



The State of Florida

Department of Management Services

Request for Proposals (RFP)

RENTAL VEHICLES

RFP No. 01-78111808-D

Joel Atkinson, Procurement Officer

Department of Management Services

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Failure to file a protest within the time prescribed in section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under chapter 120, Florida Statutes. Any protest concerning this agency decision must be timely filed with the Agency Clerk. Protests may be filed by courier, hand delivery, or U.S. mail at Department of Management Services, Office of the General Counsel, Attention: Agency Clerk, 4050 Esplanade Way, Suite 160, Tallahassee, FL 32399-0950. Protests may also be filed by fax at 850-922-6312 or by email at agencyclerk@dms.myflorida.com. It is the filing party's responsibility to meet all filing deadlines.

The Procurement Officer should be copied on such filings.

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- Contract Exhibit A – Statement of Work
- Contract Exhibit B – Draft Contract
- Contract Exhibit C – Special Contract Conditions
- Attachment A – Experience Proposal Instructions
- Attachment B – Technical Proposal Instructions
- Attachment C – Price Sheet
- Attachment D – Vendor Information Form
- Attachment E – Additional Information Proposal Instructions

1 Introduction

The State of Florida (State), Department of Management Services (Department or DMS), is issuing this Request for Proposals (RFP) to establish a State Term Contract (STC) for rental vehicles. The Department invites interested vendors to submit Proposals in accordance with this RFP. The purpose of this solicitation is to replace the current STC No. 78111808-15-1, Rental Vehicles, for use by Customers. The Department intends to award a Contract to up to three (3) vendors, for all or part of the work contemplated by this RFP. However, the Department reserves the right to award a Contract to more than three (3) vendors or no vendors, for all or part of the work contemplated by this RFP, as determined to be the most advantageous to the State.

The annual spending volume for rental vehicles in calendar year 2019 was approximately \$37.8 million. This estimated volume is for informational purposes only and should not be construed as representing actual, guaranteed, or minimum purchases under a contract, if any are awarded pursuant to this RFP.

This solicitation and all agency decisions regarding, including any changes to, this solicitation will be posted on the Vendor Bid System (VBS). Respondents, Vendors, and other interested parties are responsible for monitoring the VBS for information regarding procurement opportunities and decisions and other matters relating to this procurement. Respondents must submit Proposals and any questions regarding this solicitation through MyFloridaMarketPlace (MFMP) Sourcing. Additional information about submitting a Proposal can be found in Section 3, Instructions. Respondents interested in submitting a Proposal to this solicitation must comply with the terms and conditions described in this RFP.

1.1 Objective

The Department's objective in issuing this solicitation is to establish a STC, as defined by section 287.012(28), Florida Statutes (F.S.), for rental vehicles. At a minimum, the Department anticipates contracting with a Respondent(s) who will:

- Provide a reliable and easily accessible vehicle reservation system that is available via telephone, internet, or in person at the Contractor's rental locations.
- Ensure that vehicles are available at the time and location specified in the reservation.
- Provide clean, mechanically sound, roadworthy vehicles, with a full tank of gas to Renters within thirty (30) minutes of arrival at a rental location.
- Provide emergency assistance to resolve the issue or replace an impaired vehicle within two (2) hours of initial notification.
- Process vehicle returns quickly and provide Renters with a detailed receipt.
- Timely and accurately provide invoices and receipts.
- Treat Customers and Renters with respect.

Complete and detailed information regarding the required services can be found in Contract Exhibit A, Statement of Work.

1.2 Timeline of Events

The table below contains the timeline of events for this solicitation. However, the dates and times within the table are subject to change. All changes to the Timeline of Events will be made through an addendum to the solicitation posted to the VBS and added to the solicitation in MFMP Sourcing. It is the responsibility of the Respondent to check for any changes on VBS.

Respondents shall not rely on the MFMP Sourcing time clock. It is not the official submission date and time deadline. The official solicitation dates and deadlines are reflected in the Timeline of Events listed below.

Event	Time	Date
Solicitation Notification posted on the VBS and in MFMP Sourcing		03/24/2020
Written Question Submission Deadline (must be submitted in MFMP Sourcing)	12:00 PM EST	04/07/2020
Anticipated Date of Q&A Addendum posted on VBS		04/21/2020
Solicitation opens in MFMP Sourcing in Open Status and Respondents may begin submitting Proposals in MFMP Sourcing	12:00 PM EST	04/22/2020
Proposals Due in MFMP Sourcing	1:00 PM EST	05/05/2020
Public Meeting: Proposal Opening Non-Mandatory for Respondents Rm 360K, Dept. of Management Services 4050 Esplanade Way, Tallahassee, FL 32399	1:01 PM EST	05/05/2020
Proposal Evaluation Period		05/18/2020- 06/15/2020
Anticipated date to post Notice of Intent to Award on VBS		06/30/2020
Anticipated Contract Start Date		07/15/2020

1.3 Contract Term

The initial term of the contract resulting from this solicitation will be five (5) years. Upon written agreement, the contract may be renewed in whole or in part, in accordance with section 287.057(13), F.S, for up to five (5) years. Any renewal is contingent upon the satisfactory performance of the Contractor and subject to the availability of funds.

1.4 Definitions

Definitions contained in section 287.012, F.S., Rule 60A-1.001, Florida Administrative Code (F.A.C.), Contract Exhibit C, Special Contract Conditions, Contract Exhibit A, Statement of Work, and the [PUR 1001](#) form are incorporated by reference. In the event of a conflict, the definitions listed in this section supersede the incorporated definitions. All definitions apply in both their singular and plural sense.

1.4.1 Contract – The binding agreement between the Department and the Contractor that results from this competitive procurement.

- 1.4.2 Contractor** – The responsive and responsible Respondent(s) awarded a Contract pursuant to this solicitation.
- 1.4.3 Proposal** – A Respondent’s formal submission in response to this RFP.
- 1.4.4 Respondent** – A Vendor who submits a Proposal to this solicitation.
- 1.4.5 Vendor** – A person or entity that may provide or is providing commodities or contractual services under a purchase order or contract.
- 1.4.6 Vendor Bid System (VBS)** – The State bidding system developed in accordance with section 287.042(3)(b)2., F.S. The Vendor Bid System may be accessed by visiting http://www.myflorida.com/apps/vbs/vbs_main_menu.

