



California Institute of Technology

Procurement Services

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To: Albert J. Lazzarini
Deputy Director, LIGO Laboratory

Albert,

As you know, approximately one year ago, we awarded a new Travel Agency agreement with Corporate Traveler (formerly FCm Travel Solutions). Prior to the award, Caltech had been doing business with ProTravel for ten years. Therefore, it was definitely time to see what the competition had to offer.

We conducted an extensive, evaluated procurement and included a cross-section of Campus personnel to assist us in the evaluation. As you know, Ed Jasnow was part of that Team as LIGO is definitely the largest user of Travel services on the Campus.

There were many criteria that were used in the ultimate selection of Corporate Traveler, the least of which was their online booking tool. Although we could never "mandate" the use of Corporate Traveler to Campus personnel, it is our strong belief that utilizing them could ultimately save LIGO a great deal in overall Travel costs. As you can see from the data on page 2 below, LIGO was actually able to save approximately \$10K or 6.4% in Travel costs for calendar year 2011. However, please keep in mind that Corporate Traveler was not fully utilized by LIGO until October, 2011. Our department negotiated diligently with Corporate Traveler in ensuring the best overall agreement for the entire Campus in servicing their Travel needs.

We would appreciate it if you would direct LIGO travelers to continue to use Corporate Traveler in servicing your Travel and please be aware this is an on-going relationship that we expect to grow in the future.

Thank you, Albert, and please let me know if you have any questions or concerns.

Service Provider	Published Fare	Purchased Fare	Offered Fare	Invoiced Fare	Savings	% Savings
CALTECH LIGO - LAX - 17DG						
ADY - Air Domestic Fully Flexible Economy	67,878.48	63,626.48	63,626.48	63,626.48	4,252.00	6.26%
FL - AirTran	437.90	437.90	437.90	437.90		
AS - Alaska Airlines	12,820.32	11,875.52	11,875.52	11,875.52	944.80	7.37%
AA - American Airlines	7,239.23	6,652.13	6,652.13	6,652.13	587.10	8.11%
CO - Continental Airlines	3,842.40	3,548.60	3,548.60	3,548.60	293.80	7.65%
DL - Delta Air Lines	21,203.84	20,075.44	20,075.44	20,075.44	1,128.40	5.32%
WN - Southwest Airlines	658.80	528.80	528.80	528.80	130.00	19.73%
UA - United Airlines	19,649.89	18,481.99	18,481.99	18,481.99	1,167.90	5.94%
US - US Airways	2,026.10	2,026.10	2,026.10	2,026.10		
ADD - Air Domestic Discounted Economy	62,800.83	55,753.92	57,786.22	57,786.22	5,014.61	7.98%
AS - Alaska Airlines	8,610.23	6,361.03	6,361.03	6,361.03	2,249.20	26.12%
AA - American Airlines	9,578.20	9,234.23	9,234.23	9,234.23	343.97	3.59%
CO - Continental Airlines	968.20	968.20	968.20	968.20		
DL - Delta Air Lines	19,722.21	18,780.87	18,780.87	18,780.87	941.34	4.77%
U2 - Easyjet	141.00	141.00	141.00	141.00		
WN - Southwest Airlines	231.40	231.40	231.40	231.40		
UA - United Airlines	21,310.69	20,037.19	20,027.19	20,027.19	1,283.50	6.02%
US - US Airways	2,238.90	2,042.30	2,042.30	2,042.30	196.60	8.78%
AIY - Air International Economy	30,649.94	29,534.82	29,534.82	29,534.82	1,115.12	3.64%
AS - Alaska Airlines	5,122.60	4,985.40	4,985.40	4,985.40	137.20	2.68%
AA - American Airlines	3,426.40	3,269.32	3,269.32	3,269.32	157.08	4.58%
CO - Continental Airlines	8,120.30	7,840.50	7,840.50	7,840.50	279.80	3.45%
UA - United Airlines	5,746.24	5,622.20	5,622.20	5,622.20	124.04	2.16%
DL - Delta Air Lines	8,234.40	7,817.40	7,817.40	7,817.40	417.00	5.06%
SFI - Booking Fees	0.00	0.00	0.00	4,224.00		
Total for: CALTECH LIGO - LAX - 17DG	161,329.25	148,915.22	150,947.52	155,270.10	10,381.73	6.4 %