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Request for Proposal

Corporate Travel Management Agency

1. Organisational context

The IFRS Foundation is a not-for-profit public interest organisation established to develop in the public interest, high-quality, understandable, enforceable, and globally accepted accounting standards and sustainability disclosure standards for general purpose financial reporting - IFRS Standards - and to promote and facilitate adoption of the standards and their consistent application. The IFRS Foundation is currently expanding its office base to include offices in the United Kingdom, United States, Germany, Canada, and Japan.

The Foundation's mission is to develop IFRS Standards that bring transparency, accountability and efficiency to financial markets around the world. Our work serves the public interest by fostering trust, growth and long-term financial stability in the global economy.

The Foundation is funded by a combination of contributions, donations and self-generated income.

Further information in relation to the Foundation's structure and income can be found in our [Annual Report](#) and on [our website](#).

2. Services sought

The Foundation is seeking a travel management company to assist it with the booking, management and support of corporate travel arrangements for its board members and staff.

The services will include

- A single dedicated point of contact/call centre;
- Out of hours support and crisis management;
- A user-friendly platform for online booking (mobile app booking desirable);
- Implementation support and onboarding assistance for the Foundation;
- Reporting on the environmental impact of the Foundation's travel bookings; and
- Traveller tracking and relevant alerts.

3. Scope of services required

The following are required elements for the potential supplier:

- Proven expertise in managing and supporting international corporate flights.
- Experience working with not-for-profit organisations and/or small or medium-sized enterprises.
- An appreciation for how the Foundation's mission regarding sustainability will interact with the booking of international travel.

- Evidence of your organisation's financial standing.

3.1. Details of organisation and experience

Please provide details of your organisation and relevant expertise regarding the requirements set out above, particularly in relation to user support and experience with not-for-profit organisations.

3.2. Resourcing

Please provide the details of your proposed level of service.

3.3. Governance and Independence

Please advise whether your organisation has any potential conflicts of interest that could prohibit your organisation from participating in this RFP.

Please confirm that your organisation complies with independence requirements and will continue to take all necessary steps to ensure its independence throughout this process and in the event of appointment.

3.4. Fees

Provide a competitive fee quote which should consider the nature of the work and the Foundation's status as a not-for profit organisation. Please provide details of alternative fee structures, available discounts on headline rates, and any pro bono that may apply.

Provide details as to the nature and timing of billings.

3.5. Environment, Social and Governance (ESG)

Please provide an overview of your organisation's Environmental, Social and Governance (ESG) considerations, including:

- how sustainability issues are considered as part of your corporate strategy,
- how sustainability considerations will be taken into account when booking flights for our board members and staff;
- whether your platform can provide CO₂ emission data as well as cost and time options on travel searches;
- the ease of booking through your platform integrated international rail tickets;
- whether you can provide hotel night CO₂ emissions when travel searching in your platform;
- please provide a copy of your sustainability policy (if available), and
- whether you have a board member or executive committee accountable for sustainability-related issues..

Please confirm whether your organisation is aware of any business activities, practices or outcomes that have produced a substantial negative environmental impact, and whether you are facing any litigation alleging you have created such an impact.

3.6. Other

Please confirm the length of contract you are able to provide.

4. Evaluation criteria

Proposals will be evaluated by the Foundation against commercial, quality and technical criteria.

For Service Provider reference the Foundation's evaluation will include, but will not be limited to:

- Quality and completeness of proposal;
- Service Provider capability, areas of expertise, relevant experience and resources;
- Clarity of Service Provider proposed approach and strategies;
- Clarity of proposed fee structure and level of fees / expenses that they would expect to apply;
- Expected benefits to the Foundation; and
- Commercial viability/acceptability of proposed approach.

5. Proposal submissions

Please send proposals to Fiona Dunne (fdunne@ifrs.org) by email. The deadline for receipt of the proposal is 1700 UK time on 26 August 2022.

For any further information or clarification please contact Fiona Dunne.

If for whatever reason you decide not to submit a proposal, we ask that you formally withdraw from the process in writing via email to Fiona Dunne.

6. Confidentiality

By accepting this invitation to submit a proposal you agree to keep in confidence all information provided to you, whether written or oral, in relation to this process and/or in relation to the Foundation's business generally which is not already in the public domain, to use it only for the purposes of this proposal and for no other reason and not to disclose any of the said information to any third party. You will bear any costs and expenses incurred by you in relation to your proposal and the said information shall be kept confidential unless it lawfully becomes public knowledge.

Date: 28 July 2022