1.5 Special Accommodations

Any person requiring a special accommodation due to a disability should contact the Department’s Americans with Disabilities Act (ADA) Coordinator at (850) 922-7535 or ADA.Coordinator@dms.myflorida.com at least five (5) business days prior to the scheduled event. If you are hearing or speech-impaired, please contact the ADA Coordinator by using the Florida Relay Service at (800) 955-8771 (TDD).

1.6 Commodity Codes

The commodity code used for this solicitation and the Contract is 78111808 United Nations Standard Products and Services Codes (UNSPSC).

1.7 Procurement Officer

The Procurement Officer named below is the sole point of contact for information regarding this solicitation.

Joel Atkinson, Purchasing Analyst Supervisor
Division of State Purchasing
Florida Department of Management Services
4050 Esplanade Way, Suite 360, Tallahassee, FL 32399-0950
Phone: 850-487-0758
Email: joel.atkinson@dms.myflorida.com

Pursuant to section 287.057(23), F.S., Respondents to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the 72-hour period following the agency posting the notice of intended award, excluding Saturdays, Sundays, and State holidays, any employee or officer of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the procurement officer or as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response.

ALL EMAILS TO THE PROCUREMENT OFFICER SHOULD CONTAIN THE SOLICITATION NUMBER IN THE SUBJECT LINE OF THE EMAIL.

1.8 Department’s Rights to Reject Proposals

The Department may reject any Proposal not submitted in the manner specified by this solicitation. Proposals that do not meet all requirements, specifications, terms, and conditions of the solicitation

or fail to provide all required information, documents, or materials may be rejected as non-responsive. Respondents whose Proposals, references, or current status do not reflect the capability, integrity, or reliability to fully and in good faith perform the requirements of the Contract may be rejected as not responsible. The Department reserves the right to determine which Proposals meet the requirements of this solicitation and which Respondents are responsive and responsible.

In this solicitation, the words “should” or “may” indicate desirable attributes or conditions but are permissive in nature. Where terms such as “must,” “shall,” “will,” and “is required” are used, the attribute or condition is a requirement.

The Department reserves the right to waive any minor irregularity if the Department determines that it is in the best interest of the State to do so. Material deviations cannot be waived. A deviation from a requirement or condition is material if, in the Department’s discretion, it provides a substantial advantage to one Respondent over another or has a potentially significant effect on the quality of the Proposal or on the cost to the Department.

1.9 False or Erroneous Information

The Department will only evaluate Responsive Proposals, as defined in section 287.012(27), F.S.

A Respondent who submits false or erroneous information may be deemed non-responsive or not responsible and not awarded a Contract.

If the Respondent’s Proposal is found to contain false or erroneous information after Contract award, the Contract may be terminated, and the Department may pursue any other legal action permitted by law.

1.10 Order of Precedence for Solicitation

In the event of a conflict, the conflict will be resolved in the following order of priority (highest to lowest):

1. Addenda to the solicitation, if any (in reverse order of issuance)
2. Draft Contract (Contract Exhibit B)
3. Statement of Work (Contract Exhibit A)
4. Special Contract Conditions (Contract Exhibit C)
5. This RFP and any other RFP attachments

2 Solicitation Overview

2.1 Governance

The solicitation is governed by Florida law, including chapters 287 and 120, F.S., and Rule Chapters 60A-1 and 28-110, F.A.C.

2.2 Pre-Proposal Conference

A pre-Proposal conference will not be held for this solicitation.

2.3 Public Opening

Proposals will be opened on the date and at the time and location indicated in Section 1.2, Timeline of Events. Respondents are not required to attend. The Department does not announce prices or release other materials at this public meeting, pursuant to section 119.071(1)(b), F.S.

2.4 Vendor Questions

The Department invites interested and registered Vendors to submit written questions regarding the solicitation through the MFMP Sourcing application. Vendors who 'Join' the MFMP Sourcing event are able to submit questions using the MFMP Sourcing 'Messages' tab (referred to as the "Q&A Board" in PUR 1001). Questions can be submitted in the MFMP Sourcing application during the Preview Status until the Question Submission Deadline listed in Section 1.2, Timeline of Events. For more information about MFMP registration, see Section

The following text replaces Paragraph 5 of PUR 1001, which is incorporated by reference in Section 3.1, General Instructions:

Questions must be submitted via the Q&A Board within MFMP Sourcing and must be RECEIVED NO LATER THAN the time and date reflected on the Timeline of Events. Questions shall be answered in accordance with the Timeline of Events. Answered questions will be published in a manner that all Respondents will be able to view. Respondents shall not contact any other employee of the Department or the State for information with respect to this solicitation. Each Respondent is responsible for monitoring the VBS for new or changing information. The Department shall not be bound by any verbal information or by any written information that is not contained within the solicitation documents or formally noticed and issued by the Department's Procurement Officer. Questions to the Procurement Officer or to any Department personnel shall not constitute formal protest of the specifications or of the solicitation, a process addressed in Paragraph 20 of the PUR 1001.

Vendors are strongly encouraged to raise any questions or concerns they may have regarding this RFP, including the proposed Contract terms and conditions, in accordance with the Timeline of Events.

2.5 Question and Answer (Q&A) Addendum

The Department will issue an addendum containing the questions submitted by Vendors and the written answers of the Department.

The purpose of the Q&A addendum is to assist the Department in "...assuring the Vendor's full understanding of the solicitation requirements," in accordance with section 287.057(2), F.S., by providing Vendors with written answers to questions about the solicitation.

2.6 Addenda

The Department reserves the right to modify this solicitation by issuing addenda. Addenda may modify any aspect of this solicitation. Addenda issued will be posted on the VBS and within MFMP Sourcing. It is the Vendor's responsibility to check the VBS and MFMP Sourcing for any changes to a solicitation.

2.7 Protest of Agency Decision

Anyone desiring to protest an Agency Decision shall file any notice of protest and any subsequent formal written protest with the Agency Clerk, Department of Management Services, Office of the General Counsel, 4050 Esplanade Way, Tallahassee, FL 32399-0950, within the time prescribed in section 120.57(3), F.S., and Rule Chapter 28-110, F.A.C.. Protests may be filed by courier, hand delivery, or U.S. mail. Protests may also be filed by fax at 850-922-6312 or by email at agencyclerk@dms.myflorida.com. The Procurement Officer should be copied on such filings.

