

REQUEST FOR PROPOSALS
for
Passenger Vehicle and Box Truck Rentals

Issued by
the STATE OF OREGON



on behalf of the member states of



SOLICITATION NUMBER S-10700-00011242

RFP WEBSITE: <https://oregonbuys.gov/bsol>

RFP OVERVIEW

I. INTRODUCTION

This Request for Proposals (RFP) is being issued by the State of Oregon, acting by and through its Department of Administrative Services, Procurement Services (Lead State or DAS) on behalf of the member states of the NASPO ValuePoint cooperative purchasing program (ValuePoint). The purpose of this RFP is to establish one or more Master Agreements with qualified proposers to provide **Passenger Vehicle and Box Truck Rental**.

The Lead State hopes to obtain best value, achieve more favorable pricing than is obtainable by an individual state or local government entity because of the collective volume of potential purchases by numerous Participating States/Participating Entities, and also, to create a selection of environmentally sustainable products for Participating States/Participating Entities to purchase.

The purpose of this RFP and its resulting Master Agreement(s) is intended to benefit all state departments, institutions, agencies, and political subdivisions and other eligible public and nonprofit entities in the 50 states, the District of Columbia, and U.S. territories. Proposals should be generally applicable to all potential Participating Entities and Purchasing Entities, except where specificity is requested.

The initial term of the Master Agreement(s) resulting from this RFP is anticipated to be 1 year, with the option to exercise renewals totaling up to an additional 4 years following the initial term, upon mutual agreement by the Lead State and Contractor.

About NASPO ValuePoint

NASPO ValuePoint is a division of the National Association of State Procurement Officials (NASPO), a non-profit association dedicated to advancing public procurement through leadership, excellence, and integrity. In accordance with NASPO Value Point's Lead State Model™, the Lead State is issuing this RFP, evaluating responses, and establishing Master Agreements with the support and assistance of a Multistate Sourcing Team™ comprised of individuals from other member states, representing a broad range of perspectives that ensure the RFP incorporates best practices recognized by public entities across the country.

Participation in NASPO ValuePoint Master Agreements is convenient and cost-effective for eligible entities—including state departments, institutions, agencies, and political subdivisions, federally recognized tribes, and other eligible public and nonprofit entities in the 50 states, the District of Columbia, and U.S. territories—and suppliers, with no membership or registration required. In 2023, contractors reported a combined spend for passenger vehicle rental of **\$106,620,000 million** in sales through the current Passenger Vehicle Rental portfolio and in 2021 was **\$1.43 million for Box truck rental spend**.

More information about NASPO, NASPO ValuePoint, and the NASPO ValuePoint Lead State Model can be found at www.naspo.org and www.naspovaluepoint.org and in Attachment 6, Participation Information.

II. Scope of Services

The Scope of Services includes but is not limited to: Full reservation services for domestic (North

America) and international Passenger rental services, including but not limited to passenger cars, small and large pickup trucks half ton, sport utility vehicles, 7 passenger mini vans, premium class vehicles, other vehicle classes, various sizes of box trucks, and 12 and 15 passenger vans. Reservations can be made via an online booking tool and agent services through TMC (corporate travel management) for vehicle rental, or box truck by Supplier online tool, walking into a location or by phone.

The Scope of Services is further described in Attachment 8, Exhibits 3 and 4.

III. GENERAL INFORMATION AND INSTRUCTIONS

- A. RFP Single Point of Contact (SPC).** The following individual is the single contact for this RFP:

Kaliska King, CPPB, OPBC
Procurement Analyst
State of Oregon
1225 Ferry St SE
Salem, OR 97301
(503) 798-1907
kaliska.king@das.oregon.gov

All communications related to any provision of this RFP must be directed only to the SPC, whether about the technical requirements of the RFP, contractual requirements, the RFP process, or any other provision.

- B. RFP Website.** The RFP and attachments are published in the State of Oregon's electronic procurement system, OregonBuys at <https://oregonbuys.gov/>. OregonBuys is the official source for RFP information and updates.

To find the RFP, go to OregonBuys, put the RFP number in the search bar and click search.

However, if an entity or person wants to propose and respond to the RFP, then, **as a Proposer, the entity or person must be registered in OregonBuys**. There is vendor help link and registration link farther down on the OregonBuys main page.

