



*Los Angeles
World Airports*

REQUEST FOR QUALIFICATIONS

**INFORMATION TECHNOLOGY SYSTEM IMPLEMENTATION,
SYSTEM INTEGRATION AND OTHER IT PROJECT SERVICES**

Release Date: February 8, 2012

Submit Statement of Qualifications to:

Information Management and Technology Group
Los Angeles World Airports
Attention: Tony Chen, Information Systems Manager
6053 West Century Blvd, 2nd Floor
Los Angeles, CA 90045
(424) 646-7938
Email: TChen@lawa.org

SOQ Submission Date: February 29, 2012, BEFORE 2:00 PM



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SECTION 1 – GENERAL INFORMATION

The City of Los Angeles, Los Angeles World Airports (LAWA), also known as Department of Airports, is soliciting Statements of Qualifications from qualified professional information technology (IT) and telecommunications service and consulting firms (Firms) to establish a Pre-qualified List of vendors.

The purpose of establishing the Pre-qualified List is to provide the LAWA Information Management and Technology Group (IMTG) with a pool of Firms to draw from on an as-needed basis to perform IT system implementation, system integration, and other IT project services.

SECTION 2 – BACKGROUND INFORMATION

Los Angeles World Airports (LAWA)

LAWA is a financially self-sufficient, proprietary department of the City of Los Angeles. LAWA operates, maintains, and develops Los Angeles International Airport (LAX), LA/Ontario International Airport (LA/ONT), and Van Nuys Airport. LAWA is governed by the Board of Airport Commissioners (BOAC), a seven-member governing board appointed by the Mayor and approved by the City Council.

LAWA Information Management and Technology Group (IMTG)

LAWA IMTG is responsible for planning and implementation of various IT projects at LAWA airports. LAWA IMTG also manages IT infrastructure, operations, system, and application support at LAWA airports.

The Chief Information Officer (CIO) is the top executive for the IMTG and reports to the LAWA Chief Operating Officer (COO). IMTG is comprised of the Office of IT Administration, IT Business Application and Support Division, IT Client Services, IT Infrastructure Division, IT Planning and Architecture Division, IT Project Management Office, and the IT Security Division.

SECTION 3 – DESCRIPTION OF THE OPPORTUNITY

The Opportunity

LAWA is implementing a number of projects to modernize its facilities, improve public safety and security, upgrade service capabilities and implement administrative requirements. Technology is a critical element in these development efforts. As a result, LAWA IMTG seeks IT system implementation, system integration, and other IT project services to augment LAWA staff in the delivery and support of these projects.



The objective of the RFQ process is to establish a pre-qualified list by selecting the most qualified Firms for each of the eight (8) technology areas, described later in this document. The Pre-qualified List will be presented to the Board of Airport Commissioners for approval. Once approved, it will be maintained for a period of three (3) years.

Minimum Qualifications

All prospective Firms shall have qualified personnel and sub-consultants, possessing all necessary licenses to accomplish IT system implementation, system integration, and other IT project services. In order to be included on the Pre-qualified List, Firms shall have experience in at least one of the eight (8) categories listed below. Firms may submit qualifications for more than one category.

1. Security and Public Safety Systems
2. Cyber-Security
3. Network and Communications Systems
4. Data Center and Infrastructure Systems (including Cloud Computing)
5. Airport Systems
6. Enterprise and Business Systems/Applications
7. Client Service and Deployment
8. General IT and Project Management

Qualified Firm's Capability

The Firms shall be capable of furnishing all necessary professional, technical, architectural, and expert services as may be required. The Firms shall be capable of reviewing plans prepared by others, developing IT program and project plans, performing detailed project designs, providing engineering calculations and cost estimates, preparing technical specifications and drawings, conducting system tests, and obtaining all resources necessary to complete IT systems and projects as required by LAWA. The Firms shall also be able to provide any necessary hardware, equipment, software, and other materials to fulfill the objectives of delivering the required IT system implementation, system integration, and other IT project services.

LAWA's Objective

LAWA will establish an approved pre-qualified list of Firms for each of the eight (8) categories listed above. LAWA strongly encourages partnerships with qualified minority, women, and/or disadvantaged business enterprises (MBE/WBE/DBE) when establishing subcontractor relationships.



As IT system implementation, system integration, and other IT project services are needed, a competitive proposal for the work will be solicited from the Firms on the respective approved Pre-qualified List in the specific category.

The solicitation will be communicated to the Firms via a defined scope of work or system specification. The qualified Firms, if interested in competing for the work, shall develop a project proposal to provide the required IT system implementation, system integration or other IT project services with a cost effective solution. LAWA will conduct an evaluation of the proposals, leading to a selection of the most qualified Firm for contract negotiation.