When protesting a decision or intended decision (including a protest of the terms, conditions and specifications of the solicitation), the protestor must post a bond with the formal protest that is equal to one (1) percent of the Department's estimated contract amount. The estimated contract amount is not subject to protest.

Failure to file a protest within the time prescribed in section 120.57(3), F.S., or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under chapter 120, F.S.

2.8 Contract Formation

The Department may issue a Notice of Intent to Award to one or more responsive and responsible Respondent(s). However, no Contract shall be formed between a Respondent and the Department until both parties sign the Contract. The Department shall not be liable for any work performed before the Contract is effective.

The Department intends to enter into Contract(s) with Respondent(s) pursuant to the Section 5.3, Basis of Award. No additional documents submitted by a Respondent shall be incorporated in the Contract unless they are specifically identified, incorporated by reference, and approved by the Department. If any additional documents are submitted by the Respondent after submission of the Proposal, the additional documents shall not be considered for the Basis of Award.

The final Contract will be composed of the following:

- Contract Exhibit B: Draft Contract
- Contract Exhibit A: Statement of Work
- Contract Exhibit C: Special Contract Conditions
- Contract Exhibit D: Contractor's Submitted Technical Proposal
- Contract Exhibit E: Contractor's Submitted Price Sheet
- Contract Exhibit F: Contractor's Submitted Additional Information Proposal

Please note: Any outstanding transaction fees owed or open reports listed in MFMP must be resolved to the Department's satisfaction prior to entering into any Contract.

2.9 Proposal Contents

The Respondent's Proposal shall be organized and submitted using the MFMP Sourcing application as directed in Section 4, Respondent Submission, of this solicitation. Respondents should complete each section entirely and properly submit their Proposals in the MFMP Sourcing application.

2.10 Revision or Withdrawal of Proposal

Respondent is responsible for the content and accuracy of its Proposal. A Respondent may modify or withdraw its Proposal in MFMP Sourcing at any time prior to the Proposal due date as specified in Section 1.2, Timeline of Events.

2.11 Cost of Proposal Preparation and Independent Preparation

The costs related to the development and submission of a Proposal to this RFP are the full responsibility of the Respondent and are not chargeable to the Department. A Respondent shall not, directly or indirectly, collude, consult, communicate, or agree with any other Respondent as to any matter related to the Proposal each is submitting. Additionally, a Respondent shall not induce any other person to modify, withdraw, submit, or not submit a Proposal.

3 Instructions

This section contains the incorporation of the PUR 1001, General Instructions to Respondents, and special instructions relevant to this solicitation. In the event any conflict exists between the special instructions and the general instructions, the special instructions shall prevail.

3.1 General Instructions

PUR 1001, General Instructions to Respondents, as modified by this RFP, is incorporated by reference and may be downloaded and viewed by clicking on the following link: [PUR 1001](#).

3.2 Special Instructions

3.2.1 Sections 4, 5, 9, and 14 of the PUR 1001 are superseded and replaced in their entirety as follows:

Section 4. Terms and Conditions

All responses are subject to the terms of this solicitation, which, in case of conflict, shall have the order of precedence listed in Section 1.10, Order of Precedence for Solicitation.

The Department shall not accept any unrequested terms or conditions submitted by a Respondent, including any appearing in documents attached as part of a Respondent's response. In submitting its response, a Respondent agrees that any additional terms or conditions, whether submitted intentionally or inadvertently, shall have no force or effect.

Section 5. Questions

Questions shall be submitted in accordance with Section 2.4 of this solicitation.

Section 9. Respondent's Representation and Authorization

In submitting a response, each Respondent understands, represents, and acknowledges the following:

- The Respondent is not currently under suspension or debarment by the State or any other governmental authority.
- Respondent currently has no delinquent obligations to the State, including a claim by the State for liquidated damages under any other contract.
- The person signing the response has direct knowledge of the financial condition and operations of the Respondent.
- To the best of the knowledge of the person signing the response, the Respondent has financial resources sufficient to pay its immediate, short-term, and long-term obligations and remain in business over the life of the Contract.
- To the best of the knowledge of the person signing the response, the Respondent's operations generate income which exceeds Respondent's operating expenses.
- The submission is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any entity or person to submit a complementary or other noncompetitive response.
- The prices and amounts have been arrived at independently and without consultation, communication, or agreement with any other Respondent or potential Respondent; neither the prices nor amounts, actual or approximate, have been disclosed to any other Respondent or potential Respondent, and they will not be disclosed before the solicitation opening.
- The Respondent has fully informed the Department in writing of all convictions of the Respondent, its affiliates (as defined in section 287.133(1)(a), F.S.), and all directors,

officers, and employees of the Respondent and its affiliates of any state or federal law involving a public entity crime (as defined in section 287.133(1)(g), F.S.). This includes disclosure of the names of current employees who were convicted of public entity crimes while in the employ of another company.

- Neither the Respondent nor any person associated with it in the capacity of owner, partner, director, officer, principal, investigator, project director, manager, auditor, or in a position involving the administration of federal funds:

- o Is presently indicted, or within the preceding three (3) years, has been convicted or found guilty of, or found civilly liable for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state, or local government transaction or public contract; violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; or

- o Has within a three-year period preceding this certification had one (1) or more federal, state, or local government contracts terminated for cause or default.

- The products and services offered by the Respondent conform to the specifications without exception.

- The outcome of any and all resolved and pending civil, criminal, or administrative actions, or settlements, will not adversely affect the Respondent's ability to perform under the Contract.

- The Respondent has the capacity to provide the services as specified in the Contract document, including all exhibits, and the services offered by the Respondent will conform to the specifications without exception.

- The Respondent has read and understands the Contract terms and conditions, and the submission is made in conformance with those terms and conditions.

- If an award is made to the Respondent, the Respondent agrees that it will execute the Contract which comprises the response and the terms and conditions of the solicitation, including attachments.

- The Respondent has made a diligent inquiry of its employees and agents responsible for preparing, approving, or submitting the response, and has been advised by each of them that he or she has not participated in any communication, consultation, discussion, agreement, collusion, act, or other conduct inconsistent with any of the statements and representations made in the response.

