

HILLSBOROUGH COUNTY
AVIATION AUTHORITY



REQUEST FOR PROPOSALS
(RFP # 09-534-010)

TELECOMMUNICATIONS CONSULTANT SERVICES

AT

TAMPA INTERNATIONAL AIRPORT

March 3, 2009

HILLSBOROUGH COUNTY AVIATION AUTHORITY
PROCUREMENT DEPARTMENT
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HILLSBOROUGH COUNTY AVIATION AUTHORITY
REQUEST FOR PROPOSAL (RFP)

Sealed Proposals will be received by the Authority in the second floor reception area of the Service Building, just north of the Landside Terminal, red side, at Tampa International Airport, for Telecommunications Consultant Services, until 2:00 p.m., April 21, 2009.

All proposals must be sealed and labeled as follows:

TELECOMMUNICATIONS CONSULTANT SERVICES
RFP NO.09-534-010

A mandatory pre-proposal conference will be held in Lobby Conference Room B of the Service Building on Wednesday, March 24, 2009 at 1:30 p.m. Attendance at this pre-proposal conference may be in person or via teleconference call. Contact Tim Shoby at (813) 870-8730 to register for the pre-proposal conference. The registration deadline for the pre-proposal conference is 2:00 pm, March 23, 2009. For information regarding the bidding for the Telecommunications Consultant Services Agreement, please access the Authority's website at www.TampaAirport.com, Airport Business, Notice of Solicitations.

To receive automated e-mail notifications of future business opportunities, please visit our website and register using the Authority's Business and Supplier Registration Program.

HILLSBOROUGH COUNTY AVIATION AUTHORITY

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1.0 Description of Project

The Hillsborough County Aviation Authority (“Authority”) was created and declared to be a public body corporate by Chapter 2003-370, Laws of Florida (July 16, 2003). As a public body, the Authority owns and operates Tampa International Airport (“Airport”).

The Airport is a major originating and terminating airport that serves a metropolitan statistical area population of 2.3 million people. The Airport is served by approximately thirty-four airlines (passenger and cargo), with annual traffic of approximately 19 million passengers. Airport passengers are served by a 296 room airport hotel, approximately 48 food, beverage and retail concessions, six on-airport rental car agencies, eight kiosks for ground transportation services and other tenants, collectively known as “Airport Tenants”, located in a number of buildings throughout the Airport.

The Authority is implementing a \$25 million program for shared tenant services (STS) and a common use passenger processing system (CUPPS). The STS portion of the program will become available to Airport Tenants in late 2009. Beginning in 2011, the program will address the implementation of CUPPS. Introduction of CUPPS will occur in phases over multiple years.

The Authority provides telecommunications and desktop services to approximately 500 Authority employees at the Airport. These services, currently supported by a telecommunications switch and cable plant facilities owned and managed by the Authority, are being upgraded to a Cisco VoIP telephone and network system.

The Request for Proposal (RFP) seeks non-exclusive telecommunications and common use consulting services. A sample Telecommunications Consultant Services Agreement (“Agreement”) is attached hereto as Attachment “1”, and is made a part hereof. The selected Company will be required to execute the Agreement. The Agreement will have a three year term with two (2) one (1) year renewal options upon mutual consent of the Authority and the Company and will incorporate the selected Company's proposal response, scope of services and other pertinent requirements and details

Projects under the Agreement may include the development of a CUPPS request for proposal (RFP) and subsequent implementation support.

The Authority reserves the right to award an agreement, if at all, to one Company considered qualified to provide the desired consultant services. The Authority does not guarantee the assignment of any work or quantity of work. Work will be determined by the needs of the Authority. Said consultant services will, at all times, be subject to audit by the Authority or its designee and the Authority will have full access to all materials and records developed and prepared for the Authority during the term of the Agreement. In addition, all work product developed by the successful Company for the Authority is considered the property of the Authority, regardless of the final disposition of the work and the ownership thereof will be as outlined in Article 5 of the Agreement.

All proposals that meet the minimum qualifications listed in Section 2.0 will be evaluated by a technical evaluation committee and will be ranked and selected by the Authority's Board. As part of this RFP process, the Authority will conduct telephone interviews with each qualified Company. The specific individual that is proposed to be assigned to the Authority's account ("Principal Consultant") will be expected to attend and take a lead role in the interview. The evaluation process is outlined in Section 3.0.