- C. RFP Documents.** This RFP consists of this RFP Overview, the following attachments, and any official amendments to the RFP posted by the Lead State to OregonBuys:

1. Attachment 1, RFP Terms and Conditions
2. Attachment 2, Service Categories and Minimum Qualifications
3. Attachment 3, Proposer Information, Acknowledgements, and Certifications
 - a. Attachment 3.1.1 Certified Disadvantaged Business Outreach Form
 - b. Attachment 3.1.2 Responsibility Inquiry
4. Attachment 4, Cost Proposal
 - a. Attachment 4-1, Passenger Vehicle Rental
 - b. Attachment 4-2, Box Truck Rental
5. Attachment 5, Proposer Response Worksheet for Passenger Vehicle Rental
 - a. Attachment 5.1 Response Worksheet for Box Truck Rental

6. Attachment 6, Participation Information
7. Attachment 7, RFP Evaluation Plan
8. Attachment 8, Sample Master Agreement
 - a. Attachment 8-1, State of Oregon, State Specific Terms and Conditions
9. Attachment 9, Claim of Business Confidentiality
10. Completed Attachment 10, Proposed Modifications to Sample Master Agreement, if applicable.

D. Schedule of Important Dates.

The table below represents a tentative schedule of events. All times are listed in Pacific Time. All dates listed are subject to change. N/A denotes that event is not applicable to this RFP.

Event	Date	Time
RFP Release Date	August 12, 2024	
Pre-Proposal Conference	August 21, 2024	8:30 AM
Questions / Requests for Clarification Due	August 28, 2024	4:00 PM
Answers to Questions / Requests for Clarification Issued (<u>approx.</u>)	September 5, 2024	
RFP Protest Period Ends	August 22, 2024	
Opening (Proposal Due Date)	September 26, 2024	
Evaluation Period (approx.)	September 27- November, 2024	
Issuance of Notice of Intent to Award (<u>approx.</u>)	November/December 2024	
Award Protest Period Ends	7 days after Intent to Award is issued	

Dates and deadlines are subject to change. Proposers should continue checking the RFP Website for the most up-to-date information.

E. Pre-Proposal Conference.

The Lead State intends to host a pre-proposal conference for all interested entities or persons. Prospective Proposers' participation in the RFP pre-proposal conference is optional but is highly encouraged. Registration **is not** required, but parties interested in participating in the pre-proposal conference must email the SPC **no later than August 20, 2024, by 3:00 PM to receive a Microsoft Teams meeting invitation.**

The purpose of the pre-proposal conference is to:

- Provide additional description of the Participating States' and Participating Entities' needs;
- Explain the RFP process; and
- Answer any questions prospective Proposers may have related to the States' needs or the process.

The pre-proposal conference will be held: Virtually via Teams on August 21, 2024 8:30 AM Pacific Time.

Statements made at the pre-proposal conference are not binding upon the Lead State. Prospective Proposers may be asked to submit questions in Writing.

F. Solicitation Questions and Answers.

- 1. Read and review this RFP, including all attachments, exhibits, and amendments.**
2. For questions about the content of this RFP, whether relating to the RFP process, administration, deadline or method of award, or to the intent or technical aspects of the RFP, submit question(s) through the Q&A function on OregonBuys no later than the RFP Q&A Deadline identified in Section II.D. Questions must reference the Solicitation Number and the specific section of the RFP to which the question relates.
3. For assistance with technical issues associated with the website for the RFP, contact OregonBuys Vendor assistance, located on the OregonBuys website listed above.

G. Solicitation or Solicitation Amendment Protests. Prospective Proposers may submit a protest of the of the RFP or an RFP Amendment as set forth in Sections VII and VIII below.

H. How to Respond.

- 1. Read and review this RFP, including all attachments, exhibits, and amendments, specifically including Attachment 5 and 5.1, Proposer Response Worksheet and including other required attachments.**
2. Prepare a Proposal that:
 - a. Follows the requested format;
 - b. Includes the Solicitation Number on all materials making up the Proposal;
 - c. Addresses each question and request for a response in this RFP and includes the Section of the RFP Proposer is responding to, including all questions in Attachment 8, Proposer Response Worksheet;
 - d. Clearly demonstrates Proposer's ability to meet the Participating States' and Participating Entities' needs described in Attachment 5 and Attachment 5.1, sub section; and
 - e. Includes all required submissions identified in Section IV below.
- 3. Delivery of Proposals.** Proposer must submit its Proposal electronically through OregonBuys on or before the RFP Close Date, including all Attachments.

