

Pre-Proposal Conference Airline Data Services

June 10, 2025





TOPICS

1. Request for Proposals Review
2. Minimum Qualifications
3. DBE Program Information
4. Evaluation of Proposals
5. RFP Timeline
6. Questions

REQUEST FOR PROPOSALS REVIEW

Ashley Leal, ASO II

Proposal Requirements:

A full list of Proposal Requirements can be found on pages 4 through 7 of the RFP. Some of the requirements listed are as follows:

- ✓ One electronic copy submitted through OpenGov on the project page,
<https://procurement.opengov.com/portal/sacounty/projects/174402>.
- ✓ Cover Letter
- ✓ Executive Summary
- ✓ Required Forms:
 - Contractor Certifications of Compliance Form
 - Contractor Identification Form
- ✓ Fee schedule for the initial three-year agreement and a separate fee schedule for each of the two potential one-year extensions.
- ✓ Statement that the Proposer agrees to the Agreement format, content and all requirements as presented, including professional liability insurance limits.

MINIMUM QUALIFICATIONS

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- ✓ **The Proposer must be registered with the California Secretary of State and permitted to conduct business in the State of California.**
- ✓ **The Proposer must possess a minimum of five (5) years of continuous experience within the last ten (10) years in providing Airline Data services.**
- ✓ **The Proposer shall maintain insurance and workers' compensation coverage that complies with or exceeds the minimum requirements established by the County.**



DBE PROGRAM INFORMATION

Ashley Leal, ASO II

Renata Dhaer
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or
(916) 874-0914

**For more information on the DBE program, visit
the California Department of Transportation
(CALTrans) website at:**
http://www.dot.ca.gov/hq/bep/dbe_program.htm

EVALUATION OF PROPOSALS

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| Category | Points Toward Overall Score |
|---|-----------------------------|
| Attendance to Mandatory Virtual Pre-Proposal Conference | Pass/Fail |
| Completeness of Response | Pass/Fail |
| Scoring of Proposals Receiving “Pass” on the Category Above | |
| Qualifications | 30 |
| Technical Solution (Approach, Scope, Timeline) | 30 |
| Cost Proposal | 30 |
| References | 10 |
| Total | 100 |

RFP TIMELINE

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| Dates | Event |
|------------------|--|
| June 17, 2025 | Questions due by 12:00 P.M. Pacific Time |
| July 1, 2025 | Addenda issued if necessary, including Department's responses to questions |
| July 8, 2025 | Proposals Due by 12:00 P.M. Pacific Time |
| August 6, 2025 | Interviews with the highest-ranked Proposers |
| October 21, 2025 | Evaluation Complete & Recommendation made to the Board of Supervisors |
| November 1, 2025 | Anticipated effective date of Agreement with selected Proposer |

QUESTIONS?

RFP CONTACT:

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