

## EXECUTIVE SUMMARY

### Recommendation of \$500,000 or Greater 19-010V – Travel Agency & Tour Operation Services

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#### **Introduction**

##### **Responsible: Procurement & Warehousing Services (PWS)**

This request is to approve the recommendation to award the Request for Proposal (RFP) 19-010V – Travel Agency and Tour Operation Services to fifteen (15) vendors for three (3) years beginning January 1, 2019 through December 31, 2021 with a renewal option for two (2) additional one (1) year periods. This RFP replaces the existing RFP 16-037N - Travel Agency & Tour Operation Services and will be used District-wide.

#### **Goods/Services Description**

##### **Responsible: District-wide - Office of School Performance and Accountability (OSPA)**

The purpose of this RFP was to select a pool of qualified vendors to organize educational travel packages, including airfare, charter buses, and hotel accommodations. This Bid provides schools and departments a list of authorized vendors that have been pre-screened to help with all their travel needs. Vendors must provide proof of current licenses, permits, and/or certifications for business in the State of Florida and registration certificates with the Department of Agriculture and Consumer Services for sellers of travels.

Travel brings history lessons to life, gives civics lessons depth, and exposes eager young minds to challenges and situations that they wouldn't otherwise enjoy.

Schools and departments will be able to use any of the authorized vendors to plan travel as each agency offers different types of travel services, i.e., college tours, safari adventures, Washington D.C. tours, out of state conferences. This Bid is also used for teacher recruitment and grant-funded travel.

#### **Procurement Method**

##### **Responsible: PWS**

This Bid is structured to allow for additional vendors to be added to the list each year during the course of the contract.

For this solicitation, it was decided to release an RFP in order to find qualified vendors with experience in the business of Travel & Tour operations, reliable services, with all necessary licenses, and approved by The School Board of Broward County, Florida. Policy 3320 Section I.5: "Request for proposals" shall be defined for the purposes of this rule as a written solicitation for competitive sealed proposals. The request for proposals is used when it is not practicable for the district school board to specifically define the scope of work for which the commodity, group of commodities, or contractual service is required and when the district school board is requesting that a responsible vendor propose a commodity, group of commodities, or contractual service to meet the specifications of the solicitation document. A written solicitation includes a solicitation that is publicly posted.

- Outreach effectiveness:
  - RFP ran from June 13, 2018 through July 6, 2018
  - Three hundred thirty (330) vendors were notified
  - Twenty-six (26) vendors downloaded the RFP document
  - PWS received eighteen (18) proposals
  - Fifteen (15) vendors have been recommended for award

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- Two (2) of the awarded vendors are Small/Minority/Women Business Enterprise certified with the District
- Three (3) have been rejected for not complying with the RFP specifications and requirements
- Method of Award:  
All proposers meeting the minimum eligibility requirements were considered for further evaluation by an Evaluation Committee. The evaluation criteria was based on:
  - Experience and Qualifications
  - Scope of Service
  - S/M/WBE Participation Policy 3330)
  - All proposers that scored a minimum of seventy (70) points were recommended for award.

**Financial Impact**  
**Responsible: PWS and District-wide/OSPA**

The total spending authority requested is \$1,605,000 as demonstrated in the breakdown below:

<u>Historical Average Monthly Expenditure</u>	<u>\$44,509</u>
<u>Number of months</u>	<u>36</u>
<u>Estimated forecasted spend</u>	<u>\$1,602,309</u>
<b><u>Total Spend Authority (rounded)</u></b>	<b><u>\$1,605,000</u></b>

Funding for this Bid will come from various locations' operating budgets and Grants. The amount requested was determined based on the Departments' requirements to satisfy the needs of the District. The financial impact amount represents an estimated contract value; however, expenditures for this contract will not exceed the contract award amount.

\*Note, the Office of Chief Financial Services reduced the travel budget by \$400,000.

