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Planning

## **US\_22167 - Request for Information**

University of Sussex

F01: Prior information notice

Prior information only

Notice identifier: 2022/S 000-034231

Procurement identifier (OCID): ocids-h6vhtk-038a52

Published 2 December 2022, 3:20pm

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

University of Sussex

Sussex House

Brighton

BN1 9RH

#### **Contact**

Kelly Feldman

#### **Email**

[k.feldman@sussex.ac.uk](mailto:k.feldman@sussex.ac.uk)

#### **Telephone**

+44 1273678143

#### **Country**

United Kingdom

**Region code**

UK - United Kingdom

**Internet address(es)**

Main address

[www.sussex.ac.uk](http://www.sussex.ac.uk)

**I.2) Information about joint procurement**

The contract is awarded by a central purchasing body

**I.3) Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://supplierlive.proactisp2p.com/Account/Login>

Additional information can be obtained from the above-mentioned address

**I.4) Type of the contracting authority**

Body governed by public law

**I.5) Main activity**

Education

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

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DN1435

#### **II.1.2) Main CPV code**

- 63000000 - Supporting and auxiliary transport services; travel agencies services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

We are currently developing a new Sustainable Business Travel Policy for the University of Sussex, which will reflect our Sustainability Strategy commitments, particularly our commitment to achieve net zero carbon by 2035.

We have anecdotal evidence, that the easier we can make the approval/booking process and systems, the greater the chance of users engaging with and using them correctly. We believe offering a “One-Stop Shop” will do this, making things as simple as possible for users, and at the same time enabling us to use analytical data to provide oversight and maintain effective governance of the travel we undertake.

We are interested to discover if there are already products in existence that could help us achieve this.

As part of our research, we have spoken to several different Universities who, although they don't operate something like this already, have a high level of interest in such a product, and we believe there is a wider need for this type of solution within the sector.

#### **II.1.6) Information about lots**

This contract is divided into lots: No

### **II.2) Description**

### **II.2.3) Place of performance**

NUTS codes

- UK - United Kingdom

### **II.2.4) Description of the procurement**

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### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

This contract is subject to renewal

Yes

Description of renewals

12 months anticipated - at RFI stage of procurement.

### **II.3) Estimated date of publication of contract notice**

30 September 2023

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: Yes