

ADDENDUM 1
FLATHEAD MUNICIPAL AIRPORT AUTHORITY
REQUEST FOR PROPOSAL
COMMON USE TICKETING AND GATE PROCESSING SYSTEM

RFP ISSUE DATE: 4/27/22

ADDENDUM 1 ISSUE DATE: 5/18/22

- 1) Modification to RFP Section I. Invitation to Submit, page 1, paragraph 3
 - a. The initial RFP listed proposal due date as 2:00PM MST on May 23rd, 2022. *This has been changed to May 27th, 2022.*
- 2) Modification to RFP Section I. Invitation to Submit, page 1, timelines table.
 - a. Changed proposal due date to 5/27/22.
- 3) Modification to RFP Section III. Scope of Services, page 3, paragraph 3.
 - a. Added the line of text *"Proposals that cannot support any or all of these technologies will still be considered"*.
 - b. Removed bullet point for "mobile kiosks"
 - c. RFP Section III. Scope of Services, page 3, paragraph 3 shall read:

The system shall also be designed and implemented so that future technological enhancements can be easily integrated into the system. Proposals that cannot support any or all of these technologies will still be considered These enhancements should include but are not limited to:

 - *Self-tagging baggage and scale integration*
 - *RFID baggage tagging*
 - *Near Field Communication (NFC)*
 - *FIDS/BIDS/GIDS*
- 4) Modification to RFP Section III. Scope of Services, page 3, paragraph 4.
 - a. The initial RFP was unclear about the agreement to be provided by vendor. RFP Section III. Scope of Services, paragraph 4 shall read:

The qualified manufacturer/VAR submitting a proposal shall be referred to as the Vendor. SUPPS/CUPPS shall assist in terminal optimization by providing flexibility in the assignment and sharing of key terminal resources. The installation, commissioning, and maintenance of SUPPS will be outlined below and defined in an agreement that is prepared, signed and delivered by the Vendor in the proposal.
- 5) Modification to RFP Section III. Scope of Services, page 4, Airport Configuration Information, third bullet point
 - a. The initial RFP listed 1 GIDS monitor per boarding gate counter. This is incorrect, it is 2 GIDS monitors per boarding gate counter.

- 6) Modification to RFP Section III. Scope of Services, page 5, Base Bid, first bullet point
 - a. The initial RFP listed 14 gate counter positions and 26 ticket counter positions total. This is incorrect, *the total gate counter positions should be 16 and the total ticket counter positions should be 28.*
- 7) Modification to RFP Section III. Scope of Services, page 6, Excluded From Bid/Provided by FMAA
 - a. Added 6th bullet point that reads:
 - *FIDS/BIDS/GIDS monitors will be provided by FMAA. Make, model, and size are not determined at this time*
- 8) Modification to RFP Section VII. Instruction to Respondents, page 9, Schedule:
 - a. *Changed Submission deadline to 5/27/22*
 - b. Added line of text to say “or via email”.
 - i. RFP Section VII. Instruction to Respondents, page 9, Schedule: shall now read

Schedule:

<u>4/27/22</u>	<i>RFP Issued</i>
<u>5/4/22</u>	<i>Pre-Submission Meeting</i>
<u>5/17/22</u>	<i>Deadline for Follow-up Written Questions</i>
<u>5/27/22</u>	<i>Submissions Due into FMAA Office or via email by 2:00 PM MST</i>

- 9) Modification to RFP Section VIII. Miscellaneous Provisions, page 10, Withdrawal of Proposal, paragraph 2
 - a. Remove line “The agreement shall substantially be in the form attached as Appendix “B”. RFP Section VIII. Miscellaneous Provisions, page 10, Withdrawal of Proposal, paragraph 2 shall read:

Respondent to whom a contract is awarded shall within fifteen (15) days of the date of the receipt of the final Agreement negotiated between the Respondent and the Authority deliver said Agreement fully executed. All such documents must be executed and delivered by the Respondent and approved by the Authority before the Agreement will be executed and returned to the Respondent by the Authority. The Authority reserves the right to cancel the award without liability, at any time before the Agreement has been fully executed by both parties.

