

LEXINGTON-FAYETTE URBAN COUNTY AIRPORT BOARD

REQUEST FOR PROPOSALS

to provide

PURCHASING CARD SERVICES

for

BLUE GRASS AIRPORT

DATED: FEBRUARY 3, 2019

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LEXINGTON-FAYETTE URBAN COUNTY AIRPORT BOARD
REQUEST FOR PROPOSALS
for
PURCHASING CARD SERVICES
at
BLUE GRASS AIRPORT

NOTICE AND REQUEST FOR PROPOSALS

Notice is hereby given that the Lexington-Fayette Urban County Airport Board (Authority) pursuant to this Request for Proposals (“RFP”) will accept sealed Proposals from purchasing card providers (the “Proposer”) to provide Purchasing Card services (the “Services”) in accordance with all applicable requirements.

The Proposals will be reviewed and evaluated by the Authority’s Selection Committee. A Proposer will be selected by the Authority, based on qualifications as defined by the criteria established in the RFP.

In response to this request, four (4) copies of the Proposal and one (1) electronic version in PDF format must be received at the Authority’s Administrative Office no later than 4 pm, local time, Tuesday, March 5, 2019, and must be submitted via courier or overnight delivery to:

Ben Harward
Controller
Blue Grass Airport
4000 Terminal Drive, Suite 206
Lexington, KY 40510
*Attn: Request for Proposal for: **Purchasing Card Services***

PROJECT CONTACT

For further information, copies of the RFP packet, and all related documents, contact Ben Harward, Controller, at (859) 425-3196 or bharward@bluegrassairport.com. The Request for Proposal packet is also available on the Airport’s website at <https://bluegrassairport.com/busopps.html>.

To ensure a proper and fair evaluation, the Authority has established a cone of silence applicable to all competitive procurement processes, including this RFP. The cone of silence is designed to protect the integrity of the procurement process by shielding it from undue influences prior to Award of an Agreement by the Authority. The cone of silence will be imposed on the RFP beginning with advertisement for the same and ending with the Authority’s Award of the Agreement.

The cone of silence prohibits any communications regarding this RFP between:

1. A potential Proposer (which includes vendors, service providers, bidders, proposers, lobbyists and consultants) and their representative(s) and Authority staff, except for communications with the Authority's procurement agent or other supporting procurement staff responsible for administering the procurement, provided the communication is strictly limited to procedural matters of the RFP.
2. A potential Proposer and their representative(s) and an Authority member.
3. A potential Proposer and their representative(s) and any member of the Selection Committee.
4. An Authority member and any member of the Selection Committee.

Unless specifically provided otherwise in the RFP, in addition to the exceptions set forth above, the cone of silence does not apply to:

1. Communications with Legal Counsel.
2. Oral communications during publicly noticed Selection Committee meetings including those specifically for presentations, demonstrations, or interviews.
3. Oral communications during any duly noticed Board meeting.
4. Communications relating to protests.

Any violation of the cone of silence by a Proposer, as well as any of its representatives, will render its response void as well as any Awarded Agreement.

All Proposals shall become the property of the Authority and will not be returned to Proposers unless a written request to withdraw is received prior to 4:00 p.m. local time on Tuesday, March 5, 2019.

The Authority, in accordance with Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 USC 2000d to 2000d-4) and the Regulations, hereby notifies all Proposers that it will affirmatively insure that in any Award made pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit Proposals in response to this invitation and that no Proposer will be discriminated against on the grounds of race, creed, handicap, color, religion, sex or national origin in consideration for an Award.

BY ORDER OF THE LEXINGTON-FAYETTE URBAN COUNTY AIRPORT BOARD

DEFINITION OF TERMS

Whenever the following terms are used in these Proposal Documents, or in any other documents or instruments pertaining to the Services where these specifications govern, the intent and meaning shall be interpreted as follows. All terms may not be used/applicable to this document.

ADVERTISEMENT: The Notice and Invitation to Submit Proposals for the provision of the Service to be Awarded.

