



**REQUEST FOR PROPOSALS
FOR
INFORMATION TECHNOLOGY PROFESSIONAL STAFF AUGMENTATION
SOLICITATION NO. 221023**

Issue Date: September 8, 2022

Pre-Proposal Conference: September 23, 2022 at 10:00 am EST

Potential Primes and Subcontractors are encouraged to attend this meeting. More details of meeting can be found in Section 2, General Instructions of this RFP.

Pre-Proposal Question Deadline: September 30, 2022 at 2:00 pm EST

Email: purchasing.questions@wcaa.us
(Reference RFP #221023 in all emails)

Proposal Deadline: October 14, 2022 at 2:00 pm EST

The MITN system will cut you off at the exact deadline time

Proposal Submittal Location: www.bidnetdirect.com/mitn/wayne-county-airport-authority

Registration and Submittal technical assistance: 1-800-835-4603
Monday – Friday, 8:00 am – 7:30 pm (Eastern Time)
Free and paid subscription registration options available

Procurement Contact: Carrie Marlow, Senior Solicitation Manager
Phone: (734) 247-7900, Fax: (734) 955-5648
purchasing.questions@wcaa.us

DESCRIPTION: Proposals are being solicited for temporary Information Technology professional staff augmentation. The successful Proposers shall be capable of providing skilled staff services on an “as needed” basis for the Airport Authority. The contract(s) resulting from this RFP will be for a term of three (3) years with two, one (1) year renewals exercisable by the CEO.

All questions regarding this RFP must be submitted to the Procurement Contact at the above number and email address. Contact concerning this RFP with any other employee, officer or Board Member of the Airport Authority is not permitted during the solicitation process.

It is the Proposer’s responsibility obtain and view all solicitation documents and addenda issued by the Wayne County Airport Authority Airport Authority for this RFP.

This RFP, all attachments and addenda are available via the Michigan Intergovernmental Trade Network (MITN) website at <https://www.bidnetdirect.com/mitn/wayne-county-airport-authority>, which is also where all Proposals must be uploaded and submitted through. Free and paid subscription registration options available. The documents may also be accessed via the Wayne County Airport Authority website at: http://apps.metroairport.com/dtw_procurements_app/solicitations.aspx?mode=open, and then clicking on the desired solicitation name.

TABLE OF CONTENTS

SECTION 1 – GLOSSARY OF TERMS	3
SECTION 2 – GENERAL INSTRUCTIONS.....	5
SECTION 3 – SPECIAL REQUIREMENTS AND INSTRUCTIONS	10
SECTION 4 – PROJECT OVERVIEW & SCOPE OF WORK/SPECIFICATIONS	11
SECTION 5 – EVALUATION PROCESS AND SUBMITTAL REQUIREMENTS	14
SECTION 6 – KEY CONTRACT TERMS AND CONDITIONS	17
SECTION 7 – INSURANCE REQUIREMENTS.....	18
SECTION 8 – REQUIRED FORMS & ATTACHMENTS.....	20
SUBMITTAL DOCUMENTS CHECKLIST (checklist not required)	21
PROPOSAL FORM	22
VERIFICATION OF MINIMUM QUALIFICATIONS FORM	24
PRICE FORM	26
BUSINESS INFORMATION QUESTIONNAIRE.....	26
ATTACHMENTS INCLUDED AS SEPARATE DOCUMENTS (A – D)	29

SECTION 1 – GLOSSARY OF TERMS

To the extent included in this solicitation document the following are defined as:

- 1) **Airports:** Detroit Metropolitan Wayne County Airport and Willow Run Airport.
- 2) **Air Trade Area (ATA):** Michigan counties of Genesee, Lapeer, Lenawee, Livingston, Macomb, Monroe, Oakland, St. Clair, Washtenaw, and Wayne.
- 3) **Board:** the governing body of the Airport Authority.
- 4) **Business:** an individual, firm, vendor, association, corporation, limited liability company, partnership, joint venture, sole proprietorship, or other legal entity.
- 5) **Business Day:** a day, other than a Saturday, Sunday or other day on which the Airport Authority is authorized or required by Law to be closed for business
- 6) **Certified Small Business Enterprise (SBE):** Business certified by the Wayne Country Airport Authority as being headquartered within the ATA, and not exceeding the Small Business Administration (SBA) Size Standards.
- 7) **Contractor:** A bidder responding to this RFP who is legally bound to the contract upon award.
- 8) **Currency:** All monetary references in this document are in U.S. Dollars.
- 9) **Detroit Metropolitan Wayne County Airport or DTW:** Detroit Metro Airport
- 10) **Form of Agreement or FOA:** the contract document for the solicitation.
- 11) **Freedom of Information Act (FOIA):** regulates and sets requirements for the disclosure of public records and defines when, how, and what information may be obtained from the Airport Authority by an interested party.
- 12) **Holiday:** the legal holidays observed by the Airport Authority. (New Year's Day, Martin Luther King Jr. Birthday, Friday before Easter, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve)
- 13) **Joint Venture:** A partnership or other legal cooperative agreement between two or more persons or entities.
- 14) **Metro Airport or DTW:** Detroit Metropolitan Wayne County Airport.
- 15) **Nonresponsible Proposal:** a Proposal submitted in reply to an RFP issued by the Airport Authority, where the Proposer does not meet all required minimum qualifications or SBE goal requirements, if required, or is not in compliance with the Airport Authority's requirements concerning ethics, debarment and/or arrearage.
- 16) **Nonresponsive Proposal:** a Proposal submitted in reply to an RFP issued by the Airport Authority, which does not conform to all material requirements of the RFP.
- 17) **Notice of Award:** written notification from the Airport Authority to the successful Proposer that they have been awarded the contract.
- 18) **Notice to Proceed:** written authorization from the Airport Authority to the successful Proposer to proceed with the work defined in the contract.
- 19) **Partnership:** an agreement under which two or more persons agree to carry on a business, sharing in the profit or losses, but each liable for losses to the extent of his or her personal assets.
- 20) **Personally Identifiable Information:** Information or data, alone or in combination, that identifies or authenticates a particular individual. Such information or data may include, without limitation, Name, Date of birth, Full address (e.g., house number, city, state, and/or zip code), Phone Number, Passwords, PINs, Federal or state tax information, Biometric data, Unique identification numbers (e.g. driver's license number, social security number, credit or debit account numbers, medical records numbers), Criminal history, Citizenship status, Medical information, Financial Information, Usernames, Answers to security questions or other personal identifiers.
- 21) **Prevailing Wage:** Local minimum wage and fringe benefit rates established by the U.S. Department of Labor to be paid to onsite laborers and mechanics on construction projects.