- The Respondent shall indemnify, defend, and hold harmless the Department, Customer, and their employees against any cost, damage, or expense which may be incurred or be caused by any error in the Respondent's preparation of its response.

- All information provided by, and representations made by, the Respondent are material and important and will be relied upon by the Department in awarding the Contract. Any misstatement shall be treated as fraudulent concealment from the Department of the true facts relating to submission of the response. A misrepresentation may be punishable under law.

The Department reserves the right to deem the Respondent non-responsive or not responsible based on any information provided in, or omitted from, the certifications of this section.

Section 14. Firm Response

The Department may make an award within ninety (90) days after the date of the response opening, during which period responses shall remain firm and shall not be withdrawn. If

award is not made within ninety (90) days, responses shall remain firm until the Department enters into a Contract or the Department receives written notice from the Respondent that the response is withdrawn.

3.2.2 Submitting a Proposal

Respondents shall submit their questions and Proposals electronically via MFMP Sourcing and enter all attachments and documents electronically in the MFMP Sourcing application during this solicitation as indicated. The Department will only evaluate Proposals submitted using MFMP Sourcing. Vendors must 'Join' the MFMP Sourcing event and answer the Mandatory Requirement Questions in order to be able to submit a Proposal.

MFMP Sourcing Attachments: File Naming Convention: Attachments submitted in MFMP Sourcing should be similar to the following file naming conventions:

JohnDoeLLC_OrganizationalResponse.pdf
JohnDoeLLC_Experience Proposal.pdf
JohnDoeLLC_Contract Exhibit D Technical Proposal.pdf
JohnDoeLLC_Contract Exhibit E Price Sheet.xlsx
JohnDoeLLC_Contract Exhibit F Additional Information Proposal.pdf

The Respondent is responsible for submitting its Proposal in MFMP Sourcing by the date and time specified in Section 1.2, Timeline of Events.

By submitting a Proposal, the Respondent certifies that it agrees to and satisfies all criteria specified in this solicitation.

3.2.3 Transaction Fees

All payments issued by Customers to registered Vendors for purchases of commodities or contractual services shall be assessed transaction fees per section 287.057(22), F.S. The awarded Vendor(s) shall pay the transaction fees and agree to automatic deduction of the transaction fees, when automatic deduction becomes available. The awarded Vendor(s) shall submit any monthly reports required pursuant to Rule 60A-1.031, F.A.C. All such reports and payments shall be subject to audit. Failure to comply with the payment of the transaction fees or reporting of transactions shall constitute grounds for declaring the Vendor in default and subject the Vendor to exclusion from business with the State.

3.2.4 Additional Information

The Department may request, and Respondent shall provide, clarifying information or documentation. Failure to supply the clarifying information or documentation as requested may result in the Proposal being deemed non-responsive.

3.2.5 No Alternate Proposals

Each Respondent may submit only one (1) Proposal. To increase fleet size and the number of rental locations, each Respondent may, and is encouraged to, offer multiple Brands in its Proposal and shall include the name of the Brand and a description of its offerings. The Respondent will be responsible for compliance and performance of its Brands if awarded a Contract.

3.2.6 Redacted Submission

This subsection supplements Section 19, Public Records, of the PUR 1001.

If the Respondent considers any portion of the material submitted in response to this solicitation to be trade secret or otherwise confidential under Florida or federal law (Confidential Information), Respondent must mark the document as “Confidential” and simultaneously provide the Department with a separate redacted copy of its Proposal. For each portion of material redacted, the Respondent must briefly describe in writing the grounds for claiming the exemption, including the specific statutory citation for such exemption. On the cover of the redacted copy, the Respondent is to provide its name and the Department’s solicitation name and number and clearly title it, “Redacted Copy.” Only portions of material that the Respondent claims are confidential are to be redacted.

In accordance with section 119.0701, F.S., sealed Proposals received by the Department pursuant to a competitive solicitation are exempt from public records requests until such time as the Department provides notice of an intended decision or until thirty (30) days after opening the Proposals, whichever is earlier. After that time, the Department will provide the redacted copy, if any, in response to a public records request.

If the Department becomes subject to a demand for discovery or disclosure of the Confidential Information of the Respondent in a legal proceeding, the Department will notify the Respondent of the demand or request. It will be the Respondent’s responsibility to take the appropriate legal action in response to the request or demand and to defend its claims of confidentiality. If the Respondent fails to take appropriate and timely action to protect the Confidential Information, the Department will provide the unredacted materials to the requester.

By submitting a Proposal, the Respondent agrees to protect, defend, and indemnify the Department for all claims arising from or relating to the Respondent’s determination that the redacted portions of its Proposal are Confidential Information. If a Respondent fails to submit a redacted copy of Confidential Information in accordance with this section, the Department is authorized to produce the entire material submitted to the Department in response to a public records request for these records.

3.2.7 Price Sheet Instructions

Respondents must fully complete and upload an electronic copy of Attachment C, Price Sheet, into the MFMP Sourcing application.

Do not convert to PDF or another file format or scan Attachment C, Price Sheet.

Do not change or alter Attachment C, Price Sheet, other than inserting proposed prices.

Do not use a different price sheet or create your own price sheet.

Do not leave any cells blank on the price sheet.

Respondents **must** comply with the requirements of Section 4.1.2, Required Documentation.

4 Respondent Submission

This section contains the substantive requirements of the requested Proposal. Respondents shall answer all mandatory questions and submit all documentation requested as part of this section in accordance with the instructions presented for each subsection.

4.1 Responsiveness Requirements

Respondents must comply with all mandatory requirements set forth in this section in order for their Proposals to be evaluated for award. The Department will not evaluate Proposals from Respondents that answer “No” to any of the Mandatory Requirements Questions in the table below or that fail to upload Attachment C, Price Sheet, completed in accordance with the instructions. The substance of Respondents’ Experience Proposal and Technical Proposal will be scored during the evaluation phase and will not be considered for the determination of responsiveness.

The Procurement Officer will review Respondent’s answers to the Mandatory Requirement Questions and Respondent’s required documentation, the Price Sheet, to determine if the Respondent is responsive, as defined in section 287.012(27), F.S. Respondents that fail to provide all required information shall be deemed non-responsive.

