



## Consent Item

**Date:** May 12, 2025

**Division:** Finance

**Subject:** Travel Management Services – Cooperative Contract(s)

### Background Information:

- This recommendation is for the use of LISD-eligible cooperative contracts for travel management services for students, staff, and group travel that includes, but is not limited to, activities such as professional development, national conferences, UIL or other national competitions, and employment fairs.
- The Procurement and Contracts Department assists district staff as requested to reserve travel arrangements such as airline tickets. These reservations are made with the help of a travel advisor. The travel advisor helps provide planning, travel cost estimation, reservations, and fulfillment services as requested by district staff for budget planning and travel.
- This recommendation is to provide multiple procurement options for travel management services, utilizing LISD-eligible cooperative contracts.
- If approved, the District will have access to a wide range of vendors, products, services, and pricing to help provide the best value to the District.
- Best value involves considering several factors, which may include but are not limited to price, quality, availability, delivery timing, support, and other relevant factors.
- Interlocal cooperative contracts have gone through a competitive procurement process and comply with local, state, and federal procurement laws.

### Administrative Consideration:

- Funds for these purchases will come from campus and/or department budgets.
- Previous annual expenditures in this commodity:
  - 2024-2025: \$27,117
- Forecasting the annual expenses for this item is difficult since this service is for unanticipated travel needs. Since the possibility exists that the \$50,000 threshold for Board approval could be exceeded, the administration is recommending this cooperative bid for approval.
- This procurement complies with Section 44.031 of the Texas Education Code.

**Recommendations:**

- That the Lewisville ISD Board of Trustees approves the use of LISD-eligible cooperative contract(s) for Travel Management Services, the estimated expenditures, and the awarded vendors for one year.

**Timeline/Report:**

- Term: June 2025 – June 2026