- 22) **Procurement and Contracting Ordinance (Purchasing Ordinance):** the common name of the Wayne County Airport Authority Procurement and Contracting Ordinance, which is the policy governing procurement and contracting at the Wayne County Airport Authority.
- 23) **Proposer:** Business that submits a proposal in response to an RFP issued by the Airport Authority.
- 24) **Proposal Guarantee:** means security provided by a Proposer to the Airport Authority with a Proposal to guarantee that the Proposer will enter into a contract with the Airport Authority within the time specified in the RFP, based upon the substantive terms and conditions contained in the form of contract included in the RFP.
- 25) **Reciprocity:** an expedited application process available to firms headquartered within the Air Trade Area that are already certified as a small business with the Small Business Administration or maintains small business certification with any Public Agency located in the Air Trade Area (at the discretion of the Procurement Administrator).
- 26) **Responsible Proposer:** a Proposer who is qualified in all respects to fully perform the required services or to provide the required goods, and who possesses the integrity, experience and reliability necessary for good faith performance. A responsible Proposer meets the minimum qualification requirements and conforms to the Airport Authority's requirements concerning ethics, debarment, arrearage, and where applicable, SBE participation goal.
- 27) **Responsive Proposal:** a Proposal timely submitted by a Proposer in reply to, and in conformity with all material requirements of a Request for Proposals issued by the Airport Authority.
- 28) **Selectee** - a Contractor Candidate selected by the Airport Authority to fill a solicited Professional Staff Augmentation position.
- 29) **Service Level Agreement (SLA)** - means the service level agreement setting forth Contractor's support and service obligations to the Contract.
- 30) **Small Business Enterprise (SBE) Program** - Program created by Wayne County Airport Authority to increase opportunities for qualified small businesses to participate on Airport Authority contracts that are not federally funded.
- 31) **Subcontractor** - means any Person with whom Contractor contracts with to provide Services or Deliverables under this RFP.
- 32) **Willow Run or YIP:** Willow Run Airport

SECTION 2 – GENERAL INSTRUCTIONS

- 1) **SOLICITATION INFORMATION AND QUESTIONS:** Proposers are advised to review this document in its entirety and to rely only upon the contents of this RFP and accompanying documents and any written clarifications or addenda issued by the Airport Authority. **THE AIRPORT AUTHORITY IS NOT RESPONSIBLE FOR ANY ORAL INSTRUCTIONS.** If a Proposer finds a discrepancy, error, or omission in the RFP or any accompanying documents thereto, the Proposer shall promptly notify the Procurement Contact noted on the Cover Page of this RFP, so that written clarification may be sent to all prospective Proposers. All questions must be submitted in writing by the pre-proposal question deadline. **No contact with other Airport Authority employees, officers or Board members regarding this document is permitted throughout the solicitation process.**
- 2) **PRE-PROPOSAL CONFERENCE:** A Pre-Proposal Conference concerning this solicitation may be held. If so, the date, time and location are indicated on the Cover Page of this RFP. Airport Authority staff will be available at this meeting to answer questions about this solicitation. Attendance at the meeting is strongly encouraged for the entities that will be submitting a Proposal that will be signatory on a contract with the Airport Authority for the work contained in this RFP, as well as subcontractors participating on the Proposers teams.

Topic: Pre-Proposal Meeting RFP 221023-Professional Staff Aug less Help Desk

Time: Sep 23, 2022 10:00 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://wcaa-us.zoom.us/j/81304851442?pwd=ejloOTIQZHFZcWpjblElckxVM0VGUT09>

Meeting ID: 813 0485 1442

Passcode: 035588

One tap mobile

+16465588656,,81304851442#,,,,*035588# US (New York)

+16469313860,,81304851442#,,,,*035588# US

Dial by your location

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+1 646 931 3860 US

+1 301 715 8592 US (Washington DC)

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

+1 669 444 9171 US

+1 669 900 9128 US (San Jose)

+1 719 359 4580 US

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 386 347 5053 US

+1 564 217 2000 US

877 853 5257 US Toll-free

888 475 4499 US Toll-free

833 548 0276 US Toll-free

833 548 0282 US Toll-free

Meeting ID: 813 0485 1442

Passcode: 035588

Find your local number: <https://wcaa-us.zoom.us/j/kcW7SomgjU>

- 3) **SITE TOUR:** A site tour concerning this RFP will not be held.
- 4) **RFP MODIFICATIONS/ADDENDA:** Clarifications or modifications may be made to this solicitation at the discretion of the Airport Authority. Any and all Addenda issued by the Airport Authority will be posted as noted on the Cover Page of this RFP. It is the responsibility of the Proposer to obtain from MITN any issued Addenda and to acknowledge the Addenda on the Proposal Form. If any changes are made to this solicitation document by any party other than the Airport Authority, the original document in the Airport Authority's files takes precedence.
- 5) **PROPOSAL DEADLINE / LATE SUBMISSIONS:** The Proposal is due not later than the date and time listed on the Cover Page of this solicitation. **The MITN system does not accept late proposals and will cut you off at the exact deadline date and time, so allow yourself plenty of time when uploading and submitting your Proposal.** The deadline date may in some instances change during the solicitation issuance period. If any deadline date for submission changes, such change will be issued in a published Addendum to this solicitation prior to the deadline date indicated on the Cover Page of this solicitation.
- 6) **SMALL BUSINESS ENTERPRISE (SBE) PARTICIPATION:** The Airport Authority encourages participation from small businesses headquartered in the ATA on all non-federally funded contracts. SBE participation of at least twenty-five percent (25%) has been set as a minimum qualification on this solicitation and is required as a matter of responsiveness. SBE participation can be achieved by a combination of any SBE prime contractor, subcontractors and/or suppliers. Responses including voluntary participation of 20% or more may be eligible to receive SBE Equalization Credits during the evaluation process. Details about the Airport Authority's SBE Program, including equalization credits, the application forms, and a directory of current SBE companies may be found on the following website: [Small Business Enterprises \(SBE\) | Wayne County Airport Authority \(metroairport.com\)](https://www.metroairport.com/small-business-enterprises-sbe). For more information, please contact the Business Diversity Unit at business.diversity@wcaa.us or (734) 247-7900.

NOTE: WCAA SBE Certification status must be active as of the bid/quote deadline.

- 7) **ELECTRONIC PROPOSAL SUBMISSION:** Failure to submit a timely Proposal including: 1) a signature binding the offer; 2) a completed Price Form, and 3) Proposal Guarantee, if required, may result in your Proposal being deemed nonresponsive.
- a) The Proposer is also to submit the following required information:
- i) Electronic copy of the complete Proposal must be uploaded and submitted via the MITN website via <https://www.bidnetdirect.com/mitn/wayne-county-airport-authority>. The electronic file(s) submitted will be considered the original Proposal.
 - ii) Submission of the Proposal Guarantee as outlined in the Evaluation Criteria and Submittal Requirements.
 - iii) Verification of Minimum Qualifications Form (or provide the required information to show the Proposer meets each of the Minimum Qualifications as listed in this solicitation document).
 - iv) Business Information Questionnaire
 - (1) **Certification concerning Iran:** The Proposer certifies that its business neither (a) engages in investment activities in the energy sector of Iran, including the provision of oil or liquefied natural gas tankers or products used to construct or maintain pipelines used to transport oil or liquefied natural gas for the energy sector of Iran, nor (b) extends credit to another person or entity, if that person or entity will use the credit to engage in investment activities in the energy sector of Iran.
 - v) Subcontractor Forms
 - (1) The Proposer must include information about each subcontractor that will be utilized in the contract on the attached **Subcontractor Form**. Subcontractors cannot be added or

replaced after submittal of the Proposal without the prior written approval by the Airport Authority.

