



Request for Proposals

Aviation Channeling Services Sacramento International Airport

Requested Proposal and Trial Period
Trial Period
January 2- January 20, 2012

Proposals Due
Monday, December 27, 2011
at 2:00 P.M.

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Section 1

GENERAL PROPOSAL INFORMATION

A. Introduction and Purpose

The Sacramento County Airport System (Airport) is soliciting Proposals for the right to enter into an Aviation Channeling Service Agreements for the Airport. A contract award may be made after an evaluation of proposals made as a result of this public Request for Proposals (RFP). This RFP provides the opportunity for all interested and qualified aviation channeling firms to submit a Proposal to manage and channel airport security data for the Airport. This RFP gives specific instructions regarding what to include and how to format the Proposal. If awarded, the channeling services will be conducted in accordance with the terms and conditions of the Agreement.

B. Goals

The Airport's goals for a channeling service program are summarized below and are not ranked in any particular order. Proposers are encouraged to consider these goals when preparing their Proposals.

- Receive and transmit fingerprints and Security Threat Assessments
- Provide report capabilities
- Provide customer service and support
- Report billing information accurately and timely

C. Proposal Trial

A voluntary Trial may supplement a Proposal and is scheduled from January 2, 2012 through January 20, 2012. The purpose of the trial will be to test the requirements and objectives of this RFP. Airport representatives will be performing tests and evaluating software, hardware, and support systems.

D. Proposal requirements

All proposals must contain the following elements:

- A description of channeling methods and associated equipment requirements (proposal for more than one method is acceptable)
- A description of account accessibility for Airport
- A description of report capabilities
- A description of accountability for services provided

- A description of customer service and support program
- A schedule of rates and charges
- A description of payment method

E. Other Information Regarding Proposal Submittals

Proposers are required to submit any questions or requests for clarification in advance of the voluntary Proposal Trial. All questions and requests for clarification shall be submitted to Bonnie Hankins at hankinsb@saccounty.net US mail at, 6900 Airport Blvd., Sacramento, CA, 95837; or by facsimile transmission at (916) 874-0223. Questions are to be received by the Airport no later than **2:00 PM on December 14, 2011**.

Once the RFP is issued, Proposers and their representatives, agents, and affiliates, shall not contact members of the Selection Committee, Airport staff or other County representatives to discuss or ask questions about the contents of this RFP, the Agreement, or the selection process. Questions specific to conduct of trial are permitted. All questions shall be submitted in writing as described above. Inappropriate contacts can result in the Proposer's disqualification.

1. The Airport reserves the right to select Proposers for the purpose of entering into Agreements on the basis of Proposals submitted or to negotiate with Proposers for modification of the successful Proposals. By submission of a Proposal, the Proposer agrees to be legally bound thereby if its Proposal is accepted by the Airport.
2. The Airport shall not be obligated to respond to any Proposal submitted, nor shall it be legally bound in any manner whatsoever by the receipt of a Proposal.
3. Any and all Agreements arising out of Proposals submitted hereunder (including any negotiations that follow) shall not be binding on the County, its officers, employees, or agents unless duly approved by the County.
4. The Airport reserves the right to postpone the Proposal Due Date.
5. Under the laws of the State of California (State), the Proposal submitted may be considered a public record after the selection of a Proposer and execution of the Agreement and, except as noted below, will be available for inspection and copying by any person after the award of the Agreement. Any proprietary or otherwise sensitive information contained in or with the Proposal is subject to potential disclosure. Information considered "confidential" by the Proposer may be submitted in a separate sealed envelope, with each page marked "Confidential Information". The Airport will take reasonable efforts to protect any information marked as "Confidential Information" provided that such information meets the criteria of information exempt from public disclosure under

the law. Confidential information may be submitted in a separate sealed envelope, with each page marked "Confidential Information." It is understood, however, that the Airport shall have no liability for disclosure of such information.