If the negotiation with the most qualified Firm does not lead to an agreement, LAWA may open negotiation with the second most qualified Firm. A contract will be awarded to the best proposer through this process. The contract shall include all materials (software, hardware, other materials) and services (planning, design, project management, consulting, development, integration, testing, documentation, and other services) that are necessary to deliver IT system implementation, system integration, and other IT project services to LAWA.

The Pre-qualified List resulting from this RFQ process is not exclusive and LAWA reserves the right to procure systems and services from other sources during the valid period of the Pre-qualified List if it is deemed that doing so is in LAWA's best interest.

SECTION 4 – EVALUATION CRITERIA AND SELECTION PROCESS

Evaluation Criteria

All Statements of Qualifications (SOQ) that contain adequate information in response to this RFQ will be evaluated on the basis of professional experience, prior experience on similar projects, qualifications, and methodology to provide IT system implementation, system integration, and other project services. LAWA reserves the right to review and rank all SOQs submitted.

The Selection Criteria used in establishing the pre-qualified lists shall be as follows:

Selection Criteria		Points
A	Experience in Each Category for Which Firm Submits Qualifications	45
B	Qualifications and Capability of Firm	35
C	Methodologies Utilized by Firm (to provide IT system implementation, system integration, and other IT project services)	20
Total		100



The maximum number of pages allowed for each selection criteria are as follows:

- three pages for **each category** in which the Firm wishes to be considered
- three pages for the qualifications and capability of the Firm
- two pages for the methodologies utilized by the Firm

Exceeding the maximum number of pages will disqualify the Firm from further consideration.

Interviews

A LAWA evaluation panel will review the written SOQs. If necessary, a select number of firms may be invited to give an oral presentation to a panel to further clarify their relevant experience, qualification, and capability. The firms to be interviewed shall be notified in writing at least ten (10) days prior to the scheduled interviews. However, if the initial evaluation of the written SOQs satisfies the panel, LAWA may choose not to conduct any interviews.

Scoring

Scoring of SOQs will occur in the following manner. Scores will be assigned by each LAWA evaluation panelist for Selection Criteria B – Qualifications and Capability of Firm, and Selection Criteria C – Methodologies Utilized by Firm. Scores will then be assigned for Selection Criteria A – Experience in Each Category for Which Firm Submits Qualifications. Each of the eight (8) categories for which Firms submit qualifications will be scored individually. Each category's score will then be added to the cumulative score for Selection Criteria B and C. Hence, while the scores for Selection Criteria B and C will remain constant, the scores for Selection Criteria A will vary based upon the evaluation panel's assessment of the qualifications under each category. The evaluation panel will select a minimum of five (5) and a maximum of ten (10) Firms for each category of the Pre-qualified List.

Questions and Answers Concerning the RFQ

The RFQ shall be released through the City of Los Angeles procurement website at www.labavn.org. Once the RFQ is released, interested parties may have questions concerning it. Questions will be answered by sending them via email to ITTurnKeyRFQ@lawa.org before the end of February 15, 2012. Answers to questions will be posted as an addendum to the original RFQ before the end of February 22, 2012 on www.labavn.org.

LAWA will not provide answers to any questions through any means other than the communication channel indicated above.



SECTION 5 – SUBMISSION OF STATEMENT OF QUALIFICATIONS (SOQ)

Submittal of SOQ

Written SOQs must be prepared and submitted as to form, content, sequence, and quantity as specified in this RFQ. The SOQ must be submitted to LAWA before 2:00 PM on February 29, 2012, at 2nd Floor, 6053 W. Century Blvd, Los Angeles, CA 90045. Any SOQ delivered after the due date/time will not be accepted.

The SOQ shall be addressed to:

IT Planning and Architecture Division
Information Management and Technology Group
Los Angeles World Airports
Attention: Tony Chen
6053 W. Century Blvd, 2nd Floor
Los Angeles, CA 90045

Content of Statement of Qualifications (SOQ)

The SOQ shall contain all qualification information needed to meet requirements. The contents of the SOQ shall be complete in description, concise in volume, and austere in form. The SOQ shall be in the format of a written report. Supplementary artwork, visual aids, films, and other extraneous materials will not be accepted. The SOQ shall contain no more than the number of pages indicated for each Section. Submitting an SOQ in excess of the prescribed maximum number of pages shall be grounds for disqualification. All pages shall be one-sided, on 8 ½ "x11" paper. The text shall be in Arial font with 11 point size.

