



Save the Children®

**SAVE THE CHILDREN
REQUEST FOR PROPOSAL (RFP) FOR FLEET MANAGEMENT COMPANY**

8/16/2018

Save the Children Federation, Inc.

Headquarters

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Key Contact for Questions and Responses:

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USPA Procurement
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STATEMENT OF CONFIDENTIALITY AND NON DISCLOSURE

All information within this RFP, regardless of the communication form, is given in absolute confidence and may not be disclosed without written permission by Save the Children Federation, Inc. (SCUS). This RFP and the information contained and referred to therein, whether verbally communicated or in written form, include confidential information about SCUS which is provided for proposal purposes only. Your firm shall regard and preserve as confidential this RFP and all non-public information related to the operations of SCUS and its affiliated organizations that may be obtained from any source as a result of this RFP process.

SCUS is an equal opportunity employer and federal contractor or subcontractor. Consequently, the parties agree that, as applicable, they will abide by the requirements of 41 CFR 60-1.4(a), 41 CFR 60-300.5(a) and 41 CFR 60-741.5(a) and that these laws are incorporated herein by reference. These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, or national origin. These regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability. The parties also agree that, as applicable, they will abide by the requirements of Executive Order 13496 (29 CFR Part 471, Appendix A to Subpart A), relating to the notice of employee rights under federal labor laws.

Introduction:

Save the Children Federation, Inc. (hereafter “SCUS”) is the world’s leading independent organization for children. In the United States, US Programs and Advocacy (hereinafter “USPA”), a division of SCUS, promotes comprehensive early childhood education, health, nutrition and family well-being services to low-income children and their families.

USPA is the grantee of six (6) Head Start programs which provide services to children ages 3-5 and their families, and Early Head Start, which provides services to pregnant mothers, infants, toddlers, and their families. Head Start builds success for children through focused, family-centered services that enhance social competence, school readiness and overall health and well-being. Children receive a free, high-quality preschool education, which includes individualized curriculum, nutritious meals, health and developmental screenings. USPA Head Start and Early Head Start classes are available in Arkansas, Mississippi, Louisiana and North Dakota and serve approximately 2,500 children.

USPA also provides In-School and After-School Literacy programs, the Healthy Choice After-School program, Summer Boost Camps and Kinder Boost Camps to approximately 70,000 school age children in 153 partner schools across the country. USPA serves approximately 7,000 pre-school children through its Home Visitation programs and Book Bag Exchanges. In addition, USPA establishes Child Friendly Spaces (CFS) in shelters and community areas during natural disasters and other crises.

Objective:

The purpose and scope of this RFP is to solicit proposals from qualified companies to provide fleet management services for USPA and will encompass USPA’s entire fleet of approximately 100 passenger vehicles, trucks, vans and school buses located in 12 states across the country.

USPA requests all prospective vendors to submit proposals as defined in the Request for Proposal (RFP). Proposals should be prepared simply and economically, providing a straight forward, concise description of provider capabilities to satisfy the requirements of the request. Special bindings, colored displays, promotional materials, etc. are not required. Emphasis should be on completeness and clarity of content. Unless otherwise stated all proposals will remain valid for a period of 90 days after submission. Proposals are not to exceed 50 pages in length and this includes charts, appendices and attachments.

Provisional Calendar of Events:

<i>8/16/2018</i>	Request for Proposal issued
<i>8/24/2018</i>	Deadline to submit any questions related to RFP
<i>8/27/2018</i>	Answers to any questions related to RFP issued to all vendors
<i>8/31/2018</i>	Proposals must be submitted electronically to Chandis Fogg at cfogg@savechildren.org with the email subject line of “Fleet Management Company RFP”
<i>9/4/2018</i>	Review of proposals by Procurement Committee
<i>9/4/2018</i>	Successful vendor determined and notified

Evaluation Criteria:

A Procurement Committee will evaluate the proposals received. Submitted proposals must be accurate and complete, providing all information requested in the RFP. Although fees and compensation will be a vital factor in the evaluation of proposals, acceptance of a proposal will be based on the total package of services, qualifications, fees and compensation offered by the vendor. Each proposal will be evaluated on the criteria listed below, and the criteria will be weighted according to the following allocations:

Criterion	Points Possible
1. Cost Reasonableness	
Vendor offers lowest true cost of services while upholding required services or vendor’s prices demonstrate an economically advantageous position for USPA.	35
2. Technical Approach	
Vendor’s technical approach to the scope of work will be evaluated, including understanding of the scope of work, proposed methodology and work plan, and clarity of the proposed deliverables.	30
3. References & Reputation and/or Expertise & Experience	
Past experience in relevant field and corporate capabilities, including an evaluation of the capacity of the organization to perform the scope of work, review of previous experience in similar jobs, and prior clients’ references.	35
Total points possible	100

The proposal submitted will be the primary document upon which each vendor will be evaluated. All proposals will first be screened to determine if the vendor meets the minimum qualifications outlined. Proposals that do not meet the minimum requirements will be automatically rejected and may not undergo further evaluation. USPA reserves the right to waive any minor or technical defects or irregularities, and reserves the right to reject any or all bids.

