

**DOCUMENT RESUME**

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[United States Travel Service Contracting Procedures].  
CFD-78-164; B-151399. August 24, 1978. Released August 31, 1978.  
1 pp. + 2 appendices (8 pp.).

Report to Sen. Robert F. Griffin; by Baltas E. Birkle (for Henry Eschwege, Director, Community and Economic Development Div.).

Issue Area: Domestic Housing and Community Development (2100);  
Appropriate Consideration of All Factors in Deciding to Make  
or Buy Needed Goods or Services. (1915).

Contact: Community and Economic Development Div.

Budget Function: Commerce and Transportation: Other Advancement  
and Regulation of Commerce (403).

Organization Concerned: United States Travel Service.

Congressional Relevance: House Committee on Interstate and  
Foreign Commerce: Transportation and Commerce Subcommittee;  
Senate Committee on Commerce, Science, and Transportation.  
Sen. Robert P. Griffin.

Listings were provided of: (1) United States Travel  
Service contracts issued and prior year contracts amended during  
the period October 1, 1977, through June 30, 1978, including  
agency justifications for contracting out work; and (2) the  
Travel Service's domestic program positions by grade, with  
descriptions of position duties. (Author/BTW)

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**UNITED STATES GENERAL ACCOUNTING OFFICE**

**WASHINGTON, D.C. 20548**



**COMMUNITY AND ECONOMIC  
DEVELOPMENT DIVISION**

**2-151399**

**AUGUST 24, 1978**

**The Honorable Robert P. Griffin  
United States Senate**

**Dear Senator Griffin:**

In response to your April 10, 1978, request and subsequent agreements, we are providing a listing of United States Travel Service contracts issued and prior year contracts amended during the period October 1, 1977 through June 30, 1978. Appendix I to this letter provides this listing including the agency's justification for contracting out the work.

Also as agreed, we are including in appendix II, a listing of the Travel Service's domestic program positions by grade and a brief description of the position duties.

The information provided herein complements our July 6 and July 19 briefings to your office.

Sincerely yours,

A handwritten signature in cursive script, appearing to read "H. Eschwege".

**Henry Eschwege  
Director**

**CED-78-164  
(06033)**

UNITED STATES TRAVEL SERVICE CONTRACTS ISSUED  
OR AMENDED OCTOBER 1, 1977 THROUGH JUNE 30, 1978

CONTRACTS ISSUED

1. Contractor: Rand McNally & Company

Contract number: 78-5520

Date signed: February 1, 1978

Amount: \$45,000.00

Scope: This advertised contract provides for a toll free answering service to furnish information to travel agents and the general public on travel opportunities in the United States.

Justification: The United States Travel Service (USTS) justified contracting for this service because its "in-house" capability lacked a quick reference data system, trained personnel, and the space for a telephone center. USTS considered this a continuation of the test program begun under the Mera Editorial Group, Inc. contract (see p. 4 of appendix I). USTS plans to discontinue this service when this contract expires December 31, 1978.

2. Contractor: Capital Recording Company

Contract number: 78-5521

Date signed: November 29, 1977

Amount: \$11,021.00

Scope: This sole source contract is for facilities and equipment required for stamping records of 3-minute serials entitled "Pathways U.S.A." and distributing them to radio stations. These serials about domestic travel opportunities were produced by USTS personnel using Department of Commerce facilities.

Justification: USTS justified this contract on the basis that it does not have the equipment to stamp out the records. USTS issued this contract on a sole source basis because this was the only Washington area contractor determined to have complete facilities to perform the contract under one roof. USTS considered this essential to maintain quality control and to meet distribution dates.

3. Contractor: Pacificon Productions, Inc.

Contract number: 78-5524

Date signed: February 21, 1978

Amount: \$130,600.00

Scope: This advertised contract provides for a multi-media public service advertising campaign for motivating travel within the United States.

Justification: USTS justified contracting for this service because equipment and facilities to produce such a campaign are not available within the Department of Commerce.

4. Contractor: Mercury Mailing, Inc.

Contract number: 78-5525

Date signed: March 27, 1978

Amount: \$40,000.00

Scope: This advertised contract is for the warehousing and distribution processing of USTS promotional brochures.

Justification: USTS justified contracting for this service because of staffing limitations.

5. Contractor: United States Conference of Mayors

Contract number: 78-5526

Date signed: March 13, 1978

Amount: \$36,125.00

Scope: This was a sole source contract developed from an unsolicited proposal by the United States Conference of Mayors. They proposed to identify and describe the major activities which make tourism development an increasingly significant component of a city's overall economic development strategy. The contractor's proposal stated they would supervise the project but the research would be conducted under a sub-contract with the New School for Social Research. USTS accepted this proposal.