4.1.1 Mandatory Requirement Questions

Respondents shall submit a Yes/No response to each of the following Mandatory Requirement Questions within MFMP Sourcing. Respondents must meet the requirements identified and certify their compliance with the requirements through the following questions in order to be considered responsive and responsible. A submission of a “Yes” response certifies a Respondent’s conformance with the Mandatory Requirement Question.

RESPONDENTS THAT ANSWER “NO” OR FAIL TO PROVIDE A RESPONSE TO ANY OF THE MANDATORY REQUIREMENT QUESTIONS WILL BE CONSIDERED NON-RESPONSIVE VENDORS AND THEIR PROPOSALS WILL NOT BE EVALUATED.

Mandatory Requirement Questions	
Question 1	Does the Respondent certify that it has confirmed with its Brand(s) that the Brand(s) offered in Respondent’s Proposal do not appear in any other Proposal to this RFP?
Question 2	Does the Respondent certify that its Proposal, including any offered Brand(s), includes at least 200 rental locations throughout Florida? For purposes of this question, rental locations must comply with Sections 21, 22 and 23 of Contract Exhibit A, Statement of Work.
Question 3	Does the Respondent certify that it has a current and active registration with the Florida Department of State, Division of Corporations, or, if awarded a Contract, it will have a current and active registration prior to execution of the Contract?
Question 4	Does Respondent certify that it is not a Discriminatory Vendor or Convicted Vendor, as defined in Sections 7 and 8 of the PUR 1001 ?
Question 5	Does Respondent certify that it is not on the Scrutinized Companies with Activities in Sudan List pursuant to section 215.473 , F.S., is not on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List pursuant to section 215.473 , F.S., is not on the Scrutinized Companies that Boycott Israel List pursuant to section 215.4725, F.S., and is not participating in a boycott of Israel?
Question 6	Does Respondent certify that it is not on the Suspended Vendor list, pursuant to Rule 60A-1.006, F.A.C.? Click on this link to confirm: lists

Question 7

Does Respondent certify that it has read the entire solicitation document and agrees to all terms and conditions, without qualification or exception, including but not limited to Section 3.2.1?

4.1.2 Required Documentation

Respondents must upload an electronic copy of Attachment C, Price Sheet, into the MFMP Sourcing application in accordance with Section 3.2.7. The submitted Price Sheet must:

Be fully completed, including pricing for all vehicles listed in the contracted Classes (in-state and out-of-state); emergency management rates; and one-way mileage fees for out-of-state rentals over 700 miles.

Include firm prices. Do not submit a Price Sheet with any of the following: "\$0.00," "zero," "N/A," empty cell, or any other response that is not a firm price.

Price Sheets not provided in accordance with this subsection shall be deemed non-responsive.

4.2 Registration with the Florida Department of State

If awarded a Contract, the Respondent shall provide the Department with a PDF file of its current and active registration with the Florida Department of State prior to contract execution. Pursuant to section 607.1501, F.S., foreign corporations may not transact business in the State until they obtain a certificate of authority from the Florida Department of State. Website: www.sunbiz.org. In the alternative, the Respondent shall certify to the Department that it is exempt from registration with the Florida Department of State.

4.3 Florida Substitute Form W-9

All vendors must register and complete an electronic Florida Substitute Form W-9 prior to execution of a Contract. The Internal Revenue Service (IRS) receives and validates the information vendors provide on the Florida Substitute Form W-9. For instructions on how to complete the Florida Substitute Form W-9, please visit: <https://flvendor.myfloridacfo.com/>.

4.4 MFMP Registration

In order to submit questions regarding this RFP, and to submit a response to this RFP, a Respondent must be a registered Vendor in the MFMP Vendor Information Portal (VIP). Registered Vendors must log in to the MFMP Sourcing application using their MFMP VIP username and password to ensure that their contact information is correct and that they have registered with the matching commodity code of the MFMP Sourcing event. To participate in the RFP, a Vendor must also indicate its intent to participate in electronic solicitations in MFMP Sourcing on the 'Solicitations' page of their MFMP VIP account.

If you are not currently registered with MFMP VIP, you must:

- a) Create an account through the MFMP VIP.
- b) Within MFMP VIP, indicate on the 'Solicitations' page that you wish to participate in electronic solicitations.
- c) Within MFMP VIP, in the Commodity Selections section, ensure that you have selected the matching commodity codes used in this procurement. Vendors will not receive notifications for procurements with commodity codes that they have not selected in their MFMP VIP account.

Please note: VBS and MFMP Sourcing may provide automated notifications to the Vendor community, as a courtesy, based on commodity codes that are tied to a Vendor's registration in the MFMP VIP. Vendors with a commodity code that matches the commodity code of the MFMP Sourcing event will be able to 'Join' the MFMP Sourcing event. If a Vendor does not have a matching commodity code, VBS and MFMP Sourcing will not provide a courtesy notification and the Vendor will not be able to 'Join' the MFMP Sourcing event. Vendors have the ability to access and update their registration in VIP by adding commodity codes to their business profile. Changes made in MFMP VIP, including new registrations, may take 48 hours to take effect.

The MFMP VIP can be accessed via this link: <https://vendor.myfloridamarketplace.com/>

The Department strongly recommends setting your MS Internet Explorer browser to compatibility mode while using MFMP applications. For more information regarding recommended internet browser settings, please click [here](#).

ALL VENDORS MUST 'JOIN' THE MFMP SOURCING EVENT BY THE TIME AND DATE LISTED IN THE TIMELINE OF EVENTS IN ORDER TO PARTICIPATE IN THIS SOLICITATION.

In order to 'Join' the MFMP Sourcing event, Vendors must:

- a) have a current MFMP Vendor registration within the MFMP VIP; and
- b) select 'Yes' to participate in electronic sourcing events in MFMP Sourcing on the 'Solicitations' page of their MFMP VIP account.

The MFMP Sourcing application may be accessed using the following link: <https://sourcing.myfloridamarketplace.com>

4.5 MFMP Sourcing Phases

The following are the MFMP Sourcing phases:

'Preview' Status

When this solicitation is published as a 'Public Event' in MFMP Sourcing, it will initially exist in a 'Preview' status. During the 'Preview' status, Vendors without a matching commodity code can only preview the MFMP Sourcing event. Vendors with a matching commodity code can 'Join' the event, view and download solicitation documents, and accept the 'Bidder's Agreement.'

