

Financial Affairs
Richard H. Hinds, Chief Financial Officer

**SUBJECT: AUTHORIZATION TO ISSUE A REQUEST FOR PROPOSAL FOR
TRAVEL AGENCY SERVICES**

Authorization is being requested to issue a Request For Proposal (RFP) to solicit proposals for travel agency and related services. The Request For Proposal process is intended to result in the identification and selection of one or more qualified travel agencies that will provide travel-related services to The School Board of Miami-Dade County, Florida. It is anticipated that the selected travel agencies will provide the required service in an expeditious and professional manner, resulting in low airfares, prompt and courteous handling of all transactions, and timely delivery of airline tickets. The estimated annual volume generated by M-DCPS for travel services is approximately \$575,000 per year.

Copies of the proposed RFP will be provided to School Board Members and will be available for inspection by the public in the Office of Board Recording Secretary and the Citizen Information Center.

RECOMMENDED: That The School Board of Miami-Dade County, Florida, **AUTHORIZE** The Superintendent to issue a Request For Proposal (RFP) to identify and select qualified travel agencies to provide travel-related services to the Board.

RHH/lja

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