



TRAVEL MANAGEMENT COMPANY (TMC) SOURCING

MAKING INFORMED DECISIONS THROUGHOUT THE
SOURCING, SELECTION AND IMPLEMENTATION PROCESS

A Travel Management Company is a key partner for any corporation that has a travelling community. A company's TMC partner should be relied upon to support in key areas of policy compliance, data management, travel tools and risk management. Therefore, finding the right TMC fit for a business is one of the most important decisions to be made in any managed travel programme.

At Nina & Pinta, we support our clients in finding the right TMC fit for their requirements. Using our vast industry knowledge and expertise, we aim to make the selection process as smooth and painless as possible for our customers.

Using clearly defined strategic sourcing Procurement methodologies; our step-by-step process ensures that the selection criteria and priorities are individually tailored to the customers needs.

From TMC sourcing, selection and contracting, all the way through to the implementation process, each project benefits from hands-on project management.

TRAVEL MANAGEMENT COMPANY SOURCING PROCESS

STAGE 1

PROJECT INITIATION

- Identify business requirements

STAGE 2

SITUATION ANALYSIS

- Full review of current situation and comparison of business requirements
- Detailed stakeholder mapping and strategy for internal engagement through the process
- Supplier data gathering and sourcing of suitable Travel Management Companies to include in the process

STAGE 3

STRATEGY CREATION

- Development of a TMC strategy and tailor key weighting for the process
- Identify a recommended list of bidders

STAGE 4

STRATEGY IMPLEMENTATION AND RFP PROCESS

- Full management of the RFP process
- Detailed analysis of bid submissions and financials
- Detailed cost benefit analysis and recommendations
- Contract planning and negotiations

STAGE 5

MANAGEMENT OF THE IMPLEMENTATION PROCESS

The end-to-end project management of the process provides our customers with full visibility and confidence throughout the lifespan of the project. It is this access of information and knowledge that permits our customers to make informed decisions throughout the sourcing, selection and implementation process.