- vi) Proposer must be in Good Standing with the State in which their business is domiciled. The Proposer must certify on its Business Information Questionnaire that it is in Good Standing or not required to obtain such a certificate or otherwise register with that state. If the Proposer is domiciled outside of Michigan, the Proposer will also be required to be in Good Standing with the State of Michigan or certify on its Business Information Questionnaire that it is not required to obtain such standing or otherwise register with the State of Michigan. How to obtain information regarding obtaining a Certificate of Good Standing from the State of Michigan may be found at <http://www.michigan.gov/lara>.
- b) Submission of a Proposal establishes a conclusive presumption that the Proposer is thoroughly familiar with the Request for Proposals (RFP), and that the Proposer understands and agrees to abide by each and all of the stipulations and requirements contained therein.
- c) All documentation submitted with the Proposal will become the property of the Airport Authority.
- d) All costs incurred in the preparation and presentation of the Proposal is the Proposer's sole responsibility; no pre-Proposal costs will be reimbursed to any Proposer.
- e) Proposals must be held firm for a minimum of 180 days from the Proposal Deadline date of the RFP.
- f) The Airport Authority has the right to request samples from Responsive and Responsible Proposer. The requested samples must be provided within two (2) business days of the request by the Airport Authority, or the Proposal will be considered nonresponsive.
- 8) **ELECTRONIC PROPOSAL SIGNATURES:** Proposals must be signed by an authorized official of the Proposer. Each signature represents binding commitment upon the Proposer to provide the goods and/or services offered to the Airport Authority if the Proposer is determined to be the most Responsive and Responsible Proposer. Properly authenticated electronic signatures are acceptable and shall be treated the same as if the signee had put pen to paper.
- 9) **NO RFP RESPONSE ("No-Bid" Proposal):** Proposers who receive this RFP but do not submit a Proposal are asked to submit a notice stating the reason(s) for not responding.
- 10) **WITHDRAWAL:** Proposals may be withdrawn or revised via the MITN website up to the deadline date and time. Proposals may not be withdrawn after the deadline for submission.
- 11) **REJECTION OF PROPOSALS:** Proposals will be rejected for the following reasons:
 - a) Proposer's failure to submit all required information of RFP.
 - b) Proposer's failure to meet minimum qualifications of RFP.
 - c) Proposer is in arrears or in default to the Airport Authority on any contract, debt, or other obligation.
 - d) Proposer is debarred by the Airport Authority or federal government (for federally funded contracts) from consideration for a contract award.
 - e) Proposer has committed a violation of the Airport Authority's Ethics Ordinance which resulted in a termination of a contract or other material sanction within the two (2) years immediately preceding the date of issuance of this document.
 - f) Proposer has a contract or other relationship with a client that is determined by the Airport Authority to be a legal or business conflict that is not waivable or that the Airport Authority, at its sole discretion, is unwilling to waive.
 - g) In the event a Proposer, including its subsidiaries, affiliated companies and franchises, submits more than one (1) Proposal, the Airport Authority, at its sole option, will have the right to determine which Proposal will be considered, or reject all such multiple Proposals.
- 12) **CANCELLATION OF RFP** The Airport Authority reserves the right to cancel this solicitation, in whole or in part, as well as reject any or all Proposals, or to accept or reject any Proposal in part, and to

waive any minor informality or irregularity in Proposals received if it is determined by the Chief Executive Officer (CEO) or his designee that the best interest of the Airport Authority will be served by so doing. If the solicitation is cancelled or all Proposals are rejected by the Airport Authority, a notice will be posted on MITN.

13) **PROCUREMENT POLICY:** Procurement for the Airport Authority will be handled in a manner providing fair opportunity to all businesses. This will be accomplished without abrogation or sacrifice of quality and as determined to be in the best interest of the Airport Authority. The Chief Executive Officer has the vested authority to execute a contract, subject to Board approval where required.

14) **CONTRACT AWARD AND CONTRACT EXECUTION:** The Airport Authority reserves the right to award by item, group of items, or total proposed items, and to award more than one contract at its sole discretion, to the most Responsive and Responsible Proposer, or Proposers. The Airport Authority may, at its sole discretion, elect to award one, more than one or all packages or groups.

All contract award recommendations must be approved by either the Airport Authority's CEO or Board.

The Proposer(s) to whom the award is being recommended will be notified and provided the Airport Authority's contract for execution at the earliest possible date. If for any reason, the awarded Proposer(s) does not execute a contract within the time specified by the Airport Authority, then the Airport Authority may recommend award to the next most Responsive and Responsible Proposer. A final Notice of Award, and if required, a Notice to Proceed, will be issued after completion of a fully executed contract.

If a Proposer requires an agreement beyond any agreement (e.g. Form of Agreement) required by the Airport Authority, or required as a part of this solicitation by the Airport Authority, the Airport Authority reserves the right to reject execution of any additional agreements required by the Proposer. In instances where the Airport Authority rejects execution of additional agreements that are required by the Proposer, the Airport Authority reserves the right to deem the Proposal as Nonresponsive, and to recommend award to the next most Responsive and Responsible Proposer.

15) **FREEDOM OF INFORMATION ACT ("FOIA") REQUIREMENTS:** Proposals are subject to public disclosure after the Proposal Deadline in accordance with state law. For additional information, contact the Airport Authority's FOIA Coordinator at foia.coordinator@wcaa.us.

16) **PROTESTS:** A protest must be filed in writing and within the timeframes outlined in Section 9 of the Airport Authority Procurement and Contracting Ordinance. A copy of the Procurement Ordinance is available from Procurement Department at the Airport Authority, and accessed at <https://www.metroairport.com/business/about-wcaa/important-documents>

17) **SECURITY BADGES:** Security badges are required. Information regarding the requirements, process and fees for obtaining a badge is available via: [DTW Airport ID Badges | Wayne County Airport Authority \(metroairport.com\)](#)

18) **AIRPORT AUTHORITY ETHICS ORDINANCE:** To report an ethics violation or for more information, go to www.wcaa.ethicspoint.com or call 1-888-447-8643. To view or download the WCAA Ethics Ordinance, access the following link: <http://www.wcaa.us/About/ImportantDocuments.aspx>

19) **PROOF OF INSURANCE REQUIREMENTS:** The successful Proposer must submit proof that they meet all Airport Authority insurance requirements prior to receiving an executed contract and purchase order.

20) **TITLE VI:** The Wayne County Airport Authority, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and related Regulations, hereby notifies all Proposers that it will affirmatively ensure that any contract entered into pursuant to this advertisement, all businesses, will be afforded full and fair opportunity to submit proposals in response

to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

- 21) **VENDOR SELF SERVICE:** To do business with the Airport Authority, the selected vendor must be registered through our on-line Vendor Self Service (VSS) to receive payments. Click the following web link to register: <https://wcaa.munisselfservice.com/Vendors/default.aspx>

SECTION 3 – SPECIAL REQUIREMENTS AND INSTRUCTIONS

- 1) **MINIMUM QUALIFICATIONS:** Proposers (specifically, the Business that will be contractually bound under the contract with the Airport Authority) will be deemed non-responsible and rejected without any further evaluation if they as a Business do not meet the following qualifications:
 - a) The Proposer must have at least three (3) years of experience, within the last five (5) years, providing information technology related contract staffing in the area of staff augmentation; and
 - b) The Proposer must be experienced in providing staffing services with a recruitment and screening process for securing qualified applicants and must have provided staff for at least five (5) customers.
 - c) The Proposer must have a team (staff or subcontractor) that will be assigned to the Airport Authority that has experience in providing IT Professional Staff Augmentation services.
 - d) The Proposer must commit to have at least twenty-five (25%) percent participation of work performed by Airport Authority certified SBEs.
- 2) **PREFERRED QUALIFICATIONS:** The Proposer may be evaluated higher for the Experience and/or Qualification evaluation criteria, if they meet the minimum qualifications listed above and also have the preferred qualifications, listed below:
 - a) The Proposer has at least six (6) years of experience, within the last ten (10) years, providing information technology related contract staffing in the area of staff augmentation