Detailed instructions on how to submit a Proposal can be found at: [OregonBuys Vendor Formal Solicitation Response.pdf](#)

Proposer is solely responsible for ensuring its Proposal is received by the SPC in accordance with the RFP requirements before RFP Open Date. The Lead State is not responsible for any transmission errors or delays, or for any mis-delivery for any reason. A Proposal submitted by any means not authorized above will be rejected.

IV. PROPOSER RESPONSE

A. Required Submissions. The following must be submitted with Proposer's proposal:

1. Completed Attachment 02, Service Categories and Minimum Qualifications.
2. Completed Attachment 03, Proposer Information, Acknowledgement, and Certifications.
3. Completed Attachment 4-1 Passenger Vehicle Rental Cost Proposal and 4-2 Box truck Proposal submitted as a separate document and separate file. If Proposer is only submitting for one category only submit the one Proposer is proposing on.
4. Completed Attachment 5, Proposer Response Worksheet for Passenger Vehicle Rental and/ or Attachment 5.1 Response Worksheet for Box Truck Rental. Proposer may submit a Proposal for both categories.
5. Completed and signed Attachment 9, Claim of Business Confidentiality
6. Completed Attachment 10, Proposed Modifications to Sample Master Agreement, if applicable.
7. Redacted copy of Attachment(s) clearly marked as such, if claiming an Attachment contains confidential, proprietary, protected information or that information in the Attachment is otherwise exempt from disclosure.
8. For Proposers interested in entering into a Participating Addendum with the State of Oregon, Additional Submission Requirements for the RFP Process
 - Completed Attachment 3.1.1, Certified Disadvantaged Business Outreach Form
 - Complete Attachment 3.1.2, Responsibility Inquiry

B. Other Documents. The following are informational only and do **not** need to be submitted with Proposer's proposal:

1. This RFP Overview
2. Attachment 1, RFP Terms and Conditions
3. Attachment 7, RFP Evaluation Plan
4. Attachment 8, Sample Master Agreement
5. Attachment 6, Participation Information

V. EVALUATION AND AWARD PROCESS

A. Proposals will be sealed until the RFP Close Date. There will be no public opening. The Lead State will make the name(s) of the Proposers available on OregonBuys 3 Business Days after the RFP Close Date; no other information will be made available at that time.

Proposals received will not be available for inspection until after the evaluation process has been completed and the notice of Intent to Award is issued pursuant to OAR 125-247-0630.

- B.** After opening, Proposals will be evaluated in stages as set forth in this section and further detailed in Attachment 7, RFP Evaluation Plan.
- C.** The Lead State will determine if an apparent successful Proposer(s) is Responsible prior to the award and execution of the Master Agreement, based upon information included in Attachment 7 or as otherwise known by the Lead State, NASPO ValuePoint or members of the Sourcing Team or Evaluation Committee.
- D.** Prior to announcement of awards and execution of Master Agreements, the Lead State will present an award recommendation to NASPO ValuePoint for approval of the proposed awards.
- E.** Following approval of NASPO ValuePoint, the Lead State will notify all Proposers in Writing, via the OregonBuys website, that the Lead State intends to award a Master Agreement to the selected Proposer(s) (“Notice of Intent to Award”).
- F.** If the Lead State receives only one Proposal, the Lead State may dispense with the evaluation process and Intent to Award protest period and proceed with Master Agreement Negotiations and award.
- G. Protest of the Notice of Intent to Award.** Affected Proposers may submit a protest of the awards as set forth in this attachment, Section VIII.
- H. Master Agreement(s).** The Lead State intends to enter into one or more Master Agreement(s) with awardees substantially in the form attached hereto as Attachment 8 Sample Master Agreement, subject to accepted Proposed Modifications as detailed in Attachment 10, Proposed Modifications to Sample Master Agreement, if applicable. The initial term of the Master Agreement(s) resulting from this RFP will be one (1) year, with the option to exercise renewals totaling up to an additional four (4) years following the initial term, upon mutual agreement by the Lead State and Contractor. The Lead State may, prior to execution, adjust the effective date or duration of the initial term or renewal period of any Master Agreement resulting from this RFP for the purpose of making the Master Agreement coterminous with others. If this RFP is a re-solicitation of an existing NASPO ValuePoint portfolio, the Lead State may, at its option, defer the effective date of Master Agreements resulting from this RFP to reduce or eliminate overlap in portfolio term.
- I. Participating Addenda.** Participating Entities may enter into one or more Participating Addenda with awardees of Master Agreements as set forth in Attachments 6.1-6.7.