The spending on this Bid involves grant and non-grant funds. The breakdown as per spending analysis is:

<u>Non-Grant</u>	<u>\$614,042 (thirty-nine (39) percent of the spending)</u>
<u>Grant</u>	<u>\$943,759 (sixty-one (61) percent of the spending)</u>

Below are charts and tables that demonstrate different breakdowns of the spending:

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**TABLE #1**  
**Spending breakdown by GRANT VS. NON-GRANT for the top twenty-five (25) locations**

Ordering Location	Grant vs. No Grant	Total PO Spend	% Grant vs. Non-Grant
Coaching/Induction	Grant	\$148,541.36	100.00%
Total		\$148,541.36	
Teacher Learning	Grant	\$118,285.87	87.82%
	Not Grant	\$16,403.06	12.18%
Total		\$134,688.93	
Career, Technical & Adult Education	Grant	\$44,139.29	40.40%
	Not Grant	\$65,125.14	59.60%
Total		\$109,264.43	
Innovative Program	Grant	\$74,906.11	72.57%
	Not Grant	\$28,308.24	27.43%
Total		\$103,214.35	
Head Start/Early Intervention Services	Grant	\$89,149.56	92.10%
	Not Grant	\$7,646.62	7.90%
Total		\$96,796.18	
South Broward High School	Grant	\$18,500.00	24.28%
	Not Grant	\$57,682.27	75.72%
Total		\$76,182.27	
Talent Acquisition (I)	Grant	\$66,138.97	100.00%
Total		\$66,138.97	
Secondary Learning	Grant	\$63,762.71	99.66%
	Not Grant	\$218.00	0.34%
Total		\$63,980.71	
ESOL	Grant	\$59,019.45	94.61%
	Not Grant	\$3,359.90	5.39%
Total		\$62,379.35	
Diversity, Prevention * Intervention	Grant	\$59,428.54	95.64%
	Not Grant	\$2,707.47	4.36%
Total		\$62,136.01	
West Broward High School	Grant	\$16,700.00	30.49%
	Not Grant	\$38,070.00	69.51%
Total		\$54,770.00	

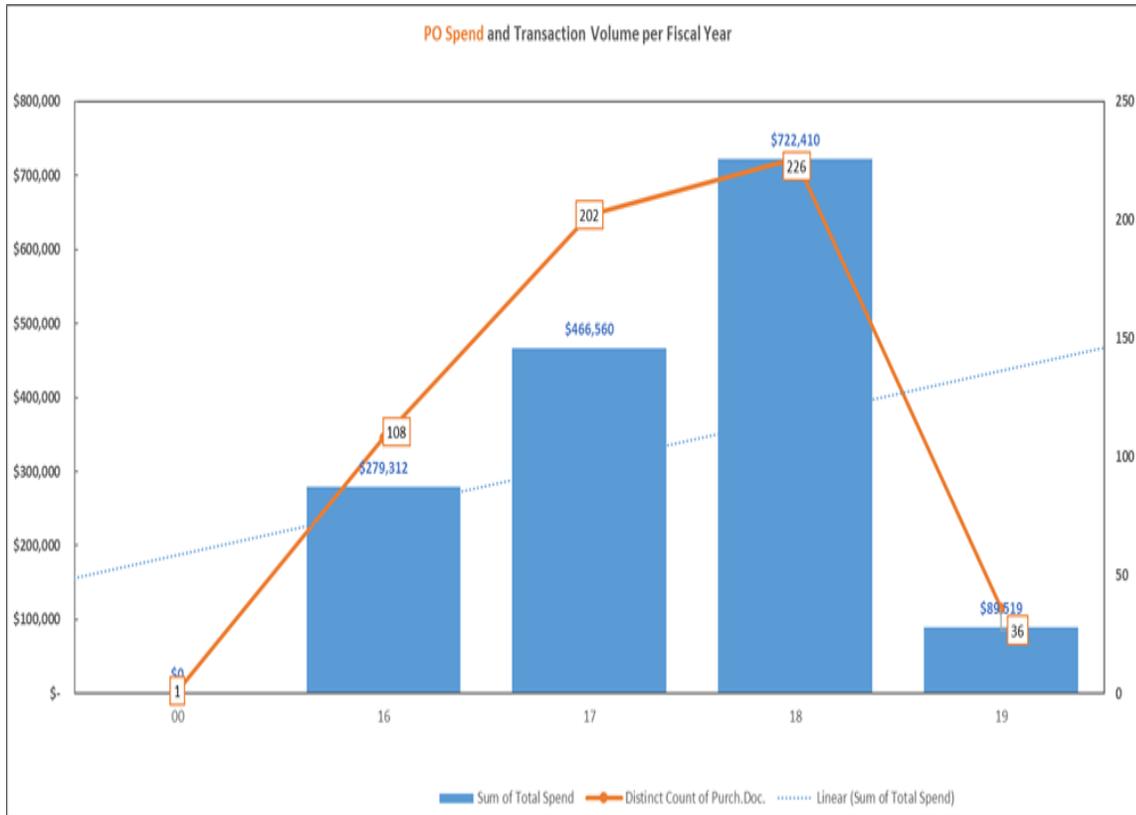
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**Table #1 Continued...**