For reference purposes, SECTION 7 – ADMINISTRATIVE REQUIREMENTS has been included to notify interested firms in advance of administrative documents that must be submitted once actual contracting processes begin.

Refer also to the ATTACHMENT at the end of this RFQ for additional applicable terms, conditions, disclaimers, and requirements that must be complied with.

Interested parties shall submit one (1) original (signed by authorized representative of the firm), six (6) hard copies, and one (1) electronic copy (in PDF file format) of the SOQ.

The SOQ shall adhere to the following format:

Cover Letter

The cover letter shall identify the entity that is submitting the SOQ. The cover letter may highlight the important information provided in the SOQ package. An authorized representative or officer of the entity submitting the SOQ must sign the cover letter. The cover letter shall also provide the contact information of a representative who will address all matters related to the SOQ.



Table of Contents

The Table of Contents shall adhere to the following sequence:

Section I	Executive Summary
Section II	Experience in each category for which Firm submits qualifications
Section III	Qualifications and capability of Firm
Section IV	Methodologies utilized by the Firm

Section I – Executive Summary

The Executive Summary shall demonstrate the Firm's understanding of the RFQ. **It shall be no more than one page long.**

Section II – Experience in each category for which Firm submits qualifications

This section shall provide sufficient information to help LAWA understand the experience and qualifications of the Firm submitting the SOQ. For each category for which qualifications are submitted, the Firm must provide examples of specific projects, the outcomes of those projects (including references), and, where possible, shall use examples of airport experience. In all categories, airport experience is considered an advantage and will be evaluated.

LAWA reserves the right to verify project references. LAWA also reserves the right to contact third parties for additional references as it deems advisable. **This section shall contain no more than three pages for each category for which qualifications are submitted.**

Section III – Qualifications and capability of Firm

This section shall provide information regarding the personnel resources of the Firm, such as how many permanent staff members it employs; the financial capacity of the Firm; its operating history, i.e. the length of time the Firm has been in business; any awards received; and certifications of the Firm. **This section shall be no more than three pages long.**

Section IV – Methodologies utilized by the Firm

This section shall provide information on any formal or informal methods the Firm uses to accomplish its work and complete projects. Formal methods include those such as International Organization for Standardization (ISO), Information Technology Infrastructure Library (ITIL), and/or Six Sigma. Informal methodologies may include those developed internally by the Firm. **This section shall be no more than two pages long.**



SECTION 6 – OTHER MATTERS REGARDING THE RFQ PROCESS

SOQ Preparation Costs

LAWA will not pay any costs associated with the preparation, submittal, or presentation of any SOQ.

SOQ Errors

Entities submitting SOQs are responsible for all errors or omissions contained in their submitted SOQs. Changes and corrections to errors in SOQ will not be allowed after the deadline for SOQ submittal.

Incorrect SOQ Information

If LAWA determines that an SOQ contains incorrect information for consideration in the evaluation process which the submitting party knew or should have known was materially incorrect, that SOQ may be determined non-responsive and will not be considered for the Pre-Qualified List.

SECTION 7 – ADMINISTRATIVE REQUIREMENTS

Entities submitting SOQs are hereby notified that the City's Administrative Requirements will apply to any contract that will be awarded through a subsequent Request for Proposal (RFP) process conducted among the selected, pre-qualified vendors. The administrative requirements are listed below.

- Vendor Identification Form
- Affidavit of Non-Collusion
- Affirmative Action
- Assignment of Anti-Trust Claims
- Bid Bond
- Child Support Obligations
- Contractor Responsibility Program
- Equal Benefits Ordinance
- First Source Hiring Program
- Insurance
- Living Wage Ordinance
- Living Wage/Service Contractor Worker Retention Ordinance
- Municipal Lobbying Ordinance CEC Form 50
- Minority, Women and Other Business Enterprise Program



ATTACHMENT – ADDITIONAL TERMS, CONDITIONS, DISCLAIMERS, AND REQUIREMENTS APPLICABLE TO LAWA REQUEST FOR PROPOSALS/QUALIFICATIONS

BY SUBMITTING A PROPOSAL IN RESPONSE TO AN RFP OR A STATEMENT OF QUALIFICATIONS IN RESPONSE TO AN RFQ ISSUED BY LAWA (LOS ANGELES WORLD AIRPORTS), PROPOSER AGREES TO BE BOUND BY ALL OF THE TERMS, CONDITIONS, DISCLAIMERS AND REQUIREMENTS SET FORTH IN THIS ATTACHMENT AND THE RFP/RFQ.

