

RFP 2024-01 Addendum #1

Question #1: Who is the incumbent contractor on this program?

Response #1: SCIS

Question #2: What is the airport category size?

Response #2: Category II

Question #3: How many access points are there?

Response #3: This is "Sensitive Security Information" and cannot be disclosed.

Question #4: Exhibit A - Scope of Service Requested - Airport Security Personnel.
What is the length of service for incumbent personnel currently on the contract?

Response #4: 2017

Question #5: Exhibit A - Scope of Service Requested - Airport Security Personnel.
Are all incumbent personnel trained and licensed to support this requirement?

Response #5: Yes

Question #6: Exhibit A - Scope of Service Requested - Airport Security Personnel.
Is the level of effort on the current contract the same and is the current contract fully staffed?

Response #6: The level of effort is not the same and the contract is not fully staffed.

Question #7: As this is a five-year contract (3 year base contract, 1 two year renewal option), it seems that this solicitation is being released before the natural contract expiration date. Is this accurate and If so why is SRAA re-procuring at this time?

Response #7: It is accurate. The contract, after multiple extensions, expires at the end of June 2024 and requested services are changing.

Question #8: In Appendix A VII. Liquidated Damages, the solicitation describes the process for SRAA to impose liquidated damages on contractors "...not in compliance with the requirements of the Contract and Contractor refuses to comply with such requirements...". Have any Liquidated Damages been levied on the current contractor? If so, how much?

Response #8: Current contracts or agreements are not relevant to the submission of the RFP response and will not play any role in determining the selected vendor.

Question #9: In Appendix A VIII. Sanctions, the solicitation describes the process for SRAA to impose sanctions on contractors "...following a determination of non-compliance". Have any Sanction been levied on the current contractor? If so, please describe.

Response #9: Current contracts or agreements are not relevant to the submission of the RFP response and will not play any role in determining the selected vendor.

Question #10: What are the current bill rates for this service, by position?

Response #10 The respondent to provide a bill rate that best meets the objectives of the RFP.

Question #11: What are the current pay rates by position?

Response #11 The respondent to provide a bill rate that best meets the objectives of the RFP.

Question #12: Is our pricing expected to be hourly or a lump sum?

Response #12: Hourly.

Question #13: What are the specific wage rule requirements? Does SRAA require a bidder to use a living or prevailing wage? If so, which one?

Response #13: NYS minimum wage requirements. /No

Question #14: Are wages governed by New York State?

Response #14: Bidders must abide by NYS Minimum Wage requirements.

Question #15: Could you share an estimated number of hours per week in the current operation.

Response #15: Clarification needed on what "current operation" means.

Question #16: Is there a minimum # of hours per week for Employee Screening. I understand it will vary, but for staffing purposes, could you provide an estimate?

Response #16: Currently 11 hours, however it may rise to 19-21 hours.

Question #17: On page 17, the hours listed on the Security personnel services at Syracuse International Airport chart take into consideration the Gate 101 & Site Manager positions only working Monday – Friday (5 days a week). All other positions work 7 days a week.

Response #17: Yes, that is correct.

Question #18: In Section 1.14 Award, the solicitation states that “The Syracuse Regional Airport Authority may award the contract(s), following the required approvals, if it determines such contract(s) is/are in the best interest of the Syracuse Regional Airport Authority”. What criteria will SRAA use in determining the “best interest”? What scoring mechanism does SRAA intend to use in order to evaluate proposals?

Response #18: Best Value 60%, Compliance program achievement 10%, References 10%, Cost 20%

Question #19: Can SRAA please provide information as to the scoring regime it intends to allocate for each proposal element category? For example, Cost 20%, Experience 30% etc.?

Response #19: Best Value 60%, Compliance program achievement 10%, References 10%, Cost 20%

Question #20: In Section 1.7 Unbalanced Proposals, the solicitation states “The Syracuse Regional Airport Authority reserves the right to reject any and all proposals at any time.....including unbalanced proposals”. Can SRAA please define what an “unbalanced proposal” means?

Response #20: It just means that the proposal is deficient in some regard. Meets some but not all requirements, proposes items not requested in the RFP, imposes conditions not authorized in the RFP etc.

Question #21: Exhibit A - Scope of Service Requested - Vehicles Required. Does the required vehicle in this section need to be a new vehicle or can it be a used vehicle?

Response #21: It can be a used vehicle.

Question #22: Exhibit A - Scope of Service Requested - Vehicles Required. Can the Authority provide an estimated amount of annual miles historically that has been used on the security vehicle?

Response #22: Estimated 10,000 miles.

Question #23: Is proof of license for each individual guard required at time of bid?

Response #23: Yes

Question #24: Is proof of a security license for the firm required at time of bid?

Response #24: Yes

Question #25: Exhibit A - Scope of Service Requested - Airport Security Personnel. Are any additional training hours required other than what is required to obtain and maintain a security license?

Response #25: Yes, training will be required for all badge holders to include SIDA training, driving (if needed) and Aviation Worker's Screening Training. Approx. 3 hours minimum.

Question #26: 2.9.6 Insurance Requirements. This section states "The Contractor shall obtain and maintain a commercial umbrella/excess insurance policy with annual aggregate coverage of at least Five Million Dollars Dollars (\$5,000,000) for the commercial general liability. The schedule of underlying insurance, additional insured follow form or its equivalent and endorsements must be provided to the Authority." Will the Authority consider reducing this coverage to \$4,000,000?