Authorities Responses to Respondent's Questions:

- 1) Can you provide a copy of the FCA Standard Agreement for my Legal to start a review.
 - a. FCA does not have a standard agreement.
- 2) Please provide the Qty of each piece of equipment for a Gate Counter. I.e. Workstation, ATB, BTP, DCP, MSE/OCR, BCR, ETC.
 - a. The Authority seeks a qualified vendor capable of identifying, preparing, and delivering a specification using experience and industry expertise based on the criteria listed in the RFP (number of positions, types of positions, airlines, etc.). As stated in the RFP, specifications should be compliant with CUPPS IATA RP1797.
 - b. The vendor is expected to be a competent partner for the Authority and airlines by recommending effective solutions based on the needs and operating environment at Glacier Park International Airport.
- 3) Confirm vendor is provide baggage tag printers able to print RFID tags at the beginning of Phase 1a.?
 - a. Yes, we will need RFID capable baggage tag printers at all applicable counters from day 1.
- 4) Does FCA require onsite support team?
 - a. This depends on price and necessity. Does vendor anticipate our support needs will be intensive enough to require onsite support? What is the price difference? Perhaps give options/price for onsite and remote support.
- 5) Confirm start pf contract and the one-year hardware warranty for entire system starts upon acceptance of Phase 1A- 15 Apr. 23?
 - a. Start of the entire contract will begin with Phase1A rollout. Hardware warranty shall begin on the date hardware is implemented, not the date hardware is procured.
- 6) Confirm network support for the network implement for successful CUPPS vendors is not required as a Base Bid option?
 - a. Network connectivity is provided by the Authority for all ticket and gate positions.
- 7) By Near Field Communications are your referring to an IP phone system or Passport E-Reader?
 - a. It would be preferred that proposed system has capability to support NFC technology. However, systems that are not currently capable of supporting NFC technologies will still be considered.
- 8) FIDS & DVC interface: can you provide current display/ DVC Make and models?
 - a. All displays will be replaced in terminal project but make, model, and size are not determined.
- 9) How many Core Rooms are available and is there room available for additional equipment?
 - a. There is a single MDF and all technology rooms will have ample space for additional equipment.
- 10) Can you provide requirements for the Mobile Kiosks?
 - a. See addendum item number 2 b., mobile kiosk language removed.
- 11) What kind of peripherals are required for the CUSS kiosks?
 - a. The Authority seeks a qualified vendor capable of identifying, preparing, and delivering a specification using experience and industry expertise based on the criteria listed in the RFP (number of positions, types of positions, airlines, etc.). As stated in the RFP, specifications should be compliant with CUPPS IATA RP1797.