SECTION 4 – PROJECT OVERVIEW & SCOPE OF WORK/SPECIFICATIONS

- 1) **INTRODUCTION:** Through this Request for Proposals (RFP), the Wayne County Airport Authority (Airport Authority) hereby invites businesses that meet the qualifications set forth herein to submit Proposals for Information Technology (IT) Professional Staff Augmentation at the Wayne County Airport Authority.
- 2) **GENERAL INFORMATION:** The Airport Authority currently has a staff of approximately 625 active employees organized into operating departments tasked with supporting both Detroit Metropolitan and Willow Run Airports. Many of the departments are typical of any business — Administration, Finance, HR, Legal — and some are unique to running an airport — Airfield Operations, Landside Services, Parking Administration. The Technology Services department has the responsibility of providing computer and infrastructure services to support the business of the Airport Authority through these departments.

The Wayne County Airport Authority currently utilizes its IT professional staff augmentation contracts in the following areas:

- a) General IT Professional Staff Augmentation - of an existing team with individuals committed to providing full time or part-time support or enhancement for on-going IT initiatives or systems with or without a defined end date.
 - b) Project-Based IT Professional Staff Augmentation - with defined start and end date contained within a specific project timeline.
 - c) Deliverable-Based IT Professional Staff Augmentation - for non-project staffing requirements.
- 3) **ACQUISITION OF SERVICES:** IT Professional Staff Augmentation procurement process at the Airport Authority

The scope of work, tasks, or schedule for each future solicitation is currently unknown. As each staffing need arises, the Airport Authority will go through selection process to select one or more candidate(s), from the awarded contractors list. The Airport Authority Selection Process is outlined, as below:

- a) Approved Requisitions are submitted by Airport Authority
- b) Requisitions are broadcast to Staffing Agencies
- c) Candidates are submitted by Staffing Agencies and forwarded to requesting managers
- d) Candidates are reviewed by the Airport Authority requesting manager
- e) Interview requests for candidates are coordinated via VP-Technology Services Administrative Assistant
- f) Candidates are selected by requesting manager
- g) Staffing Agency is notified, and identifies the candidate's acceptance of the offer
- h) Staffing Agencies initiate In-Processing activities
- i) Airport Authority completes on-boarding records and approves candidate to start
- j) Selectee reports for assignment
- k) Each week the Selectee enters their work hours onto an Airport Authority-provided timesheet and submits the record to their Primary Approver for review and approval via AdobeSign
- l) The Contractor bills the Airport Authority monthly (one monthly invoice for each Selectee) with the Airport Authority signed timesheets attached to the invoice as back-up
- m) Staffing Agencies are paid by Airport Authority for all approved time records of their Selectees
- n) At the appropriate time, Selectees are Out-Processed/Terminated from their assignment.

Selectee should be prepared to perform assignments as outlined in the Staff Solicitation Form and IT Staffing Engagement Profile Form.

The Airport Authority Technology Services Department will have no obligation to review all proposed candidates, or to engage any candidate. If the Technology Services Department elects to engage a candidate, an engagement form will be used to document the statement of work of the engagement.

- 4) **TRANSITION RESPONSIBILITIES:**

- a) Incumbent Contractors will be expected to retain current Selectees in current roles and at current rates. Retention of current Selectees during transition to the new contract is a Service Level Agreement (SLA) measurement
- b) Contractors with new Contract awards may be requested to “take on” Selectees from Incumbent Contractors who were not awarded an IT Professional Staff Augmentation Contracts as a result of this RFP.

5) **SERVICE LEVEL AGREEMENTS (SLAs):**

- a) Contract Deliverables are specified in the Service Level Agreement Table found in Attachment C
- b) Contractor is required to submit a Report with SLA Scores and calculated Remedies. The report is to be submitted in accordance with the frequencies indicated on the SLA Table, or upon request from the Airport Authority.

6) **SCOPE OF WORK:** Temporary professional staff augmentation services will be required on an "as needed" basis at the request of the Airport Authority's Technology Services Department, as outlined in this RFP.

- a) The Contractor will be required to provide qualified information technology professional staff candidates to the Airport Authority on relatively short notice (usually within one week of receiving requirement specifications).
- b) The Selectee will be required for varying time periods ranging from a few days to many months at a time, depending on the Airport Authority's need. In some cases, the Airport Authority's solicitation may include the possibility of a hire.
- c) The Selectee will be used to meet a variety of information technology needs including, but not limited to, the following areas: IT Infrastructure, IT Applications, and IT administration and management
- d) Skill Areas: The Airport Authority will be seeking professional staff augmentation for services related to, but are not limited to, the following functional areas described in “Attachment G”.

CONTRACTOR'S RESPONSIBILITIES: The Contractor will be responsible for the following tasks including, but not limited to:

- (1) Coordinate and schedule meetings for the purpose of interviewing candidates for Airport Authority IT Professional Staff Augmentation.
- (2) Work Hours
 - i. All work will be full-time on Airport Authority grounds with standard work hours of Monday – Friday from 0800 to 1630 (1/2-hour lunch)
 - ii. Hours are subject to change at the Airport Authority's discretion.
 - iii. Timecards must be submitted for review and approval by Airport Authority prior to sending to the Selectee's Contract house.
- (3) Training
 - i. Training requirements will be specified on the individual IT Professional Staff Augmentation requisitions according to the products/services procured.
 - ii. Each staffing solicitation will require identified skills sets being sought. If during the course of the engagement, the Airport Authority deems that a conference, seminar, or specific training is needed, Contractor shall pay up to \$5,000 for all time, fees, and expenses in a calendar year based on the Selectee's start date. All Selectee's skills regardless of technical specializations, must possess a good command of the English language.
- (4) Validation of candidate credentials and checking candidate references prior to candidate submittal for a professional staff augmentation position with the Airport Authority.
- (5) Assignment Expectations
 - i. Appearance/Conduct

The Selectee shall be clean, well groomed, and dressed appropriately for the type of work assigned. All Selectees will conduct themselves in a professional businesslike manner; and will not use profanity, engage in any loud, boisterous, or otherwise offensive language, or display any rudeness to any person. Selectee will be required to conduct themselves in accordance with the Airport Authority's rules,

regulations and ordinances. Selectee must be properly badged. The Contractor is responsible for all badging requirements and ensuring that all the Selectees comply with all safety and security requirements.

ii. Assignment

Neither the Contractor nor Selectees are employees of the Airport Authority, and will not receive benefits from the Airport Authority, such as sick leave, vacation, raises, holiday pay, etc. All Selectees are expected to arrive to work on time. The Airport Authority reserves the right to terminate any Selectee at any time without cause.

iii. Background Checks

It is expected that a preliminary background check will be performed by the Contractor prior to submittal of individual proposed applicants' requests. Once a candidate is selected, the Contractor will be required to provide proof of reference checks, degree(s) and/or certificate(s), drug screening, proof of employment eligibility in the United States, and any other validating documentation needed.

