

## REQUEST FOR INFORMATION

<b>Open Date:</b>	05/27/2020
<b>Questions Deadline:</b>	06/04/2020
<b>Closing Deadline:</b>	06/11/2020
<b>Geographical Area Restrictions:</b>	United States
<b>Point of Contact:</b>	<a href="mailto:travel@iri.org">travel@iri.org</a>

### Background

The International Republican Institute (IRI) is a nonprofit, nonpartisan, organization dedicated to advancing freedom and democracy worldwide. Since 1983, IRI has worked to develop democratic institutions and ideals, carrying out a variety of international programs to promote freedom, self-government, and the rule of law worldwide. IRI provides technical assistance in the areas of political party strengthening, developing civic institutions and open elections, promoting democratic governance and advancing the rule of law.

This is a Request for Information (RFI) and not a Request for Proposals (RFP), nor a Request for Quotation (RFQ) nor an Invitation to Bid. IRI will NOT make an award after this process nor will pay for costs incurred for the preparation and submission of responses to this RFI.

This RFI intends to reach out to interested Travel Management Companies (TMC) to obtain information regarding available services, determine the needed level of TMCs capabilities, and to explore the types of TMCs interested in working with IRI.

### Purpose

IRI has outsourced travel services through a TMC since August 2015 and is required by the federal regulations to recompete all contractual services regularly. IRI is issuing this RFI for TMCs who are interested in responding to future travel management services RFP from IRI to provide information, recommendations, suggest tools and approaches to manage travel services for IRI.

### IRI Objectives:

**Objective 1:** Travel operations that can provide agent-assisted and/ or online 24/7 booking, ticketing delivery, and during travel support.

**Objective 2:** Travel operations that can be integrated to IRI's internal risk management and duty of care processes including but not limited to mapped travel approval authorization levels, travelers security briefings, provide visibility for higher-risk travels to IRI's security

and travel management teams and the capacity to provide services in compliance with US government rules and regulations like Fly America Act.

**Objective 3:** Travel management platform that can be integrated with expenses and finance software (e.g., JAMIS Prime, Deltek expense, etc.) in addition to having the capacity to generate reports by but not limited to (Traveler's name; itinerary; cost(s); internal project number; "staff" or "non-staff" configuration; origin and destination; top destinations; airlines; refunds and open tickets)

### **IRI's Travel Statistics**

To provide responders with some background on IRI's travel operations, please see the following data for travel activities for the period from January 1 to December 31 of 2019:

**Total amount spent on travel:** 4.16 million USD

**Total number of tickets purchased:** 4,712 tickets

**Top destinations:** (USA, Tunisia, Ukraine, Georgia, Germany, South Africa, Argentina, Colombia, Jordan). Please be advised that these were top destinations for 2019 and NOT the only ones, destinations will shift based on IRI's programming priorities. Additionally, IRI's teams consistently travel to difficult to access areas throughout Africa, Asia, and the Middle East.

### **Responding to this RFI**

- Submit a 3-5 pages technical response addressing each of the listed objectives, no cost proposal will be required, however, providing high-level estimates for services will be appreciated.
- Propose specific approaches, methods, services, and tools your TMC can provide to manage IRI's travel needs, including a clear definition of services as it relates to other providers that may be involved.
- You may additionally submit promotional materials that include details regarding the tools, services and approaches you proposed to achieve IRI's objectives
- Please include your organization's name, address, e-mail address, telephone and facsimile numbers and a list of current customers (this is not subject to the page limit)

### **Submission Instructions**

Questions and responses must be submitted via e-mail to POC, at [travel@iri.org](mailto:travel@iri.org) with the subject line "TMC name – IRI Travel RFI questions/ response" by the deadline listed above.