MANDATORY PRE-PROPOSAL CONFERENCE:

All questions pertaining to the RFP or technical specifications will be reviewed at this time. Proposal suggestions or modifications may be discussed with the Authority representatives at this meeting and may be considered by representatives as possible addenda to the RFP.

The mandatory pre-proposal conference will occur on March 24, 2009 at 1:30 pm EST. Attendance at the pre-proposal meeting may be in person at Tampa International Airport, Service Center Bldg., Second Floor, Tampa, Florida 33607 or via teleconference call. Contact Tim Shoby @ (813) 870-8730 to register for the pre-proposal conference. The registration deadline is 2:00 pm EST., March 23, 2009.

Proposals received from Companies who did not attend the mandatory pre-proposal conference will be determined non-responsive and will not be accepted.

2.0 Minimum Qualifications

The following minimum qualifications have been established as a basis for determining the eligibility of the Company, the Principal Consultant and the support staff proposed to be assigned to the Authority's account. A Proposal will be considered non-responsive and will not be evaluated unless sufficient documentation is provided to determine whether the Company meets the following requirements:

- 2.01 Company will demonstrate a commitment to the U.S. airport industry in the area of airport technologies and communications as one of its' primary business offerings. Company must have been in business since January 1, 2004 providing services similar to those described in this RFP to airports processing a minimum of 10 million total passengers annually.
- 2.02 Company must have provided at least three telecommunications studies since January 1, 2004, preferably with regard to STS or similar services to U.S. airports with at least 1,000 telephone lines. Company must have led or participated in the development of a minimum of two common use system RFPs since January 1, 2004, as well as participated or assisted in the selection of a common use system provider at a minimum of two airports which process a minimum of 10 million total passengers annually.
- 2.03 Company must be authorized to do business in the State of Florida at the time the Proposal is submitted. Company must include a statement from the Florida Secretary of State indicating they are in good standing.

- 2.04 Company must have, at a minimum, in-house staff with certification as a Registered Communications Distribution Designer (RCDD) from the Building Industry Consulting Service International (BICSI) and as a Cisco Certified Network Associate (CCNA). Preferred certifications include Cisco Certified Design Expert (CCDE) or a Cisco Certified Design Professional (CCDP).
- 2.05 Company must not presently be debarred or suspended from contracting with a federal, state, or local government and Company must not be operating under U.S. Bankruptcy Code Chapter 11.
- 2.06 The Principal Consultant must have been working as a consultant with the Company for a minimum of two years either as an employee or as a contractor and must have completed at least two similar common use system projects within the past three years.
- 2.07 The Project Manager must have been working as a consultant with the Company for a minimum of two years either as an employee or as a contractor and must have completed at least two similar common use system projects within the past three years.
- 2.08 The Principal Consultant's and Project Manager's place of residence must be located in the continental United States. Note: The Principal Consultant and the Project Manager may be the same individual.

3.0 Technical Evaluation

3.01 Objective

It is the Authority's intention to solicit proposals from qualified Companies; to evaluate proposals; to negotiate terms; and to award an Agreement to the Company whose proposal is determined to serve the best interest of the Authority.

3.02 Evaluation and Recommendation

A technical evaluation committee ("Committee") will consist of Authority representatives including a senior level executive and staff members. The Authority reserves the right to request additional information and clarification of any information submitted, including any omission from the original proposal. All proposals will be treated equally with regard to this item.

The following evaluation criteria have been established to determine which Company will best contribute to the overall goals of the Authority. Each evaluation criteria is further detailed in Attachment "4", Rating Criteria, which is attached hereto and made a part hereof.

- | | |
|--|-------------|
| • Company's Qualifications and Experience | Weight - 25 |
| • Principal Consultant's Qualifications and Experience | Weight - 25 |
| • Project Manager's Qualifications and Experience | Weight - 15 |
| • Staff's Qualifications and Experience | Weight - 15 |
| • Interviews | Weight - 15 |
| • Location | Weight 5 |

The technical evaluation will be made on the basis of comparative fulfillment of the criteria where 0 is non-responsive and 10 is the highest score. Total scoring is a mathematical extension of the criteria score times weight.