- b. The vendor is expected to be a competent partner for the Authority and airlines by recommending effective solutions based on the needs and operating environment at Glacier Park International Airport.
- 12) in terms of FIDS / BIDS /GIDS, Is FCA's requirement Visual Signage Display on top of the CUSS Kiosk or is it something else?
 - a. No
- 13) If FCA is requesting pricing for FIDS/BIDS/GIDS monitors, would the FCA maintenance staff install them in an effort to save money?
 - a. See addendum item number 6, monitors are excluded from RFP.
- 14) Would FCS consider adding 2 weeks to the proposal deadline so vendors can provide you with a comprehensive and thorough proposal?
 - a. See addendum item number 1, deadline moved to May 27th 2022.
- 15) How many counter, kiosk and gate positions require RFID printers?
 - a. All of them.
- 16) What is the make and model of the phone system to be integrated with the common use platform?
 - a. FMAA is not asking that our current phone system be integrated with the common use platform. Also, this exclusion will not apply if additional option #2 is being added to proposal. If additional option #2 is included then we would like a phone recommendation from the vendor.
- 17) Does a cover page and table of contents count towards the 25-page limit, as well as the bid bond and other addendums?
 - a. The page limit of 25 would include any cover pages, bid bond, and addenda.
- 18) Does FCA have its own VOIP system which the supplier must interface with? If so, what specific interface/functions are required for this interface on the common use system?
 - a. No, FCA administration phones will be separate from any common use phones proposed.
- 19) Does FCA want the supplier to provide an entire VOIP system such as Cisco Call Manager servers, VOIP phones, and interface with outside telco? Please provide more specific info and details for this interface.
 - a. Additional option #2 is only meant as a common use phone system for the ticket and gate counters. This system is meant to integrate with any common use workstations at these counters. For this system we are relying on the vendor to recommend whatever hardware and software is required for integration with CUPPS. Please note, this common use phone system is intended to be separate from any phone system used by FMAA administration and does not need to integrate with it.
- 20) Does FCA have a data feed for FLIFO or does one have to be provided by the supplier? Will schedule entry be manual?
 - a. Existing FIDS provider (Prodigiq) has data feed but it is unknown if this is FLIFO or not. It is preferred that schedule entry is automated with the option for manual entries and edits.

- 21) Would FCA like to utilize airline proprietary display information such as seat maps on these monitors or, will all of it be via local system?
- a. FCA would like to utilize proprietary information if possible and practical. However, FCA is relying on vendor's expertise in FIDS/BIDS/GIDS to recommend a system that is cost effective and easy to use.
- 22) Is paging integration a hard requirement at the time of proposal? If so, what paging system is currently in place?
- a. Please provide a list of paging providers your system will integrate with.
- 23) Are tugman/baggage input consoles required for this bid?
- a. No, not required.
- 24) Is automatic activation of check-in counters in FIDS required, or is manual agent activation satisfactory?
- a. It is not required but strongly preferred. However, in the end we are more concerned with the accuracy and ease of use than automation.
- 25) **RFP page 4 of 11:** Airport Configuration Information
- a. **Request:** Per the pre-proposal on 5/4/2022, FMAA indicated that clarification on workstation quantities would be provided. Please advise.
 - i. See addendum item #2. 8 gate counters (16 positions) and 14 ticket counters (28 positions).
- 26) **RFP page 7 of 11:** Item 4, Insurance. Provide evidence that Respondent has not had its insurance coverage (on current or past operations) cancelled during the last 10 years – and if it has – provide an explanation as to why and provide the name/address and name of insurer's contact person (including phone number for the contact person).
- a. **Question:** Regarding the proof of insurance coverage, would it be sufficient to declare or certify by letter from an authorized representative of our company?
 - i. No, please see page 7, section V., line 4. "Acceptable evidence includes letters from the Respondent's insurance company (Best A Rating) dated no earlier than two weeks before submittal deadline date and signed by an officer of the insurer and security provider."
- 27) **RFP page 7 of 11:** Item 5, Proposal Bond. Each proposal must be accompanied by a Certified Check or Cashier's Check in the amount of not less than five percent (5%) of the total bid (up to a total of \$15,000), made payable to the Flathead Municipal Airport Authority, or by Bid Bond in like amount executed by a Surety Company, as an agreed number of liquidated damages in case of failure of a successful Respondent to provide the agreed upon services. Checks or bonds of unsuccessful Respondents will be returned by mail within ten (10) days after the successful Respondents have completely qualified and been approved by the FMAA Board of Directors.
- a. **Question:** FMAA indicates that bond will be returned by mail within 10 days of Respondent approval. Please provide anticipated approval date.
 - i. 10 days after board approval on 6/14, which is 6/28.
- 28) **RFP page 9 of 11:** Respondents to be practical and economical in presenting the information requested and proposals should not exceed twenty-five (25) pages.
- a. **Question:** Per V. Format for Submissions, do items 1 through 6 in their entirety constitute the 25-page limit of the RFP?
 - i. No, 25 pages maximum.