



CITY OF AUSTIN, TEXAS
Purchasing Office
REQUEST FOR PROPOSAL (RFP)
OFFER SHEET

SOLICITATION NO: PAX0136

COMMODITY/SERVICE DESCRIPTION: Airport Information Technology Consulting Services

DATE ISSUED: 06/20/2016

REQUISITION NO.: 16050500440

PRE-PROPOSAL CONFERENCE TIME AND DATE: 06/29/2016, 12:30 pm, local time

COMMODITY CODE: 91890, 92030, 92075

LOCATION: ABIA, P&E 2716 Spirit of Texas Dr. Room 157

FOR CONTRACTUAL AND TECHNICAL ISSUES CONTACT THE FOLLOWING AUTHORIZED CONTACT PERSON:

PROPOSAL AND COMPLIANCE PLAN DUE PRIOR TO: 07/14/2016, 2:00 pm, local time

Sai Xoomsai Purcell
Senior Buyer Specialist

LOCATION: MUNICIPAL BUILDING, 124 W 8th STREET
 RM 308, AUSTIN, TEXAS 78701

Phone: (512) 974-3058

E-Mail: sai.xoomsai@austintexas.gov

LIVE SOLICITATION CLOSING ONLINE: For RFP's, only the names of respondents will be read aloud

For information on how to attend the Solicitation Closing online, please select this link:

<http://www.austintexas.gov/department/bid-opening-webinars>

When submitting a sealed Offer and/or Compliance Plan, use the proper address for the type of service desired, as shown below:

Address for US Mail (Only)	Address for Fedex, UPS, Hand Delivery or Courier Service
City of Austin	City of Austin, Municipal Building
Purchasing Office-Response Enclosed for Solicitation # PAX0136	Purchasing Office-Response Enclosed for Solicitation # PAX0136
P.O. Box 1088	124 W 8 th Street, Rm 308
Austin, Texas 78767-8845	Austin, Texas 78701
	Reception Phone: (512) 974-2500

NOTE: Offers must be received and time stamped in the Purchasing Office prior to the Due Date and Time. It is the responsibility of the Offeror to ensure that their Offer arrives at the receptionist's desk in the Purchasing Office prior to the time and date indicated. Arrival at the City's mailroom, mail terminal, or post office box will not constitute the Offer arriving on time. See Section 0200 for additional solicitation instructions.

All Offers (including Compliance Plans) that are not submitted in a sealed envelope or container will not be considered.

SUBMIT 1 ORIGINAL AND 7 ELECTRONIC COPIES OF YOUR RESPONSE
The electronic version must be on flash drive or CDs in PDF format

*****SIGNATURE FOR SUBMITTAL REQUIRED ON PAGE 3 OF THIS DOCUMENT*****

This solicitation is comprised of the following required sections. Please ensure to carefully read each section including those incorporated by reference. By signing this document, you are agreeing to all the items contained herein and will be bound to all terms.

SECTION NO.	TITLE	PAGES
0100	STANDARD PURCHASE DEFINITIONS	*
0200	STANDARD SOLICITATION INSTRUCTIONS	*
0300	STANDARD PURCHASE TERMS AND CONDITIONS	*
0400	SUPPLEMENTAL PURCHASE PROVISIONS	8
0500	SCOPE OF WORK	10
0600	PROPOSAL PREPARATION INSTRUCTIONS & EVALUATION FACTORS	6
0605	LOCAL BUSINESS PRESENCE IDENTIFICATION FORM – Complete and return	2
0700	REFERENCE SHEET – Complete and return if required	2
0800	NON-DISCRIMINATION CERTIFICATION	*
0805	NON-SUSPENSION OR DEBARMENT CERTIFICATION	*
0810	NON-COLLUSION, NON-CONFLICT OF INTEREST, AND ANTI-LOBBYING CERTIFICATION	*
0815	LIVING WAGES CONTRACTOR CERTIFICATION-Complete and return	1
0835	NONRESIDENT BIDDER PROVISIONS – Complete and return	1
0900	Compliance Plan	
Attachment A	Price Proposal Form	5
Attachment B	Proposal Exceptions Form	3

*** Documents are hereby incorporated into this Solicitation by reference, with the same force and effect as if they were incorporated in full text. The full text versions of the * Sections are available on the Internet at the following online address:**

http://www.austintexas.gov/financeonline/vendor_connection/index.cfm#STANDARDBIDDOCUMENTS

If you do not have access to the Internet, you may obtain a copy of these Sections from the City of Austin Purchasing Office located in the Municipal Building, 124 West 8th Street, Room #308 Austin, Texas 78701; phone (512) 974-2500. Please have the Solicitation number available so that the staff can select the proper documents. These documents can be mailed, expressed mailed, or faxed to you.

INTERESTED PARTIES DISCLOSURE

In addition, Section 2252.908 of the Texas Government Code requires the successful offeror to complete a Form 1295 “Certificate of Interested Parties” that is signed and notarized for a contract award requiring council authorization. The “Certificate of Interested Parties” form must be completed on the Texas Ethics Commission website, printed, signed and submitted to the City by the authorized agent of the Business Entity with acknowledgment that disclosure is made under oath and under penalty of perjury prior to final contract execution.

https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm

The undersigned, by his/her signature, represents that he/she is submitting a binding offer and is authorized to bind the respondent to fully comply with the solicitation document contained herein. The Respondent, by submitting and signing below, acknowledges that he/she has received and read the entire document packet sections defined above including all documents incorporated by reference, and agrees to be bound by the terms therein.

Company Name: _____

Company Address: _____

City, State, Zip: _____

Federal Tax ID No. _____

Printed Name of Officer or Authorized Representative: _____

Title: _____

Signature of Officer or Authorized Representative: _____

Date: _____

Email Address: _____

Phone Number: _____

*** Proposal response must be submitted with this Offer sheet to be considered for award**

Section 0605: Local Business Presence Identification

A firm (Offeror or Subcontractor) is considered to have a Local Business Presence if the firm is headquartered in the Austin Corporate City Limits, or has a branch office located in the Austin Corporate City Limits in operation for the last five (5) years, currently employs residents of the City of Austin, Texas, and will use employees that reside in the City of Austin, Texas, to support this Contract. The City defines headquarters as the administrative center where most of the important functions and full responsibility for managing and coordinating the business activities of the firm are located. The City defines branch office as a smaller, remotely located office that is separate from a firm's headquarters that offers the services requested and required under this solicitation.

OFFEROR MUST SUBMIT THE FOLLOWING INFORMATION FOR EACH LOCAL BUSINESS (INCLUDING THE OFFEROR, IF APPLICABLE) TO BE CONSIDERED FOR LOCAL PRESENCE.

NOTE: ALL FIRMS MUST BE IDENTIFIED ON THE MBE/WBE COMPLIANCE PLAN OR NO GOALS UTILIZATION PLAN (REFERENCE SECTION 0900).

USE ADDITIONAL PAGES AS NECESSARY

OFFEROR:

Name of Local Firm		
Physical Address		
Is your headquarters located in the Corporate City Limits? (circle one)	Yes	No
or		
Has your branch office been located in the Corporate City Limits for the last 5 years?		
Will your business be providing additional economic development opportunities created by the contract award? (e.g., hiring, or employing residents of the City of Austin or increasing tax revenue?)	Yes	No

SUBCONTRACTOR(S):

Name of Local Firm		
Physical Address		
Is your headquarters located in the Corporate City Limits? (circle one)	Yes	No
or		
Has your branch office been located in the Corporate City Limits for the last 5 years	Yes	No

Will your business be providing additional economic development opportunities created by the contract award? (e.g., hiring, or employing residents of the City of Austin or increasing tax revenue?)	Yes	No

SUBCONTRACTOR(S):

Name of Local Firm		
Physical Address		
Is your headquarters located in the Corporate City Limits? (circle one)	Yes	No
or		
Has your branch office been located in the Corporate City Limits for the last 5 years	Yes	No
Will your business be providing additional economic development opportunities created by the contract award? (e.g., hiring, or employing residents of the City of Austin or increasing tax revenue?)	Yes	No

Section 0700: Reference Sheet

Responding Company Name _____

The City at its discretion may check references in order to determine the Offeror's experience and ability to provide the products and/or services described in this Solicitation. The Offeror shall furnish at least 3 complete and verifiable references. References shall consist of customers to whom the offeror has provided the same or similar services within the last 5 years. References shall indicate a record of positive past performance.