AGREEMENT: That document to be entered into by the Authority and the Proposer, which together with the Proposal Documents constitutes the basis for providing the Service.

AGREEMENT DOCUMENTS: All written material covering the Service to be provided. The Agreement documents may include, but are not limited to, the following: Cover Page; Invitation to Submit Proposals; Definition of Terms; Instructions to Proposers; General Conditions; Insurance Certificates; any Attachments; any Addenda; and the Agreement and/or Purchase Order.

AIRPORT: Airport means any and all property and improvements owned, leased, operated or controlled by the Authority, which, for the purposes of these Proposal Documents, shall mean Blue Grass Airport, Kentucky.

AUTHORITY: The Lexington-Fayette Urban County Airport Board acting through its duly authorized representatives.

AWARD: The acceptance by the Authority of the successful Proposer's offer to provide the Service.

CALENDAR DAY: Every day shown on the calendar, including Saturdays, Sundays and Holidays.

PROPOSER: The Bank or Financial Institution to which the Award is made, and which is liable for providing the Service in conformance with the Proposal Documents.

PROPOSAL: All required submissions contained in the written offer of the proposers to provide the Services in accordance with the provisions of the Proposal Documents.

PROPOSAL DUE DATE: Shall mean Tuesday, March 5, 2019 at 4:00 P.M.

SPECIFICATIONS: A part of the Proposal Documents or Agreement Documents that contain the written directions and requirements for qualifying for the Award and providing the Service.

WRITTEN NOTICE: All notices required by the Proposal Documents or Agreement Documents shall be in writing, and shall be sufficient, and shall be deemed delivered, if hand delivered, or sent by certified mail, postage prepaid, by one party to the other at such receiving party's principal place of business or the last business address known to the party giving the notice.

INSTRUCTIONS TO PROPOSERS

AIRPORT BACKGROUND

I. AIRPORT INFORMATION

The Authority is the owner and operator of the Blue Grass Airport. The Airport is located on and includes nearly 1,076 acres located 6 miles west of the City of Lexington and adjacent to US Highway 60, a major 6 lane east-west highway. It is the only primary commercial service airport located in the central part of the Commonwealth of Kentucky. The Airport has two runways aligned in a northeasterly southwesterly direction, Runway 4/22 of 7,000 feet in length used primarily for commercial air carrier operations and Runway 9/27 of 4,000 feet in length used primarily for general aviation (GA) operations.

FAA personnel operate the air traffic control tower located east of the air carrier terminal 24 hours per day. The Airport is classified as a small-hub under FAA passenger enplanement criteria and is an origin and destination airport. The Airport is served by both mainline and regional airlines. In calendar year 2018 the Airport had 682,662 enplaned passengers.

Proposers are encouraged to thoroughly review the information contained on the website to become familiar with the Authority and its operations.

FINANCE COMMITTEE:

The Authority has a Finance and Audit Committee whose responsibilities include evaluating the Selection Committee's recommendation.

RFP PROCESS SCHEDULE/TIMELINE

Public Advertisement	Sunday, February 3, 2019
Questions due from Proposers	Wednesday, February 13 th – 4:00
Questions and answers posted on Airport website	Thursday, February 21 st on website by 4:00 pm
Proposals Due to Airport	Monday, March 5, 2019 by 4:00 pm
Review by Selection Committee	Thursday, March 14, 2019
Tentative Date for Interviews	Between March 25 th to April 5 th .
Anticipated Notification of Agreement Award	Thursday, April 18, 2019

RFP DEADLINE FOR SUBMISSIONS

This RFP is available on the Airport's website, <https://bluegrassairport.com/busopps.html>. Proposals must be received at the Airport before 4:00 PM on Tuesday, March 5, 2019. The Authority reserves the right to extend the opening date or time provided no RFP responses have been previously opened. Late responses will NOT be considered and will be returned, unopened, to the Proposer.

