




BACKGROUND

- The Group Travel program was developed out of a perceived need to create a mechanism to streamline the Group Travel Process at MSU
- This resulted in development of a Group Travel Policy & Procedures and a competitive bid was done.



Benefits of the Program

- Travel Planners can work with a Qualified Group Travel Agency or any of the MSU Cluster Agencies for a group travel event.
- The program offers Travel Planners the opportunity to work with selected suppliers without having to bid out the travel components for events.



What is Group Travel?


- Group Travel is defined as:
 - 10 or more individuals (MSU employees, students, or approved affiliates)
 - The Travel Industry defines a group as 10 people.



What is Group Travel?

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- A group of individuals who are:
 - Traveling for the same purpose
 - Traveling to the same destination
 - Approximately the same dates of travel, and
 - Whose travel is being paid centrally by Michigan State University.



Who are the Qualified Group Travel Agencies?

- Conlin Travel was selected through a competitive bid process.
- The Cluster Travel Agencies are:
 - Passageways Travel
 - Tower Travel




Who is Conlin Travel?

- Since 1958, has planned events of all sizes for diverse organizations including football bowl trips for the MSU Alumni Association.
- Conlin Travel has vast experience in planning/organizing events at local, national, and international destinations.
- Conlin Travel is able to provide reliable, world-wide network of event planning associates.



How do I contact the Agency & arrange for a Group Travel Event?

- The Cluster Travel Agencies' information may be found on the University Travel Office website at:
ctlr.msu.edu/travel/travel_agencies.htm.
- Conlin Travel's information is available at:
ctlr.msu.edu/travel/grouptravel
 - Conlin Travel
3270 Washtenaw Avenue
Ann Arbor, MI 48104
1-734-677-0900
info@ConlinGroups.com



Why Should I use Conlin Travel or the MSU Cluster Agencies?

- Established fee structure.
- Established process making it easier to work with them.
- Experienced group travel and event associates.
- These agencies provide access to information that is helpful in negotiating better rates for travel services.



Criteria #1:

- No formal bid process is required if the department is using one of the Qualified Group Travel Agencies and when the total estimated cost is under \$25,000.



Criteria #2:

- If the estimated cost for group travel is over \$10,000 and the department wishes to use a non-Qualified Group Travel Agency, they must work through a competitive bid process with MSU Purchasing.



Competitive Bidding

- Per MSU Policy, \$10,000 is the threshold for Professional Services at which competitive bidding must occur.



Criteria #3:

- If the estimated cost for group travel is in excess of \$25,000, the department must work through a competitive bid process with MSU Purchasing.



Purchasing Policy

- MSU Policy on Purchasing requires that these procedures be followed. Failure to do so will be viewed as non-compliance and may result in MSU's refusal to pay for services rendered should a department not follow University procedures.



Obtaining a Request for Quote

- Access the Group Travel Request for Quote form:
<http://ctrl.msu.edu/travel/GroupTravel.htm>.
- Complete page 1 in as much detail as possible.
 - Be sure to provide a deadline as to when a response is due.
- Print and fax the RFQ, or email it as an attachment to a minimum of 3 Qualified Group Travel Agencies.



Request for Quote Sheet

- <http://ctrl.msu.edu/download/forms/GroupTravelReqQuote.pdf>
 - There is also an Excel version of this form available on the Controllers Office website, Forms download.



Obtaining a Request for Quote con't:

- Bids must be in Writing.
- Once bids are received, review with the assistance of Purchasing.
- Select an agency.
- Notify all agencies who responded.
- Make travel arrangements.
- Retain quotes for a minimum of 3 years.



What if I need assistance at the event?

- Each of the Qualified Group Travel Agencies has assistance available by telephone 24/7.
- Your event may require that a representative(s) from the Qualified Group Travel Agency assist at the event.
- Your Qualified Group Travel Agency will provide you with instructions and telephone numbers.....



Resources

- Debbie Gulliver, University Travel Manager, Controllers Office, gullive5@ctrl.msu.edu, 355-0343.
- Kim Kokenakes, Senior Purchasing Agent, Purchasing, kokenake@msu.edu , 355-0357 x 128.



Thank you!

- A complete explanation and the slide show presented today are available on the Travel Office website:
<http://ctrl.msu.edu/travel/GroupTravel.htm>