Specification of Requirement (Scope of Work):

The fleet management company should be prepared to provide certain services that will include, but not necessarily be limited to:

1. Acquisition – The successful bidder must be able to facilitate the purchase of new vehicles and provide insight into market prices, applicable costs of acquisition, and projected resale values. The successful proposal must be able to provide this information across vehicle brands based on the best value and USPA’s current needs.
2. Financing/Leasing – The successful bidder should provide satisfactory financing or leasing options for related vehicles. Financing or leasing options should be open-ended, with no penalty for the purchase or sale of the vehicle during the life of the term.

3. Fuel Monitoring – The successful bidder will provide, at USPA’s option, a method by which fuel usage will be tracked on a per vehicle basis. This usage will be tracked and reported through an interactive, web-based portal.
4. Maintenance Monitoring – The successful bidder will provide a method by which maintenance charges will be tracked on a per vehicle basis. These charges will be tracked and reported through an interactive, web-based portal.
5. Vehicle Resale – The successful bidder will continually monitor USPA’s vehicle fleet and provide insight into optimal resale points based on current market values, specific fuel consumption, and maintenance information. When a vehicle is designated for resale, the successful bidder will facilitate the sale of the vehicle through sufficient appraisal and disposal on the open market. USPA’s asset disposal requirements must be adequately met through the successful bidder’s disposal method.
6. Aftermarket Vehicle Customization – Where applicable, the successful bidder will coordinate the necessary aftermarket modifications of new vehicles to sufficiently ready the vehicle for use.
7. Licensing, Titling and Registration – During the facilitation of acquisition, the successful bidder will prepare and file all necessary documentation for acquisition, including licensing, titling and registration. All related documentation will be forwarded to USPA.
8. Telematics and Driver Safety – The successful bidder will provide the capability to track vehicles with GPS guidance and furnish feedback regarding the safe operation of fleet vehicles.

Required Proposal Information:

The proposal should address the following:

1. Qualifications and ability to provide fleet management services:

Qualifications and expertise:

- Provide a brief description of your company including ownership, volume of business, number of employees, and number of years in business
- Describe your overall business philosophy
- Describe your company’s strength in the marketplace
- What distinguishes your company and the services you offer from other companies

Support team:

- Describe the team that would service the USPA relationship, specifying the individual who will be the lead person
- Describe the responsibilities, expertise, experience, and education of each team member

Services provided:

- Provide a list of services provided by your company, and indicate those services that will be included in your Cost Proposal (as detailed below)

2. Work plan:

Include a complete narrative of your assessment of the work to be performed, your company's ability and approach, and the resources necessary to fulfill the requirements. Include discussion of the following, and any other role of a fleet management company:

- Description of the approach to be used in providing the services requested, including an explanation and history of successfully providing similar services to similar organizations (specifically including the ability and competitiveness of pricing in vehicle acquisition)
- Description of the fleet management services offered including, but not limited to, the following:
 - Open-ended lease
 - Open-ended financing
 - Maintenance monitoring program
 - Fuel monitoring
 - Aftermarket vehicle customization (where applicable)
 - Vehicle resale process
 - Ability of the proposer to sell vehicles in the existing USPA fleet
- Summary of how your company is uniquely qualified to perform the services outlined in this RFP

3. Past performance:

- List references -including a contact person and that person's contact information and title- of at least three entities for which fleet management services have been provided, and who can render an opinion regarding the ability of the responder to provide those services

4. Standard Agreement:

Provide a standard contract, including terms and conditions, which your company uses for fleet management agreements.

A. Cost Proposal (Separate Document)

In a separate document entitled "Cost Proposal", include all information on cost to provide fleet management services. List any other information relevant to cost related to providing the services contained herein.

Specifically, include the monthly administrative costs, per vehicle, for the following services:

- Maintenance Program
- Fuel Program

Additionally, please provide any administrative charges or other fees associated with:

- Vehicle Acquisition
- Vehicle Disposal/Resale
- Licensing, Titling and Registration

Late tenders:

Tenders received after the Closing Date will not be considered, unless there are in USPA's sole discretion exceptional circumstances which have caused the delay.

