

Travel Management, Expense Management and Workspace Optimisation

Reference: SBS/19/SB/ZXS/9422

Potential saving opportunities (10-20%)

When does it start?

1st May 2020 – 30th April 2024

Who can take advantage?

All Approved Organisations including both NHS and Non-NHS / Wider Public Sector

What does it cover?

- **Travel Management**
 - Rail (including Cross Channel);
 - Domestic, European and International Air Travel;
 - Ferry Services;
 - Accommodation, including Hotels;
 - Passport & Visa Services;
 - Airport Parking Services;
 - Coach Hire/Taxi's/Private Cars;
 - Airport Lounges;
 - Conference and Event Planning;
 - Conference and Event Management;
 - Venue hire.
- **Expense Management**
 - Reduction of manual processing of expense claims by employees and accounts payable;
 - Better governance of expenditure claimed outside of policy (both for tax reporting and internal control / cost reduction) etc.
- **Workspace Optimisation**

Why should I use it?

- **OJEU Compliance**

A detailed procurement exercise has taken place to ensure that suppliers selected are appropriate in terms of meeting all legislative requirements and therefore no formal tendering is required, saving valuable time & money in the procurement process.

- **Flexible**

Customers will be able to tap into services and configure service offerings to meet individual organisational requirements. Suppliers will be expected to work in partnership with Contracting Authorities to develop and tailor services over the life of the contract.

- **Choice of Award**

Contracting Authorities have the ability to call off directly where the terms laid down in the framework agreement are precise enough or alternatively, a mini-competition can be conducted via the framework agreement

- **Innovation**

The appointed suppliers will be able to introduce technological and cost-saving innovative services throughout the life of the agreement

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Supplier Information	
<u>arrangeMY</u>	SBS/19/SB/ZXS/9422/01
<u>Corporate Travel Management (North) Ltd - Previously Redfern Travel Ltd</u>	SBS/19/SB/ZXS/9422/02
<u>Chrome River</u>	SBS/19/SB/ZXS/9422/04
<u>Expensys</u>	SBS/19/SB/ZXS/9422/05
<u>Point Progress</u>	SBS/19/SB/ZXS/9422/06
<u>Webexpenses</u>	SBS/19/SB/ZXS/9422/07
<u>Flexicount</u>	SBS/19/SB/ZXS/9422/08
<u>Matrix Booking</u>	SBS/19/SB/ZXS/9422/09

Find out more
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