

WRITTEN QUESTION TO THE MINISTER FOR TREASURY AND RESOURCES**BY DEPUTY R.G. LE HÉRISSIER OF ST. SAVIOUR
ANSWER TO BE TABLED ON TUESDAY 12th OCTOBER 2010****Question**

What changes, if any, are being proposed to the purchase of travel services for States employees and members? Is the Minister satisfied with the workings of the current contract and, if not, why not?

Answer

The Corporate Procurement Department is preparing to tender for a travel management company to manage the travel spend of approximately £2.5million per annum. The scope of services will cover all areas of corporate travel including the booking of flights, hotels, car hire, ticketing and will require the agent to provide advice and guidance relating to the appropriate routes and tickets, They will also be required to negotiate with travel providers for preferred rates for the States and ensure that a States Corporate Travel Policy is adhered to. Consideration will also be given to reducing the number of people able to book travel (approximately 500 across all departments

The current arrangement has introduced greater controls, rationalised the supply base, produced detailed management information and delivered savings in excess of £170K. The management information will be used to inform the tendering process enabling suppliers to bid with full understanding of our requirements. Having visibility of this information has altered behaviours: for example the level of Business Class travel has reduced and the average price of a room per night reduced.

Issues raised by Departments regarding the current contract include use of the on line booking tool, transaction fees and lack of advice, will be addressed as part of the competitive tendering process. In addition to a new contract with new service levels and commercial model, new procedures and processes will also be introduced to reduce the numbers of people involved.