The Authority will schedule phone interviews as part of its evaluation process. When the Company is invited to interview with the Committee, the person identified in Subsection 9.0, TAB 2 as the Principal Consultant on this project, will play the lead role in the interview. Information from the interview, including content and style, will be part of the evaluation process.

3.03 Selection

The selection and approval of the successful Company will be made by the Authority in accordance with its competitive selection process. The Committee will evaluate proposals on the basis of the guidelines set forth in this RFP and will present its findings to the Authority's Executive Director. The Executive Director will present the findings and a recommend ranking the order of the Companies to the Authority's Board at the June 4, 2009 Board meeting. The Board will then select the ranking of the Companies and authorize Staff to negotiate. Award of the Agreement will occur at the Authority Board meeting on August 6, 2009.

Results of the Committee's evaluation will be sent to the Companies at least seven days prior to the June 4, 2009 Board meeting.

The Authority reserves the right to modify the ranking and award schedules during the RFP process with at least five days written notice by email to the Companies.

3.04 Agreement Execution

The Authority will transmit to the successful Company copies of the actual Agreement for execution. The Company agrees to deliver two duly executed original Agreements to Authority within seven days from the date of receipt of the Agreement.

4.0 Solicitation Schedule

The following schedule has been established for this selection process:

Scheduled Item	Scheduled Date
RFP posted on Authority website	March 3, 2009
RFP advertised in local newspapers	March 3, 2009 & March 10, 2009
Mandatory pre-proposal conference	March 24, 2009 @ 1:30 pm EST
Question/clarification deadline	March 31, 2009
Final addenda, if any, posted to Authority's website: www.TampaAirport.com	April 7, 2009
Response deadline	April 21, 2009 @ 2:00p.m. EST
Technical Evaluation	April 27, 2009
Phone Interviews	April 29, 2009
Ranking by Authority Board	June 4, 2009
Agreement presented to Authority Board for award	August 6, 2009
Commencement of Agreement term	August 6, 2009

5.0 Scope of Services

The Authority will initiate written work orders prior to each project. The Authority does not guarantee the assignment of any work or quantity of work, which will be determined based on the needs of the Authority. Each task or series of tasks will be undertaken only upon the written authorization of Authority.

Upon request by Authority, the Company will be required to provide, at a minimum, the services listed below:

5.01 Work Plan

As the Authority identifies specific items of work to be performed within the scope of services, the Company will prepare a detailed work plan. The work plan must outline the plan to accomplish the phases and tasks within the project and provide an acceptable timeframe and cost for performing each task within the work plan. Approved hourly rates will be listed in Exhibit B to the Agreement.

- 5.02 The successful Company will be required to perform the following general consulting services:
- A. On site work for the project. The Authority Project Manager and Company Principal Consultant will determine the working structure, on-site or off-site, for all projects.
 - B. Mentor at least one Authority staff member while performing the work for each project. The Authority wishes to work with the Company during all aspects of the project to ensure detailed knowledge transfer is provided.
 - C. Provide detailed written documentation upon the completion of each project.
 - D. Update existing documentation or create new documentation to reflect the current environment.
- 5.03 The successful Company must provide:
- A. Evidence of financial stability.
 - B. Evidence of sufficient financial resources necessary to perform all services in the manner required by the Agreement.

6.0 Term of Agreement

The initial term of the Agreement is anticipated to commence on August 6, 2009 and will end on August 5, 2012, with two (2) one (1) year renewal options upon mutual consent of the Authority and the Company. The Authority may, without cause, terminate the Agreement by giving 30 days' written notice to the Company.

7.0 General Terms and Conditions

7.01 Notice to Proceed

Upon agreement between the Authority and the successful Company to the terms and conditions of the work plan, the Authority will authorize the specific items as agreed by executing the work plan. No item of work will be initiated by Company until Authority has delivered to Company a written notice to proceed containing the agreed upon work plan. The Authority's project manager will ensure that all deliverables are signed off by the proper Authority and Company personnel.