1. Company's Name _____

Name and Title of Contact _____

Project Name _____

Present Address _____

City, State, Zip Code _____

Telephone Number (____) _____ Fax Number (____) _____

Email Address _____

2. Company's Name _____

Name and Title of Contact _____

Project Name _____

Present Address _____

City, State, Zip Code _____

Telephone Number (____) _____ Fax Number (____) _____

Email Address _____

3. Company's Name _____

Name and Title of Contact _____

Project Name _____

Present Address _____

City, State, Zip Code _____

Telephone Number (____) _____ Fax Number (____) _____

Email Address _____

4. Company's Name _____
Name and Title of Contact _____
Project Name _____
Present Address _____
City, State, Zip Code _____
Telephone Number (_____) _____ Fax Number (_____) _____
Email Address _____

5. Company's Name _____
Name and Title of Contact _____
Project Name _____
Present Address _____
City, State, Zip Code _____
Telephone Number (_____) _____ Fax Number (_____) _____
Email Address _____

Section 0815: Living Wages Contractor Certification

Company Name _____

Pursuant to the Living Wages provision (reference Section 0400, Supplemental Purchase Provisions) the Contractor is required to pay to all employees directly assigned to this City contract a minimum Living Wage equal to or greater than \$13.03 per hour.

The below listed employees of the Contractor who are directly assigned to this contract are compensated at wage rates equal to or greater than \$13.03 per hour.

Employee Name	Employee Job Title

USE ADDITIONAL PAGES AS NECESSARY

- (1) All future employees assigned to this Contract will be paid a minimum Living Wage equal to or greater than \$13.03 per hour.
- (2) Our firm will not retaliate against any employee claiming non-compliance with the Living Wage provision.

A Contractor who violates this Living Wage provision shall pay each affected employee the amount of the deficiency for each day the violation continues. Willful or repeated violations of the provision or fraudulent statements made on this certification may result in termination of this Contract for Cause and subject the firm to possible suspension or debarment, or result in legal action.

Section 0835: Non-Resident Bidder Provisions

Company Name _____

- A. Bidder must answer the following questions in accordance with Vernon's Texas Statutes and Codes Annotated Government Code 2252.002, as amended:

Is the Bidder that is making and submitting this Bid a "Resident Bidder" or a "non-resident Bidder"?

Answer: _____

- (1) Texas Resident Bidder- A Bidder whose principle place of business is in Texas and includes a Contractor whose ultimate parent company or majority owner has its principal place of business in Texas.
- (2) Nonresident Bidder- A Bidder who is not a Texas Resident Bidder.

- B. If the Bidder id a "Nonresident Bidder" does the state, in which the Nonresident Bidder's principal place of business is located, have a law requiring a Nonresident Bidder of that state to bid a certain amount or percentage under the Bid of a Resident Bidder of that state in order for the nonresident Bidder of that state to be awarded a Contract on such bid in said state?

Answer: _____ Which State: _____

- C. If the answer to Question B is "yes", then what amount or percentage must a Texas Resident Bidder bid under the bid price of a Resident Bidder of that state in order to be awarded a Contract on such bid in said state?

Answer: _____

**CITY OF AUSTIN
PURCHASING OFFICE
SUPPLEMENTAL PURCHASE PROVISIONS**

The following Supplemental Purchasing Provisions apply to this solicitation:

1. **EXPLANATIONS OR CLARIFICATIONS:** (reference paragraph 5 in Section 0200)

All requests for explanations or clarifications must be submitted in writing to the Purchasing Office by end of business day on 07/01/2016 to sai.xoomsai@austintexas.gov.

2. **INSURANCE:** Insurance is required for this solicitation.

A. **General Requirements:** See Section 0300, Standard Purchase Terms and Conditions, paragraph 32, entitled Insurance, for general insurance requirements.

- i. The Contractor shall provide a Certificate of Insurance as verification of coverages required below to the City at the below address prior to contract execution and within 14 calendar days after written request from the City. Failure to provide the required Certificate of Insurance may subject the Offer to disqualification from consideration for award
- ii. The Contractor shall not commence work until the required insurance is obtained and until such insurance has been reviewed by the City. Approval of insurance by the City shall not relieve or decrease the liability of the Contractor hereunder and shall not be construed to be a limitation of liability on the part of the Contractor.
- iii. The Contractor must also forward a Certificate of Insurance to the City whenever a previously identified policy period has expired, or an extension option or holdover period is exercised, as verification of continuing coverage.
- iv. The Certificate of Insurance, and updates, shall be mailed to the following address:

City of Austin Purchasing Office
P. O. Box 1088
Austin, Texas 78767

B. **Specific Coverage Requirements:** The Contractor shall at a minimum carry insurance in the types and amounts indicated below for the duration of the Contract, including extension options and hold over periods, and during any warranty period. These insurance coverages are required minimums and are not intended to limit the responsibility or liability of the Contractor.

- i. **Worker's Compensation and Employers' Liability Insurance:** Coverage shall be consistent with statutory benefits outlined in the Texas Worker's Compensation Act (Section 401). The minimum policy limits for Employer's Liability are \$100,000 bodily injury each accident, \$500,000 bodily injury by disease policy limit and \$100,000 bodily injury by disease each employee.
 - (1) The Contractor's policy shall apply to the State of Texas and include these endorsements in favor of the City of Austin:
 - (a) Waiver of Subrogation, Form WC420304, or equivalent coverage
 - (b) Thirty (30) days Notice of Cancellation, Form WC420601, or equivalent coverage
- ii. **Commercial General Liability Insurance:** The minimum bodily injury and property damage per occurrence are \$500,000 for coverages A (Bodily Injury and Property Damage) and B (Personal and Advertising Injury).
 - (1) The policy shall contain the following provisions:
 - (a) Contractual liability coverage for liability assumed under the Contract and all other Contracts related to the project.
 - (b) Contractor/Subcontracted Work.
 - (c) Products/Completed Operations Liability for the duration of the warranty period.
 - (d) If the project involves digging or drilling provisions must be included that provide Explosion, Collapse, and/or Underground Coverage.
 - (2) The policy shall also include these endorsements in favor of the City of Austin:
 - (a) Waiver of Subrogation, Endorsement CG 2404, or equivalent coverage

**CITY OF AUSTIN
PURCHASING OFFICE
SUPPLEMENTAL PURCHASE PROVISIONS**

- (b) Thirty (30) days Notice of Cancellation, Endorsement CG 0205, or equivalent coverage
 - (c) The City of Austin listed as an additional insured, Endorsement CG 2010, or equivalent coverage
 - iii. **Business Automobile Liability Insurance:** The Contractor shall provide coverage for all owned, non-owned and hired vehicles with a minimum combined single limit of \$500,000 per occurrence for bodily injury and property damage. Alternate acceptable limits are \$250,000 bodily injury per person, \$500,000 bodily injury per occurrence and at least \$100,000 property damage liability per accident.
 - (1) The policy shall include these endorsements in favor of the City of Austin:
 - (a) Waiver of Subrogation, Endorsement CA0444, or equivalent coverage
 - (b) Thirty (30) days Notice of Cancellation, Endorsement CA0244, or equivalent coverage
 - (c) The City of Austin listed as an additional insured, Endorsement CA2048, or equivalent coverage.
 - iv. **Professional Liability Insurance:** The Contractor shall provide coverage, at a minimum limit of \$500,000 become legally obligated to pay as damages by reason of any negligent act, error, or omission arising out of the performance of professional services under this Agreement.
 - (1) If coverage is written on a claims-made basis, the retroactive date shall be prior to or coincident with the date of the Contract and the certificate of insurance shall state that the coverage is claims-made and indicate the retroactive date. This coverage shall be continuous and will be provided for 24 months following the completion of the contract.
 - C. **Endorsements:** The specific insurance coverage endorsements specified above, or their equivalents must be provided. In the event that endorsements, which are the equivalent of the required coverage, are proposed to be substituted for the required coverage, copies of the equivalent endorsements must be provided for the City's review and approval.
3. **TERM OF CONTRACT:**
- A. The Contract shall be in effect for an initial term of 24 months and may be extended thereafter for up to 3 additional 12 month periods, subject to the approval of the Contractor and the City Purchasing Officer or his designee.
 - B. Upon expiration of the initial term or period of extension, the Contractor agrees to hold over under the terms and conditions of this agreement for such a period of time as is reasonably necessary to re-solicit and/or complete the project (not to exceed 120 days unless mutually agreed on in writing).
 - C. Upon written notice to the Contractor from the City's Purchasing Officer or his designee and acceptance of the Contractor, the term of this contract shall be extended on the same terms and conditions for an additional period as indicated in paragraph A above.
 - D. Prices are firm and fixed for the first 12 months. Thereafter, price changes are subject to the Economic Price Adjustment provisions of this Contract.
4. **CONTRACT AWARD:**
- This contract will be awarded in an annual amount not to exceed \$800,000 for the initial contract term and extension options. This is a requirements based contract and work will be requested as required and specified by the City for each project. The not to exceed annual amount is not a guarantee of any work under the contract.

