



Raleigh-Durham Airport Authority

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# How to Submit a Successful Proposal - Airport Edition

A photograph of an air traffic control tower on the left side of the slide, with a small airplane flying in the sky to its right. The background is a warm, orange-hued sky, suggesting a sunset or sunrise. The tower is a tall, cylindrical structure with a glass-enclosed observation deck at the top. The airplane is a small, single-engine propeller plane, seen from the side as it flies towards the right.

# Agenda

- RDU Introductions
- Types of Solicitations
- Overview of an RFP Process
- Review of an RFP document
- Aviation- specific topics
- How to submit
- Questions and Answers



# RDU Introductions

- Corinne Lisefski, Director of Procurement
- Dale Poole, Senior Procurement & Contracts Specialist
- Thiané Carter, Director of Small Business Programs



# Types of Solicitations

- Request for Quotes – RFQ
- Request for Bids – RFB
- Request for Proposals – RFP



# Overview of the RFP Process

- RFP is issued
- Pre-proposal meeting
- Proposals are due
- Proposals are evaluated
  - Responsive
  - Evaluation Committee
  - Interviews (potential)
- Contract is negotiated
- Contract is awarded



# RFP document

- General information
- Forms
- Evaluation (Rating) Criteria
  - Experience requirements
- MWSB/DBE



# General Overview

- Sections
  - General
  - Specific
  - Draft Contract
  - Forms
- Addendums



# Forms



# Evaluation Criteria

- Two Evaluations
  - Responsive Determination
  - Criteria (scoring of proposals)
- Experience requirements



# MWSB & DBE Programs

- Federal Disadvantaged Business Enterprise (DBE) program
- Minority & Woman-Owned Small Business Program
- **Small businesses** which are **owned, operated and controlled** by individuals that are: Black, Hispanic, Asian-Pacific, Native American, Subcontinent Asian American or women.

# MWSB & DBE Program Goals

- RDU sets **goals** for the participation of MWSB firms in all contracts and agreements.
- Goals are calculated as a percentage of the total contract value.
  - Includes change orders, amendments, etc.
- Separate goals for the participation of minority-owned small businesses (MB) and women-owned small businesses (WB)
- MWSB responses are either in a form or included in the narrative of the RFP



# MWSB & DBE Certifications

RDUAA accepts various certifications for the MWSB Program:

- NCDOT – Disadvantaged Business Enterprise – MWSB
- SBA 8(a) Business Development Certification – SBA 8(a)
- Women’s Business Enterprise National Council – Women-Owned Small Business – WOSB

RDUAA must verify business size for these certifications

- NCDOA – Historically Underutilized Business – HUB
  - Minority or women-owned HUBs only
- Carolinas-Virginia Minority Supplier Development Council – CVMSDC



# How to Submit

- Tips
  - Formatting
  - Delivery
  - Deadlines
- Electronic and Hard copy
- Addenda
- Formatting Suggestions





# Aviation Specific

- FAA required clauses
- Badging



# Tips to Develop a Successful Proposal

- Read the RFP/RFQ/RFB in its entirety
- Provide all the information requested
- Attend the pre-submission meeting
- Start fresh – do not assume that previous work with RDU will result in an automatic award
- Pay attention to the deadlines.
- Ask questions (in writing)

# Tips to Develop a Successful Proposal

- Follow the requirements such as the number of pages or font size
- Be neat and organized
- Read the sample contract if provided
- Proofread the final drafts and ensure you have enough copies
- Securely bind the response

# Tips to Develop a Successful Proposal

- Securely seal envelopes and check mailing address
- Offer the price you believe is correct for the project. Do not under or over price the project.



# Solicitation Locations

- [www.RDU.com](http://www.RDU.com)
  - DemandStar
  - NC State IPS



Thank you



# Current and Upcoming Solicitations

- Interior plant maintenance (current)
- Parking billing software
- Consulting firms (multiple)
- GIS services
- Graphic designer services
- Customer feedback
- Secret shopper
- IT hardware/software
- Maintenance goods/products
- Website design and development