CONFIDENTIALITY:

All documents submitted in connection with this RFP/RFQ may be subject to disclosure as required by the California Public Records Act (California Government Code Section 6250 et seq.) (hereinafter referred to as "CPRA") or the Ralph M. Brown Act (California Government Code Section 54950 et seq.). All submissions will become the property of LAWA. The Proposer/Respondent must identify, in writing, trade secrets or other proprietary information (hereinafter collectively referred to as "Proprietary Information") that the Proposer/Respondent claims are exempt from disclosure pursuant to the CPRA.

If LAWA receives a CPRA request for the release of submitted materials, and LAWA determines any Proprietary Information is subject to disclosure under the CPRA, then LAWA will notify the Proposer/Respondent of the request and its intent to disclose such materials. Such materials shall be released by LAWA as required by the CPRA unless the Proposer/Respondent timely obtains a court order prohibiting such release.

EXPENSE, OWNERSHIP AND DISPOSITION:

LAWA shall not be responsible in any manner for any costs associated with the preparation or submission of any documents or materials purchased, prepared or presented during any interviews, or any additional documentation provided or requested by LAWA. All submitted documents, including all drawings, plans, photos, and narrative material, shall become the property of LAWA upon receipt by LAWA.

LAWA shall have the right to copy, reproduce, publicize, release or otherwise dispose of each submittal in any way that LAWA selects. LAWA shall be free to use as its own, without payment of any kind or liability therefore, any idea, scheme, technique, suggestion, layout, or plan received during this RFP/RFQ process.

RIGHT OF REJECTION:

LAWA reserves the right to reject any or all submittals, to waive any informality in such submittals, to request new submittals or to not proceed to do the work or to proceed to do the work in any other manner for any reason. The receipt of any submittal shall not, in any way, obligate LAWA, the BOAC (Board of Airport Commissioners), or the City of Los Angeles to enter into an agreement, lease or any other contract of any kind with any Proposer/Respondent.



RIGHT TO RECEIVE ADDITIONAL INFORMATION AND VERIFICATION OF REFERENCES AND INFORMATION:

LAWA reserves the right to request any additional information that it deems advisable from any Proposer/Respondent to assist in its evaluation. LAWA reserves the right to verify all submitted information, including all references, and to contact third parties for additional references and information as it deems advisable. If any information stated in the Proposal/Statement of Qualifications is found to be misrepresented in any manner, this may be grounds for disqualification of the Proposal/Statement of Qualifications.

PROPOSER/RESPONDENT QUESTIONS:

If any Proposer/Respondent finds discrepancies or omissions in or there is doubt as to the true meaning of any part of the RFP/RFQ, or if any Proposer/Respondent has any questions regarding this RFP/RFQ, written request for a clarification or interpretation should be clearly presented in writing and transmitted by email to the address set forth on the cover page. The deadline for submittal of questions is set forth on the cover page. Responses to all written questions, corrections and clarifications to the RFP/RFQ will be made in writing, posted on the LABAVN (Los Angeles Business Assistance Virtual Network) website (www.labavn.org), and made available to all prospective Proposers/Respondents as an RFP/RFQ addendum. Only questions pertaining to the information and requirements in the RFP/RFQ will be answered. LAWA is not responsible for any explanation, clarification, interpretation or approval made or given in any manner except by addendum. Any addenda so issued are to be considered part of this RFP/RFQ document.

CONTACT WITH LAWА PERSONNEL:

Proposers/Respondents may only rely upon written information provided by LAWА. Proposers/Respondents shall not rely upon, and LAWА shall not be responsible for, any oral information or instructions provided in reference to the RFP/RFQ. Proposers/Respondents must not attempt to contact members of the Proposal/Statement of Qualifications Evaluation Team, LAWА staff or the Board of Airport Commission members to discuss or ask questions about the contents of the RFP/RFQ, other than in writing as provided above. Improper contact with LAWА personnel may result in the disqualification of the Proposer/Respondent.

INTERVIEWS:

LAWА reserves the right to conduct interviews or, in the alternative, to proceed without conducting interviews. LAWА reserves the right to interview only a "short list" of specified Proposers/Respondents. The purpose of interviews, if conducted, would be to allow Proposers/Respondents the opportunity to clarify and expand upon aspects of their submittal. They also present an opportunity to evaluate key personnel and discuss issues of experience, performance, schedules, financial proposal, quality and the like. The same questions may be asked of all Proposers/Respondents. In addition, the Evaluation Panel may have individual questions for Proposers/Respondents based on the review of the written proposals, as well as follow-up questions. Proposer(s)/Respondent(s) (either all or a further short-list) may be subsequently re-interviewed for final evaluation.