**CITY OF AUSTIN
PURCHASING OFFICE
SUPPLEMENTAL PURCHASE PROVISIONS**

5. **QUANTITIES:** The quantities listed herein are estimates for the period of the Contract. The City reserves the right to purchase more or less of these quantities as may be required during the Contract term. Quantities will be as needed and specified by the City for each order. Unless specified in the solicitation, there are no minimum order quantities.
6. **INVOICES and PAYMENT:** (reference paragraphs 12 and 13 in Section 0300)
- A. Invoices shall contain a unique invoice number and the information required in Section 0300, paragraph 12, entitled "Invoices." Invoices received without all required information cannot be processed and will be returned to the vendor.

Invoices shall be mailed to the below address:

	City of Austin
Department	Aviation Department
Attn:	Michelle Moheet
Address	3600 Presidential Blvd.
City, State Zip Code	Austin, TX 78719

- B. The Contractor agrees to accept payment by either credit card, check or Electronic Funds Transfer (EFT) for all goods and/or services provided under the Contract. The Contractor shall factor the cost of processing credit card payments into the Offer. There shall be no additional charges, surcharges, or penalties to the City for payments made by credit card.

7. **LIVING WAGES:**

- A. The minimum wage required for any Contractor employee directly assigned to this City Contract is \$13.03 per hour, unless Published Wage Rates are included in this solicitation. In addition, the City may stipulate higher wage rates in certain solicitations in order to assure quality and continuity of service.
- B. The City requires Contractors submitting Offers on this Contract to provide a certification (**see the Living Wages Contractor Certification included in the Solicitation**) with their Offer certifying that all employees directly assigned to this City Contract will be paid a minimum living wage equal to or greater than \$13.03 per hour. The certification shall include a list of all employees directly assigned to providing services under the resultant contract including their name and job title. The list shall be updated and provided to the City as necessary throughout the term of the Contract.
- C. The Contractor shall maintain throughout the term of the resultant contract basic employment and wage information for each employee as required by the Fair Labor Standards Act (FLSA).
- D. The Contractor shall provide to the Department's Contract Manager with the first invoice, individual Employee Certifications for all employees directly assigned to the contract. The City reserves the right to request individual Employee Certifications at any time during the contract term. Employee Certifications shall be signed by each employee directly assigned to the contract. The Employee Certification form is available on-line at https://www.austintexas.gov/financeonline/vendor_connection/index.cfm.
- E. Contractor shall submit employee certifications annually on the anniversary date of contract award with the respective invoice to verify that employees are paid the Living Wage throughout the term of

**CITY OF AUSTIN
PURCHASING OFFICE
SUPPLEMENTAL PURCHASE PROVISIONS**

the contract. The Employee Certification Forms shall be submitted for employees added to the contract and/or to report any employee changes as they occur.

- F. The Department's Contract Manager will periodically review the employee data submitted by the Contractor to verify compliance with this Living Wage provision. The City retains the right to review employee records required in paragraph C above to verify compliance with this provision.

8. NON-COLLUSION, NON-CONFLICT OF INTEREST, AND ANTI-LOBBYING:

- A. On November 10, 2011, the Austin City Council adopted Ordinance No. 20111110-052 amending Chapter 2.7, Article 6 of the City Code relating to Anti-Lobbying and Procurement. The policy defined in this Code applies to Solicitations for goods and/or services requiring City Council approval under City Charter Article VII, Section 15 (Purchase Procedures). During the No-Contact Period, Offerors or potential Offerors are prohibited from making a representation to anyone other than the Authorized Contact Person in the Solicitation as the contact for questions and comments regarding the Solicitation.
- B. If during the No-Contact Period an Offeror makes a representation to anyone other than the Authorized Contact Person for the Solicitation, the Offeror's Offer is disqualified from further consideration except as permitted in the Ordinance.
- C. If an Offeror has been disqualified under this article more than two times in a sixty (60) month period, the Purchasing Officer shall debar the Offeror from doing business with the City for a period not to exceed three (3) years, provided the Offeror is given written notice and a hearing in advance of the debarment.
- D. The City requires Offerors submitting Offers on this Solicitation to certify that the Offeror has not in any way directly or indirectly made representations to anyone other than the Authorized Contact Person during the No-Contact Period as defined in the Ordinance. The text of the City Ordinance is posted on the Internet at: <http://www.ci.austin.tx.us/edims/document.cfm?id=161145>

9. WORKFORCE SECURITY CLEARANCE AND IDENTIFICATION (ID):

PART 1 – GENERAL

8.1 SUMMARY

- A. Access to any security or emergency documents must be approved by the Security Manager.
- B. Due to the ever changing environment of Airport security, requirements may change at any time.
- C. SENSITIVE SECURITY INFORMATION must be protected at all times.

WARNING: This document contains Sensitive Security Information that is controlled under 49 CFR parts 15 and 1520. No part of this document may be disclosed to persons without a "need to know", as defined in 49 CFR parts 15 and 1520, except with the written permission of the Administrator of the TSA or the Secretary of Transportation. Unauthorized release may result in civil penalty or other action. For US government agencies public disclosure is governed by 5 U.S.C. 552 and CFR part 15 and 1520.

8.2 RESTRICTED AREAS ACCESS POLICIES

Escorted Access: For this project Individuals shall submit to a fingerprint-based ten-year criminal history records check (CHRC) and Security Threat Assessment (STA). If the process confirms no disqualifying criminal offenses, the Department of Aviation (DOA) Security and ID Office will allow access, as approved by the Security Manager, to security areas and security documents. The Department of Aviation will provide

**CITY OF AUSTIN
PURCHASING OFFICE
SUPPLEMENTAL PURCHASE PROVISIONS**

escort services as part of this project as needed. Requests for access must be submitted in writing in advance to the Security Manager so work can be scheduled accordingly.

Telecommunication / Electrical / Maintenance Room Access: The DOA Information Systems Division shall approve access into DOA telecommunication rooms. The DOA Building Maintenance Division shall approve access into electrical and/or maintenance rooms. A DOA employee shall accompany and escort individuals needing access to these areas. Requests for escorts must be made at least three (3) working days in advance of the event through the Project Manager and/or at the Work Coordination Meetings.

The following procedures shall be followed for approved parking.

1. The Contractor will contact Airport Communications (530-2242) to advise they are arriving at the terminal, or have arrived at their approved parking location. An Airport Security Supervisor or designee will be dispatched to meet at the designated parking location.
2. The security representative will inspect the vehicle and apply a distinctive sticker to the vehicle window to indicate that the vehicle has been inspected and authorized to be parked at that location.

Under no circumstances shall the Contractor's vehicle operator leave the vehicle prior to security inspection.

8.3 SECURITY CLEARANCE PROCEDURES

Contractor should allow 7-10 days for completion of security screening processing. Please contact Security and ID at 530-6360 for business hours.

The following procedures shall be followed to obtain security clearance:

1. Contract applicant shall complete, sign the **Personal Information Form**, and present two forms of identification.
2. Contract applicant shall read and sign the **Criminal History Records Check/Disqualifying Criminal Offenses** statement/form.
3. Contractor shall submit to an FBI fingerprint-based criminal history records check and a TSA Security Threat Assessment (STA).