All Selectees must go through the Airport Authority badging process, which also includes a background check. As part of the selection process, the Selectee will be subject to participate in the Airport Authority's security screening process. The process may require fingerprinting, drug use screening, and consist of driver license, reference, and criminal record checks.

iv. Employment Opportunities

The Airport Authority reserves the right to hire the Selectee without further obligation to the Contractor. Contractors agree not to charge the Airport Authority any fee, or to impede the Airport Authority's ability to hire the Selectee, or to extract remuneration in any form from Selectees who seek employment opportunities with the Airport Authority.

v. Performance

All work performed by the Selectee must be performed to the satisfaction of the Airport Authority, as determined in the sole discretion of the Airport Authority.

vi. Timekeeping

The Contractor will only receive payment for actual hours worked as determined from Selectee timesheets approved by the Airport Authority. The Airport Authority will authorize all hours to be worked and will not pay for unauthorized hours worked. The Airport Authority will not pay overtime premium rates. Any hours worked above an accrued 40 hours per week will be paid at the same rates specified in the Contractor's proposal. Lunch or other breaks will not be paid. The Selectee will be required to complete and submit an Airport Authority's weekly timesheet of hours worked, along with an accounting of the work performed during the assigned period, to the Airport Authority's Vice President of Technology (or designate) within five (5) business days after completion of assignment. The Airport Authority's signature on the timesheet will represent the Airport Authority's acceptance of hours and work performed.

AIRPORT AUTHORITY'S RESPONSIBILITIES:

The Airport Authority will be responsible for providing the Selectee with on-site workspace, equipment and software, and specialized training as identified by the Airport Authority to support Airport Authority initiatives during the service engagement. Most work will be performed on-site, with some work in limited cases being performed from a remote location.

SECTION 5 – EVALUATION PROCESS AND SUBMITTAL REQUIREMENTS

- 1) **EVALUATION CRITERIA:** All proposals timely received will be evaluated by an Evaluation Committee comprised, at a minimum, of Airport Authority representatives from three different operating divisions/departments. All proposals will first be evaluated for responsiveness, then responsibility. All responsive and responsible proposals will be evaluated on the following criteria, which are listed in descending order of importance:

- a) Experience and Qualifications
- b) Proposed Fees
- c) Engagement Approach

In addition, the Evaluation Committee also may consider the past performance of the Proposer on other contracts with the Airport Authority or other entities. The Airport Authority reserves the right to make such additional investigations as it deems necessary and may require the submission of additional information.

- 2) **SHORTLISTING:** The Airport Authority may shortlist the Proposers based upon responses to the above items. The Airport Authority will notify each Proposer on the shortlist, if such presentation is required. These presentations will provide an opportunity for the Proposers to respond to questions posed by the Evaluation Committee and to clarify their proposals through exhibition and discussion. The Airport Authority will not reimburse oral presentation or any other costs of any Proposer.

3) **GENERAL SUBMITTAL REQUIREMENTS:**

- a) **ELECTRONIC MEDIA FILE(S),** which will be considered an original Proposal. These files must be word-searchable portable document format (PDF) that permits the materials to be saved, viewed, printed and retransmitted by electronic means. Each of the “Tabbed” (bookmarked) sections shall be bookmarked in the PDF file.
- b) **PROPOSAL FORMAT AND CONTENT:** Each proposal should be prepared simply and economically. Proposals shall be in the same order as listed in this Section and “**Tabbed**” (bookmarked) as follows to ensure the Evaluation Committee is able to easily locate the information requested in this solicitation.

Tab 1 – Forms:

The Proposer must fully complete and include the following forms, or the proposal may be deemed nonresponsive and rejected without any further evaluation.

- i) A signature binding the offer (i.e. Proposal Form); and
- ii) Price Form, fully completed; and
- iii) Verification of Minimum Qualifications Form (or provide the required information to show the Proposer meets each of the Minimum Qualifications as listed in this solicitation document); and
- iv) Business Information Questionnaire
- v) Proposer must certify that it neither (a) engages in investment activities in the energy sector of Iran, including the provision of oil or liquefied natural gas tankers or products used to construct or maintain pipelines used to transport oil or liquefied natural gas for the energy sector of Iran, nor (b) extends credit to another person or entity, if that person or entity will use the credit to engage in investment activities in the energy sector of Iran; and
- vi) Subcontractor Form

Note: The Proposal must include information about each subcontractor that will be utilized in the contract. Subcontractors cannot be added or replaced after submittal of the proposal without the prior written approval of the Airport Authority.

vii) Proposal Guarantee:

The Proposer is required to submit a refundable Proposal Guarantee (cashier's check only) in the amount of \$1,000.00 made payable to the Wayne County Airport Authority. The Proposer must submit photocopy of the Proposal Guarantee in the electronic response to this RFP. The original should be postmarked by the Proposal deadline date and sent to:

Wayne County Airport Authority
11050 Rogell Drive, Building #602
Detroit, Michigan 48242
Attn: Procurement Department – RFP #221023

(Tracking number may be requested.) Failure to submit the properly postmarked Proposal Guarantee, Bond, or cashier's check in the specified form may result in the Proposal being deemed Nonresponsive and the Proposal rejected without any further evaluation.

Note: Return of Proposal Guarantee: Proposal Guarantees will be returned to Proposers immediately after the Airport Authority has deemed that a Proposer is either Nonresponsive or Nonresponsible. Proposal Guarantees for all remaining Proposers will be held until a contract is fully executed; or upon the request by the Proposer, but only after the "firm offer period" has expired.

Failure to include the following forms, fully completed, **may** result in your proposal being deemed nonresponsive and rejected without any further evaluation

Tab 2 – Engagement Approach

- i) Describe the steps you will take to find and recruit suitable candidates for the services described in this RFP and include a timeline.
- ii) Describe the screening and background checks, if any, that you perform routinely on contract staff.
- iii) Provide a structured plan to provide employee supervision and management that includes an emphasis on recurrent training, employee discipline and employee incentives.
- iv) Describe plans for correcting performance problems, and any other staffing information relevant to an understanding of your firm's planned performance of the Agreement. Proposers must demonstrate that they can provide a reliable and well-qualified workforce.
- v) Provide a detailed plan describing how your firm plans to address the key staff turnover typically associated with contract staff augmentation services.

Tab 3 – Experience and Qualifications

- i) Submit information that substantiates they meet each and all of the minimum qualifications of this RFP. Complete the Verification of Minimum Qualifications Form or provide the required information for each minimum qualification listed. A reference contact or document that can verify that the Proposer has met the minimum qualifications is also required for each minimum qualification listed in this RFP.
- ii) Staffing Services - Solution Fit/Qualification
 - (1) Describe your firm's contracted staff retention rate as measured for the past three (3) years
 - (2) Describe any on-going training programs you have in place to ensure the contracted staff's technical skills are current

- iii) State whether any contracts to which the Proposer was a party has ever been terminated early. If so, identify which ones and provide details.
- iv) State whether Proposer is a party in a legal claim or lawsuit with any client as a result of Proposer's operation of a public service. If so, describe the issues.
- v) State whether Proposer, or any entity in which Proposer has had an ownership interest, ever had a bond or surety canceled or forfeited. If yes, state the name of bonding company, date and amount of bond and reason for such cancellation or forfeiture.
- vi) State whether Proposer, or any entity in which Proposer has had an ownership interest, ever been declared bankrupt. If yes, state date, court jurisdiction, amount of liabilities and assets, type (i.e. Chapters 7, 11, 12, etc.), and resolution or current status.
- vii) Proposer must be in Good Standing with the State in which their business is domiciled. The Proposer must certify on its Business Information Questionnaire that it is in Good Standing or not required to obtain such a certificate or otherwise register with that state. If the Proposer is domiciled outside of Michigan, the Proposer will also be required to be in Good Standing with the State of Michigan or certify on its Business Information Questionnaire that it is not required to obtain such standing or otherwise register with the State of Michigan. How to obtain information regarding obtaining a Certificate of Good Standing from the State of Michigan may be found at http://www.michigan.gov/lara/0,4601,7-154-35299_61343_35413_60640_35436-140294--,00.html.