6. One (1) original, three (3) hard copies and an electronic version on either disk or flash drive of the Proposal shall be sealed in envelopes, and addressed to:

Airport Security Coordinator
Sacramento County Airport System
Aviation Channeling Proposal
6900 Airport Boulevard
Sacramento CA 95837-1109

Proposals must be received by the Proposal Due Date and time ("Proposal Due Date") at the address listed above. Any Proposal received after the scheduled Proposal Due Date and time will not be considered and will be returned unopened. The Airport reserves the right to extend or cancel the scheduled Proposal Due Date. Notice of such extension or cancellation shall be sent via an Addendum.

7. In submitting the Proposal, the Proposer agrees that the Proposal will remain valid for one hundred and eighty (180) calendar days after the Proposal Due Date and may be extended upon mutual agreement.

8. The Airport encourages all businesses, including those owned and controlled by one (1) or more socially and economically disadvantaged individuals that can provide the desired product or service, to submit a Proposal. If you are currently certified as an ACDBE, please include a copy of your ACDBE certification letter along with your Proposal. This information will be used for ACDBE utilization tracking purposes only.

9. If you are a business owned and controlled by one or more socially and economically disadvantaged individuals and you are not currently certified as an ACDBE firm, but you wish to receive information on how to become certified, please contact the State of California, Department of Transportation, Civil Rights Program at either (916) 324-1700 or (866) 810-6346. You may also visit their website at <http://www.dot.ca.gov/hq/bep/index.htm>.

10. Proposers must provide written clarification or additional information within two (2) business days to any written request for such information by the Airport during the Proposal review and evaluation process.

11. The Airport reserves the right to waive minor irregularities.

Section 2

RFP Schedule

The anticipated RFP process schedule is shown below. This schedule is subject to change as determined by the Airport.

Event	Dates and Time
Airport Releases RFP	Friday, December 9, 2011
Deadline for Submitting Questions	Wednesday, December 14, 2011 at 2:00 P.M.
Proposals Due Airport Security Coordinator 6900 Airport Boulevard Sacramento, CA 95837-1109	Monday, December 27, 2011 at 2:00 P.M. Any Proposal received after this date and time will be returned as non-responsive.
Proposal Trial at: Sacramento International Airport 6900 Airport Boulevard Sacramento, CA 95837-1109	Monday, January 2, 2012 through Friday, January 20, 2012
Addenda Issued, if necessary	Anticipated no later than Friday, December 16, 2011
Airport evaluates Proposals and notifies selected service provider	Wednesday, January 25, 2012.
Airport executes Agreement with Selected Proposer	TBD

Section 3

EVALUATION OF PROPOSALS

A. Evaluation Criteria

The Airport and a Selection Committee will evaluate Proposals and trials to determine which Proposers offer the best overall combination of service and value, based on the evaluation factors listed below. The Selection Committee will use the evaluation factors listed below in evaluating Proposals, weighted according to importance. Proposals will be ranked from highest to lowest based on the total point scores received in the Selection Committee's evaluation.

1. Qualification –

Any Proposer wishing to participate in the trial and/or RFP process must have Authority to Operate issued by the TSA prior to contract award.

2. Capacity/Capabilities –

Proposer should possess and control necessary infrastructure to manage data, manage system/s, and provide support. This includes facilities, equipment and staff.

3. Work Plan –

Work plan includes areas such as fingerprint and STA upload format, accuracy, and efficiency accountability, reporting capability, communication quality assurance, and billing.

Fingerprint upload format will be scored on ease of use as well as accuracy and efficiency. Not only can data entry be considered, but also input method/s and system dependability and reliability.

Accountability and ability to reconcile billing is imperative. Reports for billing for multiple query formats as well as reports for activity, including submissions, processed and current status should be available. Separate reporting ability for both CHRC's and STA's are expected.

Communication includes availability of dedicated customer agents and account representatives as well as specified response times for inquiries, and assistance requests. Scoring will consider the variety of communication options i.e. 24/7 availability, web based communication, or other.

Quality assurance will be considered relating to company practices such as audits and internal controls and proven historical quality. To maintain quality assurance, receipt and status confirmation of data transfers and notification of delays including reasons, durations and recovery times are included.

Billing method should include monthly statements, potentially an online account that is researchable, and may include knowledgeable billing support staff that is readily available.