In accordance with the time stated on the Timeline of Events, Vendors may submit questions to the Procurement Officer in the 'Messages' tab of the MFMP Sourcing event, during the Preview status, after they have joined the event. The solicitation will remain in 'Preview' status until the 'Open' status begins.

'Open' Status

The solicitation will be in 'Open' status on the date listed on the Timeline of Events. When a solicitation is in 'Open' status, all registered Vendors with a matching commodity code, who 'Join' the MFMP Sourcing event and accept the 'Bidders Agreement' may submit Responses until the Responses Due date listed in the solicitation's Timeline of Events section.

The solicitation remains in 'Open' status until the Responses' due date and time listed in the solicitation's Timeline of Events section.

'Pending Selection' Status

After the response due date in the Timeline of Events, the solicitation will enter 'Pending Selection' status. During this phase of the solicitation, the 'Pending Selection' tab will appear in MFMP Sourcing.

'Completed' Status

If the tab in MFMP Sourcing indicates 'Completed,' either a Notice of Intent to Award or a Notice to Reject All Responses has been posted on VBS. However, do not rely on MFMP Sourcing for this information. The VBS is the centralized procurement website for the posting of agency decisions.

4.6 MFMP Training

MFMP University offers Vendor training materials on the Department's website at: https://www.dms.myflorida.com/business_operations/state_purchasing/myfloridamarketplace/mfmp_vendors/training_for_vendors.

For vendors responding to this solicitation, it is highly recommended that vendors review the training provided via this link for Responding to Electronic Solicitations: https://www.dms.myflorida.com/content/download/140134/903704/Responding_to_Electronic_Solicitations.pdf

Please visit [MFMP University](#) to access online trainings on a variety of topics, including Vendor Registration and Selecting Commodity Codes.

4.7 MFMP Assistance

If you need assistance with using MFMP, please contact the MFMP Customer Service Desk at VendorHelp@myfloridamarketplace.com or (866) 352-3776.

4.8 Contents of Proposal

The Respondent should submit its Proposal in the following format and organized with all information indicated in each part below.

The Proposal must be submitted through MFMP Sourcing and organized as follows:

PART ONE: Organizational Proposal

Respondent should submit the following documents by uploading an electronic copy into the MFMP Sourcing application:

- a) Executive Summary of the Proposal
- b) Vendor Information Form (Attachment D)

PART TWO: Experience Proposal

Respondent should submit an Experience Proposal that provides all of the information required by Attachment A, Experience Proposal Instructions, and upload an electronic copy into the MFMP Sourcing application.

PART THREE: Technical Proposal

Respondent should submit a detailed Technical Proposal that provides all of the information required by Attachment B, Technical Proposal Instructions, and upload an electronic copy into the MFMP Sourcing application.

PART FOUR: Price Sheet

Respondent must complete Attachment C, Price Sheet, in accordance with the instructions on the attachment and upload an electronic copy into the MFMP Sourcing application. The Price Sheet should be in Excel format only (.xlsx). For additional information, please see Sections 3.2.7, Price Sheet Instructions, and 4.1.2, Required Documentation.

PART FIVE: Additional Information Proposal

Respondent should submit an Additional Information Proposal that provides information requested (if appropriate) by Attachment E, Additional Information Proposal Instructions, and upload an electronic copy into the MFMP Sourcing application.

4.9 Uploading Documentation

Respondent shall upload an electronic copy of all requested documentation in the MFMP Sourcing application. The following conditions apply:

- If the Department has provided a completable attachment, Respondents may download the attachment, complete it, and attach the completed copy in the space provided in MFMP Sourcing.
- For all original or signed documentation, Respondents may attach scanned copies of the documents that have been drafted and signed by an individual authorized to respond on the Respondent’s behalf.
- For multiple original or signed documents requested as part of a single requirement, Respondents should combine multiple scanned documents into a single PDF attachment. Each link in MFMP will only accept a single attachment.
- Please note: MFMP Sourcing accepts files up to twenty (20) megabytes in size.

5 Evaluation Methodology

This section describes the methodology that the Department will use to evaluate Proposals.

5.1 Respondent Evaluation

The evaluation team members will independently review and evaluate the Experience Proposal and the Technical Proposal from responsive Proposals. The Procurement Officer will tabulate the scores for the Price Sheet from responsive Proposals. The Proposals will be scored with maximum possible points as follows:

Evaluation Criteria	Maximum Possible Score
Experience Proposal	50
Technical Proposal	550

Price Sheet	400
Total Score	1000

5.1.1 Rental Vehicles Experience Proposal

Respondent’s Experience Proposal will be evaluated based on its experience providing rental vehicles services as demonstrated in its submitted Proposal using the instructions in Attachment A.

Evaluation	Score
Respondent’s submission <u>demonstrates exceptional experience</u> to provide the services outlined in the RFP.	50
Respondent’s submission <u>demonstrates above average experience</u> to provide the services outlined in the RFP.	40
Respondent’s submission <u>demonstrates average experience</u> to provide the services outlined in the RFP.	30
Respondent’s submission <u>demonstrates below average experience</u> to provide the services outlined in the RFP.	20
Respondent’s submission <u>demonstrates minimal experience</u> to provide the services outlined in the RFP.	10
Respondent’s submission <u>fails to demonstrate experience</u> to provide the services outlined in the RFP.	0

5.1.2 Rental Vehicles Technical Proposal

Respondent’s Technical Proposal will be evaluated based on its ability to provide rental vehicle services as demonstrated in its submitted Proposal using the instructions in Attachment B. The components within the Technical Proposal Requirements include: Fleet (Contracted Vehicle Classes; Vehicle Availability; Authorized Upgrades; Vehicle Requirements; Contractor Brands; and Maintenance and Operating Expenses); Reservation Services (Reservation Requirements); Rental Experience (Vehicle Pickup, Return, and One-Way Rentals; Mechanical and Safety Issues; Breakdowns, Unsafe Conditions, and Emergency Assistance; and Emergency Management Services;); Locations (Requirements for Contractor Locations; Airport Locations; Mandatory Tallahassee Locations; and Supporting Documentation) and Information and Training (Contact and Information; and Personnel Training and Resources).