All responses shall be sealed and clearly marked with the Proposers name and address and the words "Request for Proposal, Purchasing Card Services" on the outside of the envelope or container. The Proposer shall allow sufficient time to ensure receipt of the response. It is the sole responsibility of the Proposer to have the response delivered to the Airport at the address (listed on page 1 of this RFP) before the closing hour and date given in this RFP:

Proposers shall prepare responses in compliance with all the instructions outlined in this RFP.

REJECTION OR ACCEPTANCE OF PROPOSALS

At any time, up to the hour and date set for receipt of Proposals, the Proposer may withdraw its Proposal by requesting in writing to the Authority. After the scheduled time of receipt of Proposals, the Proposer will not be permitted to withdraw its Proposal and the submission of a Proposal will constitute a valid offer subject to acceptance by the Authority for a period of 120 calendar days following the due date for Proposals.

- i. The Authority reserves the right to reject any and all Proposals, waive any irregularities in any Proposal, and to negotiate for the modification of any Proposal. The Authority reserves the right to accept the Proposal, which in its sole judgement, is deemed the most desirable and advantageous to it from the standpoint of customer service and value, and concept of operation, even though such Proposal may not on its face appear to be the lowest and best price to the Authority.
- ii. Responsibility and qualifications are to be determined from the information furnished by the Proposer as well as from other sources determined to be appropriate by the Authority. The Authority further reserves the right not to make an Award until after such investigations, as are deemed appropriate, are made regarding the experience, financial responsibility and qualifications of the Proposer.
- iii. Any Proposal which is incomplete, conditional, ambiguous, obscure or which contains additions or alterations not called for, or irregularities of any kind, may be rejected for such reason or reasons.

If the successful Proposer refuses to enter into the Agreement within 30 Calendar Days after the Agreement is given to the successful Proposer for execution, the Authority shall have the right to accept the Proposal(s) of any other qualified Proposer(s) which submitted a bona fide Proposal in response to these Proposal Documents, without re-advertisement.

II. DISQUALIFICATION OF PROPOSAL

Any of the following causes may be considered as sufficient for the disqualification of a Proposal and the rejection of a Proposal.

- i. Submission of more than one Proposal hereunder by a Proposer under the same or different names.

- ii. Evidence of collusion among Proposers.
- iii. A Proposer's default or arrearage under any other previous or existing Agreement with the Authority.
- iv. Existence of any unresolved claims between the Proposer and the Authority.

III. INCOMPLETE PROPOSALS

The Authority may consider incomplete any Proposal not prepared and submitted in accordance with the provisions of these Proposal Documents. Any alteration, omission, addition to, or any unauthorized conditions, limitations or provisions attached to a Proposal may render it incomplete and may be sufficient cause for its rejection. The Authority may also consider the Proposal incomplete and may reject it if:

- i. There are alternate Proposals not called for or irregularities of any kind, which may tend to make the Proposal indefinite or ambiguous as to its meaning.
- ii. Any documents necessary for Proposal purposes which are not complete, are improperly executed, or are missing.

IV. NOTICE OF AWARD

It is anticipated that the Authority will give the Notice of Award to the successful Proposer within 60 calendar days after the Proposals are received. However, the Authority reserves a period of 120 calendar days after such receipt during which time the Notice of Award may be given. Proposer to whom an Award is made, shall within seven days of the date of receipt of the Notice of Award acknowledge said Agreement Documents.

GENERAL CONDITIONS

The following general conditions relate to the submission of Proposals and any Award to be made as a result thereof:

- i. The Authority shall not be obligated to respond to any Proposal submitted, nor shall the Authority be legally bound in any manner whatsoever by the submission of a Proposal by any Proposer.
- ii. Any Agreement arising out of any Proposal submitted hereunder, and any negotiations that may follow, shall not be binding or valid against the Authority, its officers, employees or agents, unless reduced to writing and executed by the Authority.
- iii. Statistical information contained in these Proposal Documents is for information purposes only. The Authority is not responsible for any inaccuracies or interpretations of data.
- iv. Under Kentucky's Open Records Act, the Proposal submitted in response to this

solicitation will be subject to inspection by the public, unless an exception to the Open Record Act applies. KRS 61.878(1)(c)(1) excludes from the Act's disclosure requirements "records confidentially disclosed to an agency...generally recognized as confidential or proprietary, which if openly disclosed would permit an unfair commercial advantage to competitors of the entity that disclosed the records." If Proposers response to this solicitation contains information Proposer deems as confidential or proprietary, Proposer shall clearly mark the pages containing such information as "CONFIDENTIAL" or "PROPRIETARY." Proposers may not classify an entire Proposal as proprietary or confidential. Proposers' classifications of information as confidential or proprietary will not be binding upon the Authority.

RFP GENERAL INFORMATION

I. QUESTIONS REGARDING RFP

Questions regarding this RFP must be submitted in written form via email to Ben Harward at bharward@bluegrassairport.com. Questions will be accepted until 4:00 PM, Wednesday, February 13, 2019. Responses will be provided by 4:00 PM, Thursday, February 21, 2019. Responses will be posted only on the Airport's website, www.bluegrassairport.com. Only questions relevant to clarification of the requirements of this RFP or the scope of services will be answered.

II. RFP TO BIND PROPOSER

The response must contain the signature of a duly authorized officer of the Proposer with the legal right to bind the Proposer. All submitted responses shall be binding for a period of one hundred twenty (120) days from the response submission deadline. Further, the successful Proposer will be bound by the response pursuant to the Agreement between the parties, in excess of one hundred twenty (120) days.

III. SOLE RESPONSIBILITY

The successful Proposer, if any, shall assume responsibility for meeting all requirements agreed to in the response to this RFP.

IV. SOLE CONTACT

The Airport will consider the selected Proposer to be the sole point of contact with regard to contractual matters and the payment of any and all charges resulting from the Agreement obligations. Upon award of the Agreement, the selected Proposer will be directly responsible for all of its subcontractors, if any, and the selected Proposer will designate a project manager who will serve as the point of contact for the Authority for billing, additions, deletions, or any other requests or inquiries.

V. RESPONSE COSTS

All costs incurred in preparing the response to this RFP, participating in this process and negotiating with the Airport, whether or not an Agreement is signed, shall be solely the responsibility of the Proposer. All materials and documents submitted by Proposers in response to this RFP become the property of the Airport and shall not be returned to the Proposers.

VI. ADDITIONAL RFP REQUIREMENTS

Selected Proposers will be asked to participate in an interview and demonstration of online tools with the Authority.

VII. GRATUITIES AND KICKBACKS

The Proposer shall not offer, give or agree to give any Authority employee or former Authority employee a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing or in other advisory capacity in any proceeding of application, request for ruling, determination, claim or controversy.

VIII. ADDITIONAL INFORMATION

The Airport's annual spend on the current purchasing card is approximately \$800,000.

INSURANCE

I. The Proposer shall acquire and maintain all insurance specified hereunder through the term of this Agreement. Such insurance shall be underwritten and issued by a firm or companies acceptable to the Authority and the Proposer shall furnish evidence satisfactory to the Authority that such insurance is in effect and will not be cancelled during the term of this Agreement except with not less than 30 days prior written notice of such cancellation to the Authority. Approval of the insurance by the Authority shall not relieve or decrease the liability of the Proposer and the Proposer shall obtain such approval prior to commencement of Services.

- i. Worker's Compensation and Employer's Liability: The statutory limits for Proposer's employees engaged in work under this Agreement shall apply.
- ii. Professional Liability (Errors and Omissions): This insurance shall provide coverage for errors or omissions on the part of Proposer arising out of, or resulting from, the performance of this Agreement in the single limit amount of not less than \$3,000,000.00.
- iii. General Liability: This insurance shall provide coverage with a contractual liability endorsement, on an occurrence basis with a minimum single limit of \$1,000,000.00 per occurrence and \$3,000,000.00 in the aggregate.
- iv. Cyber Insurance: This insurance shall provide coverage for a data breach in which, or resulting from, the performance of this Agreement in the single limit amount of not less than \$3,000,000.00
- v. Additional Insured: The Authority, and the Authority's members, officers, directors, employees and agents in the course and scope of employment, shall be included as an additional insured on the successful Proposer's General Liability with respect to claims or liabilities arising from, or connected with the successful Proposer's work or operations.

