

eTS VENDOR SELECTION CRITERIA (SGTP Draft)

- **Agency background.**
 - Describe Government agency's scope and size of eTravel requirements: System access/security; password procedures; firewall issues; system administration procedures; workflow of entire process; business rules management; standardization required of federal agency processes; finance/accounting strings; reports required; implementation costs; training costs.

TRAVEL SERVICE REQUIREMENTS

- **Solution designed and built for federal traveler policies and practices.**
 - Already in production.
 - What percentage of your travel can the system process as self service.
 - No touch, light touch, full touch requirements of agency.
- **Solution should have a good past performance.**
- **Solution should be extremely flexible.**
 - Quickly tailors to meet unique agency needs.
 - Can use multiple on-line booking engines.
 - Uses wide variety of desktop infrastructure.
 - Completely web-based service.
- **Can eTS vendor accommodate any Travel Agency (Travel Management Centers or TMCs).**
 - Are there any costs of accommodation to support TMCs through the TSS contract? (The eTS solution should work with the TMC at no-cost to the agency and the TMC).
 - Does the TMC have to be trained in order to support the agency eTS system.
 - Can the solution work with multiple TMCs.
- **Agency should request concurrent pricing for travel services from TSS to obtain the benefits of competition and to encourage use of small business.**
- **Extensive financial administration capabilities, including:**
 - Adding financial reporting information to travel documents.
 - Centrally Billed card management and reconciliation.
 - Fraud management controls to limit losses.
 - Delinquency management controls resulting in significantly increased travel card rebates received from card vendors.
- **The solution provides extensive integration experience with any current agency financial and human resource systems.**
 - Interfaces into many agency financial systems: AMSFFS, ORACLE, Other.
- **What are your suggested criteria?** Weight them by importance. Then, score each vendor, for each of the criteria used. Add up the total points for each.