Non-U.S. citizen proposers shall provide governmental proof of work authorization and an ABIA **Documentation Verification Form** reviewed and stamped by Immigration and Customs Enforcement personnel located on the ground level of the terminal building

10. **MONTHLY SUBCONTRACT AWARDS AND EXPENDITURES REPORT:** (reference paragraph 18 in Section 0300) (applicable when an MBE/WBE Compliance Plan is required)
 - A. The Contractor must submit a monthly Subcontract Awards and Expenditures Report to the Contract Manager specified herein and to the Purchasing Office Contract Compliance Manager no later than the tenth calendar day of each month.
 - B. Mail the Purchasing Office Copy of the report to the following address:

City of Austin
Purchasing Office
Attn: Contract Compliance Manager
P. O. Box 1088
Austin, Texas 78767

**CITY OF AUSTIN
PURCHASING OFFICE
SUPPLEMENTAL PURCHASE PROVISIONS**

11. ECONOMIC PRICE ADJUSTMENT:

- A. **Price Adjustments:** Prices shown in this Contract shall remain firm for the first 12 months of the Contract. After that, in recognition of the potential for fluctuation of the Contractor's cost, a price adjustment (increase or decrease) may be requested by either the City or the Contractor on the anniversary date of the Contract or as may otherwise be specified herein. The percentage change between the contract price and the requested price shall not exceed the percentage change between the specified index in effect on the date the solicitation closed and the most recent, non-preliminary data at the time the price adjustment is requested. The requested price adjustment shall not exceed ten percent (10%) for any single line item and in no event shall the total amount of the contract be automatically adjusted as a result of the change in one or more line items made pursuant to this provision. Prices for products or services unaffected by verifiable cost trends shall not be subject to adjustment.
- B. **Effective Date:** Approved price adjustments will go into effect on the first day of the upcoming renewal period or anniversary date of contract award and remain in effect until contract expiration unless changed by subsequent amendment.
- C. **Adjustments:** A request for price adjustment must be made in writing and submitted to the other Party prior to the yearly anniversary date of the Contract; adjustments may only be considered at that time unless otherwise specified herein. Requested adjustments must be solely for the purpose of accommodating changes in the Contractor's direct costs. Contractor shall provide an updated price listing once agreed to adjustment(s) have been approved by the parties.
- D. **Indexes:** In most cases an index from the Bureau of Labor Standards (BLS) will be utilized; however, if there is more appropriate, industry recognized standard then that index may be selected.
- i. The following definitions apply:
- (1) **Base Period:** Month and year of the original contracted price (the solicitation close date).
 - (2) **Base Price:** Initial price quoted, proposed and/or contracted per unit of measure.
 - (3) **Adjusted Price:** Base Price after it has been adjusted in accordance with the applicable index change and instructions provided.
 - (4) **Change Factor:** The multiplier utilized to adjust the Base Price to the Adjusted Price.
 - (5) **Weight %:** The percent of the Base Price subject to adjustment based on an index change.
- ii. **Adjustment-Request Review:** Each adjustment-request received will be reviewed and compared to changes in the index(es) identified below. Where applicable:
- (1) Utilize final Compilation data instead of Preliminary data
 - (2) If the referenced index is no longer available shift up to the next higher category index.
- iii. **Index Identification:** Complete table as they may apply.

Weight % or \$ of Base Price: 100	
Database Name: Employment Cost Index	
Series ID: CIU201S000300000I (B)	
<input checked="" type="checkbox"/> Not Seasonally Adjusted	<input type="checkbox"/> Seasonally Adjusted
Geographical Area: United States (National)	
Description of Series ID: Total compensation for Private industry workers in Service-providing, service occupations, Index	

**CITY OF AUSTIN
PURCHASING OFFICE
SUPPLEMENTAL PURCHASE PROVISIONS**

This Index shall apply to the following items of the Bid Sheet / Cost Proposal: All

E. **Calculation:** Price adjustment will be calculated as follows:

Single Index: Adjust the Base Price by the same factor calculated for the index change.

Index at time of calculation
Divided by index on solicitation close date
Equals Change Factor
Multiplied by the Base Rate
Equals the Adjusted Price

F. If the requested adjustment is not supported by the referenced index, the City, at its sole discretion, may consider approving an adjustment on fully documented market increases.

12. **INTERLOCAL PURCHASING AGREEMENTS:** (applicable to competitively procured goods/services contracts).

- A. The City has entered into Interlocal Purchasing Agreements with other governmental entities, pursuant to the Interlocal Cooperation Act, Chapter 791 of the Texas Government Code. The Contractor agrees to offer the same prices and terms and conditions to other eligible governmental agencies that have an interlocal agreement with the City.
- B. The City does not accept any responsibility or liability for the purchases by other governmental agencies through an interlocal cooperative agreement.

13. **OWNERSHIP AND USE OF DELIVERABLES:** The City shall own all rights, titles, and interests throughout the world in and to the Deliverables.

- A. **Patents:** As to any patentable subject matter contained in the Deliverables, the Contractor agrees to disclose such patentable subject matter to the City. Further, if requested by the City, the Contractor agrees to assign and, if necessary, cause each of its employees to assign the entire right, title, and interest to specific inventions under such patentable subject matter to the City and to execute, acknowledge, and deliver and, if necessary, cause each of its employees to execute, acknowledge, and deliver an assignment of letters patent, in a form to be reasonably approved by the City, to the City upon request by the City.
- B. **Copyrights:** As to any Deliverable containing copyrighted subject matter, the Contractor agrees that upon their creation, such Deliverables shall be considered as work made-for-hire by the Contractor for the City and the City shall own all copyrights in and to such Deliverables, provided however, that nothing in this Paragraph 36 shall negate the City's sole or joint ownership of any such Deliverables arising by virtue of the City's sole or joint authorship of such Deliverables. Should by operation of law, such Deliverables not be considered work made-for-hire, the Contractor hereby assigns to the City (and agrees to cause each of its employees providing services to the City hereunder to execute, acknowledge, and deliver an assignment to the City of Austin) all worldwide right, title, and interest in and to such Deliverables. With respect to such work made-for-hire, the Contractor agrees to execute, acknowledge and deliver and cause each of its employees providing services to the City hereunder to execute, acknowledge, and deliver a work-for-hire agreement, in a form to be reasonably approved by the City, to the City upon delivery of such Deliverables to the City or at such other time as the City may request.

**CITY OF AUSTIN
PURCHASING OFFICE
SUPPLEMENTAL PURCHASE PROVISIONS**

- C. **Additional Assignments:** The Contractor further agrees to, and if applicable, cause each of its employees to execute, acknowledge, and deliver all applications, specifications, oaths, assignments, and all other instruments which the City might reasonably deem necessary in order to apply for and obtain copyright protection, mask work registration, trademark registration and/or protection, letters patent, or any similar rights in any and all countries and in order to assign and convey to the City, its successors, assigns, and nominees, the sole and exclusive right, title, and interest in and to the Deliverables, The Contractor's obligations to execute acknowledge, and deliver (or cause to be executed, acknowledged, and delivered) instruments or papers such as those described in this Paragraph 36 A., B., and C. shall continue after the termination of this Contract with respect to such Deliverables. In the event the City should not seek to obtain copyright protection, mask work registration or patent protection for any of the Deliverables, but should arise to keep the same secret, the Contractor agrees to treat the same as Confidential Information under the terms of Paragraph above.
14. **CONTRACT MANAGER:** The following person is designated as Contract Manager, and will act as the contact point between the City and the Contractor during the term of the Contract:

Michelle Moheet, (512) 530-6336

Michelle.Moheet@austintexas.gov

*Note: The above listed Contract Manager is not the authorized Contact Person for purposes of the **NON-COLLUSION, NON-CONFLICT OF INTEREST, AND ANTI-LOBBYING Provision** of this Section; and therefore, contact with the Contract Manager is prohibited during the no contact period.