5.1.2.1 Fleet - The Respondent’s Fleet will be evaluated using the following scoring methodology:

- a) Contracted Vehicle Classes/Vehicle Availability/Authorized Upgrades/Contractor Brands (Sections 4, 5, 6, and 9, Statement of Work):

Evaluation	Score
Respondent’s submission <u>demonstrates exceptional ability</u> to provide the services outlined in the Contracted Vehicle Classes/Vehicle Availability/Authorized Upgrades/ Contractor Brands sections.	100

Respondent's submission demonstrates above average ability to provide the services outlined in the Contracted Vehicle Classes/Vehicle Availability/Authorized Upgrades/Contractor Brands sections.	80
Respondent's submission demonstrates average ability to provide the services outlined in the Contracted Vehicle Classes/Vehicle Availability/Authorized Upgrades/Contractor Brands sections.	60
Respondent's submission demonstrates below average ability to provide the services outlined in the Contracted Vehicle Classes/Vehicle Availability/Authorized Upgrades/Contractor Brands sections.	40
Respondent's submission demonstrates minimal ability to provide the services outlined in the Contracted Vehicle Classes/Vehicle Availability/Authorized Upgrades/Contractor Brands sections.	20
Respondent's submission fails to demonstrate ability to provide the services outlined in the Contracted Vehicle Classes/Vehicle Availability/Authorized Upgrades/Contractor Brands sections.	0

b) Vehicle Requirements (Section 7, Statement of Work):

Evaluation	Score
Respondent's submission demonstrates exceptional ability to provide the services outlined in the Vehicle Requirements section.	30
Respondent's submission demonstrates above average ability to provide the services outlined in the Vehicle Requirements section.	24
Respondent's submission demonstrates average ability to provide the services outlined in the Vehicle Requirements section.	18
Respondent's submission demonstrates below average ability to provide the services outlined in the Vehicle Requirements section.	12
Respondent's submission demonstrates minimal ability to provide the services outlined in the Vehicle Requirements section.	6
Respondent's submission fails to demonstrate ability to provide the services outlined in the Vehicle Requirements section.	0

5.1.2.2 Reservation Services - The Respondent's Reservation Services will be evaluated using the following scoring methodology:

Reservation Requirements (Section 10, Statement of Work):

Evaluation	Score
Respondent's submission demonstrates exceptional ability to provide the services outlined in the Reservation Requirements section.	50
Respondent's submission demonstrates above average ability to provide the services outlined in the Reservation Requirements section.	40
Respondent's submission demonstrates average ability to provide the services outlined in the Reservation Requirements section.	30
Respondent's submission demonstrates below average ability to provide the services outlined in the Reservation Requirements section.	20
Respondent's submission demonstrates minimal ability to provide the services outlined in the Reservation Requirements section.	10

Respondent's submission <u>fails to demonstrate</u> ability to provide the services outlined in the Reservation Requirements section.	0
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5.1.2.3 Rental Experience Services - The Respondent's Rental Experience services will be evaluated using the following scoring methodology:

a) Vehicle Pickup; Vehicle Return; and One-Way Rentals (Sections 11, 16, and 17, Statement of Work):

Evaluation	Score
Respondent's submission <u>demonstrates exceptional</u> ability to provide the services outlined in the Vehicle Pickup; Vehicle Return; and One-Way Rentals sections.	80
Respondent's submission <u>demonstrates above average</u> ability to provide the services outlined in the Vehicle Pickup; Vehicle Return; and One-Way Rentals sections.	64
Respondent's submission <u>demonstrates average</u> ability to provide the services outlined in the Vehicle Pickup; Vehicle Return; and One-Way Rentals sections.	48
Respondent's submission <u>demonstrates below average</u> ability to provide the services outlined in the Vehicle Pickup; Vehicle Return; and One-Way Rentals sections.	32
Respondent's submission <u>demonstrates minimal</u> ability to provide the services outlined in the Vehicle Pickup; Vehicle Return; and One-Way Rentals sections.	16
Respondent's submission <u>fails to demonstrate</u> ability to provide the services outlined in the Vehicle Pickup; Vehicle Return; and One-Way Rentals sections.	0

b) Mechanical and Safety Issues; Breakdowns, Unsafe Conditions, and Emergency Assistance (Sections 14 and 15, Statement of Work):

Evaluation	Score
Respondent's submission <u>demonstrates exceptional</u> ability to provide the services outlined in the Mechanical and Safety Issues/Breakdowns, Unsafe Conditions, and Emergency Assistance sections.	75
Respondent's submission <u>demonstrates above average</u> ability to provide the services outlined in the Mechanical and Safety Issues/Breakdowns, Unsafe Conditions, and Emergency Assistance sections.	60
Respondent's submission <u>demonstrates average</u> ability to provide the services outlined in the Mechanical and Safety Issues/Breakdowns, Unsafe Conditions, and Emergency Assistance sections.	45
Respondent's submission <u>demonstrates below average</u> ability to provide the services outlined in the Mechanical and Safety Issues/Breakdowns, Unsafe Conditions, and Emergency Assistance sections.	30
Respondent's submission <u>demonstrates minimal</u> ability to provide the services outlined in the Mechanical and Safety Issues/Breakdowns, Unsafe Conditions, and Emergency Assistance sections.	15

Respondent's submission <u>fails to demonstrate</u> ability to provide the services outlined in the Mechanical and Safety Issues/Breakdowns, Unsafe Conditions, and Emergency Assistance sections.	0
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c) Emergency Management Service Rentals (Section 18, Statement of Work):

Evaluation	Score
Respondent's submission <u>demonstrates exceptional</u> ability to provide the services outlined in the Emergency Management Service Rentals section.	30
Respondent's submission <u>demonstrates above average</u> ability to provide the services outlined in the Emergency Management Service Rentals section.	24
Respondent's submission <u>demonstrates average</u> ability to provide the services outlined in the Emergency Management Service Rentals section.	18
Respondent's submission <u>demonstrates below average</u> ability to provide the services outlined in the Emergency Management Service Rentals section.	12
Respondent's submission <u>demonstrates minimal</u> ability to provide the services outlined in the Emergency Management Service Rentals section.	6
Respondent's submission <u>fails to demonstrate</u> ability to provide the services outlined in the Emergency Management Service Rentals section.	0

5.1.2.4 Rental Locations - The Respondent's rental locations will be evaluated using the following scoring methodology:

a) Requirements for Contractor Rental Locations (Section 21, Statement of Work):

