

8/5/2009

STMA Conference Call Minutes

States in Attendance

Minnie Hoskins – Indiana
Tami Nelson – Utah
Mark Milstein – New York
Lori DeMichele – New York Power Authority
Tammy Toups – Louisiana
Loretta Head-New Hampshire
Tim Hay – Oregon

Today's call was hosted by the State of Oregon

Tim Hay presented an overview of the State of Oregon travel program. Oregon has two airline contracts, (Alaska and United), a car rental contract with Enterprise, a travel card contract with US Bank and a single travel agency with Azumano Travel. The program is managed in partnership by the State Procurement Office and the State Controllers Division. The State Controllers Division governs the travel policies, travel cards and travel reimbursements while the State Procurement Office manages the contracts related to the travel program. Tim also gave a sneak preview of the new travel website which should be available later this fall.

WSCA Car Rental Update. The RFP closed on August 3, 2009. Enterprise/National submitted a combined proposal and Hertz submitted a proposal. Avis and Budget chose not to submit a proposal. The evaluation team meets August 12th in Portland to score and hopes to issue intent to awards during the week of August 17th. It is hoped to have contracts awarded by mid-September. 14 states have signed intent to participate under the agreement, and another six states are looking at possibly joining also.

STATE ROUND TABLE:

Utah is changing travel card providers. They had JP Morgan Chase and are switching to UNB Bank in Kansas City. Getting the word out to State users of the card about the switch has been difficult. 20 out of 1200 card applicants were rejected due to credit issues.

Louisiana needs to justify keeping the travel office by submitting a "best and final offer" to the decision makers of the state. The Louisiana travel office manages the policies, contracts, and purchase and travel cards for the State. The group on the call offered ideas Tammy could include in the justification, ranging from monthly reports to show savings to keeping the state and governor out of the media spot light by ensuring travel policies

are being followed and travel isn't abused. Utah mentioned that they have new transparency website that shows how dollars are being spent, and this includes travel. Citizens can ask for detailed information regarding travel posted on the website.

All non-essential travel has been cut in Indiana and Utah.

New York is working with Citi-Bank on reports to extract airline data information for use in contracting for city pairs. There is better information from the bank than the travel agency because it can all be combined into one report. They are attempting to add Hybrid cars to their Enterprise Car Rental Contract. Mark raised the question on policing the travel agencies to ensure that fees are being properly charged. Indiana requires an independent audit of its travel agency to ensure compliance. It was suggesting to run a credit card report and just track the fees charged by the travel agencies.

The State of Indiana is working on a co-op with the university system on combining airline spend to justify a city-pair contract program.

The next conference call is scheduled for October 7, 2009 at 11:00 AM Pacific. The call will be hosted by the State of Alaska.