City of Austin Aviation Department
AIRPORT INFORMATION TECHNOLOGY CONSULTING SERVICES

Pursuant to the policies and procedures of the City of Austin (City), notice is hereby given that firms and individuals (“Proposers”) are invited to submit a Request for Proposal to render Professional Information Technology Consulting Services (the “Services”) to the City of Austin Department of Aviation at Austin Bergstrom International Airport (the “Airport”).

I. PURPOSE

The Airport is seeking a professional Information Technology Consultant with aviation industry experience to provide a broad range of services associated with the planning, design and implementation of information technology (IT) projects and initiatives that are identified in the Airport’s Information Technology Master Plan (ITMP), Capital Improvement Plan (CIP), the Airport’s Information Systems Division annual project planning process, and other IT projects and initiatives requested by the A. The intent is to allow the Information Systems Division to procure professional consulting services on an as needed basis.

The Services may include program and project management; research and concept development for specific air travel industry-centric technologies; IT business analysis; business case development; infrastructure design; cyber and physical security analysis; development of solicitation documents; functional, performance and interface requirements definition and documentation; project design and planning; assistance with implementation and integration of applications across multiple systems; assistance with strategic planning and guided implementation of the existing IT Master Plan per recommendations and roadmap laid out by the ITMP document; vendor and product evaluations and recommendations, and other IT consulting services.

The initial term for the Professional Information Technology Consulting Service will be two (2) years with three (3) additional one (1) year extension renewal options. The scope of services for each specific task will be negotiated between the Airport and the Successful Proposer (Consultant). Specific tasks will commence upon the City of Austin Aviation Department’s issuance of a Notice to Proceed. The Consultant will be prohibited from submitting a competitive bid or proposal as a vendor for information technology products.

The Services referenced in this Solicitation are subject to approval by City of Austin Department of Aviation prior to any work or services being performed.

II. BACKGROUND

Austin-Bergstrom International Airport (ABIA) is located seven miles southeast of the Austin, Texas Central Business District. The airport property consists of 4,100 acres situated near the intersection of State Highway 71 and U.S. Highway 183. The campus includes a 25 gate, 670,000 square foot passenger terminal, and approximately 50 outlying facilities. A gate expansion is expected to be completed in 2018. The airport is owned by the City of Austin and operated by the City’s Department of Aviation. Austin-Bergstrom International Airport (ABIA) began providing air service in May 1999. During 2014, ABIA’s annual passenger count was 8.2 million.

The Airport’s Information Systems (IS) Division facilitates the effective use of information technology resources to support the Airport’s business objectives. It is responsible for managing the Airport’s data and voice network infrastructure, and developing and supporting Airport enterprise applications such as shared use passenger processing, flight information display, tenant management, invoicing, and asset management, airport access control and video management. Additionally, it is responsible for the development and management of enterprise wireless infrastructures and various related airport-centric projects.

The Airport completed an Information Technology Master Plan in 2014 with the goal of developing a roadmap

for the implementation of technology related projects that align with the overall organizational goals and objectives. The projects outlined in the ITMP are currently in various stages of planning and implementation.

III. SCOPE OF SERVICES

Proposers and associated team members shall demonstrate that they are able to perform a variety of assignments and tasks including the following:

- A. RESEARCH: The consultant shall conduct directed research on:
 - 1. Technologies and their uses, or potential uses, and document the findings and conclusions
 - 2. Commercial products (hardware, firmware and software) and services that incorporate those technologies, including fit for purpose, limitations, issues and probable total cost of ownership (rough order of magnitude (ROM) pricing)
 - 3. Related government, air travel industry standards, and best practices, methods, regulations and policies

- B. CONCEPT DEVELOPMENT: The consultant shall develop and document solution options to meet the needs (e.g., functional, performance, and interface requirements) of the enterprise at a conceptual level, but with sufficient detail to describe possible commercial products and service components, custom designed and developed components, their inter-relationships, and an allocation of requirements to those components. Solution options and risks shall be defined.

- C. BUSINESS CASE DEVELOPMENT: The consultant shall develop and document a business case for any concept chosen for additional consideration to include:
 - 1. Business impact assessment
 - 2. Technical infrastructure impact assessment, including impacts due to operational failure, cyber-security requirements, and PCI requirements
 - 3. Risks assessment
 - 4. Credible implementation timeline
 - 5. Cost-benefits assessment that addresses direct and indirect project costs and benefits including:
 - a) Return-On-Investment (ROI)
 - b) Internal Rate-of-Return (IRR)
 - c) Intangible benefits

- D. REQUIREMENTS DEVELOPMENT: The consultant shall develop and document complete functional, performance, technical, and interface requirements, dependencies and limitations (e.g., financial, regulatory, technical, operational), and re-assess and amend the business case(s) as needed.
 - 1. The consultant shall prepare all documents required for solicitation and provide professional advice and support to IT staff related to the solicitation including:
 - a) Documentation and review of design requirements
 - b) Documentation and review of design specifications
 - c) Review of solicitation responses
 - d) Documentation of installation, configuration and integration of commercial and custom developed products
 - e) Unit, subsystem and system verification and validations testing
 - f) Problem determination and resolution;
 - g) Creation of related documentation.

- E. OPERATIONAL READINESS: The consultant shall perform, or assist in performing, those services required to bring a solution into an operational state including system verifications, performance validation, and acceptance testing.

- F. **PROJECT MANAGEMENT (PM) AND OWNER AUTHORIZED REPRESENTATION (OAR):** The consultant shall be able to provide qualified personnel for PM and OAR services for IT projects and/or for IT portions of non-IT projects. These services include but are not limited to monitoring and reporting on compliance with resource allocations, schedules, technical and business issues and partner issues, and assistance in resolution of issues.
- G. **RESOURCE ACQUISITION:** The consultant shall provide qualified personnel to assist in development of statements of need, rationale, and methods for acquiring IT resources (e.g., facilities, systems, equipment, etc) needed to meet IT demands and commitments for services.
- H. **PLANNING:** The consultant shall provide qualified personnel to implement manage and update the existing current IT Master Plan to ensure continuity and forward perspective from an operational, technology and business vantage. The consultant shall provide IT inputs to the ITMP, Airport Strategic Plan, Master Plan, Capital Improvement Plan and other Plans that require IT input as directed. Inputs include based on research and resource assessment, and relationships to Airport Plans.
- I. **POLICIES AND PROCEDURES:** The consultant shall provide qualified personnel to draft, review and revise IT Service related policies and procedures, to monitor standards developments, and to monitor appropriate adoption of them into policies, procedures, and products.
- J. **SECURITY:** The consultant shall provide personnel to assist with ongoing IT security assessment and monitoring activities, security metrics, systems and application hardening and configurations, development of security policies, adherence to compliance standards such as PCI DSS, HIPAA, state and federal law and internally driven regulatory requirements. Expertise should include vulnerability assessment, penetration testing, remediation, risk assessment, incident response, security mitigations, log management, forensic analysis for incident artifacts, and other activities in alignment with industry best practices such as ISO 27001/27002, NIST, OWASP, ISECOM OSSTMM, PTES, and SANS 20 Critical Controls.
- K. **RELATED SERVICES:** Due to the rate of change in technologies, products and services, it is not possible to delineate each of the services that could be required during the term of the contract, including services that could be introduced during the term. The consultant s respond to change and must describe their approach to maintaining or acquiring the expertise needed. The intent is to include such changes and introductions in services in the scope of this contract.

IV. TECHNOLOGIES

Proposers shall have knowledge of and experience in the following technologies and services. In particular qualified Proposers shall have knowledge of use of these technologies to facilitate and enhance operations and customer experience within the airport space.

- A. Wireless technologies including both licensed and unlicensed bands for use in customer service, passenger processing, way finding, advertising, location-based services, queue management, network infrastructure redundancy, and operations and airfield management.
- B. Video technologies and analytics for security, passenger flow monitoring and modeling including interactive multilingual video and voice on monitors and smart mobile devices for customer assistance and information, including way finding, parking and transportation, advertising, paging, visual paging.
- C. Unified Communications technologies, systems, and applications including video conferencing,

telepresence, language translation, digital messaging, remote agent information kiosk, and IP-PBX systems.

