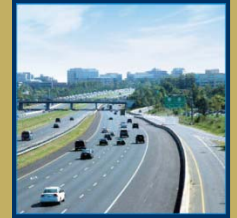


HOW TO DO BUSINESS WITH THE AIRPORTS AUTHORITY

# 20<sup>TH</sup> ANNUAL BUSINESS OPPORTUNITY SEMINAR

# PRE-SEMINAR WORKSHOPS

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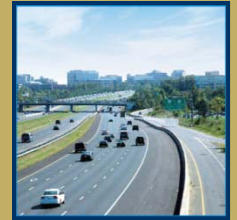


HOW TO DO BUSINESS WITH THE AIRPORTS AUTHORITY

## Part I

# Doing Business with the Airports Authority

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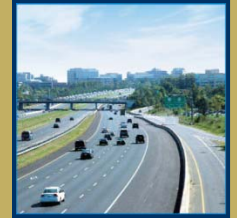
Moderator: **Cynthia Lipscomb**  
Assistant Manager  
Equal Opportunity Programs Department

Presenter: **Eric Carey**  
Contracts Manager, Dulles Corridor Metrorail Project  
Procurement and Contracts Department

Presenter: **Darren Durbin**  
Contracts Manager, Washington Dulles International Airport  
Procurement and Contracts Department

Presenter: **Ann Helms**  
Procurement Supervisor  
Materials Management Division, National Airport

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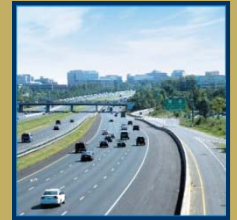


# HOW TO DO BUSINESS WITH THE AIRPORTS AUTHORITY

## Equal Opportunity Programs Department

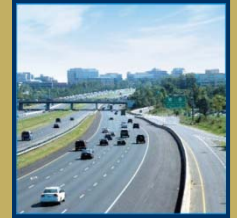
- ✦ The Equal Opportunity Programs (EOP) Department has the lead responsibility for the implementation of the Airports Authority's business diversity programs.
- ✦ The goal of EOP is to maximize the opportunity of small, disadvantaged (DBE), minority (MBE) and women (WBE) business enterprises in competing for Airports Authority-sponsored contracts.

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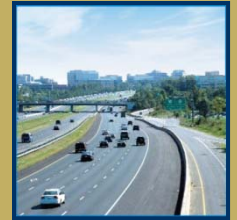
## Key Functions of EOP

- ✦ Implement Airports Authority policy for business diversity
- ✦ Lead in determining DBE/LDBE goals and participation requirements
- ✦ Monitoring prime contractors' compliance with DBE and LDBE requirements
- ✦ Coordinating and conducting aggressive outreach to small, DBE/MBE/WBE firms
- ✦ Reporting (internally and externally) on LDBE/DBE/MBE/WBE accomplishments



## Business Opportunity Programs

- ✦ EOP implements two business opportunity programs
- ✦ Disadvantaged Business Enterprise (DBE) Program for Federally funded contracts and concessions
- ✦ Local Disadvantaged Business Enterprise (LDBE) program for non-federally funded contract opportunities

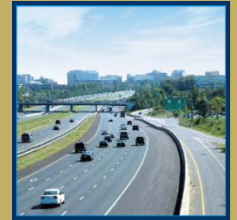


# HOW TO DO BUSINESS WITH THE AIRPORTS AUTHORITY

## Disadvantaged Business Enterprise (DBE) Program

The Airports Authority is a federal grant recipient subject to the U.S. Department of Transportation's DBE requirements under 49 CFR Part 26. The DBE program provides guidance for the participation of DBE firms in federally funded contracts and airport concession opportunities.

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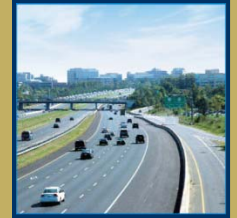




## DBE Certification Requirements

**To qualify as a DBE a business concern must be:**

- ✦ A for-profit, small business which is at least 51 percent owned by one or more socially and economically disadvantaged persons, and
- ✦ Whose management and operations are controlled by one or more of the socially and economically disadvantaged owners.





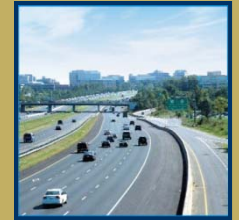
# HOW TO DO BUSINESS WITH THE AIRPORTS AUTHORITY

## DBE Certification Requirements

**Groups defined by 49 CFR Part 26 as socially and economically disadvantaged are:**

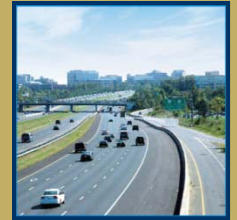
- ✦ Black Americans
- ✦ Hispanic Americans
- ✦ Native Americans
- ✦ Subcontinent Asian Americans
- ✦ Asian-Pacific Americans
- ✦ Women, and
- ✦ Other individuals who can individually prove social and economic disadvantage.

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## DBE Certification Requirements

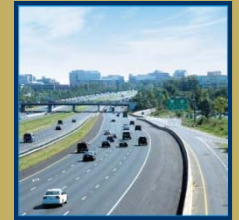
Additionally, the firms three year average annual gross receipts must not exceed the SBA size limit for the firm's primary line of business and the owner's personal net worth cannot exceed \$750,000 (after adjustments).