Tab 4 – Proposed Fees

- i) Complete the Price Form and submit with your Proposal.

Tab 5 – Disclosures:

- i) Disclose any potential Conflicts of Interest as described in the General Instructions (*see Section 2 of this RFP*).
- ii) Proposers must also disclose the business relationships with any affiliates such as manufacturers, suppliers, etc., which may have an advantage on future business opportunities due to the firms relationship with the successful Proposer.

Tab 6 – Exceptions:

Proposer shall clearly identify any proposed deviations from the language in the RFP (including its Form of Agreement). Each exception must be clearly defined and referenced to the proper paragraph in this RFP or its Form of Agreement. The exception shall include, at a minimum, the Proposer's proposed substitute language and opinion as to why the suggested substitution will provide equivalent or better service and performance. If no exceptions are noted in the Proposer's Proposal, the Airport Authority will assume complete conformance with this specification and the successful Proposer will be required to perform accordingly. Proposals not meeting all requirements may be rejected. Proposals taking exception to material terms/conditions in the Form of Agreement (e.g. indemnification, subrogation, insurance, ownership of documents, governmental requirements) will not be considered. The Airport Authority reserves the right to accept or to allow the Proposer to withdraw any or all exceptions.

SECTION 6 – KEY CONTRACT TERMS AND CONDITIONS

1. **CONTRACT TERM:** The contract(s) shall be for a term of 3 years with two, one (1) year renewals exercisable by the CEO. It is anticipated that the contract(s) will commence in November, 2022
2. **PROOF OF INSURANCE REQUIREMENTS:** The successful Proposer must submit proof that they meet all Airport Authority insurance requirements prior to receiving an executed contract and purchase order.
3. **WARRANTY:** All software used in providing goods and/or services requested in this RFP will be guaranteed by the Contractor against functional, design, and workmanship defects. In the event defects become evident within the warranty period, the Contractor will furnish replacement software procedures, and labor as necessary, at no cost to the Airport Authority. The Airport Authority expects the warranty period will be a minimum of one (1) year from the date of the Airport Authority's Certificate of Acceptance.
4. **ESTIMATED QUANTITIES:** The quantities shown are estimates only, but will not constitute any obligation or commitment for a specific amount. The Airport Authority reserves the right to increase or decrease amounts as circumstances may require.
5. **PAYMENT:** Payments will be paid monthly upon satisfactory completion of all services and receipt of accurate invoices received from the Contractor.
6. **PERFORMANCE REVIEW:** The Airport Authority may conduct regular contract performance reviews to ensure Contractors consistently meet all aspects of performance.
7. **PERFORMANCE GUARANTEE:** There will be no required Performance Guarantee.
8. **LIQUIDATED DAMAGES:** There will be no required Liquidated Damages.
9. **CHANGES TO KEY PERSONNEL AND SUBCONTRACTORS:** It is essential that the Contractor provides adequate experienced personnel and subcontractors, capable of and devoted to the successful accomplishment of work to be performed under this contract. The Contractor must agree to assign specific individuals to the key positions.
 - a. Contractor agrees that once assigned to work under this contract, **key** personnel and subcontractors shall not be removed or replaced without written notice to the Airport Authority.
 - b. If key personnel and subcontractors are not available for work under this contract for a continuous period exceeding thirty (30) calendar days, or are expected to devote substantially less effort to the work than initially anticipated, the Contractor shall immediately notify the Airport Authority, and shall, subject to the concurrence of the Airport Authority, replace such personnel with personnel of substantially equal ability and qualifications.
10. **CONFLICTS OF INTEREST:** The Airport Authority reserves the right to reject a Proposal if the Proposer has a contract or other relationship with a client that is determined by the Airport Authority to be a legal or business conflict that is not waivable or that the Airport Authority, at its sole discretion, is unwilling to waive.
11. **RUNWAY INCURSIONS:** The Federal Aviation Administration (FAA) defines a Runway Incursion as "Any occurrence at an airport involving an aircraft, vehicle, person, or object on the ground that creates a collision hazard or results in a loss of separation with an aircraft taking off, intending to take off, landing or intending to land. Entering the Movement Area (i.e. runways, taxiways, etc.) without authorization from the FAA Air Traffic Control Tower and the Wayne County Airport Authority will result in the suspension of an assigned ID Badge and/or ramp driving privileges and could subject the Contractor, the Subcontractor, the Contractor's key personnel or the Selectee to permanent revocation of their airfield driving privileges. Furthermore, runway incursions may result in federal fines and/or termination of this contract.

SECTION 7 – INSURANCE REQUIREMENTS

- 1) **INSURANCE REQUIREMENTS:** The Contractor, at its own expense and in its own name, must provide and keep in force during the term of the Agreement, the following insurance coverages, provided by a company(s) licensed to conduct business in the State of Michigan, acceptable to Airport Authority, with limits not less than indicated for the respective items or as otherwise agreed.
- a) Commercial General Liability Insurance, including additional insured status for ongoing and completed operations with primary/non-contributory status. Such policy must provide liability insurance for bodily injury, property damage, personal injury with a limit not less than One Million Dollars (\$1,000,000) for each occurrence.
 - b) Business Automobile Liability Insurance, including owned, non-owned and hired for bodily injury and property damage with a limit of; One Million Dollars (\$1,000,000.00) per occurrence if not on Airside.
 - c) Workers' Compensation Insurance, with statutory coverage as required by the State of Michigan or the state in which a particular employee is employed; or as a qualified self-insured in any self-insured workers' compensation program approved by the State of Michigan or the state in which a particular employee is employed; and Employers Liability Insurance with all limits in the amounts not less than Five Hundred Thousand Dollars (\$500,000.00) per occurrence/per employee and per disease.
 - d) Network Security Errors and Omissions Insurance which includes privacy breach coverage for the named insured and third parties and third party crime coverage with a minimum limit of not less than One Million Dollars (\$1,000,000.00) per occurrence.

The foregoing notwithstanding, the Contractor agrees as a material provision of the Contract Documents that if from time to time the Contractor actually maintains limits or insurance coverage amounts greater than those specified above, then the actual limits and coverage amounts so maintained by the Contractor shall be substituted for the limits and amounts above and shall be deemed to be, and shall constitute, for all contractual and other legal purposes, the limits and amounts required by the Contract Documents

The Wayne County Airport Authority and the Charter County of Wayne shall be included as additional insured on both the General Liability (and completed operations specifically) and Automobile Liability Policies; waiver of subrogation must be included in favor of the additional insured and; coverage must be stipulated as primary and non-contributory to any other available coverage. Policies must be endorsed to provide 30 days advance notice of cancellation to Airport Authority (and 10 days for nonpayment of premium). This must be shown on the Certificate of Insurance. Copies of appropriate endorsements must be submitted with certificate.