VERIFICATION OF PRIOR CITY CONTRACTS:

The City Council adopted a resolution requiring that a list of all City contracts held by the vendor within the past ten years be included in all RFP/RFQ response packages. LAWA staff will contact all Departments that contracted with the vendor to obtain references regarding the vendor's performance.

PROTEST PROCEDURES:

The procedures and time limits set forth in this Attachment are the Proposer's/Respondent's sole and exclusive remedy in the event of a protest. Failure to comply with these procedures will create a presumption that you have waived any right to further pursue the protest, including filing a government code claim or any legal proceeding.

These procedures are for the benefit of the City. The purpose of the following procedures is to provide a method for resolving, prior to award, protests regarding the award of contracts by City, by and through the BOAC. The procedures will enable the BOAC to ascertain all of the facts necessary to make an informed decision regarding the award of the contract.

A protest relative to a particular proposal, and all required copies, must be submitted in detail, in writing, signed by the protestor or by a representative of protestor, and received in the offices of the Los Angeles City Attorney's Office, Airport Division and the office of the BOAC, at the below addresses, before 5:00 p.m. of the fifth business day after issuance to the Proposers of a notification of the intent to recommend by management of LAWA to the BOAC. The protest shall contain a full and complete statement specifying, in detail, the factual grounds and legal basis of the protest. The protest shall refer to the specific portion of the RFP/RFQ, any submitted Proposal/Statement of Qualifications, or other document which forms the basis for the protest. The protest must include the name, address, and telephone number of the protestor and protestor's representative.

All protests must be addressed to the Office of the City Attorney, Airport Division, One World Way, Room 104, Los Angeles, California 90045 with a copy to the Secretary of the Board of Airport Commissioners at One World Way, Los Angeles, California 90045 and a copy to the Bureau or Division of the Department of Airports responsible for issuing the RFP/RFQ. The party filing the protest must, at the same time as delivery to the City Attorney's office and the secretary of the BOAC as set forth above, deliver a copy of the protest and any accompanying documentation to all other parties with a direct financial interest that may be adversely affected by the outcome of the protest. Such parties shall include all other Proposers/Respondents.

The BOAC will only consider protests by any Proposer(s) who appear(s) to have a substantial and reasonable prospect of receiving an award or being included in the proposed Vendors Qualified List if the protest is denied or sustained. Only protests meeting the above criteria will be reviewed and submitted to the BOAC. Protesting and potentially affected parties will be notified of the time and date that the protest will be discussed in a public session of the BOAC. Protesting parties will be given an opportunity to present their arguments at the public session.



Protests will be evaluated in light of LAWA's interest, rather than the private interest of a disappointed proposer, and the BOAC may waive any informality in the proposal/statement of qualification when to do so would be to the advantage of LAWA. If the BOAC determines that the protest was frivolous, the party originating the protest may be determined by the BOAC to be irresponsible and that party may be determined to be ineligible for future contract awards.

ADEQUACY OF INFORMATION:

The information presented in this RFP/RFQ is provided solely for the convenience of Proposers/Respondents and other interested parties. It is the responsibility of the Proposers/Respondents and interested parties to assure themselves that the information contained in this package is accurate and complete. LAWA provides no assurances pertaining to the accuracy of the data in this RFP/RFQ.

Statistical information, including maps and drawings, contained in this RFP/RFQ is for information purposes only. The City is not responsible for inaccuracies or interpretations of said data or square footages.

ADDITIONAL DISCLAIMERS AND RESERVATIONS:

Failure by LAWA to object to an error, omission, or deviation in the submittal package will in no way modify this RFP/RFQ or excuse Proposers/Respondents from full compliance with the requirements of this RFP/RFQ.

The BOAC and LAWA shall not be obligated to respond to any submittal, nor shall they be legally bound in any manner whatsoever by the receipt of a submittal.

All information stated in the proposal/statement of qualifications should be factual, truthful and should not be fabricated, embellished, extended or misrepresented. If any information stated in the proposal/statement of qualifications is found to be a misrepresentation or embellishment of past experiences, this may be considered as grounds for disqualification.

LAWA reserves the right to postpone the submittal due date. LAWA reserves the right to cancel this RFP/RFQ; issue addenda to this RFP/RFQ; re-advertise and issue a new solicitation document; reject any and all responses to this RFP/RFQ in whole or in part; require amendments or modifications to the responses it receives with no liability whatsoever; or pursue other options when it is in LAWA's best interest to do so.

Each Proposer/Respondent must not have any pending, active or previous legal action that would, in LAWA's sole judgment, prevent the Proposer/Respondent from fulfilling their obligations under the Agreement.