting and a willingness to publish carbon action plans and provide relevant professional advice to all clients is a mandatory requirement for this Framework.

Lot 2 - Student Group Travel Services covering UK and International Air, Rail and Hotel / Hostel services; Ferry services; Eurostar; International Vehicle Hire; Group Travel services: and relevant professional advice to Members for student group travel.

Levy of 0.25% on Lot 2

Lot 3 – Combined Travel Services (preferred supplier status). Both services as described in Lot 1 and 2, with a single supplier.

### Accessibility

Member Institutions of the following organisations can access this framework agreement:

- Southern Universities Purchasing Consortium(SUPC)
- London Universities Purchasing Consortium(LUPC)
- North Western Universities Purchasing Consortium (NWUPC)
- North Eastern Universities Purchasing Consortium (NEUPC)
- Advanced Procurement for Universities and Colleges (APUC)
- Higher Education Purchasing Consortium Wales (HEPCW)

#### Call Off Method

Call-off from the Framework Agreement is by means of Direct Award, Desktop Calculator and Mini-Competition.

- Direct Award to top ranked supplier, and /or supplier with commercial rationale as defined by member
- Members may use a Desktop Calculator and adjust the criteria by up to 20 percentage points to reflect local requirements.
- Mini Competition should be used where additional requirements, which are not set out in the Framework Agreement, are introduced into a particular call-off contract.

#### Responsible Procurement

Please consult Section 14 - Responsible Procurement of the Framework Specification

#### Added Value

PCR-compliant and fast route to market  
Ease of use  
Competitive rates – transparent pricing  
A small group of larger suppliers to best fit HE Sector requirements and culture  
Pre-negotiated Terms and Conditions

For further information, please refer to the [Buyers Guide](#)

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