

Financial Services  
Richard H. Hinds, Chief Financial Officer

**SUBJECT:           REQUEST   AUTHORIZATION   TO   ENTER   INTO   A  
CONTRACTUAL   SERVICES   AGREEMENT   BETWEEN  
BUSINESS TRAVEL ADVISORS, INC., AND THE SCHOOL  
BOARD OF MIAMI-DADE COUNTY, FLORIDA, PURSUANT TO  
REQUEST FOR PROPOSALS NO. 091-HH10 – PROVIDE  
TRAVEL-AGENCY SERVICES TO THE SCHOOL BOARD OF  
MIAMI-DADE COUNTY, FLORIDA**

**COMMITTEE:        INNOVATION, EFFICIENCY & GOVERNMENTAL RELATIONS**

**LINK TO DISTRICT  
STRATEGIC PLAN:  EVALUATE AND REDESIGN INTERNAL BUSINESS  
OPERATIONS**

Request For Proposals No. 091-HH10 – PROVIDE TRAVEL-AGENCY SERVICES TO THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA, is to select a travel agency to handle the Board-authorized air and other travel-agency services, incurred each year, at the greatest savings and benefit to Miami-Dade County Public Schools and its employees. This is a term proposal. Three (3) proposers responded to this advertised solicitation.

The Selection Committee met to evaluate proposals received in response to the Request For Proposals on November 12, 2008, to consider the three proposals received: Business Travel Advisors, Inc., Spectrum Tours, Inc., and Travel Ventures of Bay Company, Inc. After considerable discussion, the Committee chose to recommend Business Travel Advisors, Inc. for award.

Business Travel Advisors, Inc. (BTA), will also be permitted to provide complete travel services and support to Miami-Dade County Public Schools personnel and their dependents, requesting personal travel arrangements, through its Leisure Travel Solution web site. BTA will share 10% of all commissions earned via the utilization of the Leisure Travel Solution web site. Appropriation and disbursement of respective monies will be at the sole discretion of the Board.

BTA has also offered a state-of-the-art web-based, on-line booking system. RESX is the behind-the-scenes booking engine, utilized by electronic travel solution vendors. Utilizing this tool, travelers will have 24/7 access to check airline schedules and availability, obtain best-fare quotes for specific flights, and make reservations, book hotel rooms and reserve rental cars. The result is a traveler who has maximum control over his/her information, while remaining within the District's established travel policies.

**RECOMMENDED:** That The School Board of Miami-Dade County, Florida, **AUTHORIZE** the Superintendent or designee, to enter into a contractual services agreement between The School Board of Miami-Dade County, Florida, and Business Travel Advisors, Inc., pursuant to Request For Proposals No. 091-HH10 – PROVIDE TRAVEL-AGENCY SERVICES TO THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA, to handle the Board authorized air and other travel-agency services, incurred each year, at the greatest savings and the benefit to Miami-Dade County Public Schools and its employees, effective January 14, 2009, through January 13, 2012, as follows:

BUSINESS TRAVEL ADVISORS, INC.  
TWO ALHAMBRA PLAZA, SUITE 609  
CORAL GABLES, FL 33134  
OWNER: YAMILE BARRERA, PRESIDENT

Transaction pricing as follows:

Full-service individual and up to 9 persons @ \$25 per transaction.

Full-service group travel (10+ persons) @ \$27.50 per transaction.

On-line booking (RESX) @ \$13 per transaction.

RHH/ae