



Raleigh-Durham Airport Authority

How to Submit a Successful Proposal - Airport Edition



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

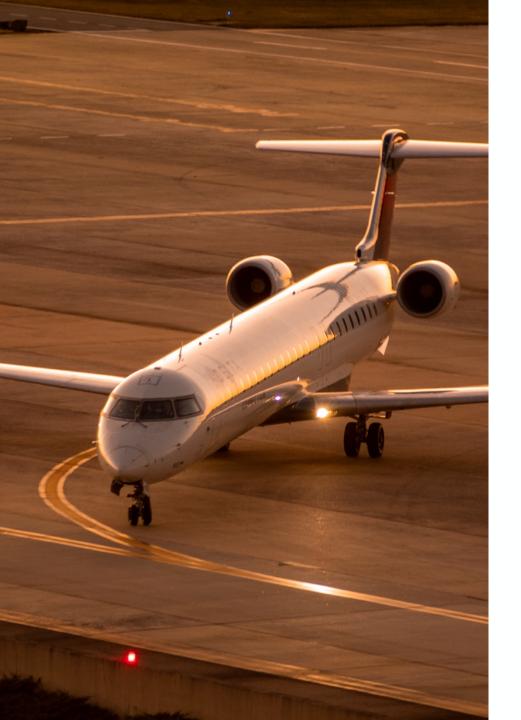




RDU Introductions

- 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

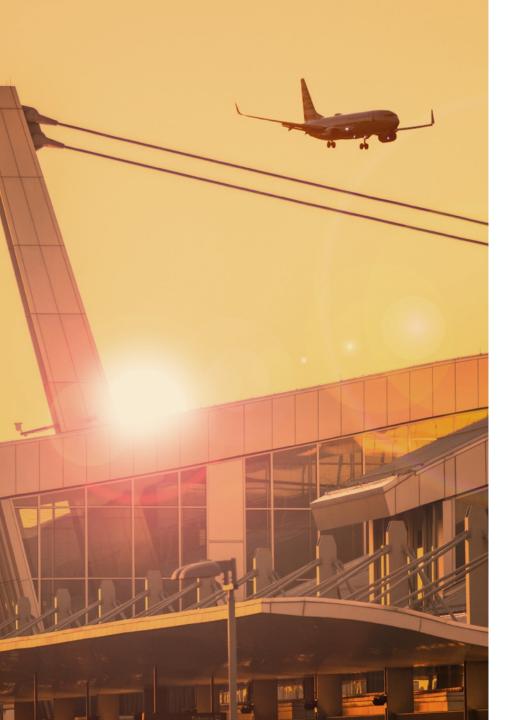




Overview of the RFP Process

- 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

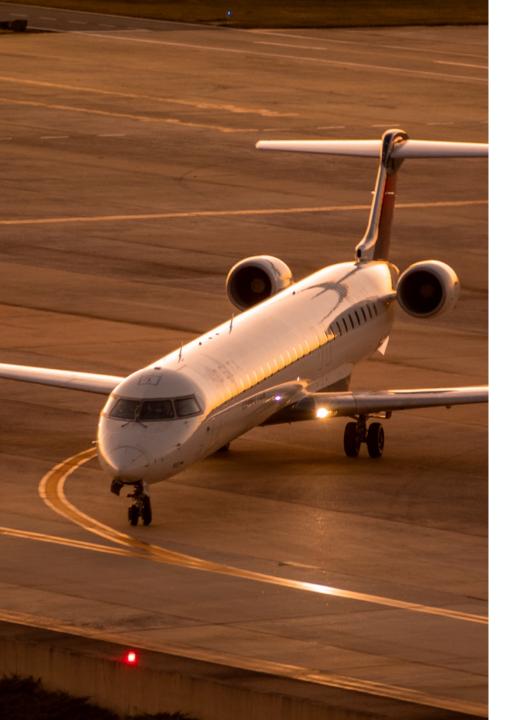




General Overview

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





Forms

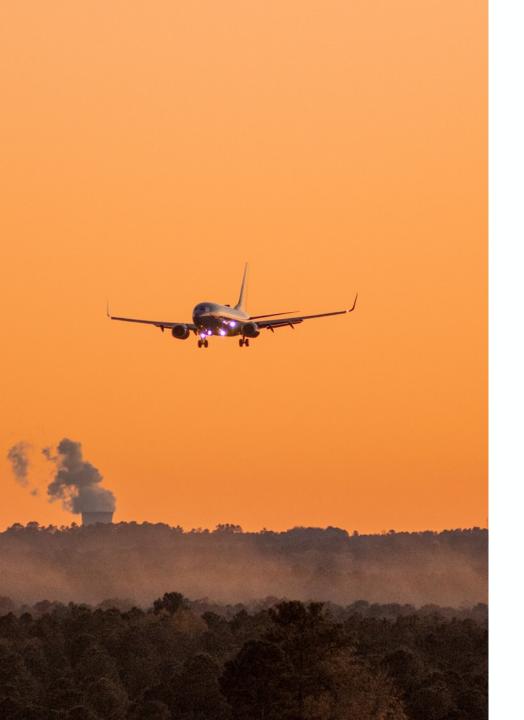




Evaluation Criteria

- 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 <u>must verify business size</u> for these certifications

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

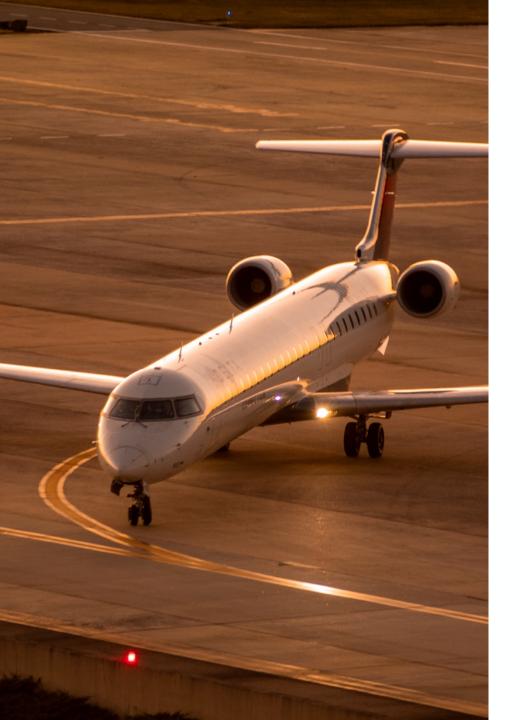




How to Submit

- 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
 - 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