To the extent that the Contractor may be self-insured, and upon execution of the Contract Documents, the Contractor shall submit an affidavit confirming its self-insured retention for the required limits of liability, and as applicable, Certificates of Insurance for any excess insurance coverage's. The Airport Authority reserves the right to request additional documentation or information from the Contractor to confirm that all insurance requirements are met to the satisfaction of the Airport Authority.

SAMPLE CERTIFICATE OF INSURANCE

Please review the solicitation documents for the required insurance coverage and add to the insurance certificate accordingly.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
02/13/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Agent Broker Producer, Inc. 123 Anywhere Ave Detroit, MI 48226		CONTACT NAME: Agency Contact PHONE (A/C, No, Ext): phone FAX (A/C, No): fax #here E-MAIL ADDRESS: of individual at agency	
INSURED Contractor/Vendor Company (this must match name on forms) Address 1 Address 2 City, State, Zip		INSURER(S) AFFORDING COVERAGE INSURER A: Travelers INSURER B: Accident Fund INSURER C: Zurich INSURER D: INSURER E: INSURER F:	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJ <input type="checkbox"/> LOC <input type="checkbox"/> OTHER (review aggregate req)	X X	GL123456-03	02/13/2018	02/13/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (EA OCCURRENCE) \$ 300,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	X X	AL252105-03	02/13/2018	02/13/2019	COMBINED SINGLE LIMIT (EA ACCIDENT) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input checked="" type="checkbox"/> RETENTION \$ 10,000	X X	UMB1'2345-02	02/13/2018	02/13/2019	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	WC234567-03	02/13/2018	02/13/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-EN E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Property with transit/installation (If other covg is required att. p. 2)	X X	PR660789-03	02/13/2018	02/13/2019	Limit \$250,000 each occurrence

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 The certificate holder and the County of Wayne, their board members, directors, officers, employees, agents and assigns are additional insureds for GL including completed operations, Auto (Aircraft Liability, pollution as applicable) on a primary/non-contributory basis including completed operations for liability arising out of all work or services provided to the Airport Authority.
 Waiver of subrogation is added in favor of the additional insured.
 The Wayne County Airport Authority is considered loss payee for any property owned by and worked on by this insured, as their interest may appear.
 Policies are endorsed to provide a minimum of 30 day notice of cancellation to the Certificate Holder (or 10 day notice in the case of non-payment of premium).

CERTIFICATE HOLDER Wayne County Airport Authority Attn: Procurement Department 11050 Rogell Drive #602 Detroit, MI 48242	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE signature here
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ACORD 25 (2014/01)

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SECTION 8 – REQUIRED FORMS & ATTACHMENTS

SUBMITTAL DOCUMENTS CHECKLIST (checklist not required) 21

PROPOSAL FORM 22

VERIFICATION OF MINIMUM QUALIFICATIONS FORM 24

PRICE FORM 26

BUSINESS INFORMATION QUESTIONNAIRE..... 27

ATTACHMENTS INCLUDED AS SEPARATE DOCUMENTS (A – D) 29

 ATTACHMENT A – FORM OF AGREEMENT29

 ATTACHMENT B – SUBCONTRACTOR FORMS.....29

 ATTACHMENT C – SERVICE LEVEL AGREEMENT TABLE & REMEDY TABLE29

 ATTACHMENT D – PRICE FORM29

SUBMITTAL DOCUMENTS CHECKLIST (checklist not required)

The following information forms and documentation shall be included with the proposal to the solicitation:

	Form or Documentation:
<input type="checkbox"/>	Proposal Form
<input type="checkbox"/>	Proposal Guarantee – Copy and Original Check Mailed
<input type="checkbox"/>	Business Information Questionnaire
<input type="checkbox"/>	Submittal Requirements for Evaluation Criteria (Tabbed items)
<input type="checkbox"/>	Price Form (Professional Staff Augmentation Skill Rate Sheet)
<input type="checkbox"/>	Verification of Minimum Qualifications Forms
<input type="checkbox"/>	Attachment B – Subcontractor Forms

PROPOSAL FORM

Failure to submit a signature binding the offer with your Proposal shall result in your Proposal being deemed nonresponsive and rejected without any further evaluation.

TO: WAYNE COUNTY AIRPORT AUTHORITY:

The Undersigned hereby offers and agrees to furnish the goods and/or services in compliance with all terms, scope of work, conditions, specifications, and addenda in the Request for Proposal.

ADDENDA:

The undersigned has read, understands and is fully cognizant of the Information to Proposers, Offer and Form of Agreement, all Exhibits thereto, together with any written addendum issued in connection with any of the above. The undersigned hereby acknowledges receipt of the following addendum(s): _____, _____, _____ (write "none" if none). In addition, the undersigned has completely and appropriately filled out all required forms.

SUPPORTING DOCUMENTATION:

List all files uploaded to www.MITN.info that constitute your total proposal package. MITN references files as "Supporting Documentation".

Total number of files uploaded to www.MITN.info? _____

List document titles and number of pages: (insert additional page if necessary)

Title: _____ Pages: _____

Title: _____ Pages: _____

Title: _____ Pages: _____

Title: _____ Pages: _____

Title: _____ Pages: _____

OBLIGATION:

The undersigned, by submission of this Offer, hereby agrees to be obligated, if selected as the Contractor, to provide the stated goods and/or services to the Airport Authority, for the term as stated herein, and to enter into an Agreement with the Airport Authority, in accordance with the Conditions, Scope and Terms, as well as the Form of Agreement attached to the RFP, together with any written addendum as specified above or exceptions agreed to by the Airport Authority.

COMPLIANCE:

The undersigned hereby accepts all administrative requirements of the RFP and will be in compliance with such requirements. By submitting this Proposal Form, the Proposer represents that: 1) the Proposer is in compliance with any applicable provisions of the Airport Authority's Ethics Ordinance, and 2) if awarded a contract to operate the Concession or provide the Goods and/or Services required in the RFP, the Proposer will comply with the Airport Authority's Ethics Ordinance.

PROPOSAL FORM (continued)

NONCOLLUSION:

The undersigned, by submission of this Proposal Form, hereby declares that this Proposal is made without collusion with any other business making any other Proposal, or which otherwise would make a Proposal.

PERFORMANCE GUARANTEE:

The undersigned further agrees that if awarded the Agreement, it will submit to the Airport Authority any required performance guarantee (i.e. irrevocable letter of credit or cash deposit).

SUBMITTAL REQUIREMENTS:

The undersigned certifies it has attached a complete response to each of the submittal requirements listed in the Evaluation Process and Submittal Requirements section of this RFP.

No Proposal shall be accepted which has not been signed.

I certify, under penalty of perjury, that I have the legal authorization to bind the firm hereunder:

Company Name

Address (NO P.O. BOX ALLOWED)

City State Zip

Signature of Person Authorized to Sign

Printed Name

Title

Federal Tax ID

Date

For clarification of this offer, contact:

Name: _____

Phone: _____

Cell Phone: _____

Fax: _____

Email: _____

VERIFICATION OF MINIMUM QUALIFICATIONS FORM

Failure to complete this form or provide the required information for verification of minimum qualifications will result in your Proposal being deemed nonresponsive and rejected without further evaluation.