To the fullest extent permitted by law, the successful Proposer agrees to waive all rights of subrogation against the Authority, including the Authority's members, officers, directors, employees and agents and shall cause each of its subcontractors to waive their rights of subrogation against the Authority, including the Authority's members, officers, directors, employees and agents for all costs or expenses, losses, damages, claims, suits or demands, howsoever caused.

AGREEMENT TERMS

I. PURCHASING CARD SERVICES

The Authority shall contract with a single Proposer to provide Purchasing Card Services.

- i. **Agreement Negotiations:** One Proposer will be selected for Agreement negotiations. Realizing that the final basis for contract between the successful Proposer and the Authority must be an Agreement document, Proposers shall indicate their willingness to negotiate an Agreement acceptable to both Parties. This RFP and specified portions of the successful Proposer's response shall be incorporated into such Agreement. The successful Proposer shall be required to execute a written Agreement with the Authority. The Authority will not execute the Proposer's standard Agreement.
- ii. **Cancellation:** Should the successful Proposer fail to meet the requirements of the Agreement after it is executed, the Authority may cancel the Agreement at once and award the remainder of the Agreement term to the next qualified Proposer. If the Agreement is cancelled, all materials provided to Proposer shall be returned to the Authority.
- iii. **Anticipated Commencement Date:** The Authority anticipates the commencement date of the Agreement to be on or around April 18, 2019.
- iv. **Term of Agreement:** The initial term of the Agreement will be for a period of Five (5) years commencing on the start date of the Agreement (Agreement Term). The Authority, in its sole discretion, reserves the option to offer to extend the Agreement Term, for up to five (5) additional one-year terms, by written notice to the successful Proposer within Ninety (90) days prior to the Agreement Term effective date.
- v. **Termination of Agreement:** Authority may, at any time upon thirty (30) days written notice to successful Proposer specifying the effective date of termination, terminate the Agreement, in whole or in part, when the Authority deems it to be in Authority's best interests. Proposer may terminate the Agreement upon thirty (30) days' notice to the Authority if the Authority is in material breach of the Agreement and fails to cure the breach before the end of the 30-day notice period.
- vi. **Assignment:** The successful Proposer shall not assign the Agreement or any part hereof or any monies due or to become due hereunder without the prior written approval of the Authority.

- vii. **No Financial Interest / Consultant Fees:** The successful Proposer understands and agrees that no Airport employee or member of the Authority shall receive or has received any financial benefit arising out of this RFP or its Agreement, either directly or indirectly. Further, any fees paid to any person or entity by the Proposer for assistance in obtaining this Agreement with the Authority must be fully disclosed to the Authority.
- viii. **Jurisdiction:** Any Agreement resulting from the Proposals taken herein shall be interpreted, construed and performance shall be governed by and in accordance with the laws of the Commonwealth of Kentucky. Authority and the successful Proposer irrevocably agree that should any litigation arise out of the Agreement, it shall be brought in the state or federal courts in Frankfort, Kentucky.

