REQUEST FOR PROPOSALS: TRAVEL SERVICES COMPANY

The PRI Association is inviting Requests for Proposals (‘RfPs’) from individuals or organisations qualified and interested in providing travel services as a preferred supplier to the PRI Association (‘the PRI’). Travel services may include but are not limited to booking transport and accommodation for PRI employees.

BACKGROUND
The UN-supported Principles for Responsible Investment (PRI) is the world’s leading proponent of responsible investment (‘RI’). It is a global membership organisation founded in 2006 by a small group of investors in partnership with the UN Global Compact (‘UNGC’) and UNEP Finance Initiative (‘UNEPFI’). The organisation works to understand the investment implications of environmental, social and governance (ESG) factors and support an international network of investor signatories in incorporating these factors into their investment and ownership decisions.

Since it was founded, the PRI has grown significantly, and responsible investment has entered the mainstream. The organisation now has more than 5,500 signatories in over 80 countries and more than 250 employees located around the globe. 75 percent are based in the London, UK headquarters, 11 percent across 9 countries in the EU, 6 percent in North America, 5 percent in APAC, 2 percent in China, and .5 percent in both Latin America and Africa.

The PRI is a not-for-profit organisation with an annual revenue of £26.8m in 2021/22, primarily generated through annual membership fees payable by all signatories, and from training and events. It receives additional funding from grants, governments, foundations and other international organisations. The PRI is budgeted to spend circa £600k on travel in the current financial year. The organisation’s travel policy is available upon request.

OBJECTIVE
In order to carry out our work around the globe, we have significant travel requirements throughout the year, culminating in key global events (such as COP and Climate Week) our in-person all-staff conference in London and our annual flagship conference. We are seeking a preferred supplier to enable a smooth booking process, to provide access to best value travel and accommodation options and to supply or integrate with another supplier to drive and enable reporting on key sustainability metrics. Ultimately, we are seeking to deliver the aims of our travel policy, which seeks to control, measure, and reduce the PRI’s environmental impact of travel by mandating more sustainable business travel decisions.
DEADLINE FOR SUBMISSION
The deadline for submissions is **17:00 GMT, Monday 5th February 2024.** We will aim to conduct interviews in mid-February with view to appoint as soon as possible.

KEY QUESTIONS
Please provide answers to the following prompts, limiting your response to each question to **500 words.** You may provide supporting documents in an Appendix.

1. Please provide an overview of your organisation and the travel services you offer.
2. What customer services do you offer? Please include information on 24/7 availability, waiting times, dedicated account managers and phone vs online platform services.
3. Do you operate and/or host a travel platform? If so, please provide details on the ability to tailor this for clients, including incorporating travel policies and integrating with existing systems.
4. What is your fee structure and how do you invoice clients?
5. Do you require customers to enter a contract with you?
6. What steps does your organisation take to provide more sustainable travel? Do you provide any sustainability reporting directly or can you integrate with other providers to supply this? Do you have any relevant certifications?

SELECTION CRITERIA
The applicants will be judged on quality/relevance of services provided, customer services access, value for money and ability to support reporting and achievement of our travel policy which aims to control, measure and reduce the PRI’s environmental impact of travel.

SUBMISSION AND CONTACT
For any further clarifications and to submit proposals, please email PRI’s Chief of Staff, Melissa Ginsburg at: Melissa.Ginsburg@unpri.org.