

May 7, 2013

Statement on the University's rental car program:

The University of Tennessee's contract with Enterprise is to supply UT employees with rental cars while they are traveling and provide discounts for alumni and friends. The contract was amended to comply with the state's request. The University of Tennessee does not have a WeCar program.

REQUEST FOR PROPOSAL

A DISCOUNTED AUTOMOBILE RENTAL PROGRAM FOR THE UNIVERSITY OF TENNESSEE ALUMNI ASSOCIATION AND UNIVERSITY EMPLOYEES

PURPOSE OF THIS REQUEST FOR PROPOSAL

This request for proposal (hereinafter referred to as "RFP") is being issued for two distinct purposes. The first purpose is to establish a long term, mutually beneficial relationship between a national rental car agency and the University of Tennessee Alumni Association to offer discounted programs and services to University of Tennessee constituents that may include alumni, contributors, and other friends. This program is hereinafter referred to as the "UT Alumni Partnership Program." The second purpose is to attempt to reduce the University's rental car expenses, by establishing a discounted rate with one or more national rental car agencies. This program is hereinafter referred to as the "University's Preferred Rental Car Program."

GOALS AND OBJECTIVES

The University's objective is to pool the purchasing power of its Alumni with its Corporate Car Rental purchases to receive discounts.

The goal of the UT Alumni Association is to provide a service to its constituents by partnering with a company to offer automobile rentals at discounted group rates, provide excellent customer service to the alumni and friends who participate in the program, and create a stream of revenue for the association. Revenue from the program will be used to supplement the operating budget of the association, allowing all expansion of the programs and services available to all University of Tennessee graduates. The goal for the University is to negotiate the lowest cost for a mid-size vehicle with a nationally recognized rental car agency, thereby reducing the University's rental car expenses.

THE UNIVERSITY OF TENNESSEE

The University of Tennessee consists of four primary campuses and three institutes. The campuses include:

1. The University of Tennessee's main campus in Knoxville
2. The University of Tennessee at Chattanooga
3. The University of Tennessee at Martin
4. The UT Health Science Center in Memphis

The three institutes include Agriculture and Public Service, headquartered in Knoxville, and the Space Institute, located in Tullahoma.

Administratively, the university is a strongly centralized system headed by a 20-member Board of Trustees (appointed by the Governor), the President and a staff of Vice Presidents, Chancellors, Legal Counsel and Treasurer. The seven campus/unit heads report to the president and are responsible for managing their unit according to state and university fiscal policy and procedures.

Founded in 1794, UT is both the state university (by designation of the Tennessee General Assembly in 1879) and the land grant college (under terms of the Morrill Act of 1862). Its three-fold mission is to deliver instruction, research and public service to the citizens of Tennessee, the region and nation.

UT has 272,604 reachable alumni (55% in-state; 45% out-of-state), a student body of 42,000, 13,000 employees and an annual budget of \$1.7 billion. The University spent approximately \$700,000 in rental car costs associated with University business. This amount doesn't include any cars rented by alumni, students, or employees for personal use. The top ten rental car locations, booked through our travel agency, are listed in descending order: Knoxville, Orlando, Memphis, Atlanta, Los Angeles, Nashville, Dallas, Phoenix, Houston, and Chicago.

THE UNIVERSITY OF TENNESSEE ALUMNI ASSOCIATION

The UT Alumni Association, founded in 1836, is a dependent department of the university system administration and exists to provide services to alumni and to represent their perspective in university affairs.

Association membership is granted to anyone who has completed as many as 24 semester hours (or its equivalent) and is no longer affiliated with the university as a full time student. Non-alumni friends who make a financial contribution to the university are added to the database as well as those individuals who request to be added to the database. UTAA conducts no dues or membership program.

A 78-member Board of Governors oversees the affairs of the association. Having no fiduciary responsibility but operating as an opinion-leading and advocacy group, the Board of Governors consists of representatives elected from nine in-state and nine out-of-state districts, two appointed by the chancellors of each primary campus, 15 appointed by the President of the UT Alumni Association, five past presidents of the association, a member of the Board of Trustees and others who serve by virtue of some association or university office held such as the campus Chancellors, Student Government Association presidents, UTAA officers and chairs of key board committees.

ASSOCIATION ACCOMPLISHMENTS

For the year ended June 30, 2010, over 90,000 persons attended alumni events across the United States organized and conducted by either the central alumni staff or one of the campus alumni offices.

Since all alumni are granted membership in the association, there is no formal dues program. The UTAA does provide alumni the opportunity to make an annual gift to its Fund for the

Future, which provides support for student scholarships, faculty awards, internships, and key alumni programming initiatives. During the previous year alumni gave just over \$500,000 to support the Fund for the Future.

The Association has a long and distinguished history as a solid partner with the administration for the progress and welfare of the total university. It relishes its role both in friend-raising and fund-raising for the university.