- D. Airport information management systems leveraging the airport operations database, the airport documentation database, airport asset management database, and the airport spatial database for airport operations management, reporting, and planning.
- E. Mobile technologies for passenger processing, retail form-of-payment, baggage handling, cargo handling, operations management, airfield operations, and maintenance.
- F. Business intelligence solutions providing real-time situational awareness for operations, near real-time operations performance and financial management, operations simulation and monitoring, and historical trend analysis.
- G. Systems monitoring and management solutions providing proactive notification of risks and faults, and security threats. Automated resolution of potential faults, and notification and reporting of system performance.
- H. Geospatial solutions, including GIS, GPS, and custom programming.
- I. Information security processes, technologies, systems, and applications including monitoring/management of firewalls, intrusion prevention and management, and penetration testing, as well as, compliance with emphasis on Payment Card Industry (PCI) standards, Privacy requirements, security policy development and implementation, and policy enforcement.
- J. Building Information Management (BIM) systems including the generation and management of 3D digital representations and modeling of physical and functional characteristics of a facility.
- K. Building automation and management systems for monitoring, management, and performance reporting for elevators/escalators, UPS and generators, fire detection and alarm systems, HVAC, and low voltage and electrical systems.
- L. Technical infrastructure systems including computer room systems and design, computer room HVAC, UPS, and cabling, servers including virtualization strategy and operations, and network technologies (core and edge switches, routers) design, configuration and management.
- M. Airport trunk radio solutions and systems.
- N. Passenger and baggage processing including self-service baggage check, boarding, baggage tracking, rebooking, and off-site check-in.
- O. Parking revenue control, parking space monitoring and reservations, vehicle monitoring, payment option innovations.
- P. Ground transportation management, control, and tracking, revenue collection and reporting technologies, software and solutions including geofencing and RFID solutions for managing taxis, limousines, busses, and TNCs.
- Q. Patron loyalty programs (e.g., frequent parker, frequent shopper, etc.).
- R. Point-of-sale systems and integration.

- S. Computer-based training systems.

V. CURRENT COMMERCIAL PRODUCTS IN USE BY THE AIRPORT

The following commercial products are currently in use at the Airport. Proposers shall have knowledge of and experience with the following commercial products and related solutions.

- A. GCR AirportIQ Airport Business Manager
- B. ESRI/Arc GIS
- C. IBM Maximo
- D. AirIT Flight Information System
- E. AirIT Advertising Display System
- F. AirIT EASETM Shared Use Passenger Processing (SUPPS)
- G. IER Common Use Self-Service (CUSS)
- H. AirIT Resource Management System (RMS/AODB)
- I. Amano McGann iParc Parking Revenue Control System
- J. GCR AirportIQ Safety & Operations Compliance System (ASOCS)
- K. BriefCam Syndex EP
- L. Genetec Video Management Software
- M. Identiv (Hirsch) Velocity Software
- N. Milestone Xprotect Enterprise software
- O. EasyLobby Software
- P. Intellikey hardware and software
- Q. Nice Digital Video Recording Systems
- R. AAAE Computer based training
- S. Motorola RF Communications (City)
- T. IED Paging System
- U. Simplex Fire Alarm Monitoring
- V. Honeywell EBI Energy Management System
- W. Trane Tracer (Central Utility Plant)
- X. Powernet Electrical Power Monitoring and Lighting Control
- Y. Schindler Liftnet Elevator Management System
- Z. Seimens Airfield Solution/ADB airfield lighting system
- AA. Seimens Baggage Handling System(s)
- BB. Mobile Device Management Services (Airwatch)
- CC. Microsoft Windows Operating System servers, including clusters, virtual servers and blade servers
- DD. Microsoft SQL server
- EE. Microsoft SharePoint
- FF. VMWare
- GG. Microsoft Exchange Services
- HH. NEC phone switch
- II. Cisco Unified Communications
- JJ. Cisco switches, wireless controllers and access points
- KK. Solar Winds performance monitoring and trends, control and diagnostics
- LL. Software for intrusion prevention, detection, correction and reporting (e.g., Intrusion Prevention Systems (IPS) and firewalls

VI. CONSULTANT RESPONSIBILITIES

- A. The Consultant shall designate a dedicated Project Manager for the duration of this contract.

1. The assigned Project Manager shall have a minimum of five (5) years of experience related to Information Technology program and project management and a minimum of five (5) years of airport and/or air travel industry experience.
 2. The Airport's Contract Manager retains the right to approve the assigned Project Manager and to request a replacement.
 3. Any change in the assigned Project Manager shall be approved by the Airport's Contract Manager and replacement shall have a minimum of five (5) years of consecutive employment in a similar operation with comparable responsibilities, size and scope.
 4. The Project Manager shall act as an authorized representative of the Consultant.
 5. The Project Manager shall manage and coordinate contract performance and serve as a principal point of contact for communications with the Airport.
 6. The Project Manager shall accept work requests from the Airport Manager and develop a Work Statement for each project from the information provided by the Airport.
- B. The consultant shall produce written progress reports, and shall conduct briefings as requested.
- C. The consultant, in cooperation with the Airport shall ensure that all project deliverables are completed on or before established completion dates.
- D. The consultant in cooperation with the Airport shall provide written monthly status reports identifying major accomplishments, issues, planned activities and status of deliverables/milestones.
- E. The responsibilities of the consultant will be specifically defined in each Work Statement.
- F. The consultant shall be expected to work with various Airport staff members and/or other contractors associated with the project deliverable.
- G. The consultant shall provide a quote for the requested services prior to work begin. Work shall start upon receipt approval from the Airport Project Manager.
- H. The Consultant may not submit bids or proposals related to any business that it has provided consultation on with the Airport and/or the City of Austin.

VII. AIRPORT RESPONSIBILITIES

- A. The Airport will provide a Primary Point of Contact (Project Manager) for the duration of this contract. This point of contact will act as liaison between the consultant and the Airport staff.
- B. After award, the Airport will initiate work requests in one of the following manners:
1. The Airport will develop a specific scope of work for each individual project which will be assigned to the consultant for completion and submittal of a quote within 14 calendar days, unless otherwise stated by the Airport Project Manager.
 2. The Airport may ask for a proposed scope of work/solution to an identified problem. If it does it will expect the consultant proposal delivered to the Airport Project Manager within 14 calendar days, unless otherwise agreed upon by the Airport Project Manager. Pricing for these projects will be based on Attachment A, Price Proposal Form provided in the cost proposal submission or Lump Sum (Fixed) as determined by the Airport upon review of the specific project.
- C. The Airport will have the sole determination of the responsibilities and the extent of commitment

required for each Work Statement.

- D. The Airport's responsibilities will include the following:
 - 1. Participate in issue resolution through documentation, review and resolution action plans.
 - 2. Act as liaison with Airport executive management and staff.
 - 3. Acquire the appropriate Airport resources for subject matter and technical expertise.
 - 4. Participate in formulation of the detailed statement of work and work schedule.
 - 5. Define the reporting and deliverable requirements for each Work Statement.
 - 6. Review and acceptance of each deliverable and report.
 - 7. Inform the Vendor as necessary of any business or technical issues that may affect the contract delivery.
 - 8. Monitor decision-making and management of issues, acceptance, errors, enhancements, and change control.
 - 9. Monitor performance according to performance standards and service level agreements.
 - 10. Manage contractual activities for the Airport. Maintain a project management file, which will include all relevant deliverables and communication between the Airport and consultant for contract management purposes.

- E. Airport technical staff and subject matter experts will perform the following duties as appropriate for each Project.
 - 1. Maintain technical standards.
 - 2. Participate in acceptance testing.
 - 3. Participate in review, inspection, and approval of products and deliverables.
 - 4. Participate in knowledge transfer.
 - 5. Track technology licensing.
 - 6. Provide information about business needs, policies, and business procedures.
 - 7. Participate in requirements validation.
 - 8. Participate in cultural and procedural change management.
 - 9. Provide policy clarification and determination.
 - 10. Assist with managing customer requirements, risk and issues.
 - 11. Review and approve vendor's proposed user training.

- F. The IT project manager will:
 - 1. Be the single point of contact with the vendor for all work-related issues and manage the Airport/consultant interface.
 - 2. Manage work performed from the Airport perspective for the duration of the assigned Project.
 - 3. Monitor the consultant's progress to ensure that all milestones and deliverables are met and approve all work of the Project.