Note: Each Proposer must submit information that substantiates how they meet each of the minimum qualifications listed in this RFP. Proposers may record the minimum qualification information on this Form or provide the required information as an attachment. Also provide a reference contact or document to verify each minimum qualification. The burden of proof relies solely upon the Proposer to provide sufficient evidence that the Proposer, subcontractor or key personnel meet the minimum qualifications as set forth by the Airport Authority regardless of the Proposers contractual history with the Airport Authority.

- a) Minimum Qualification (a)** The Proposer must have at least three (3) years of experience, within the last five (5) years, providing information technology related contract staffing in the area of staff augmentation.

Describe how you meet this minimum qualification: _____

Verification: Provide references contact information or documentation that show you (or your subcontractor) meet the minimum qualification.

Company (that performed work): _____

Client Name: _____ Title: _____

Client Contact: _____

Phone Number: _____ Contract Start/Expiration Dates: _____

- b) Minimum Qualification (b)** The Proposer must be experienced in providing staffing services with a recruitment and screening process for securing qualified applicants and must have provided staff for at least five (5) customers.

Describe how you meet this minimum qualification: _____

Verification: Provide reference contact information, or a document that verifies you (or your subcontractor) meet the minimum qualification requirement:

Company (that performed work): _____

Client Name: _____ Title: _____

Client Contact: _____

Phone Number: _____ Contract Start/Expiration Dates: _____

VERIFICATION OF MINIMUM QUALIFICATIONS FORM (CON'T)

- c) **Minimum Qualification (c)** The Proposer must have a team (staff or subcontractor) that will be assigned to the Airport Authority that has experience in providing IT Professional Staff Augmentation services.

Describe how you meet this minimum qualification: _____

Verification: Provide reference contact information, or a document that verifies you (or your subcontractor) meet the minimum qualification requirement:

Company: _____

Client Name: _____ Title: _____

Client Contact: _____

Phone Number: _____ Contract Start/Expiration Dates: _____

- d) **Minimum Qualification (d)** The Proposer must provide evidence that a minimum of twenty-five percent (25%) of the bid amount will be assigned to and performed by a Wayne County Airport Authority Certified Small Business Enterprise. The SBE Minimum Qualification must be listed as a percentage of total contract cost. If SBE participation is to be completed using subcontractors or suppliers, Subcontractor Forms must confirm the value and description of work to be performed. The Subcontractor Form is included in Attachment A of this solicitation. Make additional copies if using more than one subcontractor/supplier. Bidder understands that its SBE commitment, continues through the entire duration of the contract and if the contract value should change through a change order or other means of modification, then the SBE commitment follows the change, either increase or decrease.

NOTE: WCAA SBE Certification status must be active as of the bid/quote deadline.

Show how you meet this minimum qualification by completion of the table below and a Subcontractor Form for all subcontractors and suppliers proposed to be used if awarded the contract.

WCAA Certified SBEs Commitment Summary	Percentage
1. SBE Prime Contractor	%
2. SBE Subcontractor(s) and SBE Supplier(s) (Total from Subcontractor Forms)	%
Bidder's overall WCAA Certified SBE Commitment Total (Must meet or exceed <u>25%</u>)	%

Attach additional pages if necessary

PRICE FORM

Failure to complete this form and submit with your Proposal shall result in your Proposal being deemed nonresponsive and rejected without any further evaluation.

PRICING: The price bid shall be all inclusive which means that all related expenses, including labor, travel, mileage, deliverables, tools, materials, equipment, supplies, etc. shall be factored into the unit prices. Travel, including airfare, hotel, meals, and any other related accommodations are the Contractors responsibility and will not be reimbursed or paid for by the Airport Authority.

If you received this document electronically, Attachment D – Price Form is a separate Document.

Notes:

- 1) This attachment is a separate electronic document. This original Price Form must be completed and submitted as part of the electronic response.
- 2) Prices provided in the Bidder's Bid shall be valid for the entire length of the Contract

BUSINESS INFORMATION QUESTIONNAIRE

Failure to complete this form or provide the required information will result in your Proposal being deemed nonresponsive and rejected without any further evaluation. Use additional pages as necessary.

NAME OF BUSINESS _____

PRINCIPAL OFFICE ADDRESS _____

LOCAL OFFICE ADDRESS (SERVICING THE AIRPORT AUTHORITY): _____

TELEPHONE NUMBER _____ FAX NUMBER _____

EMAIL _____ BUSINESS WEBSITE _____

FORM OF OWNERSHIP (Check One)

Corporation ☐ LLC ☐ Joint Venture ☐

State of Incorporation/Registration _____ Date of Incorporation/Registration _____

Partnership ☐ If Partnership, select one of the following: Limited ☐ or General ☐

Individual ☐

☐ Business is in Good Standing with the State of Michigan.

☐ Business is in Good Standing with the state in which this business is domiciled.

☐ This business is not required to obtain a Certificate of Good Standing or otherwise register with the State of Michigan (and its state of domicile, if different) Explain why _____

SMALL BUSINESS ENTERPRISE (SBE)

Is firm certified by the Airport Authority as a SBE? Yes ☐ No ☐

If yes, SBE Certification No. _____

LIST OF PARTNERS, PRINCIPALS, CORPORATE OFFICERS OR OWNERS

Name	Title
------	-------

_____	_____
-------	-------

_____	_____
-------	-------

LIST OF CORPORATE DIRECTORS

Name	Principal Business Affiliation Other Than Proposers Directorship
------	---

_____	_____
-------	-------

_____	_____
-------	-------

BUSINESS INFORMATION QUESTIONNAIRE CONTINUED

ADDITIONAL INFORMATION REQUIRED BY THE AIRPORT AUTHORITY

LIST OF PRINCIPAL STOCKHOLDERS (i.e., those holding 5% or more of the outstanding stock)

<u>Name</u>	<u>Address</u>
_____	_____
_____	_____
_____	_____

FINANCIAL DISCLOSURE/CONFLICTS OF INTEREST: Identify any contract(s), including any contract involving an employment or consulting relationship, which the firm, or its partners, principals, corporate officers or owners currently has with the Wayne County Airport Authority, or with any of its board members or officers.

LATEST CREDIT RATING (Specify if other than Dun and Bradstreet)

I hereby certify that the foregoing business information is true, correct and complete, that this business neither (a) engages in investment activities in the energy sector of Iran, including the provision of oil or liquefied natural gas tankers or products used to construct or maintain pipelines used to transport oil or liquefied natural gas for the energy sector of Iran, nor (b) extends credit to another person or entity, if that person or entity will use the credit to engage in investment activities in the energy sector of Iran:

(Name of Business)

By _____
(Signature) Date

(Title)

ATTACHMENTS INCLUDED AS SEPARATE DOCUMENTS (A – D)

The following attachments are included as separate documents.

ATTACHMENT A – FORM OF AGREEMENT

The Contractor and the Airport Authority shall both be required to sign the attached Form of Agreement.

ATTACHMENT B – SUBCONTRACTOR FORMS

ATTACHMENT C – SERVICE LEVEL AGREEMENT TABLE & REMEDY TABLE

ATTACHMENT D – PRICE FORM