

eTravel on the Move



An update on eTravel; Simplifying end-to-end travel for the federal employee. Additional information on the eTravel initiative can be found at: <http://egov.gsa.gov>.
Click on eTravel

August, 2004

New Workshop: Preparing a Quality eTS Task Order, held August 3

A new eTravel workshop was launched August 3rd, **Preparing Quality eTS Task Orders**. The workshop was developed to assist agencies in their understanding of the eTravel Master Contracts, expedite the placing of their eTS task orders and benefit from the lessons early adopting agencies have learned. 40 contracting professionals attended representing 16 agencies. Lisa Maguire, eTravel Contracting Officer and workshop lead told the group 'Developing an eTS task order that will affectively service an agency takes planning and communication.' With the new GSA 'Get It Right' campaign Maguire wants to make sure agencies have all the support they need to develop quality eTS task orders. The workshop covered eTS Components, Acquisition Strategy, TMC Options, RFQ Preparation, and Service Level Agreements. The workshop will be conducted again. To attend email the Program Office at etravel.gsa.gov.

Lisa Maguire came to the eTravel Program in June from GSA FSS, where she spent 18 years supporting FSS acquisition programs, GSA policy offices and authored the Financial and Business Solutions Schedule. She immediately noted that the eTravel Master Contracts provide a quality service for the agencies with the flexibility to write task orders to fit unique agency needs but, 'it takes time to provide fair opportunity to the vendors, write an RFQ, evaluate the proposals and then award the task order. It is a very well organized Master Contract, and provides consolidation and aggregation for the agency. It just takes time to do it right'. **Arnie Lenaris, Department of Transportation's migration manager said 'it took DoT eight weeks to select a vendor and award a task order. I recommend agencies start developing their requirements now so they do not run into a time crunch this fall with the fiscal year ending and seasonal holidays'**.

Agencies are required by an amendment to the FTR to select an eTS vendor by December 2004. The eTravel Program Office has a staff of professional to assist agencies with all aspects of the task order and migration process. To learn more or set up an appointment contact Ron Endicott, agency contract liaison at 703-872-8625.

eTS is coming to your agency soon!

Six agencies have already selected an eTS provider. All three vendors, CW Government Travel, EDS and Northrup Grumman Mission Systems have been awarded task orders. For more details visit our Web site at <http://egov.gsa.gov>.

GSA official says 'Get It Right' campaign is set to succeed

By David McGlinchey for Government Executive, July 27

A senior General Services Administration official said Tuesday that the new Get It Right program, designed to encourage compliance with acquisition laws and regulations, will stand apart from other efforts because it is being implemented throughout the agency and is backed by top GSA officials.

"What is different about Get It Right is that it is a consolidated effort across GSA," said Donna Bennett, GSA's Federal Supply Service administrator, during the Excellence in Government conference in Washington. "It is directed from the highest levels of our organization."

The annual conference is sponsored by Government Executive and the Council for Excellence in Government.

The campaign was launched earlier this month as a joint effort between Defense Department and GSA officials. Deidre Lee, the Pentagon's top procurement official, and GSA Administrator Stephen Perry said the program would tackle government contracting problems and curb the use of shortcuts in the procurement system. A number of contracting deficiencies have been uncovered in technology, military and Iraqi reconstruction contracts.

"We're striving here to achieve a zero-deficiency environment," Perry said. "No exceptions, no excuses."

Bennett said the federal government has made strong advances in the procurement field, and "a lot of wonderful" options are available to federal officials. But with that expanded procurement ability, she said, comes the responsibility to carefully follow regulations.

GSA experts who appeared on a panel at the conference agreed with Bennett and said the new program represents a fundamental change in the way acquisition is handled. Officials touted the transparency and education the new campaign will provide. One GSA official said it is not designed to "play gotcha" with procurement officials but is, instead, an attempt to educate and make the regulations more clear.

Bennett said the goals of Get It Right also include improved monitoring, enhanced communication with the acquisition community, and a better focus on obtaining the 'best value' in government contracts.

Newly Formed eTravel Management Advisory Board

Stakeholder partnerships have also been integral to eTravel governance. Agency representatives have participated on the Regulatory Working Group, Project Funding Team, and Acquisition Team. A strategic alliance has also developed between the Defense Travel System and eTravel that will continue to leverage existing Department of Defense and civilian travel services and policy to benefit all of government travel.

The newly created **eTravel Management Advisory Board** will serve as the government-wide body responsible for identifying and prioritizing federal travelers' needs and expectations

relative to the eTravel Service. The Board's members represent 11 executive branch agencies. They began meeting in May to develop their charter which has been written and is scheduled to be signed later this summer.

Did you know?

Internet is preferred way to contact government reports Jan Dempsey, Newhouse News Service, Saint Paul Pioneer Press (Minnesota), 7/22/04

The days of writing letters to the government to request information or to voice your opinion are quickly dwindling. The Internet and e-mail are becoming the preferred method of contact. Even government transactions that once required you to stand in line for the better part of a day are giving way to online transactions that can be done at your convenience.

Upcoming Events

The Society of Government Travel Professionals (SGTP)'s 2004 Education Conference—EdCon'04---is **September 8-10, 2004, Hilton Alexandria Mark Center, Alexandria, VA.** SGTP is a national, non-profit society comprised of government travel professionals. SGTP works to educate its members and to facilitate innovation and best practices in government travel. An eTravel workshop is planned for Thursday morning September 10 at 10 AM.