7.02 Binding Offer

A Company's proposal will remain valid for a period of 180 days following the proposal deadline and will be considered a binding offer to perform the required services, assuming all terms are satisfactorily negotiated. The submission of a proposal will be

taken as prima facie evidence that the Company has familiarized itself with the contents of the RFP.

7.03 Insurance

The selected Company must provide the insurance coverages and limits as outlined below:

A. Insurance Terms and Conditions

The following minimum limits and coverages will be maintained by the Company throughout the term of the Agreement. Liability policies other than Workers' Compensation/Employer's Liability will provide that the Authority is an additional insured.

B. Required Coverage's – Minimum Limits

1. Workers' Compensation/ Employer's Liability

The minimum limits of Workers' Compensation/Employer's Liability insurance (inclusive of any amount provided by an umbrella or excess policy) are:

Part One (Workers' Compensation): "Florida Statutory"

Part Two (Employer's Liability):

Each Accident	\$100,000
Disease – Policy Limit	\$500,000
Disease – Each Employee	\$100,000

2. Commercial General Liability

The minimum limits of Commercial General Liability insurance (inclusive of any amounts provided by an umbrella or excess policy) covering liability resulting from, or in connection with, operations performed by, or on behalf of, the Company under this Agreement or the use or occupancy of the Authority premises by, or on behalf of, the Company are:

	<u>Agreement Specific</u>
General Aggregate	\$1,000,000
Each Occurrence	\$1,000,000
Personal and Advertising Injury	\$1,000,000
Products and Completed Operations	\$1,000,000

3. Professional Liability

The minimum limits of Professional Liability insurance (inclusive of any amounts provided by an umbrella or excess policy) covering all work of the Company performed pursuant to the Agreement, without any exclusions unless approved in writing by the Authority, will remain in

force for a period of three years following termination of the Agreement.
The minimum limits of coverage are:

Each Occurrence	\$1,000,000
Annual Aggregate	\$1,000,000

4. Business Automobile Liability

The minimum limits of Business Auto Liability insurance (inclusive of any amounts provided by an umbrella or excess policy) covering all owned, hired and non-owned vehicles are:

Each Occurrence – Bodily Injury	
Property Damage Combined	\$1,000,000

C. Conditions of Acceptance

The Agreement incorporates by reference the Authority’s Insurance Terms and Conditions Operating Directive (“Insurance Directive”), which may be amended from time to time. A copy of the current Insurance Directive (D250.01.01) is attached hereto as Attachment “6”.

7.04 Public Entity Crimes

In accordance with Florida Statutes, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO, for a period of 36 months from the date of being placed on the convicted vendor list.

7.05 Compliance

The Company will comply with all Authority, local, State and federal directives, orders, policies and laws as applicable to this RFP and subsequent Agreement.

7.06 Non-Exclusivity of Agreement

The selected Company understands and agrees that any resulting contractual relationship is non-exclusive and the Authority reserves the right to contract with more than one Company or seek similar or identical services elsewhere if deemed in the best interest of the Authority.

7.07 Collusion

More than one proposal from the same Company under the same or different names will not be considered. Reasonable grounds for believing that a Company is submitting more than one proposal will cause the rejection of all proposals in which Company is involved. Those proposals will be rejected if there is reason for believing that collusion exists among Companies, and no participant in such collusion will be considered in any future

proposals for the provision of services for the next six months following the date of the proposal submission.

7.08 Hold Harmless

The selected Company will hold the Authority harmless from and against all suits, claims, demands, damages, actions and/or causes of action of any kind or nature in any way arising from activities of the Company on and off the Airports and will pay all expenses in defending any claims made against the Authority as a result of Company's activities, in accordance with Article 11 of the Agreement.

7.09 Governance

If any of the language or information in this RFP conflicts with language in the Agreement, the language of the Agreement, as executed, will govern.

7.10 Public Disclosure

All proposals and other materials or documents submitted by the Company in response to this RFP will become the property of the Authority. The Authority is subject to the open records requirements of Florida Statute Chapter 119. As such, all materials submitted by Company to Authority are subject to disclosure. Company specifically waives any claims against Authority related to the disclosure of any materials if made pursuant to a public records request.