VIII. SECURITY, CONFIDENTIALITY, AND NETWORK DATA SECURITY REQUIREMENTS

- A. Consultant's on-site and remote staff shall meet all local and national security requirements and comply with all laws and regulations that are otherwise legally required to work at the airport. Refer to Exhibit A: Airport Security Requirements for more detail.

- B. On-site staff shall meet the minimum Airport security requirements and be capable of obtaining and maintaining a current valid SIDA badge at Aviation Department.

- C. On-site and remote staff shall sign a non-disclosure agreement and keep the details of Aviation Department confidential. Failure to sign or abide by the non-disclosure agreement shall be grounds for contract cancellation.

- D. Remote access shall meet Aviation Department security requirements. Consultant shall notify Aviation Department within 24 hours of a termination or resignation of support staff.
- E. All materials and information provided or made available to the Consultant by the City or while working on this Contract for the Airport shall be regarded as confidential information in accordance with Federal law, State law, and ethical standards. The Consultant shall take all necessary steps to safeguard the confidentiality of such materials or information. The Consultant shall ensure that its employees and Subcontractors associated with this contract abide by the confidentiality requirements of the Contract. The Consultant certifies that their employees, agents and Subcontractors, prior to working on this project, will have signed the Airport's Confidentiality Agreement.
- F. The Airport will provide security for gaining entry and access to its sites. As some program and individual data is of a highly sensitive nature and cannot be removed from the work location, the Consultant shall be responsible for sanitizing, i.e., removing or redacting, any such data before its removal.
- G. The Consultant shall be responsible for its Subcontractors' actions and shall be held liable for any data corruption caused by the Consultant or its Subcontractors.

(Exhibit A)

Airport Security Requirements

PART 1 – GENERAL

1.2 SUMMARY

- A. Access to any security or emergency documents must be approved by the Security Manager.
- B. Due to the ever changing environment of Airport security, requirements may change at any time.
- C. SENSITIVE SECURITY INFORMATION must be protected at all times.

WARNING: This document contains Sensitive Security Information that is controlled under 49 CFR parts 15 and 1520. No part of this document may be disclosed to persons without a "need to know", as defined in 49 CFR parts 15 and 1520, except with the written permission of the Administrator of the TSA or the Secretary of Transportation. Unauthorized release may result in civil penalty or other action. For US government agencies public disclosure is governed by 5 U.S.C. 552 and CFR part 15 and 1520.

1.3 RESTRICTED AREAS ACCESS POLICIES

Escorted Access: For this project Individuals shall submit to a fingerprint-based ten-year criminal history records check (CHRC) and Security Threat Assessment (STA). If the process confirms no disqualifying criminal offenses, the Department of Aviation (DOA) Security and ID Office will allow access, as approved by the Security Manager, to security areas and security documents. The Department of Aviation will provide escort services as part of this project as needed. Requests for access must be submitted in writing in advanced to the Security Manager so work can be scheduled accordingly.

Telecommunication / Electrical / Maintenance Room Access: The DOA Information Systems Division shall approve access into DOA telecommunication rooms. The DOA Building Maintenance Division shall approve access into electrical and/or maintenance rooms. A DOA employee shall accompany and escort individuals needing access to these areas. Requests for escorts must be made at least three (3) working days in advance of the event through the Project Manager and/or at the Work Coordination Meetings.

The following procedures shall be followed for approved parking.

1. The Contractor will contact Airport Communications (530-2242) to advise they are arriving at the terminal, or have arrived at their approved parking location. An Airport Security Supervisor or designee will be dispatched to meet at the designated parking location.
2. The security representative will inspect the vehicle and apply a distinctive sticker to the vehicle window to indicate that the vehicle has been inspected and authorized to be parked at that location.

Under no circumstances shall the Contractor's vehicle operator leave the vehicle prior to security inspection.

1.4 SECURITY CLEARANCE PROCEDURES

Contractor should allow 7-10 days for completion of security screening processing. Please contact Security and ID at 530-6360 for business hours.

The following procedures shall be followed to obtain security clearance:

1. Contract applicant shall complete, sign the **Personal Information Form**, and present two forms of identification.
2. Contract applicant shall read and sign the **Criminal History Records Check/Disqualifying Criminal Offenses** statement/form.
3. Contractor shall submit to an FBI fingerprint-based criminal history records check and a TSA Security Threat Assessment (STA).

Non-U.S. citizen proposers shall provide governmental proof of work authorization and an ABIA **Documentation Verification Form** reviewed and stamped by Immigration and Customs Enforcement personnel located on the ground level of the terminal building

**CITY OF AUSTIN
PURCHASING OFFICE
PROPOSAL PREPARATION INSTRUCTIONS AND EVALUATION FACTORS
SOLICITATION NUMBER: PAX0136**

1. **PROPOSAL FORMAT**

The original proposal shall contain ink signatures and shall be typed on standard 8 ½" X 11" paper, double-sided, and have consecutively numbered pages.

Prefacing the proposal, the Proposer shall provide an Executive Summary which gives in brief, concise terms, a summation of the proposal. The Executive Summary should include the following information:

- Summation of proposal
- Explanation of the suitability and scalability of the proposed system (10 pages or less)
- Statement of assumptions made in responses

The proposal itself shall be organized in the following format and informational sequence. Use tabs to divide each part of the Proposal and include a Table of Contents:

TAB 1 – CITY OF AUSTIN PURCHASING DOCUMENTS - Complete and submit the following documents:

- A. Signed Offer Sheet
- B. Section 0605 Local Business Presence Identification Form
- C. Section 0700 Reference Sheet
- D. Section 0835 Non-Resident Bidder Provisions Form
- E. Compliance Plan

TAB 2 – AUTHORIZED NEGOTIATOR: Include name, address, and telephone number of person in your organization authorized to negotiate Contract terms and render binding decisions on Contract matters.

TAB 3 – COVER LETTER: On agency/organization letterhead, include contact person(s), mailing address, e-mail address, telephone number and fax number for individuals authorized to answer technical, price and/or contract questions.

TAB 4 – ATTACHEMENT B - PURCHASING EXCEPTIONS FORM: Proposer shall clearly indicate each exception taken, provide alternative language, and justify the alternative language. The Proposer that is awarded the contract will be required to sign the contract with the provisions accepted; any exceptions may be negotiated or may result in the City deeming the offer non-responsive. Failure to accept or provide the exception information under **Attachment B, Purchasing Exceptions** may result in the City deeming the offer non-responsive. The City reserves the right to reject a Proposal containing exceptions, additions, qualifications or conditions not called for in the Solicitation.

TAB 5 - BUSINESS ORGANIZATION: Proposer should include the following:

**CITY OF AUSTIN
PURCHASING OFFICE
PROPOSAL PREPARATION INSTRUCTIONS AND EVALUATION FACTORS
SOLICITATION NUMBER: PAX0136**

1. Provide your legal firm name, headquarters address, local office addresses if any, and state of incorporation.
2. List the principal officers of the company including name, title, and tenure.
3. Confirm that your firm is legally authorized, pursuant to the requirements of the Texas Statutes, to do business in the State of Texas.
4. List and describe all bankruptcy petitions (voluntary or involuntary) which have been filed by or against your firm, its parent or subsidiaries, predecessor organization(s), or any wholly owned subsidiary during the past five (5) years. Include in the description the disposition of each such petition.
5. List and describe all bankruptcy petitions (voluntary or involuntary) which have been filed by or against your firm, its parent or subsidiaries, predecessor organization(s), or any wholly owned subsidiary during the past five (5) years. Include in the description the disposition of each such petition.
6. List all claims, arbitrations, administrative hearings, and lawsuits brought by or against your firm, its predecessor organization(s), or any wholly owned subsidiary during the last five (5) years. The list shall include all case names; case, arbitration, or hearing identification numbers; the name of the project over which the dispute arose; a description of the subject matter of the dispute; and the final outcome of the claim.
7. List and describe all criminal proceedings or hearings concerning business related offenses in which your firm, its principals, officers, predecessor organization(s), or wholly owned subsidiaries were defendants.
8. Has your firm ever failed to complete any work awarded to you? If so, where and why?
9. Has your firm ever been terminated from a contract? If so, where and why?
10. Has your business ever done business using another corporation/company name?

