

Request Title: External Travel Management Provider - 2022

FOI Reference: PSC-84115-Y3N3

Date of Disclosure: 01/04/2022

Date Range: 2022

FOI Request:

1. *“Do you use an external travel management provider?”*
2. *If working with an external provider:*
3. *What is the name of the travel management provider you work with?*
4. *Did you procure their services through a framework? If yes, which one?*
5. *When does your current contract start and end? What (if any) extension period is available for existing contracts?*
6. *Who were the Suppliers who bid unsuccessfully for the current contract?*
7. *Please could you provide the original specification for the current contract.*
8. *What is your current expenditure on travel management services to date on this contract?*
9. *Please could you advise the Senior Officer responsible for this contract.”*

Our Response:

Under section 1 of the Freedom of Information Act (FOIA), we confirm that we hold the information requested and our responses are as follows.

1. Yes, NHS Property Services (NHSPS) use an external travel provider.
2. The travel provider's name is Click Travel.
3. Yes, the contract was awarded through a call-off from a framework agreement – a direct purchase from a pre-established framework agreement. The framework reference is NEPO507.
4. The contract start date is 1 October 2021 and the contract end date is 30 September 2022. There is a possibility to extend the contract for 12 months, until 30 September 2023.
5. This tender was procured through was a single supplier framework. This means there were no other suppliers, but rather the contract was made by a direct award.
6. Please see **Attachment 1** which contains the non-functional requirements.
7. Since the start of the contract to time of writing this response, approximately £200,000 has been spent on the contract (inclusive of travel and hotel costs).
8. In accordance with section 40 of the FOIA, we do not provide details of staff below Director level, as this is personal information. This is an absolute exemption. In accordance with section 16 of the FOIA, our duty to advise and assist, our procurement team may be reached at:
NHSPSContracts@property.nhs.uk