7.11 Protest Policy

Failure to follow the bid protest policy set out in the Authority's policies constitutes a waiver of Company's protest and resulting claims. A copy of the bid protest policy may be obtained by contacting the Authority via telephone at (813) 870-8700 or via mail to Hillsborough County Aviation Authority, Post Office Box 22287, Tampa, Florida 33622. The policy is also available on the Authority's website (www.tampairport.com).

7.12 Ownership of Documents

Upon completion or termination of each individual work order and upon receipt of payment, all records, documents, plans, specifications, maps, evaluations, reports and other technical data, other than working papers, prepared or developed by Company under the Agreement, will be delivered to and become property of the Authority. Company, at its own expense, may retain copies for its files and internal use. Any reuse of such documents by the Authority on any other project without written authorization of the Company will be at the Authority's sole risk.

7.13 Woman and Minority Owned Business Enterprise (W/MBE) Assurances

It is the policy of the Authority that small business concerns certified as Disadvantaged Business Enterprises under the Florida Unified Certification Program (DBEs) and woman and minority-owned business enterprises certified with Hillsborough County, City of Tampa, or State of Florida Office of Supplier Diversity (W/MBEs) will have full and fair opportunities to compete for and participate in the performance of non-federally funded contracts or in the purchase of goods and services procured by the Authority.

In advancing this opportunity for D/W/MBEs, neither the Authority nor those companies doing business with the Authority will discriminate on the basis of race, color, national origin, religion or sex in the award and performance of any Authority contract. The Authority will take all necessary and reasonable steps to ensure nondiscrimination in the award and administration of Authority contracts. Under its W/MBE policy and program, the Authority will recognize and encourage D/W/MBEs to participate as prime contractors or as subcontractors in its construction contracts, architectural and engineering contracts, professional services contracts, and goods and services purchases and contracts.

The Company will subcontract to certified W/MBEs at least 20% of the compensation paid under this Agreement, for Basic Services and Reimbursable Expenses, or clearly demonstrate in a manner acceptable to the Authority its good faith efforts to obtain certified W/MBE subcontractors to perform commercially useful functions of the work required in this RFP. Proposed D/W/MBE firms must be currently certified as either a W/MBE firm with Hillsborough County, City of Tampa, or State of Florida Office of Supplier Diversity and listed in the directories of the respective agency, or under the Florida Unified Certification Program as a DBE firm. A directory of certified DBEs is posted on the Authority's website at www.TampaAirport.com. Additional assistance may be obtained by calling the Authority's DBE Program Manager at (813) 870-8738. Failure to comply with the requirements for participation by D/W/MBE's in the performance of the Agreement may disqualify Company from award of the Agreement.

If applicable, at the end of each month, Company must submit a Report of D/W/MBE Activity to the Authority indicating the exact amount paid to each D/W/MBE firm during that period not later than the 15th of the following month.

EACH CONTRACT THE AUTHORITY EXECUTES WITH COMPANY (AND EACH SUBCONTRACT COMPANY EXECUTES WITH A SUBCONTRACTOR) MUST INCLUDE THE FOLLOWING CLAUSE:

Company and subcontractor will not discriminate on the basis of race, color, national origin, or sex in the performance of this Agreement. Company or subcontractor will carry out applicable requirements of the Authority's D/W/MBE policies and programs in the award and administration of Authority contracts. Failure by Company or

subcontractor to carry out these requirements is a material breach of this Agreement, which may result in the termination of this Agreement or such other remedy as the Authority deems appropriate.

7.14 Disclosure of Authority Records

Since the Authority owns the documents generated by the Company pursuant to the Agreement, the Company agrees that it will not, without written approval of the Authority, disclose publicly said records.

8.0 Response Requirements and Proposal

Companies are advised to carefully follow the instructions listed below in order to be considered fully responsive to this RFP. Proposals sent by facsimile (FAX) or e-mail will NOT be accepted. Any proposal received after **2:00pm(EST) on April 21, 2009** will be deemed non-responsive and will be returned to the Company unopened.

The Company must carefully review and address all of the evaluation factors outlined in this RFP as well as respond to *all* questions contained in Section 9.0, Outline Format for Proposal. In order to be considered, a Company must be able to demonstrate that it meets the minimum qualifications established in the RFP and that it has the ability to provide the required services as listed in Section 5.0. Failure by Company to provide documentation necessary to demonstrate that it meets the minimum qualifications will cause the Company's proposal to be rejected as non-responsive.