Response #26: No.

Question #27: What are the requirements for insurance, workers comp and permits?

Response #27: Insurance covering claims under workmen's compensation, disability benefit, and other similar employee benefit acts. Insurance also covering claims for damages because of bodily injury, occupational disease or sickness, or death of his employees with the following limits:

<u>Worker's Compensation Employer's Liability:</u>	<u>Statutory</u>
Bodily Injury by Accident (per Accident):	\$ 1,000,000
Bodily Injury by Disease (per Employee):	\$ 1,000,000
Bodily Injury by Disease (Policy Limit):	\$ 1,000,000

Question #28: You established a goal of (19.64%) for Minority Owned Business Enterprises and (11.45%) for Women-Owned Business Enterprises (M/WBE) participation, and (6%) for Service-Disabled Veteran Owned Business (SDVOB) participation. Does this mean we would need 3 different subcontractors to meet this goal, or could it be 1 subcontractor that meets 2 of the 3 participation goals?

Response #28: It doesn't have to be different contractors but if it's one contractor, they would have to be certified by NYS in both categories and achieve a total of both percentages.

Question #29: Pertaining to 2.7 M/WBE-SDVOB Program on page 7 and the percentages noted for each of the set asides. Specifically, can the prime security vendor add together the percentages of security hours at the site for the MBE (19.64%) & WBE (11.45%) companies (totaling 31.09%) and have the WBE support all of those hours?

Response #29: It doesn't have to be different contractors but if it's one contractor, they would have to be certified by NYS in both categories and achieve a total of both percentages.

Question #30: 2.7 M/WBE-SDVOB Program. This section states "For purposes of this solicitation, the Authority has established a goal of (19.64%) for Minority Owned Business Enterprises and (11.45%) for Women-Owned Business Enterprises (M/WBE) participation, and (6%) for Service-Disabled Veteran Owned Business (SDVOB) participation." For the current contract, are these goals in place and are they being met?

Response #30: It is up to the respondent to provide a compliance program that best meets the objectives of the RFP. Current contract goals will not play any role in determining the selected vendor.

Question #31: 2.7 M/WBE-SDVOB Program. This section states "For purposes of this solicitation, the Authority has established a goal of (19.64%) for Minority Owned Business Enterprises and (11.45%) for Women-Owned Business Enterprises (M/WBE) participation, and (6%) for Service-Disabled Veteran Owned Business (SDVOB) participation." Will the Authority accept Federal certifications to include 8(a), WOSB and SDVOSB to fulfill this requirement?

Response #31: No, the compliance program must be met through NYS certified vendors.

Question #32: In Appendix A IV. MWBE Requirements the solicitation describes "Good Faith Efforts" and gives guidance to submit the SRAA Form 5003 either "prior to, or at the time of, the execution of the contract". Are bidders required to submit this plan with their proposal, with an MWBE partner identified? Or can this be submitted after intent to award is made?

Response #32: Bidders are required to submit a plan with their proposal with an NYS certified M/WBE/SDVOB partner identified.

Question #33: In Appendix B III. Contract Goals, the solicitation states "Where practical, feasible and appropriate, State agencies shall seek to achieve a 6% goal.....". Will bidders be required to identify and submit SDVOB partners with this proposal? If determined not "practical" how shall bidders prove this to SRAA in this process?

Response #33: Yes.

Question #34: In Appendix A V. Waivers the solicitation gives guidance to bidders on how to submit a waiver for relief from the MWBE 30% participation goal. If a bidder submits such a waiver with their proposal, will that lead to a detrimental score or evaluation?

Response #34: Bidders are strongly encouraged to meet requirements of this RFP.

Question #35: Section 2.7 M/WBE-SDVOB Program. This section references "Various M/WBE-SDVOB forms and information which the Authority requires all proposers to complete and submit with each proposal, can be found at <https://syrairport.org/sraa/supplier-diversity-program/>." Please confirm the following forms are the only M/WBE/SDVOSB forms required with submission:

1. SDVOSB Utilization Plan
2. M/WBE SUBCONTRACTOR UTILIZATION PLAN

Response #35: Yes.

Question #36: On page 10, item 7. When it references proof of financial stability within an organization, what information is required at time of bid submittal?

Response #36: A certification or copy of the audit report is fine.

Question #37: The RFP mentions giving past performance at Syracuse International Airport. Would you consider equivalent past performance if we do not have any experience at the Syracuse International Airport? Will this past performance be evaluated with the same weight as experience with Syracuse International Airport?

Response #37: Yes.

Question #38: We are going to provide key personnel resumes for our project teams (management level); do we have to provide resumes for all guards at time of bid as well?w

Response #38: No.

Question #39: Should proposals be submitted in one document that includes all elements listed under this section?

Response #39: Clarification needed.

Question #40: 1.8 Submission Requirements. This section states "In addition, interviews may be requested at the discretion of any RFP review or ad hoc Committee appointed by the Authority." Will interviews be included in the evaluation of proposals? If so, will an agenda and number of attendees be provided to offerors selected to participate in interviews?

Response #40: Yes/Yes.