II. DEFAULTS AND REMEDIES

- i. **Defaults:** The successful Proposer shall be in default of the Agreement upon the occurrence of any of the following events:
 - (a) If the successful Proposer fails to comply with any of the provisions required of the successful Proposer under the Agreement, and such failure continues for a period of twenty-four (24) hours after written notice thereof is given to the successful Proposer by the Authority; or
 - (b) If, by operation of law or otherwise, the right, title, or interest of the successful Proposer in the Agreement is transferred to, passes to, or devolves upon any other person, Proposer, or corporation without prior written consent of the Authority; or
 - (c) Upon the levy of any attachment or execution of any process of a court of competent jurisdiction which does or will interfere with the successful Proposer's performance under the Agreement, and which attachment, execution, or other process of such court is not enjoined, vacated, dismissed, or set aside within a period of thirty (30) days; or
 - (d) Upon the suspension, revocation, or termination of any power, license, permit, or authority that has the effect of preventing the successful Proposer from performing under the Agreement;
- ii. **Remedies:** Upon the occurrence of any one or more of the events as set forth above, or upon any other default or breach of the Agreement, Authority may, at Authority's option an in addition to any other rights or remedies available, exercise concurrently or successively, any one or more of the following rights and remedies without waiving such default:
 - (a) Interplead funds to a court or pay any sum required to be paid by the successful Proposer to parties other than Authority, and which the successful Proposer has incurred in connection with the Agreement and failed to pay. Any amount so paid in good faith by

Authority, together with interest thereon at the maximum rate provided by law from the date of such payment, and all expenses connected therewith shall be repaid by the successful Proposer to Authority on demand; or

- (b) Enjoin any breach or threatened breach by the successful Proposer of any covenants, Agreements, terms, provisions, or conditions hereof; or
 - (c) Bring suit for the performance of any covenant devolving upon the successful Proposer for performance or damage thereof, all without terminating the Agreement or
 - (d) Terminate the Agreement upon ten (10) days written notice to the successful Proposer, specifying date of termination and upon payment of all fees and expenses incurred prior to termination.
- iii. **Actions of Termination:** If the Agreement is terminated prior to the successful Proposer's completion of the services to be performed hereunder, then all finished or unfinished documents or other materials prepared or obtained by the successful Proposer pursuant to the Agreement shall become Authority's property. If the Agreement is terminated prior to the successful Proposer's completion of the services to be performed, the successful Proposer shall return to Authority any sums paid in advance by Authority for services that would otherwise have had to be rendered between the effective date of termination and the original ending date of the Agreement. The successful Proposer shall prepare an accounting of the services performed and money spent by the successful Proposer up to the effective date of termination and shall return to Authority any remaining sums within thirty (30) days of such date.
 - iv. **Laws, Permits and Licenses:** The successful Proposer shall abide by and observe all laws, ordinances, and regulations relating to the work to be done. The successful Proposer shall secure all permits and pay all license fees required by the law before beginning the work.
 - v. **Notice and Service Thereof:** Any notice to either Authority or the successful Proposer, (individually a "Party" or collectively the "Parties") relative to any part of the Agreement shall be considered delivered and the service thereof completed when said notice is posted by certified or registered mail to the other Party at its last given address or delivered in person to the other Party or to its authorized representative. Notices to the Authority should be sent to Ben Harward at the addresses set forth herein unless and until further written notice of such change from the Authority.

PROPOSAL INFORMATION AND OUTLINE

I. TABLE OF CONTENTS

Each section of the proposal should be TABBED in accordance with the following outline. Include a clear identification of the material by section and each page within each tab should be sequentially numbered. The Proposer shall submit the following information:

- **Tab 1 – Proposer’s information**
 - Full name of organization, address, telephone, proposer website, and mailing address.
 - Name and contact information of primary contact for this RFP.
 - Please provide a brief overview and history of your organization.
 - Please identify the staff that would be the primary contact for general purchasing services, online services and the primary technology contact. What are the contingency plans should the services of these individuals become unavailable for any reason?