4. Competitive Price –

This criteria views the overall benefits per proposal and compares them and ranks them based on cost and value.

5. Quality/Timeliness of Response –

This is based on adherence to trial requests and conditions, timely submittal of trial proposal and responsiveness to any potential queries or requests throughout the trial.

B. Selection Process

1. No Late Proposals

Any Proposal received after 2:00 p.m. on the Proposal due date will be considered late and will not be evaluated by the Airport.

2. No Changes to Proposal

Except as specifically provided in this RFP, no changes to the Proposal may be made by the Proposer during the evaluation period.

3. Evaluation of Proposals

a. Proposals failing to meet Minimum Qualifications, including completeness, format and content, will be rejected without further evaluation and Proposer will be so informed in writing.

b. Each Proposal accepted by the Airport will be evaluated by a Selection Committee designated by the Airport.

c. Each Proposal will be evaluated to determine how well it meets the evaluation criteria outlined in this RFP.

d. The Airport reserves the right to request additional information from Proposers to clarify the meaning of any portion of the written Proposal.

C. Award of Agreement

1. Execution of Agreement

a. After completion of the evaluation process, trial and the selection by the Airport of one (1) Selected Proposer, the Airport will provide a letter of award to the Selected Proposer. The Selected Proposer shall fully execute and deliver to the Airport a signed Agreement within twenty (20) Days after receipt of an Agreement, as such may be amended pursuant to any Addendum issued as a result of this RFP process. Should a Selected Proposer fail to execute and deliver the Agreement within twenty (20) business Days, the Agreement award may be canceled by the Airport.

b. By executing the Agreement, the Proposer represents that it has carefully examined and is familiar with the Agreement and how is to be performed, and with the RFP, including all performance requirements. The Proposer represents and acknowledges that it has made such examinations and has investigated and is satisfied as to the conditions to be encountered, the character, quantity, quality, and scope of the Agreement in full.

Section 4

DEFINITIONS

As used herein, the following words and phrases shall have the meanings set forth below:

A. Addendum

“Addendum” means the written or graphic instrument issued in addition to the Request for Proposals (RFP) document which clarifies, corrects or changes the RFP and/or the Aviation Channeling Services Agreement.

B. Agreement

“Agreement” means the written Aviation Channeling Services Agreement between the County and the Selected Proposer covering the management of data and information at the Airport as a result of this RFP process.

C. Airport

“Airport” means that portion of Sacramento International Airport operated by the Sacramento County Airport System as a public airport.

D. CHRC

“CHRC” means Criminal History Records Check.

E. County

“County” means County of Sacramento, a political subdivision of the State of California, as represented by the Sacramento County Board of Supervisors.

F. County Airport System

“County Airport System” means the Sacramento County Airport System and any County agency succeeding to its jurisdiction.

G. Day

“Day” means a calendar day of twenty-four (24) hours measured from midnight to the next midnight.

H. DHS

“DHS” means the Department of Homeland Security.

I. Director

“Director” means the Director of Airports of the County Airport System, and his/her authorized representatives.

J. Minimum Qualifications

“Minimum Qualifications” means the minimum standards which have been established by the Airport and which must be satisfied by the Proposer before the Proposal will be evaluated at the next level.

K. Notice of Award

“Notice of Award” means the written notice by the Airport to Selected Proposer stating that, upon compliance with the conditions stated therein, within the time specified, the Selected Proposer shall be offered the right to provide channeling services for the Airport.

L. Proposal

“Proposal” means the document requested by this RFP and submitted to the Airport by a Proposer.

M. Proposer

“Proposer” means the individual, company, corporation, partnership or any other entity, submitting a response to this RFP which incorporates all the elements of a valid Proposal.

N. RFP

“RFP” means this Request for Proposals document and any addenda issued as a result of the process.

O. Selected Proposer

“Selected Proposer” means the individual, company, corporation, partnership or any other entity that is awarded an Agreement as a result of this RFP.

P. STA

“STA” means Security Threat Assessment.

Q. State

“State” means the State of California.

R. TSA

“TSA” means the Transportation Security Administration of the United States government, and any federal agency succeeding to its jurisdiction.