Correspondence:

All communications from vendors to USPA relating to the tender must be in writing and provided electronically. Responses to questions submitted by any vendor will be circulated by USPA to all vendors to ensure fairness in the process.

Acceptance of tenders:

USPA may, unless the vendor expressly stipulates to the contrary in the tender, accept whatever part of a tender that USPA so wishes. USPA is under no obligation to accept the lowest or any tender.

Alternative offer:

If a vendor wishes to propose modifications to the tender (which may provide a better way to achieve USPA's Specification) these may, at USPA's discretion, be considered as an Alternative Offer. USPA is under no obligation to accept Alternative Offers.

No reimbursement of quote expenses:

Expenses incurred in the preparation and dispatch of the tender will not be reimbursed.

Non-Disclosure and Confidentiality:

Vendors must treat the RFP, contract and all associated documentation (including the Specification) and any other information relating to USPA's employees, servants, officers, partners or its business or affairs (the "**Confidential Information**") as confidential. All vendors shall:

- recognize the confidential nature of the Confidential Information;
- respect the confidence placed in the vendor by USPA by maintaining the secrecy of the Confidential Information;
- not employ any part of the Confidential Information without USPA's prior written consent, for any purpose except that of tendering for business from USPA;
- not disclose the Confidential Information to third parties without USPA's prior written consent;

- not employ their knowledge of the Confidential Information in any way that would be detrimental or harmful to USPA;
- use all reasonable efforts to prevent the disclosure of the Confidential Information to third parties;
- notify USPA immediately of any possible breach of the provisions of this condition and acknowledge that damages may not be an adequate remedy for such a breach.

Award Procedure:

USPA's Procurement Committee will review the proposals to determine, in accordance with the Evaluation Criteria, whether they will award the contract to any one of them.

Information and Record Keeping:

USPA shall consider any reasonable request from any unsuccessful vendor for feedback on its tender and, where it is appropriate and proportionate to do so, provide the unsuccessful vendor with reasons why their proposal was rejected. Where applicable, this information shall be provided within 30 business days from (but not including) the date on which USPA receives the request.

Exclusion Criteria:

Vendors are required to confirm in writing that:

- Neither it nor any related company to which it regularly subcontracts is insolvent or being wound up, is having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- Neither it nor a company to which it regularly subcontracts has been convicted of fraud, corruption, involvement in a criminal organization, any money laundering offence, any offence concerning professional conduct, breaches of applicable labor law or labor tax legislation or any other illegal activity by a judgment in any court of law whether national or international;
- Neither it nor a company to which it regularly subcontracts has failed to comply with its obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the relevant country in which it the vendor operates.

Any vendor will automatically be excluded from the tender process if it is found that they are guilty of misrepresentation in supplying the required information within their tender bid or fail to supply the required information.

Conflict of Interest:

Vendors are required to confirm in writing:

- That it is not aware of any connection between it or any of its directors or senior managers and the directors and staff of USPA which may affect the outcome of the selection process. If there are such connections the vendor is required to disclose them.
- Whether or not there are any existing contacts between USPA and any other Save the Children entity, and if there are any arrangements which have been put in place over the last twenty-four (24) months.
- That it has not communicated to anyone other than USPA the amount or approximate amount of the tender.
- That it has not and will not offer pay or give any sum of money commission, gift, inducement or other financial benefit directly or indirectly to any person for doing or omitting to do any act in relation to the tender process.

USPA and Affiliates:

All vendors are required to confirm that they will if required be willing to enter into a contract on similar terms with either USPA or any other Save the Children entity if so required.

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BIDDER REFERENCE FORM

All references must be from customers for whom your company has completed work similar to the specifications of this bid, with particular attention given to public agency accounts and at least two of the references must be non-profit organizations. Attach additional page if necessary.

References for: _____
(Company Name)

<p>1. Company _____ Street Address _____ City, State & Zip _____ Contact Person _____ Phone _____ FAX _____ Email _____ Describe Scope of Work and dates of project/service: _____</p>
<p>2. Company _____ Street Address _____ City, State & Zip _____ Contact Person _____ Phone _____ FAX _____ Email _____ Describe Scope of Work and dates of project/service: _____</p>
<p>3. Company _____ Street Address _____ City, State & Zip _____ Contact Person _____ Phone _____ FAX _____ Email _____ Describe Scope of Work and dates of project/service: _____</p>