MARKETING PARTNERSHIP HISTORY

Historically the UT Alumni Association has been very careful in marketing products and services to its constituents. A key goal has been to partner with companies that provide products and services of good value to a broad number of UT graduates. It has been, and continues to be, important to provide "quality over quantity" in marketing products and services to the alumni population.

RESPONSIBILITY FOR SELECTING RENTAL CAR PARTNER(S)

While it is the hope to award both programs to one vendor, the University may select more than one vendor to service the two programs. Also, while it is the intent to direct most of the University's business to the vendor selected for the Preferred Vendor Program, this is not an exclusive program and employees may select other rental car companies. It is also the University's intent to either select one or two vendors for the Preferred Vendor Program, the University, however, reserves the right to select as many companies as it feels may be in its best interest.

SELECTION PROCESS CRITERIA

The vendor can respond to both the Alumni Partner Program and the Preferred Rental Car Program or only one of them. If responding to both programs your proposal should be divided into two distinct parts in the following manner. Part one should be titled "Alumni Partner Program" and Part two should be titled "Preferred Rental Car Program." The evaluation criteria will be different for these two programs and is detailed below:

The Alumni Partner Program proposals will be evaluated based on the following guidelines:

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| 1. Company history/reference checks/client relationships | 10% |
| 2. Experience in working with alumni associations | 10% |
| 3. Product offering and customer service | 30% |
| 4. Marketing and promotion | 20% |
| 5. Revenue to the Alumni Association | 30% |

The Preferred Rental Car Program proposals will be evaluated based on the following guidelines:

- | | |
|--|-----|
| 1. Company history/reference checks/quality of fleet vehicles | 25% |
| 2. Rate for a mid-size car including all applicable surcharges | 55% |
| 3. Company size and number of national rental car locations | 10% |
| 4. Revenue to the University | 10% |

RIGHT TO NEGOTIATE

The UTAA and the University reserve the right to negotiate with the "apparent successful proposer(s)" prior to contract execution. Should the University and the "apparent successful proposer(s)" be unable to reach agreement, the University reserves the right to negotiate with the "next highest point receiver."

THE PROPOSAL PROCESS

- (A) A request for sealed proposals is made available to prospective offers on October 11, 2010. This RFP is provided as a courtesy to prospective proposers. The University assumes no responsibility for failure to send to all interested financial institutions or to the proper individuals at respective institutions.
- (B) Proposals must be submitted to UT Purchasing Office in a sealed envelope by 2:00 p.m. (Eastern Time) on October 11, 2010. The envelope should contain copies of responses to all questions contained in the RFP. All interested parties should submit seven (7) copies of each. The University assumes no responsibility for late delivery of any proposals.

All proposals should be complete and concise and reflect the most favorable terms available from the offerers. The UTAA and the University may request oral presentations or discussions with any or all offers for the purpose of clarification or to amplify the material presented in the proposal(s).

PROPOSED TIMETABLE FOR EVALUATION AND IMPLEMENTATION

September 20, 2010	Release/advertise RFP
October 6, 2010	Potential vendors seek clarification on questions
October 11, 2010	Proposals due
October 12 – 19, 2010	Evaluation of proposals
October 29, 2010	Contract is awarded



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UT Partners with National Car Rental and Enterprise Rent-A-Car to Reduce Travel Expenses

Posted on March 10, 2011 3:25 pm • Categorized as [News Brief](#), [Staff Stuff](#)

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After a competitive procurement process, the University of Tennessee has selected National Car Rental and Enterprise Rent-A-Car as the preferred rental car suppliers for all UT employees across the state. The rates being offered through this contract should significantly reduce departmental rental car expenses, according to the Treasurer's office.

Campus motor pools must be used if a vehicle is needed at the employee's official station.

The rate for a mid-size car in Tennessee is \$31.33/day. This is not an exclusive contract and if employees can find a cheaper rate, they should reserve it. The new agreement also includes rates for cargo vans, passenger vans and half-ton trucks. The corporate discount code needed to obtain these rates is XZ56187. Additional rates and reservation information are located on the travel website at <http://treasurer.tennessee.edu/travel/>.

The discount for UT employees is not limited to official business travel. UT employees can use the discount rate for their personal vehicle rental needs.

Membership in National Car Rental's Emerald Club program is another benefit available to UT employees for both work-related and personal travel. Club membership allows you to bypass the rental car counter, select any vehicle from their Emerald Club Aisle and receive rewards from the company. Enrollment information is also on the travel website. If you choose to enroll, be sure to elect to allow National to e-mail your rental car receipt to you. If using National for UT-related travel, be sure to decline all insurance options since this is not a reimbursable expense.

For more information, contact Darren Lowe, National Rent-A-Car account manager, at darren.l.lowe@ehi.com or 423-823-2946.

Produced by the [Office of Communications & Marketing](#)

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