

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

Renewing Travel Management Center (TMC) Contracts

Approved by: Deputy Administrator, Management



1 Overview

A Background

The USDA Office of the Chief Financial Officer has decided **not** to move forward with a nationwide TMC contract before implementation of the General Services Administration (GSA) eTravel initiative scheduled for use by all of the Federal Government by September 2006.

This decision necessitates that each USDA agency continue to renew the option period as identified in its existing TMC contracts until such time that USDA is fully compliant with the eTravel initiative.

For additional information about eTravel, visit <http://egov.gsa.gov> and click on “eTravel News”.

B Purpose

This notice:

- provides guidance for FSA Field Offices on renewal of current TMC contracts
- obsoletes Notice FI-2632, revising the title of the notice. All information in the notice remains the same.

<p>Disposal Date</p> <p>December 1, 2006</p>	<p>Distribution</p> <p>All FSA State Offices, KC complex, St. Louis complex, and APFO</p>
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Notice FI-2633

1 Overview (Continued)

C Information Disposal Date

The information in this notice will:

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

2 Action

A Instructions

Present TMC contracts, purchase orders, or other agreements for travel services, task orders may be renewed by option period as identified in existing TMC contracts until such time that USDA is fully compliant with the eTravel initiative, September 30, 2006.

Special Note: If no existing contracts, purchase orders, or other agreements exist for travel services, new contracts or orders may be placed against GSA schedule holders.

B 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.

C Contact

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

Office	Contact
All Offices in need of renewals	Scott Cook, MSD, Acquisition Management Branch, Policy and Oversight Section at 202-720-7349
State Offices	DAFO at 202-690-2807
KC Complex and St. Louis Complex	Wendy Collins, KCFO, Accounting Systems and Planning Staff at 816-926-3266
APFO	FMD, Accounting and Travel Policy Section at 703-305-1408