

Financial Affairs
Richard H. Hinds, Chief Financial Officer

SUBJECT: RENEW REQUEST FOR PROPOSALS NO. 048-AA11 – TO PROVIDE TRAVEL-AGENCY SERVICES TO THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

The purpose of this Request For Proposals, opened on October 10, 2000, was to establish a contract, to provide travel-agency services, as needed, to The School Board of Miami-Dade County, Florida. The terms of agreement, as contained in the subject proposal, awarded by the Board on May 16, 2001, provided, that by mutual agreement between the successful vendors and The School Board of Miami-Dade County, Florida, the contract may be renewed for three (3) additional one (1) year periods. The contract is currently in its initial year. The awardees have agreed to renew for the first one (1) year renewal period, by letter, on file. It is considered to be in the best interest of the Board to renew this proposal, for an additional one (1) year period, at the current prices, to benefit from fixed prices, during the next twelve (12) months, inasmuch as the Consumer Price Index (CPI), as of February 2002, indicated an increase of 1.1%.

The current contract allows an increase in transaction fees based on the commission percentage the airlines pay the travel agency. The airline industry has changed the commission fees to 0%. The recommendation reflects an increase in the transaction fees for both agencies based on this change.

Fund Source
Various

M/WBE Eligibility
Hispanic Male – No Dollar Amount

RECOMMENDED: That The School Board of Miami-Dade County, Florida, **RENEW** Request For Proposals No. 048-AA11 – TO PROVIDE TRAVEL-AGENCY SERVICES TO THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA, to establish a contract, to provide travel-agency services, as needed, to The School Board of Miami-Dade County, Florida, during the term of the proposal, effective May 16, 2002, through May 15, 2003, as follows:

1. BUSINESS TRAVEL ADVISORS, INC.
3750 N.W. 87 AVENUE
MIAMI, FL 33178
OWNER: SERGIO L. BARRERA, PRESIDENT (HM)

Transaction Fee - \$29.50 per transaction

- LORRAINE TRAVEL BUREAU, INC.
377 ALHAMBRA CIRCLE
CORAL GABLES, FL 33134-5003
OWNER: JACK R. GUITERAS, PRESIDENT/C.E.O. (HM)

Transaction Fee - \$35 per transaction

(First Annual Renewal and Second Year of Contract)

RHH/lja