8.01 Number of Proposals

1 Original (clearly marked "ORIGINAL") and
5 Copies (clearly marked "COPY").

8.02 Delivery of Proposals

The Authority's office is open Monday through Friday, 8:30am to 5:00pm, EST, excluding major holidays.

The delivery of the proposal to the Authority prior to the deadline is solely and strictly the responsibility of the Company. ***The proposal delivery deadline is April 21, 2009, at 2:00pm (EST).*** Proposals must be delivered to the physical location listed below. If you have any questions concerning the delivery of your proposal, please contact Tim Shoby at (813) 870-8730.

Sealed Proposals will be received by the Authority in the second floor reception area of the Service Building, just north of the Landside Terminal, red side, at Tampa International Airport, for Telecommunications Consultant Services, until 2:00 p.m., April 21, 2009.

All proposals must be sealed and labeled as follows:

TELECOMMUNICATIONS CONSULTANT SERVICES
RFP NO.09-534-010

Proposals will be given a time/date receipt by Authority staff.

8.03 Execution of Proposal

The proposal will be executed by an official of the Company authorized to do so. This official should complete the Acknowledgement of Proposal found at Section 13.0.

8.04 RFP Process

The RFP will in no manner be construed as a commitment on the part of the Authority to award an agreement. The Authority reserves the right to reject any or all proposals; to waive minor irregularities in the RFP process or in the responses thereto; to re-advertise this RFP; to postpone or cancel this process; to change or modify the RFP schedule at any time; and to negotiate an agreement with another qualified Company if agreement can not be negotiated with the successful Company or if the successful Company's performance does not meet the requirements in this RFP and/or Agreement.

8.05 Cost of Preparation

All costs associated with preparing and delivering a proposal to this RFP and any required interviews will be borne entirely by the Company. The Authority will not compensate the Company for any expenses incurred by the Company as a result of this RFP process.

8.06 RFP Compliance

It is the responsibility of each Company to examine carefully this RFP and to judge for itself all of the circumstances and conditions which may affect its proposal. Any data furnished by the Authority is for informational purposes only and is not warranted. Company's use of any such information will be at Company's own risk. Failure on the part of any Company to examine, inspect, and be completely knowledgeable of the terms and conditions of the RFP and Agreement, operational conditions, or any other relevant documents or information, will not relieve the selected Company from fully complying with this RFP. Proposals submitted early by Company may be withdrawn or modified prior to the proposal deadline. Such requests must be in writing. Modifications received after the proposal deadline will not be considered.

8.07 Requests for Interpretation or Clarification

No oral interpretation or clarification of the RFP will be made to any Company. If discrepancies or omissions are found by any prospective Company, or there is doubt as to the true meaning of any part of the RFP, a written request for a clarification or interpretation must be submitted by email to tshoby@tampaairport.com. It is the responsibility of the Company to verify the Authority received the request. ***To be given consideration, such requests must be received by March 31, 2009.*** Responses to requests for clarification or interpretation will be posted on the Authority's website within five business days of receipt. It is the Company's responsibility to regularly check the website for updates.

8.08 Addenda

All such interpretations and any supplemental instructions will be in the form of a written addendum or clarification and will be posted on the Authority's website by **April 7, 2009**. The Company will be responsible for including any such addendum or clarification in its submitted proposal. Failure of any Company to receive any such addendum or clarification will not relieve said Company from any obligation contained therein.

8.09 Warranty

The Company warrants that the proposal submitted is not made in the interest of or on behalf of any undisclosed party; that the Company has not, directly or indirectly, induced any other Company to submit a false proposal; and that Company has not paid or agreed to pay to any party, either directly or indirectly, any money or other valuable consideration for assistance or aid rendered or to be rendered in attempting to procure the Agreement for the privileges granted herein.

8.10 Opening

There will be no "formal" proposal opening for this RFP. Proposals will be opened and evaluated, after the published ***proposal deadline of 2:00pm(EST) on April 21, 2009***, at the Hillsborough County Aviation Authority office, Tampa International Airport, Service Building, Second floor, Red Side, Tampa, Florida 33607. See Section 3.0, Technical Evaluation, for further information.

