

Request for Proposals for
Passenger Vehicle and Box Truck Rental



Issued by the State of Oregon
Solicitation Number S-10700-0000000

**ATTACHMENT 7
RFP EVALUATION PLAN**

Stage 1: Mandatory Minimum Requirements Evaluation. The RFP is designed to provide interested Proposers with sufficient information to submit Proposals meeting minimum requirements but is not intended to limit a Proposal's content or exclude any relevant or essential data.

To be considered for evaluation, Proposals will be reviewed for completeness and initial responsiveness. Proposal must contain each of the elements detailed in Attachment 5 and/or 5.1, Proposal Response Worksheet.

Proposals failing to meet or exceed all Mandatory Minimum Requirements, in Attachment 2, Service Categories and Minimum Qualifications may be rejected in accordance with Attachment 1, RFP Terms and Conditions.

Stage 2: Technical Criteria Evaluation. Proposals meeting or exceeding the Mandatory Minimum Requirements will be evaluated against the following Technical Criteria:

Attachment 5, Proposer Response Worksheet Reference	Criteria For Passenger Vehicle Rental	Technical Points Possible
Section III A	Management Plan	300
Section III B	Locations and Training	350
Section III C	Customer Service and Reservations	250
Section III D	Sustainability	100
Section III E	Implementation, Payment and Billing	150
Section III F	Reporting and Desired Features	100
Stage 2 Total:		1250

Attachment 5.1, Proposer Response Worksheet Reference	Criteria For Box Truck Rental	Technical Points Possible
Section III A	Management Plan	300
Section III B	Locations and Training	350
Section III C	Customer Service and Reservations	250
Section III D	Sustainability	100
Section III E	Implementation, Payment and Billing	150
Section III F	Reporting and Desired Features	100
Stage 2 Total:		1250

SCORE	EXPLANATION
5	Excellent. The Proposal addresses and exceeds all of the requirements or criteria described in the RFP
4	Good. The Proposal addresses all requirements or criteria described in the RFP and in some respects exceeds them
3	Satisfactory. The Proposal addresses all requirements or criteria described in the RFP in a minimum satisfactory manner
2	Unsatisfactory. The Proposal addresses the requirements or criteria described in the RFP in an unsatisfactory manner
1	Poor. The Proposal inadequately addresses the requirements or criteria described in the RFP or cannot be assessed due to incomplete information
0	Fail. The Proposal fails to address the requirements or criteria described in the RFP or cannot be assessed due to missing information

For each criterion above, each evaluator will score Proposer's response, up to the maximum technical points possible, based upon the following considerations:

- **Management Plan**
 - How well does the plan describe services and how they would be provided?
 - How well does the plan provided meet the needs of the states?
 - Does the description of branch office coordination meet the needs of the Participating States and Participating Entities?
- **Location**

- How well do the airport locations meet the Participating States' and Participating Entities' need for Passenger Vehicle Rental?
- How well do the city locations meet the s Participating States' and Participating Entities' need for Box Truck Rental?
- How well do the location of the off-site airport consolidated facilities meet the needs of the Participating States and Participating Entities?
 - Does the access to the offsite locations meet the Participating States' and Participating Entities' need including access to cars after hours?
- **Customer Service and Reservations**
 - How well does the Proposer describe the reservation process, if the Traveler calls to make a reservation?
 - How well does the Proposer describe the process and how a Traveler will be assisted if an accident happens or the need roadside assistance 24 hours a day?
 - How well does the roadside assistance offered by the Proposer meet the Participating States' and Participating Entities' needs?
 - How well does the Proposer's expedited check-in process when picking up and returning the vehicle meet the Participating States' and Participating Entities' needs?
 - For Passenger Vehicle Rental only: How well does the Proposer describe their online booking capabilities to include describing how the company will work with travel management contractors to comply with Participating States and Participating Entities need to include the contracted rates.
 - How well does the Proposer describe how the Passinger Vehicle company will ensure that rates are available through GDS. For box trucks, how does the Proposer's explanation of the reservation/rental process meet the needs of the Participating States and Participating Entities?
 - How well does the Proposer describe ability to provide one-way rentals and ability and process to allow drivers 18 or older to rent Passenger vehicles and drivers 21 or older for box trucks under the resulting contract.
- **Sustainability**
 - How well do the Proposer's sustainability efforts meet the need of the Participating States and Participating Entities?
 - How well does the Proposer describe the alternative fuels, tire disposal and rotation of cars used for rentals when no longer needed?
- **Implementation Plan**
 - How well does the timeline and implementation strategy described by the Proposer meet the needs of the Participating States and Participating Entities?
 - How well does Proposers plan to promote the contract meet the needs of the Participating States and Participating Entities?
 - How well does the Proposer plan to work with the CPOs to integrate promotion of the Participating Addendum if awarded?
 - How does the Proposer's description of Scope issues within Participating Addendums if awarded, meet the needs of the Participating States and Participating Entities?

- **Reporting and Desired Features**

1. Reporting

- How well does the Proposer's describe access to reporting and does it meet the needs of the Participating States and Participating Entities?

2. Desired Features

- How well do the desired features meet the needs of Participating States and Participating Entities?

All evaluators' scores for each criterion will then be added together and divided by the number of evaluators scoring the criterion, resulting in the total points awarded for that criterion.

Stage 3: Cost Evaluation. Cost Proposals will be evaluated by the SPC.

PROPOSED COSTS

Proposer shall submit Proposer's Attachments 4.1 Passenger Vehicle Rental Costs and/ or 4.2 Box Truck Rental costs, whichever they are Proposing on or both with the rental costs including other Services available that the Proposer is offering to provide, along with the Proposal. Each Category will be evaluated separately.

Passenger Vehicle Rental costs	500
Box Truck Costs	500

Each Proposer shall complete the category of Services to be provided if awarded in Attachment 2, Service Categories and Minimum Qualifications.

The Lead State will conduct the price evaluation. The SPC will award a price score to each Price Proposal based upon the percentage of the proposed price as compared to the lowest Proposer's price using the following formula:

$$\frac{\text{lowest price of all Proposers}}{\text{Price being scored}} \times \text{price points possible} = \text{price score}$$

Evaluation Summary

The evaluation summary represents the Proposer's total points per category. Passenger Vehicle and Box Truck will be scored as separate categories. The points for the Technical criteria and the cost criteria are combined for a total score of 1850. The Lead State anticipates that the technical criteria score will be the same for both categories, but the price score may change per category per Proposer.

Proposal	Total Points Possible
Technical Criteria Evaluation	1250

Cost Evaluation	500
Total:	1750

Award Selection

All Proposers earning a minimum of 1200 points combined from the Technical Criteria Evaluation and Cost Evaluation for a specific category will be eligible for a Master Agreement award, in the Category(ies) and Service Areas proposed, as applicable. The proposal of any Proposer not earning the minimum of 1200 points combined from the Technical Criteria Evaluation and Cost Evaluation will be not receive award of a Master Agreement.

The Lead State and Multistate Sourcing Team will then determine which Proposals are most advantageous to the Lead State and potential Participating States, Participating Entities and Purchasing Entities.

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.

Following approval of NASPO ValuePoint and any other approvals required by the Lead State, the Lead State will notify all Proposers in Writing that the Lead State intends to award a Master Agreement to the selected Proposer(s) (“Notice of Intent to Award”), subject to successful negotiation of any negotiable provisions.