

For: FSA State Offices, KC Complex, St. Louis Complex, and APFO

Travel Management Center (TMC) Contacts and Contracts

Approved by: Acting Deputy Administrator, Management



1 Overview

A Background

The USDA Office of the Chief Financial Officer (OCFO) has determined that the Department should consolidate and refine travel management services within USDA. To do this USDA will use a nationwide TMC contract for travel services. OCFO in coordination with agency representatives will work together to establish a USDA-wide TMC contract that best meets the overall travel needs of USDA. A USDA-wide TMC contract will:

- integrate geographically dispersed contracts into a single contract and provider for travel management services
- result in lower transaction fees and improved customer service.

When the TMC has been selected, all offices will be moved to the USDA-wide contract as the current contracts, purchase orders, or other agreements for travel services task orders expire.

B Purpose

This notice requests current TMC contact and contract information.

C Information Disposal Date

The information in this notice will:

- be included on FMD Travel website at <http://dc.ffasintranet.usda.gov/fmd/default.htm>
- remain effective until removed from FMD Travel website.

<p>Disposal Date</p> <p>October 1, 2004</p>	<p>Distribution</p> <p>FSA State Offices, KC Complex, St. Louis Complex, and APFO</p>
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2 Action

A Instructions

In preparation for a USDA-wide contract, FMD is requesting from each Field Office, the primary and secondary contact name and telephone numbers.

Note: Provide the information on the table in Exhibit 1.

FMD is also requesting from each State Office, KC Complex, St. Louis Complex, and APFO, a copy of the current TMC contract, purchase order, or other agreement for travel services that are used for travel services to facilitate accurate and swift work with MSD and OCFO concerning the TMC contract. **Mail** the copies to the address shown in subparagraph C.

Note: Mailing, **not** faxing is requested to ensure the documents are readable. Use regular USPS mail for cost effectiveness. Express and overnight mail are **not** necessary;

B Renewals

Do **not** renew or establish any new contracts, purchase orders, or other agreements for travel services without first contacting Scott Cook, Policy and Oversight Section, Acquisition Management Branch, MSD, at 202-720-7349, for guidance in maintaining travel services until FSA begins using the USDA-wide TMC.

C Response Due Date

Submit the requested information by COB July 24, 2003, to:

FMD, Financial Accounting & Reporting Branch
Accounting and Travel Policy Section
STOP 0581
1400 Independence Ave, SW
Washington, DC 20250-0581.

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2 Action (Continued)

D Labor-Management

Where exclusive representation exists, bargaining may be requested to the extent allowed by applicable statutes. Where contract language already addresses these policies and procedures for bargaining unit employees, contract language prevails.

E Contact

If there are questions about this notice, contact the appropriate office in the following table.

Office	Contact
State Offices	DAFO at 202-690-2807
KC Complex and St. Louis Complex	Wendy Collins, KCFO, ASPS at 816-926-3266
APFO	FMD, ATPS at 703-305-1408

TMC Nationwide Contract Contact List		
Name of Office:		
Name:	Primary	Secondary
Telephone Number:		

Example:

TMC Nationwide Contract Contact List		
Name of Office:	VA STO	
Name:	Primary	Secondary
	Jane Doe	Dan Marker
Telephone Number:	123-321-7654	123-321-4567