- **Tab 2 – Product Features**
 - What card platform(s) does your program employ (e.g., American Express, MasterCard, Visa, or other)? If more than one is used, which would you recommend for our program and why?
 - What third-party processor is used for authorization and transaction posting?
 - Do any third-party partners perform other functions, such as systems support or customer service? If so, explain.
 - Discuss settlement terms.
 - i. Are billing cycles flexible?
 - ii. What options are available for statement delivery?
 - iii. What are payment terms from statement date?
 - iv. What options are available for the company to make payment (e.g., EDI, ACH, check)?
 - Does the program provide the option of customizing the card with a corporate logo? If so, is there a charge?
 - Describe the card controls and usage restrictions supported by your program:
 - What are the liabilities of the company and employees in the event of fraud, abuse or loss of a card? Do you provide fraud insurance? If so, what are the stipulations and fees associated with the insurance?
 - Does your program screen transaction activity for fraud patterns? If yes, explain. If no, is this capability planned for future implementation and if so, when?
 - Describe your card management process including:
 - i. New card issuance
 - ii. Cancellation/Replacing of cards
 - iii. Modification of card parameters (e.g., dollar limits, Merchant Category Code restrictions, etc.)
 - iv. Modifying a cardholder’s profile
 - What is the hardware and software requirements for using your card transaction reporting software?
 - Do you currently have an app or website that is mobile-friendly?
 - Ability to upload receipts?
 - i. If yes, is where is the information stored and how long is it maintained before deleting. Can we set a “delete date” for stored documents to match our retention policy?
 - Is there an online approval process for managers to approve transaction of subordinates? If yes, please explain process and how many approvals you may have.

- **Tab 3 – Reporting**
 - What are your reporting capabilities?

- Is the information available through your reporting accessible at any time? If no, what days and hours is it available?
 - Describe the types of reports available.
 - i. Provide samples of the most commonly used reports.
 - ii. Is historical information available? If so, how far back is the information available?
 - Describe reporting capabilities.
 - i. Can you produce customized reports and statements? If so, are there additional costs for customized report programming?
 - ii. Can staff create their own reports and statements?
 - Do you provide software that interfaces with the Airport's software, ABILA MIP? If so:
 - i. Describe how you accomplish the interface with our systems.
 - ii. Are there any special hardware or software requirements for using the software?
 - iii. Is customized programming required to accomplish the interface? If so, is there a cost associated with this programming?
- **Tab 4 – Fees and Rebate**
 - Provide a price schedule for all fees for this service. Include all one-time and ongoing fees, including minimums, related to the following:
 - Describe rebates, incentives or discounts offered based on business volume, timeliness of payment or other metrics.
 - How long are fees and rebates in this proposal guaranteed?
 - How and when is customer notified of a price increase?
 - **Tab 5 – References**
 - Please provide the following information on at least three accounts with similar objectives as described in this RFP:
 - i. Company
 - ii. Address
 - iii. Contact Person
 - iv. Telephone Number
 - v. Length of Relationship in Years
 - vi. Services Provided
 - Please explain briefly why we should select your organization to provide the needed services. How does your organization distinguish itself from your competitors? What are your competitive strengths and weaknesses?

- **Tab 6 -Acknowledgement of Proposal Required**

- This Tab must contain the following statement, signature and attestation:

The submittal of this proposal is a duly authorized, official act of the Proposer and the undersigned officer of the Proposer is duly authorized and designated by Resolution of the Proposer to execute this proposal on behalf of and as the official act of the Proposer, this _____ day of _____, 2019.

BY: _____ (Signature)

_____ (Printed Name)

PROPOSAL EVALUATION PROCESS

After receipt of Proposals, the selection committee, will review, evaluate, and rank the Proposals based on the responses to the questions as outlined in the Proposal Requirements Section previously listed herein. Those proposers whose Proposals are selected for further consideration may be asked to make a presentation to the selection committee, that would include a demonstration of their online and reporting capabilities, and/or answer questions in advance of our final selection(s).

The verbal demonstration/interview will consist of:

- i. A presentation by the Proposer of their online and reporting capabilities not to exceed 45 minutes.
- ii. Questions and answers period of approximately 15 minutes.

The Authority reserves the right to award or reject any or all proposal(s).

Evaluation criteria will include the following:

- i. **Product Features & Reporting**
- ii. **Qualifications/experience of the Proposer**
- iii. **Qualifications/experience of individuals assigned to team**
- iv. **Terms of Rebate**
- v. **Pricing of Services**
- vi. **Compliance with the terms of this RFP**