

LL 118106

IJOA-E-15

**PREFERRED VENDOR –  
TRAVEL AGENCY SERVICES**

The Division desires competitive pricing and services for educational student field trips and tours.

To ensure accountability, transparency and cost control, the Division has established a Preferred Vendor list for International and Domestic Travel Agency Services for educational student field trips and tours.

The Manager, Purchasing will maintain the Preferred Vendor list and can be contacted for information.

A Travel Agency may apply in writing to the Manager, Purchasing to be added to the Preferred Vendor list.

The Manager, Purchasing shall determine if the Travel Agency meets the required criteria and ensure that all Preferred Vendors have signed the Conflict of Interest Policy Agreement (DJC-E-1). The criteria for a Preferred Vendor shall include but is not limited to:

- Experience in dealing with student travel
- Provide best value for services
- Employ competent and experienced consultants and travel guides, if required
- Provide twenty-four hour emergency contacts
- Willing to provide in person staff for discussions and meetings

| ADOPTED        | REVIEWED | REVISED | PAGE   |
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| March 11, 2014 |          |         | 1 of 1 |
| 05-06-14       |          |         |        |