

## MERSEYSIDE FIRE AND RESCUE AUTHORITY

MEETING OF THE:	AUTHORITY		
DATE:	18 MAY 2023	REPORT NO:	CFO/014/23
PRESENTING OFFICER	CFO PHIL GARRIGAN		
RESPONSIBLE OFFICER:	IAN CUMMINS	REPORT AUTHOR:	HYWYN PRITCHARD
OFFICERS CONSULTED:	SLT, JACKIE MCNULTY, STAFF PANEL		
TITLE OF REPORT:	AWARD OF CONTRACT FOR BUSINESS TRAVEL SERVICES		

APPENDICES:	APPENDIX A	EQUALITY IMPACT ASSESSMENT
-------------	------------	----------------------------

### Purpose of Report

1. To seek Member's approval in awarding a new contract for the management of travel arrangements for Merseyside Fire and Rescue Service ('the Service'). As the value of orders over the life of the contract may exceed £250,000 Standing Orders require Members to approve the contract.

### Recommendation

2. It is recommended that Members approve the award of a travel management services contract to Click Travel.

### Introduction and Background

3. The current travel management contract is due to expire in July therefore. the Procurement Team have sought to procure a new travel management contract arrangement through a leading public sector procurement organisation, Yorkshire Purchasing Organisation (YPO), framework arrangement.
4. The Procurement Team invited three travel management providers to demonstrate their travel booking portal to a panel of Merseyside Fire and Rescue Authority's ('the Authority') staff. Two suppliers accepted the invitation.
5. Based on the supplier demonstrations and interview responses the user panel preferred travel booking portal provider was Click Travel. They demonstrated the more user friendly portal in a live environment, which included a high level of travel information content and competitive travel and accommodation prices.
6. As the expected contract value is likely to exceed £250,000, the Authority's approval is required before the contract can be approved. The Annual contract value is estimated to be between £200,000 and £240,000 subject to demand.)

7. The new contract will be for up to 5 years' duration either on a 4 year basis with a 12-month extension option, subject to satisfactory performance or a 3 year duration with two 12-month extension options, again subject to satisfactory performance.

---

### **Equality and Diversity Implications**

---

8. An Equality Impact Assessment (EIA) has been completed to describe the adjustments that address travellers' accessibility requirements and is contained within Appendix A.
9. The proposed provider has a code of conduct for its suppliers published on its website that specifically references diversity and equality of opportunity.

---

### **Staff Implications**

---

10. Part of the procurement strategy was to have a staff panel to view the online travel booking portals.

---

### **Legal Implications**

---

11. The route to market is compliant with the PCR (2015), meaning that any pursuant contract would also be compliant.
12. The call-off contract terms would be those derived from the YPO's framework agreement

---

### **Financial Implications & Value for Money**

---

13. The approved budget contains sufficient funding to meet the Service's travel needs.
14. Value for Money has been secured following an openly advertised, fair, transparent and competitive process conducted by YPO which is a public buying organisation.

---

### **Risk Management, Health & Safety, and Environmental Implications**

---

15. In order to progress in the competitive process to be appointed as Business Travel providers, all bidders had to complete and pass a rigorous selection questionnaire to ensure that they were fit to be a provider for the public sector.
16. The safety of travelling staff is paramount. As such any TMC will have to warrant that the services it provides are safe for use and fit for purpose, effectively managing the Authority's duty of care. Amongst such measures are an emergency contact number is available 24 hours per day 365 days per year that travelling staff can contact in the event of an emergency.

17. It is required that any TMC can report on the amount of carbon dioxide emitted due to travel. Such a report can assist the Authority with managing its carbon footprint.

---

**Contribution to Our Vision:** *To be the best Fire & Rescue Service in the UK.*

Our Purpose: *Here to serve, Here to protect, Here to keep you safe.*

---

18. By using a TMC that has been successful in competition which required high standards of safety and accessibility, allows the Community to rest assured that travelling staff are looked after by the Authority, so exercising the duty of care.
19. By having the best online booking tools and systems available this will make for an effective and efficient travel booking system so allowing more time to concentrate on their core activities and tasks.

---

## **BACKGROUND PAPERS**

---

---

## **GLOSSARY OF TERMS**

---

<b>MFRA</b>	<b>M</b> erseyside <b>F</b> ire and <b>R</b> escue <b>A</b> uthority
<b>MFRS</b>	<b>M</b> erseyside <b>F</b> ire and <b>R</b> escue <b>S</b> ervice
<b>YPO</b>	<b>Y</b> orkshire <b>P</b> urchasing <b>O</b> rganisation (a public buying organisation in public ownership)
<b>TMC</b>	<b>T</b> ravel <b>M</b> anagement <b>C</b> ompany