

December 9, 2013

To: 3sHealth Members
From: Karen Deibert, Officer, Contracts
Materials Management Services
Re: 2014 Preferred Accommodation Rates

3sHealth has recently completed a review of the proposals for the provision of preferred overnight accommodation and room rates for the fiscal year ending **December 31, 2014**.

Proposals were requested from major hotels/motels in several Saskatchewan locations and reviewed with respect to rates, quality of room facilities, proximity to commonly used meeting places and availability of meeting rooms. From the proposals, a list of recommended providers of accommodation has been established and is attached. We look for the support of our membership in patronizing those facilities which submitted the accepted proposals. All 3sHealth members are eligible to receive the room rates quoted while travelling for purposes of work or pleasure. Unless otherwise indicated, these room rates apply to both weekday and weekend travel.

Please adhere to the following Administrative Guidelines when using the Preferred Accommodation Rates listing:

1. Individuals must reserve rooms in advance, *requesting and confirming 3sHealth preferred rates*.
2. Individuals must be prepared to present evidence of employment of their Health Region by producing a business card, institutional identification card, or another form of identification that would prove their affiliation with their employer.
3. Room payment should be made between the individuals and the hotels unless otherwise arranged by the employer.
4. Unless otherwise indicated, rates quoted are to remain in effect until **December 31, 2014**.
5. Confirm with the hotel whether a convention rate is in place. Convention rates refer to an increased charge as a result of a hotel hosting a convention.

Please do not hesitate to contact me at (306) 347-5583 or by email at karen.deibert@3shealth.ca, if you have any questions or require further information regarding preferred accommodation rates.