8.11 Supplemental Information

The Authority reserves the right to request any supplementary information it deems necessary to evaluate Company's experience or qualifications and/or clarify or substantiate any area contained in the Company's Proposal. This will include a scheduled phone interview.

9.0 Outline Format for Proposal

All information requested below must be provided in full, as a condition of this RFP process. Proposals must be:

- typed and double-spaced
- each page numbered at the bottom
- use one side of the paper only
- bound in a three ring locking binder
- contain a table of contents
- assembled in organized sections
- each section of the proposal must have Tabs identifying the section title

Company must submit the following information:

TAB 1 – Company’s Information

- A. Legal Name
- B. State of Incorporation (if applicable)
- C. Phone Number
- D. E-mail address
- E. Principal Office Address
- F. Ownership: individual, partnership, corporation or other.
- G. Does Company provide services to anyone related to or employed by Authority, including Authority’s Board members? ☐ Yes ☐ No
If yes, explain.
- H. Is Company located in the continental United States? ☐ Yes ☐ No
- I. Is Company currently suspended or debarred from contracting with a federal, state, or local government? ☐ Yes ☐ No
If yes, explain.
- J. Is Company operating under U.S. Bankruptcy Code Chapter 11? ☐ Yes ☐ No
If yes, explain.

TAB 2 - Principal Consultant’s Information

NOTE: this person will serve as the primary contact during this RFP process and is expected to attend in person or by telephone and take a lead role in the interview.

- A. Name
- B. Phone Number
- C. Fax Number
- D. E-Mail Address
- E. Office address

- F. Resume of Principal Consultant, including dates of employment and non-employment (if applicable)

TAB 3 - Minimum Qualification Documentation

The Company must demonstrate that it meets the minimum qualifications for this RFP. Failure to provide the information may result in rejection of the proposal. The following information must be provided to determine if the Company meets the minimum qualifications for this RFP:

	Minimum Qualifications	Indicate Y(es) or N(o)
A	Can the Company demonstrate a commitment to the U.S. airport industry in the area of airport technologies and communications as one of its primary business services?	
B	Has the Company been in business since January 1, 2004, providing similar services as described in this RFP to airports processing a minimum of 10 million total passengers annually?	
C	Has the Company provided at least three telecommunications studies, since January 1, 2004, preferably with regard to STS or similar services, to U.S. airports with at least 1,000 telephone lines?	
D	Has the Company led or participated in the development of a minimum of two common use system RFPs since January 1, 2004?	
E	Has the Company participated or assisted in the selection of a common use system provider at a minimum of two airports which process a minimum of 10 million total passengers annually, since January 1, 2004?	
F	Is the Company authorized to do business in the State of Florida? Company must include a statement from the Florida Secretary of State indicating they are in good standing.	
G	Does the Company have in-house staff with certification as a Registered Communications Distribution Designer (RCDD) from the Building Industry Consulting Service International (BICSI) and as a Cisco Certified Network Associate (CCNA)?	

H	Is Company presently debarred or suspended from contracting with a federal, state, or local government?	
I	Is the Company presently operating under U.S. Bankruptcy Code Chapter 11?	
J	Has the Principal Consultant been working as a consultant with the Company for a minimum of two years either as an employee or as a contractor?	
K	Has the Principal Consultant completed at least two similar common use system projects within the past three years?	
L	Has the Project Manager been working as a consultant with the Company for a minimum of two years either as employee or as a contractor?	
M	Has the Project Manager completed at least two similar common use system projects within the past three years?	
N	Are Principal Consultant's and the Project Manager's place of residence located in the continental United States? Note: The Principal Consultant and the Project Manger may be the same individual.	

Provide necessary documentation to support that you have met the minimum qualifications.

TAB 4 Overall Qualifications and Experience:

- A. Number of consecutive years Company has provided services similar to those described in this RFP.
- B. List accounts on which Company was involved that terminated prior to expiration of the agreement pertaining to the accounts. Explain why the account terminated early.
- C. Describe Company's overall experience. Include the types of experience in which the Company has special strength.
- D. Describe Company's research departments, including strengths and weaknesses.