Ordering Location	Grant vs. No Grant	Total PO Spend	% Grant vs. Non-Grant
Dillard High School	Not Grant	\$53,197.57	100.00%
Total		\$53,197.57	
Innovative Learning	Grant	\$47,058.64	100.00%
Total		\$47,058.64	
Professional Development Standards & Support	Grant	\$2,759.77	7.59%
	Not Grant	\$33,604.82	92.41%
Total		\$36,364.59	
Legislative Affairs	Not Grant	\$32,836.00	100.00%
Total		\$32,836.00	
Crystal Lake Middle School	Not Grant	\$27,486.00	100.00%
Total		\$27,486.00	
Service Quality	Grant	\$26,516.15	100.00%
Total		\$26,516.15	
Davie Professional Development	Grant	\$21,059.24	80.01%
	Not Grant	\$5,262.69	19.99%
Total		\$26,321.93	
Applied Learning	Not Grant	\$22,362.39	100.00%
Total		\$22,362.39	
Pompano Beach Middle School	Not Grant	\$18,200.00	100.00%
Total		\$18,200.00	
Rock Island Elementary	Grant	\$17,989.00	100.00%
Total		\$17,989.00	
Fort Lauderdale High School	Not Grant	\$17,321.41	100.00%
Total		\$17,321.41	
Student Support Initiatives	Not Grant	\$16,281.00	100.00%
Total		\$16,281.00	
Leadership Development	Grant	\$14,851.94	100.00%
Total		\$14,851.94	
Western High School	Grant	\$657.80	5.19%
	Not Grant	\$12,018.19	94.81%
Total		\$12,675.99	

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**TABLE #2 – PO Spending Overtime per Fiscal Year**



**TABLE #3 Spending for the Fiscal Year 2018-2019**

2018-2019	Total Spend
FY18 01 (Jul)	\$ 15,784.37
FY18 02 (Aug)	\$ 37,993.77
FY18 03 (Sep)	\$ 24,646.37
FY18 04 (Oct)	\$ 18,473.09
FY18 05 (Nov)	\$ 37,240.54
FY18 06 (Dec)	\$ 46,052.44
FY18 07 (Jan)	\$ 74,046.40
FY18 08 (Feb)	\$ 76,513.18
FY18 09 (Mar)	\$ 80,344.16
FY18 10 (Apr)	\$ 70,156.68
FY18 11 (May)	\$ 204,974.74
FY18 12 (Jun)	\$ 36,184.10
FY19 01 (Jul)	\$ 12,007.39
FY19 02 (Aug)	\$ 3,312.98
FY19 03 (Sep)	\$ 74,198.71
<b>Grand Total</b>	<b>\$ 811,928.92</b>

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**TABLE # 4 – Total Spending Schools & Centers vs. Administration**

<b>Type of Location</b>	<b># of Pos</b>	<b>Total Spend</b>
Administration	422	\$ 1,124,441.42
School/Center	152	\$ 433,359.38
<b>Grand Total</b>	<b>574</b>	<b>\$ 1,557,800.80</b>