VI. OREGON SPECIFIC REQUIREMENTS

The State of Oregon hereby provides notice of its intent to participate in this cooperative procurement on behalf of the State, its agencies, political subdivisions, and issue one or more Participating Addendum, in a form substantially similar to Attachment 6-1-6.7, Participating Addendum for the State of Oregon, to awardees of Master Agreements, as further set forth in Attachment 6, Participation Information.

If Proposer wishes to provide Products and Services to the State of Oregon, Proposer must submit additional Oregon Only information as set forth in Attachment 3.1 or 3.1.2, Proposer Response Worksheet; Proposer must comply with the selection process for awardees of a Participating Addendum for the State of Oregon as set forth in Attachment 6, Participation Information; and Proposer must negotiate and enter into a Participating Addendum for the State of Oregon, Attachment 6-4, Participating Addendum for the State of Oregon.

VII. SOLICITATION PROTESTS

- A. Protests to the RFP.** A prospective Proposer may submit a Written protest of anything contained in this RFP, including but not limited to, the RFP process, evaluation, Minimum Qualifications, and the Sample Master Agreement. This is prospective Proposer's only opportunity to protest the provisions of the RFP, except that Proposer may protest as provided below. Protests to the RFP must be received by the due date and time identified in the Attachment 00 Overview, sub section- II. D Schedule.
- B. Protests to Amendment(s).** A prospective Proposer may submit a Written protest of anything contained in an Amendment. Protests to an Amendment, if issued, must be submitted by the due date and time specified in the Amendment or, if no due date and time is specified in the Amendment, by 5:00 p.m. Pacific Time on the second Business Day following the issuance of the Amendment; otherwise, the protest will not be considered. Protests of matters not added or modified by the Amendment will not be considered.
- C. Protest Requirements.** All protests of the RFP or an Amendment to the RFP must be delivered to the RFP Contact via email and must be sent by an authorized representative of the prospective Proposer. The protest must:
1. Include a reference to the RFP number;
 2. Include the prospective Proposer's name and contact information;
 3. Detail the reason for the protest, including: (i) the grounds that demonstrate how the Procurement Process is contrary to law, Unnecessarily Restrictive, legally flawed, or improperly specifies a brand name; and (ii) Evidence or documentation that supports the grounds on which the protest is based; and
 4. Set forth the proposed changes to the RFP provisions or other relief sought.
- D. Response to Solicitation Protests.** The Lead State will address all timely submitted protests within a reasonable time and will issue a Written decision to the respective Proposer. Protests that do not include the required information may not be considered by the Lead State. The Lead State, in its sole discretion, may issue an Amendment to the RFP to address requested changes based upon the protest(s). However, in no event will decision related to a Solicitation protest be issued less than 3 Business Days prior to the close of the RFP.
- E. Judicial Review.** The Lead State's decision on a protest of a Solicitation document is reviewable by the Circuit Court for Marion County, Oregon in accordance with the provisions of ORS 279B.405.

VIII. PROTESTS OF THE NOTICE OF INTENT TO AWARD

- A. Protest Submission.** An Affected Proposer shall have 7 Calendar Days from the date of the Notice of Intent to Award to file a Written protest.
- B. Affected Proposer.** A Proposer is an Affected Proposer only if the Proposer would be eligible for a Master Agreement award in the event the protest was successful and is protesting for one or more of the following reasons as specified in ORS 279B.410:
1. All higher ranked Proposals are non-Responsive.
 2. The Lead State has failed to conduct an evaluation of Proposals in accordance with the criteria or process described in the RFP.
 3. The Lead State abused its discretion in rejecting the protestor's Proposal as non-Responsive.
 4. The Lead State's evaluation of Proposal or determination of award otherwise violates ORS Chapter 279B or ORS Chapter 279A.
- C. Protest Requirements.** An Affected Proposer may submit a protest of the Notice of Intent to Award to the RFP Contact via email. The protest must be sent by an authorized representative of the prospective Proposer. The protest must:
1. Reference the Solicitation Number;
 2. Include Proposer's name and contact information;
 3. Be signed by an authorized representative of Affected Proposer; and
 4. Specify the grounds for the protest.
- D. Response to Protests.** The Lead State will address all timely submitted protests within a reasonable time and will issue a Written decision to the respective Proposer. Protests that do not include the required information may not be considered by the Lead State.
- E. Judicial Relief.** The Lead State's decision on a protest of a contract award is reviewable by the Circuit Court for Marion County, Oregon in accordance with the provisions of ORS 279B.415.