



General Information Bulletin

Subject: WSCA/NASPO Lodging Program and Reservation Procedures

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DESCRIPTION: WSCA/NASPO Lodging Program and Reservation Procedures

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As a reminder, The Office of General Services (OGS) Procurement Services is participating in the Western States Contract Alliance (WSCA) and National Association of State Procurement Officials (NASPO) Nationwide Lodging Program sponsored by State of Oregon. WSCA/NASPO lodging is a nationwide lodging program that contains a searchable database of over 10,000 qualified lodging locations at **GSA per-diem rates or below** for state and political subdivision employees traveling on official business. The WSCA/NASPO Lodging Program will provide New York State authorized users the added opportunity for cost-savings through lower hotel rates.

DISCOUNTED LODGING

- All rates at or below per diem
- Participating hotels often include value added amenities (examples include breakfast, free parking, transfers, newspaper and others) in the rates
- Participating hotels offer a 4 PM or later day of Arrival Cancellation policy.
- Over 10,000 locations representing more than 50 brands

Lodging Reservations

Lodging can be reserved through the State Travel Management Services contractor (Travel Management Services Contract Group 79005, Award 22536-see link below and contractor information page for more information). **The Travel Management Services Contractor will not charge a transaction fee for lodging reservations.**

<http://www.ogs.ny.gov/purchase/snt/awardnotes/7900522536can.htm>

WSCA/NASPO lodging program information including the searchable data base with of list of participating hotel chains/brands is available at www.wscalodging.org. The OGS travel home page includes a link to the program.