Evaluation	Score
Respondent's submission <u>demonstrates exceptional</u> ability to provide the services outlined in the Requirements for Contractor Locations section.	45
Respondent's submission <u>demonstrates above average</u> ability to provide the services outlined in the Requirements for Contractor Locations section.	36
Respondent's submission <u>demonstrates average</u> ability to provide the services outlined in the Requirements for Contractor Locations section.	27
Respondent's submission <u>demonstrates below average</u> ability to provide the services outlined in the Requirements for Contractor Locations section.	18
Respondent's submission <u>demonstrates minimal</u> ability to provide the services outlined in the Requirements for Contractor Locations section.	9
Respondent's submission <u>fails to demonstrate</u> ability to provide the services outlined in the Requirements for Contractor Locations section.	0

b) Airport Locations (Section 22, Statement of Work):

Evaluation	Score
Respondent's submission <u>demonstrates exceptional</u> ability to provide the services outlined in the Airport Locations section.	45
Respondent's submission <u>demonstrates above average</u> ability to provide the services outlined in the Airport Locations section.	36
Respondent's submission <u>demonstrates average</u> ability to provide the services outlined in the Airport Locations section.	27

Respondent's submission demonstrates below average ability to provide the services outlined in the Airport Locations section.	18
Respondent's submission demonstrates minimal ability to provide the services outlined in the Airport Locations section.	9
Respondent's submission fails to demonstrate ability to provide the services outlined in the Requirements for Airport Locations section.	0

c) Mandatory Tallahassee Locations (Section 23, Statement of Work):

Evaluation	Score
Respondent's submission demonstrates exceptional ability to provide the services outlined in the Mandatory Tallahassee Locations section.	45
Respondent's submission demonstrates above average ability to provide the services outlined in the Mandatory Tallahassee Locations section.	36
Respondent's submission demonstrates average ability to provide the services outlined in the Mandatory Tallahassee Locations section.	27
Respondent's submission demonstrates below average ability to provide the services outlined in the Mandatory Tallahassee Locations section.	18
Respondent's submission demonstrates minimal ability to provide the services outlined in the Mandatory Tallahassee Locations section.	9
Respondent's submission fails to demonstrate ability to provide the services outlined in the Requirements for Mandatory Tallahassee Locations section.	0

5.1.2.5 Information and Training - The Respondent's Information and Training will be evaluated using the following scoring methodology:

a) Contact and Information (Section 31, Statement of Work):

Evaluation	Score
Respondent's submission demonstrates exceptional ability to provide the services and personnel outlined in the Contact and Information section.	20
Respondent's submission demonstrates above average ability to provide the services and personnel outlined in the Contact and Information section.	16
Respondent's submission demonstrates average ability to provide the services and personnel outlined in the Contact and Information section.	12
Respondent's submission demonstrates below average ability to provide the services and personnel outlined in the Contact and Information section.	8
Respondent's submission demonstrates minimal ability to provide the services and personnel outlined in the Contact and Information section.	4
Respondent's submission fails to demonstrate ability to provide the services and personnel outlined in the Contact and Information section.	0

b) Personnel and Training Resources (Section 32, Statement of Work):

Evaluation	Score
Respondent's submission demonstrates exceptional ability to provide the services outlined in the Personnel and Training Resources section.	30
Respondent's submission demonstrates above average ability to provide the services outlined in the Personnel and Training Resources section.	24

Respondent's submission demonstrates average ability to provide the services outlined in the Personnel and Training Resources section.	18
Respondent's submission demonstrates below average ability to provide the services outlined in the Personnel and Training Resources section.	12
Respondent's submission demonstrates minimal ability to provide the services outlined in the Personnel and Training Resources section.	6
Respondent's submission fails to demonstrate ability to provide the services outlined in the Requirements for Personnel and Training Resources section.	0

5.2 Price Sheet

Respondents are required to complete Attachment C, Price Sheet, in accordance with the instructions on the document and in this RFP. Respondents are encouraged to provide rates for Weekly Rentals and Monthly Rentals that are discounted from the per-day rate.

Respondents shall receive points based on the following methodology:

The Respondent with the lowest price for each vehicle Class, rental type (i.e., in-state or out-of-state), and duration of rental (i.e., Daily, Weekly, or Monthly) shall receive the number of points indicated in the table below. For example, the Respondent with the lowest price for **Compact, In-State, Daily** will receive **67.35** points.

Vehicle Class	In-State			Out-of-State		
	Daily	Weekly	Monthly	Daily	Weekly	Monthly
Compact	67.35	12.35	3.72	17.40	5.96	1.32
Intermediate	46.71	14.71	4.64	24.32	9.24	0.64
Full Size	27.83	10.19	5.24	5.36	2.04	0.24
Minivan	39.55	12.87	2.84	6.32	3.64	0.20
12 Passenger Van	0.60	0.16	0.08	0.08	0.04	0.04
Standard SUV	12.56	5.20	2.12	7.40	4.64	0.40
Economy	16.76	4.32	1.92	4.72	1.60	0.36
Intermediate SUV	1.16	0.56	0.16	0.76	0.32	0.08
Large SUV	2.40	1.12	0.44	0.88	0.32	0.04
Standard Pickup	0.24	0.12	0.04	0.04	0.04	0.04
Large Pickup	1.12	0.92	0.96	0.24	0.16	0.04
Standard Hybrid	0.04	0.02	0.02	0.02	0.01	0.01

Other Respondents shall receive points for each vehicle Class, rental type, and duration of rental based on the following formula:

$$\frac{X}{N} \times P = Z$$

Where:

X = lowest price for the vehicle Class, rental type, and duration of rental of all responses

N = Respondent's price proposal for the vehicle Class, rental type, and duration of rental
P = points indicated in the table above for the vehicle Class, rental type, and duration of rental
Z = points awarded

The assignment of the points will be calculated by the Procurement Officer.

5.3 Equal Proposals

If the Department receives equal Proposals eligible for award, the Department will comply with the following sections, as applicable: 295.187(4)(b), 287.057(11), 295.187(4)(a), 287.087, 287.082, and 287.092, F.S.

5.4 Basis of Award

Contract(s) will be awarded to the responsible and responsive Respondent(s) that are determined to be the most advantageous to the State based on the highest total scores per Section 5.1. The Department reserves the right to accept or reject any and all Proposals or separable portions.