



# STATE OF INDIANA

Eric J. Holcomb, Governor

## DEPARTMENT OF ADMINISTRATION Commissioner's Office

Indiana Government Center South  
402 West Washington Street, Room W462  
Indianapolis, IN 46204

### Award Recommendation Letter

Date: November 1, 2022

To: Erin Kellam, Deputy Commissioner  
Indiana Department of Administration

From: Arthur Sample IV, Specialist, Strategic Sourcing  
Indiana Department of Administration

Subject: Recommendation of Selection for RFP 22-70641, Rental Vehicles Program and Related Services

Based on its evaluation of responses to RFP 22-70641, it is the evaluation team's recommendation that **Enterprise Leasing Company of Indianapolis, LLC (Enterprise)** be selected to begin contract negotiations to provide a Rental Vehicles Program and Related Services to all state entities.

The terms of this recommendation are included in this letter.

Estimated 4-year Contract Value: **\$4,357,385.75**

The evaluation team received one (1) proposal from:

1. Enterprise

The proposal was evaluated according to the following criteria established in the RFP:

Criteria	Points
1. Adherence to Mandatory Requirements	Pass/Fail
2. Management Assessment/Quality (Business and Technical Proposal)	45
3. Cost (Cost Proposal)	35
4. Buy Indiana	5
5. Minority Business Enterprise Subcontractor Commitment	5 (1 bonus pt. available)
6. Women Business Enterprise Subcontractor Commitment	5 (1 bonus pt. available)
7. Indiana Veteran Owned Small Business Subcontractor Commitment	5 (1 bonus pt. available)

Total: 100 (103 if bonus awarded)

The proposal was evaluated according to the process outlined in Section 3.2 ("Evaluation Criteria") of the RFP. Scoring was completed as follows:

#### A. Adherence to Requirements

The proposal was reviewed for responsiveness and adherence to mandatory requirements. The proposal was deemed responsive and adhered to the mandatory requirements.

#### B. Management Assessment/Quality: Initial Consensus Scoring

The Respondent's proposal was evaluated based on their respective Business Proposal and Technical Proposal.

### Business Proposal (5 points)

For the Business Proposal evaluation, the evaluation team considered the information the Respondent provided in their Business Proposals. These areas were reviewed to assess the Respondent's ability to serve the State:

- General, Respondent's Company Structure, Respondent's DEI Information, Company Financial Information, and Integrity of Company Structure and Financial Reporting
- References, Experience Serving State Governments, and Experience Serving Similar Clients
- All Other Business Proposal Sections

### Technical Proposal (45 Points)

For the Technical Proposal evaluation, the evaluation team considered the Respondent's proposal in the following areas:

- Overview / Implementation and Transition
- Rental Vehicle Requirements and Restrictions
- Customer Service and Account Management
- Reporting / Billing and Invoicing
- Reservations, Pickups, Returns, and Cancellations
- Damage, Loss, and Repair / Liability and Insurance
- Roadside Assistance and Service Locations / Authorized Rental Locations Form
- Authorized User and Driver Responsibilities
- Service Level Agreements

The evaluation team elected to issue invites to Oral Presentations to one vendor. Clarification questions were also issued to one vendor.

### C. Management Assessment/Quality: Post Oral-Presentation Score

The evaluation team's MAQ scoring was based on a review of the Respondents' proposed approach to each section of the Business Proposal and Technical Proposal on the responses to the clarification questions from the State, the Oral Presentation, and the written responses to questions asked during Oral Presentations. The score for the Respondent after the Oral Presentation was as follows.

**Table 1: Management Assessment/Quality Score**

Respondent	MAQ Score 45 pts.
Enterprise	31.69

### D. Cost Scoring (35 Points)

The price points on the Respondents' Costs were awarded as follows:

$$\text{Score} = \begin{cases} \bullet \text{ If Respondent's Cost amount is lowest among all Respondents, then score is 35.} \\ \bullet \text{ If Respondent's Cost amount is NOT lowest among all Respondents, then score is:} \\ 35 * \frac{(\text{Lowest Respondent's Cost Amount})}{(\text{Respondent's Cost Amount})} \end{cases}$$

The cost scoring as a result of the Respondent's cost proposal is as follows:

**Table 2: Cost Score**

Respondent	Cost Score 35 pts.
Enterprise	35

**E. Combined MAQ and Cost Score**

The combined MAQ and Cost score is listed below.

**Table 3: Combined MAQ and Cost Score**

Respondent	Total Score 80 pts.
Enterprise	66.69

After reviewing the combined MAQ and Cost Score, no short-list was developed. The Respondent was issued a Best and Final Offer.

**F. Post Best and Final Offer – Final Round Cost Scores**

The Respondent did not elect to submit a Best and Final Offer.

**G. IDOA Scoring**

IDOA scored the Respondent in the following areas: Buy Indiana (5 points), MBE Subcontractor Commitment (5 points + 1 available bonus point), WBE Subcontractor Commitment (5 points + 1 available bonus point), and IVOSB Subcontractor Commitment (5 points + 1 available bonus point) using the criteria outlined in the RFP. The total scores out of 103 possible points were tabulated and are as follows:

**Table 4: Final Evaluation Scores**

Respondent	MAQ Score	Cost Score	Buy Indiana	MBE*	WBE*	IVOSB*	Total Score
Points Possible	45	35	5	5 (+1 bonus pt.)	5 (+1 bonus pt.)	5 (+1 bonus pt.)	100 (+3 bonus pt.)
Enterprise	31.69	35	0.00	-1.00	-1.00	-1.00	63.69

\*See Sections 3.2.5 to 3.2.7 of the RFP for information on available M/WBE and IVOSB bonus points.

**Award Summary**

During the course of evaluation, the State scrutinized the proposal to determine the viability of the proposed business solutions to meet the goals of the program and needs of the State. The team evaluated the proposal based on the stipulated criteria outlined in the RFP document.

The term of the contract shall be for a period of four (4) years from the date of contract execution. There may be two (2) two-year renewals for a total of eight (8) years at the State's option.