Justification: USTS justified contracting with the United States Conference of Mayors because the Conference provided ready access to city governments and would closely supervise the collection of data. In addition, this was a cost contract with no fee to the Conference of Mayors.

6. Contractor: United States Travel Data CenterPurchase order number a/: 8-46188

Date signed: December 21, 1977

Amount: \$10,000.00

Scope: This purchase order provides for membership in the Center and allows USTS access to all travel reports prepared by the Center.

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a/ Although this is a purchase order it has been included in the listing because of its high dollar value.

Justification: USTS justifies membership in this organization because it is a non-profit organization providing essential statistics on domestic tourism and international travel.

7. Contractor: Community Research Group

Reimbursable Agreement with the Economic Development Administration

Date signed: March 23, 1978

Amount: \$5,000.00

Scope: The contractor is developing for the Economic Development Administration a Handbook for Local Economic Development.

Justification: USTS justified this agreement on the basis that their participation in this project would encourage the assessment of travel and tourism programs as a means for economic development in community planning.

CONTRACTS AMENDED

1. Contractor: Mera Editorial Group, Inc.

Contract: 6-36934

Date signed: March 19, 1976

Date amended: January 10, 1978

Amount: Original (1976)	\$70,000.00
Fiscal year 1977 amendments	20,000.00
Fiscal year 1978 amendment	<u>5,000.00</u>
Total	<u>\$95,000.00</u>

Scope: Under this advertised contract, a toll free answering service was initiated to provide travel agents with information on United States travel opportunities.

Justification: Under the original contract, USTS justified contracting for this service because it did not have qualified personnel to provide a specialized answering service. USTS considered this a test program to determine whether travel agents would utilize such a service. The contract was extended in fiscal year 1978 when it was decided to continue the test. The extension allowed for the advertising of a new contract which was issued to Rand McNally & Company (see p. 1 of appendix I).

2. Contractor: West Virginia University

Contract number: 7-37068

Date signed: September 30, 1977

Date amended: June 23, 1978

Amount: Original (USTS)	\$ 57,773.00
Amended (USTS share)	25,000.00
Amended (others)	<u>132,684.00</u>
Total	<u>\$215,457.00</u>

Scope: This sole source contract provided for the design of a comprehensive 5-year community economic development plan utilizing the travel and tourist industry and included a planner's manual to assist in its use. The 1978 contract amendment provided for a demonstration project to test and evaluate the plan.

Justification: USTS justification for this amendment was that it was a continuation of the original contract which was proposed in two phases, but did not require funding of the second phase in fiscal year 1977. The University has also obtained funding from the Economic Development Administration, the Department of Labor and the State of West Virginia for the second phase.



SCHEDULE OF POSITIONS IN THE  
UNITED STATES TRAVEL SERVICE DOMESTIC  
TOURISM PROGRAM a/

<u>OFFICE</u>	<u>GRADE</u>	<u>TITLE</u>	<u>BRIEF JOB DESCRIPTION</u>
Governmental Affairs	GS-13	Domestic Tourism Coordinator	Directs and coordinates program planning and marketing functions for the domestic tourism program.
Governmental Affairs	GS- 8	Domestic Tourism Program Assistant	Provides assistance to the Domestic Tourism Coordinator in carrying out the responsibilities for direction and coordin- ation of the domestic program.
Governmental Affairs	GS- 4	Clerk- Typist	Clerk-typist assigned to assist in the domestic tourism program segment of the office.
Governmental Affairs	GS-11	Manager, Information Resources	To monitor and identify the needs of the general traveling public, to gather travel-related information from state and city tourism officials and disseminate this information to the general public.
Market Development	GS-11	Public Information Specialist	Serves as air media contact for USTS; arranging for major air media appearance opportunities, editing and rewriting for domestic use destination feature packages and editorial support packages.

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a/ This schedule includes only those personnel whose salaries are funded by the domestic tourism budget.

APPENDIX II

APPENDIX II

Market  
Development

GS-11

Public  
Information  
Specialist

Responsible for developing, budgeting and implementing print-media programs in support of the USTS domestic tourism program.

Policy and  
Research

GS-13

Program  
Analyst

Responsible for investigating, developing, analyzing, and evaluating economic, marketing and statistical data to assist USTS, the travel industry and state and local governments in promoting domestic tourism in the United States.

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Source: Director, Office of Administration, United States  
Travel Service