

Evaluation Plan for RFP for Concession No. CRS-2021-01

CPA Board of Directors action on CPA Concession No. CRS-2021-01 Evaluation Plan:

Pursuant to NMIAC § 40-70-205(e)(2), the Executive Director (or her/his authorized designee) shall develop an evaluation plan for evaluating submitted proposals for this concession and submit it to the CPA Board of Directors for approval. The CPA Board of Directors shall approve an evaluation plan for evaluating submitted proposals for these concession before any evaluation of proposals for this concession shall be conducted.

- Pursuant to NMIAC § 40-70-205(e)(2), the Executive Director (or her/his authorized designee) has developed and submitted to the CPA Board of Directors the evaluation plan for evaluating submitted proposals for these concessions attached as Attachment 1. The CPA Board of Directors **APPROVES** this evaluation plan for evaluating submitted proposals for this concession.

Non-CPA Employees on the Evaluation Committee:

- The CPA Board of Directors determines that the participation of the non-CPA employees included in the evaluation committee would be in the best interests of the Commonwealth.
 - There are no non-CPA employees included in the evaluation committee.
- Pursuant to NMIAC § 40-70-205(e)(2), the Executive Director (or her/his authorized designee) has developed and submitted to the CPA Board of Directors the evaluation plan for evaluating submitted proposals for these concessions attached as Attachment 1. The CPA Board of Directors **DOES NOT APPROVE** this evaluation plan for evaluating submitted proposals for this concession. The Executive Director (or her/his authorized designee) is directed to submit an updated evaluation plan for evaluating submitted proposals for this concession to the CPA Board of Directors for approval. The CPA Board of Directors shall approve an evaluation plan for evaluating submitted proposals for this concession before any evaluation of proposals for these concessions shall be conducted.

Approved by the Authority Board of Directors by a vote of 7/7 this 17th day of SEPTEMBER, 2021.



KIMBERLYN KING-HINDS
Chairwoman, Board of Directors



THOMAS P. VILLAGOMEZ
Secretary, Board of Directors

ATTACHMENT 1
Proposed Evaluation Plan for RFP for Concession Nos. CRS-2021-01

1. **EVALUATION PLAN**: The Authority Executive Director has developed the following evaluation plan for evaluating proposals submitted in response to the RFP for award of CPA Concession No. CRS-2021-01:¹

(a) Statement of Evaluation Factors:²

i. Required Evaluation Factors: No proposer shall be awarded more than one Car Rental Concession. Proposer must satisfy the following requirements to have its proposal ranked as meeting the minimum requirements of the RFP:

1. An officer or director of Proposer must not hold an office or directorship in another proposer;
2. The legal or beneficial owner of an interest in Proposer must not be the legal or beneficial owner of an interest in another proposer;
3. No evidence that Proposer colluded or collaborated with another proposer or proposers in respect to minimum annual guaranteed concession fee proposals, the prices to be charged, or the levels of service to be provided to the traveling public; and
4. Proposer must not have pending prior obligations or accounts owing to the Authority at the time of submission of its proposal.

ii. Scored Evaluation Factors: The following factors will be scored and have been assigned point values based on a 100-point scale according to their relative importance as follows:

Size of Proposer's proposed rental fleet, including model and year of vehicles in fleet	10
Rates at which models will be rented	10
Hours/type of operation proposed and proposed management scheme	10
Experience/performance at SIA and/or other locations	10
International reservation system/website	10
Proposed Minimum Annual Guaranteed Concession Fee	50

(b) Description of Evaluation Process:³

i. Timeline: The evaluation process will be conducted by the Car Rental Concession Evaluation Committee in earnest, with the goal of completing the evaluation process and proposal rankings within six weeks following the end of the proposal period.

¹ NMIAC § 40-70-205(e)(2).

² NMIAC § 40-70-205(e)(2)(i).