TAB 5 Qualifications and Experience of Staff:

- A. Provide a functional organizational chart that illustrates the relationship of the Company's management to the Company's support personnel and the contact points between Company's staff and the Authority.
- B. Provide a resume for the common use systems and telecommunications consultant that will be directly providing services to the Authority designated as 1) the Project Manager, 2) the Principal Consultant and 3) for each staff member. Specifically, name the individual who will be the Principal Consultant and outline his/her experience leading similar projects.
- C. Describe work similar in scope and nature to the tasks listed in this RFP that other staff members have completed for major North American airports processing a minimum of 10 million total passengers annually with at least 1,000 telephone lines. Include a detailed description of the projects as well as the role and involvement of staff members.

TAB 6 Location

- A. List the location of the current daily working office for all key personnel.
- B. List the location of the daily working office where the key personnel will work during the term of this Agreement.

TAB 7 Woman and Minority Owned Business Enterprise (W/MBE) Assurances Documentation

The Company must complete Attachment "5", Woman and Minority Owned Business Enterprise Assurance and Participation and Letter of Intent. The proposed W/MBE utilization will **not** be a part of the evaluation or ranking process.

TAB 8 - Supplemental Information

The Company may submit any supplemental information it deems important to the evaluation of the proposal, including any unique or specialized services not specifically addressed or considered in the RFP. Any supplemental information or attachments provided by Company must also indicate, on each page, the item in this RFP to which it pertains.

TAB 9 - Exceptions

Company must thoroughly review the RFP, its attachments and the Sample Agreement. In the event that Company desires to take exception to any term or condition set forth in the RFP, its attachments or the Sample Agreement, said exceptions must be clearly identified and listed in this TAB.

- No, the Company has no exceptions to the RFP, its attachments or the Sample Agreement. (This means that the Company, if selected, is prepared to sign the Sample Agreement as written.)
- Yes, the Company has exceptions to the RFP, its attachments or the Sample Agreement. The Company has listed the exceptions below.

NOTE: If the Company proposes changes to material terms that are unacceptable to the Authority, the requested changes may result in an inability to finalize an agreement.

10.0 Drug-Free Workplace Program Certification

In accordance with Section 287.087, Florida Statutes, whenever two or more bids, proposals, or replies are equal, preference will be given to the bid, proposal, or reply received from a business that certifies it has implemented a drug-free workplace program. Established procedures for processing equal bids, proposals or replies will be followed if none or all of the equal vendors have a drug-free workplace program.

DRUG-FREE WORKPLACE CERTIFICATION

The undersigned, in accordance with Section 287.087, Florida Statutes, hereby certifies that

_____ (Name of Business) does:

1. Publish a statement ("Published Statement") notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibited acts.
2. Inform employees about the dangers of drug abuse in the workplace, the business' policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid or proposal a copy of the Published Statement specified in section 1 above.
4. In the Published Statement, notify employees that, as a condition of working on the commodities or contractual services that are under bid or proposal, the employee will abide by the terms of the Published Statement and will notify employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Florida Statutes, Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace, no later than five days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace.

As the person authorized to sign the statement, I certify that this Company complies fully with the requirements of Section 287.087, Florida Statutes, including the above requirements.

Signature of Authorized Signer for Company

Date

11.0 – Addenda Acknowledgement

Please acknowledge receipt of addenda for this RFP by completing the table below. Company acknowledges failure to obtain any such addendum will not relieve said Company from any obligation contained therein.

ADDENDUM NO.	SIGNATURE/PRINTED NAME	DATE RECEIVED

12.0 Resolution of Board of Directors

The Company must attach a copy of its Resolution of Board of Directors stating that the individual submitting the Company's proposal and signing the Acknowledgement of Proposal below is duly authorized to submit the proposal on behalf of the Company and to enter into and execute said Agreement.

13.0 Acknowledgement of Proposal

The submittal of this proposal is a duly authorized, official act of the Company and the undersigned officer of the Company is duly authorized and designated by Resolution of the Company to execute this proposal on behalf of and as the official act of the Company, this ____ day of _____, 2009.

BY _____

(Signature)

ATTESTED BY:

(Print Name)

(Signature)

(Title)

(Print Name)

(Title)