TAB 6 – PRIOR EXPERIENCE & REFERENCES:

1. Provide a written narrative of Proposer's and subcontractors' experience in developing and presenting information technology consulting services for airports. Additionally, provide the names, addresses, and telephone numbers of at least five (5) airports for which Proposer has completed projects similar to the one referenced herein within the last five (5) years. Include the following details for each project:
 - (a) Date(s) Proposer served as air service development consultant

**CITY OF AUSTIN
PURCHASING OFFICE
PROPOSAL PREPARATION INSTRUCTIONS AND EVALUATION FACTORS
SOLICITATION NUMBER: PAX0136**

- (b) Type of service provided: domestic passenger, international passenger, domestic and/or international cargo
 - (c) Delineate outcomes of each engagement, e.g., increased revenue, enhanced customer service, etc.
2. Provide a minimum of three (3) customer references, which are operating a fully functional system of similar scope and magnitude as described in this RFP. All client reference information must be supported and verified. Reference contacts must be aware that they are being used and agreeable to City interview for follow-up. Provide evidence of experience with these projects of similar size, scope, and complexity. The City may solicit from previous clients, or any available sources, relevant information concerning Proposer's record of past performance

References must include the following information:

- Name of Company
 - Number of personnel
 - Contact name – sponsor or IT Lead
 - Contact address
 - Contact telephone number
 - Contact e-mail
3. Provide samples of written proposals developed by the Proposer. Type of sample report Airport Operational Command Center.

TAB 7 – PERSONNEL & PROJECT MANAGEMENT STRUCTURE:

1. Identify personnel to be assigned as Project Manager for this project. Provide definitions of roles, responsibility, and skillsets required to implement and maintain the proposed solution. Provide resume. The assigned Project Manager shall have a minimum of five (5) years of experience related to Information Technology program and project management and a minimum of five (5) years of airport and/or air travel industry experience. **(Section 0500, item VI.A)**
2. Provide names and qualifications of all professional individual who will be assigned to manage this engagement and describe similar assignments for which he/she has had oversight responsibility. State the primary work assigned to each person and the percentage of time each person will devote to this work. Highlight work experience on projects similar to one referenced herein. Provide all resumes. **(Section 0500, item III and IV)**
3. Provide a general explanation and chart that specifies project leadership and reporting responsibilities.
4. If use of subcontractors is proposed, identify their placement in the primary management structure, and provide internal management description for each subcontractor.

**CITY OF AUSTIN
PURCHASING OFFICE
PROPOSAL PREPARATION INSTRUCTIONS AND EVALUATION FACTORS
SOLICITATION NUMBER: PAX0136**

Tab 12 – ATTACHMENT A - PRICE PROPOSAL FORM: Information described in the following sub-sections is required from each Proposer. Your method of costing may or may not be used but should be described. A firm fixed price or not-to-exceed Contract is contemplated, with progress payments as mutually determined to be appropriate.

Proposer shall submit the completed price proposal spreadsheet provided in the **Attachment A – Price Proposal Form.**

- i. Travel expenses. All travel lodging expenses in connection with the Contract for which reimbursement may be claimed by the Contractor under the terms of the Solicitation will be reviewed against the City's Travel Policy as published and maintained by the City's Controller's Office and the Current United States General Services Administration Domestic Per Diem Rates (the "Rates") as published and maintained on the Internet at:

<http://www.gsa.gov/portal/category/100120>

No amounts in excess of the Travel Policy or Rates shall be paid. All invoices must be accompanied by copies of detailed receipts (e.g. hotel bills, airline tickets). No reimbursement will be made for expenses not actually incurred. Airline fares in excess of coach or economy will not be reimbursed. Mileage charges may not exceed the amount permitted as a deduction in any year under the Internal Revenue Code or Regulations.

2. SUPPLEMENTAL TERMS

1. **Local Business Presence:** The City seeks opportunities for businesses in the Austin Corporate City Limits to participate on City contracts. A firm (Offeror or Subcontractor) is considered to have a Local Business Presence if the firm is headquartered in the Austin Corporate City Limits, or has a branch office located in the Austin Corporate City Limits in operation for the last five (5) years. The City defines headquarters as the administrative center where most of the important functions and full responsibility for managing and coordinating the business activities of the firm are located. The City defines branch office as a smaller, remotely located office that is separate from a firm's headquarters that offers the services requested and required under this solicitation. Points will be awarded through a combination of the Offeror's Local Business Presence and/or the Local Business Presence of their subcontractors. Evaluation of the Team's Percentage of Local Business Presence will be based on the dollar amount of work as reflected in the Offeror's MBE/WBE Compliance Plan or MBE/WBE Utilization Plan. Specify if and by which definition the Offeror or Subcontractor(s) have a local business presence.
3. **Proposal Acceptance Period:** All proposals are valid for a period of one hundred and twenty (180) calendar days subsequent to the RFP closing date unless a longer acceptance period is offered in the proposal.

**CITY OF AUSTIN
PURCHASING OFFICE
PROPOSAL PREPARATION INSTRUCTIONS AND EVALUATION FACTORS
SOLICITATION NUMBER: PAX0136**

4. **Proprietary Information:** All material submitted to the City becomes public property and is subject to the Texas Open Records Act upon receipt. If a Proposer does not desire proprietary information in the proposal to be disclosed, each page must be identified and marked proprietary at time of submittal. The City will, to the extent allowed by law, endeavor to protect such information from disclosure. The final decision as to what information must be disclosed, however, lies with the Texas Attorney General. Failure to identify proprietary information will result in all unmarked sections being deemed non-proprietary and available upon public request.

3. **PROPOSAL PREPARATION COSTS:** All costs directly or indirectly related to preparation of a response to the RFP or any oral presentation required to supplement and/or clarify a proposal which may be required by the City shall be the sole responsibility of the Proposer.

4. **EVALUATION FACTORS AND AWARD**
 - A. **Competitive Selection:** This procurement will comply with applicable City Policy. The successful Proposer will be selected by the City on a rational basis. Evaluation factors outlined in Paragraph B below shall be applied to all eligible, responsive Proposers in comparing proposals and selecting the Best Offeror. Award of a Contract may be made without discussion with Proposers after proposals are received. Proposals should, therefore, be submitted on the most favorable terms.
 1. **Evaluation Factors (Maximum 100 points):**
 - 1.1 **Prior Experience & References – 40 Points**
 - Demonstrated applicable Airport experience
 - Project Reference

 - 1.2 **Personnel & Project Management Structure: –30 Points**
 - Evidence of experience with similar projects of similar size, scope and complexity
 - References
 - Resume reviews

 - 1.3 **Total Price Proposed (Attachment A – Price Proposal) – 20 points**

Proposer with lowest cost to the City will be given maximum number of points, remainder given on a percentage ratio basis

 - 1.4 **Local Business Presence – 10 points**

**CITY OF AUSTIN
PURCHASING OFFICE
PROPOSAL PREPARATION INSTRUCTIONS AND EVALUATION FACTORS
SOLICITATION NUMBER: PAX0136**

Team’s Local Business Presence	Points Awarded
Local business presence of 90% to 100%	10
Local business presence of 75% to 89%	8
Local business presence of 50% to 74%	6
Local business presence of 25% to 49%	4
Local presence of between 1 and 24%	2
No local presence	0

2. Interview, Optional (25 points)

The City may determine that it is necessary to interview short-listed Proposers prior to making a recommendation to the City Council. Staff intends to use the following guidelines in selecting Proposer(s) for a short-list. The City may use some, all, or none of these guidelines when selecting Proposer(s) for a short-list.

- a. The point difference between the first and second ranked Proposer is less than five points.
- b. The number of Proposer(s) interviewed may depend on the closeness of the scores following evaluation of the written responses.
- c. Any significant gaps in point separation between the top ranked Proposer(s) and lower scoring Proposer(s).
- d. Proposer(s), in the Evaluation Committee’s opinion, that are considered qualified to perform the work, on the basis of their written response.
- e. Limiting the number of Proposer(s) to be interviewed to no more than 50% or 5 Proposer(s), whichever is less.
- f. Staff may conduct interviews in other cases where staff believes it is in the best interest of the City.