³ NMIAC § 40-70-205(e)(2)(ii).

ii. Evaluation Committee:⁴ The Car Rental Concession Evaluation Committee shall be comprised of the following members:

1. Commonwealth Ports Authority Employee
2. Commonwealth Ports Authority Employee
3. Commonwealth Ports Authority Employee

These employees shall be from separate sections/divisions in accordance with NMIAC § 40-70-205(g)(1)(i).

iii. Review & Deliberation: The Car Rental Concessions Evaluation Committee shall review and deliberate the proposals before applying the evaluation factors set forth in the evaluation plan, applying any additional requirements set forth in this RFP, and determining whether each proposer is a financially responsible person of good moral character and reputable experience.⁵ This review and deliberation may result in determinations of responsible proposers who submitted proposals that are reasonably susceptible of being selected for award, without completing a ranking of proposals, for the purposes of facilitating discussions of/revision of proposals in accordance with NMIAC § 40-70-205(f) & (g)(2).

iv. Discussion of/Revision of Proposals: Discussion with responsible proposers who submitted proposals that are reasonably susceptible of being selected for award and revision of proposals to obtain the best and final offers may occur during the evaluation process in accordance with NMIAC § 40-70-205(f) & (g)(2).

(c) Methodology to be Used in Considering Evaluation Factors:⁶

i. Required Evaluation Factors: The Car Rental Concessions Evaluation Committee shall determine by majority vote whether a Proposer has satisfied the Required Evaluation Factors.

ii. "Responsible" Proposer: Authority concessions may only be granted to financially responsible person of good moral character and reputable experience.⁷ The Car Rental Concessions Evaluation Committee shall follow NMIAC § 40-70-401(a) to determine by majority vote whether a proposer is a financially responsible person of good moral character and reputable experience.

iii. Scored Evaluation Factor: Proposed Concession Fee: Each proposer's score for its proposed minimum annual guaranteed concession fee will be determined according to the following formulas:

$$\frac{\text{Proposer's Proposed MAG Concession Fee}}{\text{Highest Proposed MAG Concession Fee}} = \text{Concession Fee \%}$$

⁴ NMIAC § 40-70-205(g)(1).

⁵ NMIAC § 40-70-205(g)(3).

⁶ NMIAC § 40-70-205(e)(2)(iii).

⁷ 4 CMC § 2206(a).

Concession Fee % X 50 Points = Points earned for Proposer's
Proposed Minimum Annual Guaranteed
Concession Fee

- iv. Other Scored Evaluation Factors: Each member of the Car Rental Concessions Evaluation Committee will provide a whole-number point score for each of the remaining scored evaluation factors for each proposal, utilizing materials provided by Proposer in its proposal and any discussion or revision of that proposal, as well as any other materials available to the Authority regarding Proposer's previous experience and performance with the Authority. These individual members' scores will then be averaged to determine the proposal's score for the corresponding scored evaluation factor.
 - v. Proposal Ranking:⁸ After reviewing and deliberating the proposals, applying the evaluation factors set forth in the evaluation plan, applying any additional requirements set forth in this RFP, and determining whether each proposer is a financially responsible person of good moral character and reputable experience, the Car Rental Concessions Evaluation Committee shall rank the proposals meeting the minimum requirements of the RFP from financially responsible persons of good moral character and reputable experience according to the quality of their proposals as measured by the evaluation plan, highest score to lowest score, and shall then report this ranking to the Executive Director or his authorized designee.
- (d) Documentation Requirements: The Executive Director or his designee shall prepare an evaluation form to be completed by each member of the Car Rental Concessions Evaluation Committee in evaluating each proposal. The Executive Director or his designee shall also prepare an overall evaluation form to be completed by the Car Rental Concessions Evaluation Committee as a whole to record the overall scores and evaluation of each proposal. The Executive Director or his designee shall also prepare a proposal ranking form on which the Car Rental Concessions Evaluation Committee shall record its ranking of proposals and report its ranking to the Executive Director or his designee.⁹ These documents shall be retained by the Executive Director or her/his authorized designee per NMIAC § 40-70-715.

⁸ *Id.*

⁹ NMIAC § 40-70-205(g)(3).