# HOW TO DO BUSINESS WITH THE AIRPORTS AUTHORITY

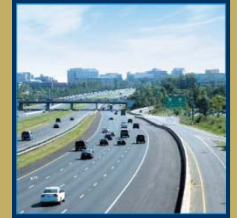
## Local Disadvantaged Business Enterprise (LDBE) Program

- ✦ Includes a preference for local business enterprises, a requirement to establish appropriate small business size standards and an aggressive outreach effort to assure that minority and women-owned businesses participate in the Airports Authority's contracting opportunities.



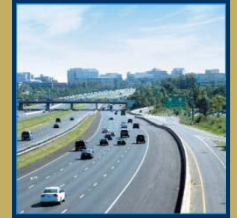
## LDBE Certification Requirements

- ✦ LDBE is defined as a small business that is organized for profit
- ✦ Located within a 100 mile radius of the District of Columbia's zero mile marker
- ✦ "Located" means that as of the date of its application, the business has an established office that is within the 100 mile radius and is where the firm's owner, management or employees are present and conduct the firm's business on a regular and frequent basis



## LDBE Program Key Features

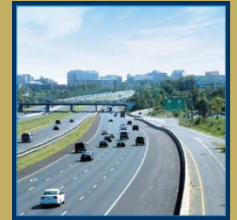
- ✦ Preference for local small enterprises
- ✦ Compliance program with required levels of LDBE contact participation
- ✦ Program goals of 25% on Capital Construction, Capital Maintenance and Operations and Maintenance programs



## LDBE Program Key Features

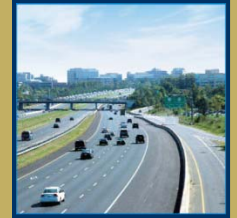
### Initiatives to enhance LDBE (especially MBE/WBE) participation:

1. Elimination of the cost of bonding and insurance from the Airports Authority's consideration of the bid or offer price;
2. Relaxed bonding requirements on contracts of \$1,000,000 or less;
3. Prompt payment requirements



## Employment of Veterans

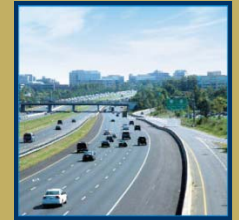
The Authority has adopted a policy to encourage reasonable efforts whenever possible to offer employment to qualified veterans, including the disabled, by the Authority, its contractors and subcontractors.





## Airports Authority Procurement Policy

The Airports Authority is committed to a competitive procurement process and ensures that its contracting actions adhere to published Airports Authority policies, sound contracting methods, and the highest standards of integrity and ethical conduct. As a part of this commitment, the Airports Authority uses full and open competition and publicizes current needs through the Contracting Opportunities On-Line website.

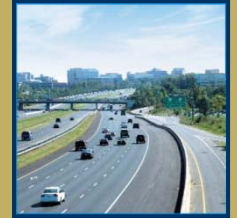


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## Airports Authority Procurement Process

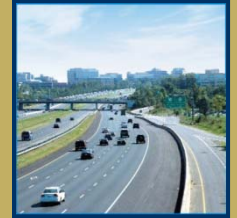
- ✦ Solicitation Issued
- ✦ Preproposal Conference
- ✦ Amendment(s) Issued
- ✦ Proposals Received
- ✦ Best and Final Offers (Optional)
- ✦ Oral Interviews (Optional)
- ✦ Contract Award

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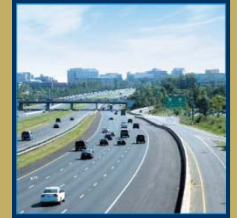
## Contract Requirements

- ✦ Bonds, Insurance, and Warranties
- ✦ License Requirements
- ✦ Federal Requirements
- ✦ Living Wage Requirements
- ✦ Badging and Security



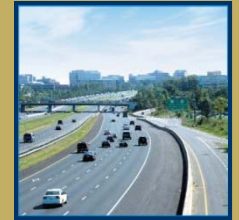
## Types of Contracting Opportunities

- ✦ Design and Construction
- ✦ Goods and Services
- ✦ Small Purchases



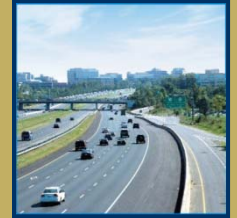
## Solicitation Types

- ✦ Price Only
- ✦ Qualifications Only
- ✦ Mix of Both Price and Qualifications



## E-Verify Program: Overview

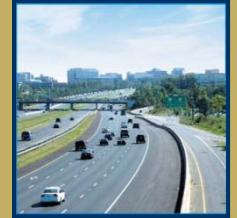
- ✦ Internet-based system operated by the U.S. Citizenship and Immigration Services in partnership with the Social Security Administration.
- ✦ Verifies employment eligibility after hire
- ✦ No enrollment charge for contractors to participate



# HOW TO DO BUSINESS WITH THE AIRPORTS AUTHORITY

## E-Verify Program: Applicability

- ✦ E-Verify enrollment is required on Airports Authority contracts where both of the following conditions are true:
  - ✦ Award amount is greater than \$100,000
  - ✦ Contract duration is 120 days or more



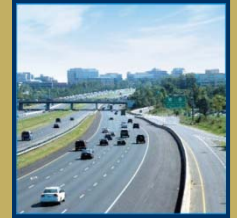


# HOW TO DO BUSINESS WITH THE AIRPORTS AUTHORITY

## **E-Verify Program: Contractor Responsibilities**

- ✦ Enroll in E-Verify as a non-federal contractor
- ✦ Partake in on-line training
- ✦ Execute a memorandum of understanding between your firm and the Department of Homeland Security
- ✦ Use E-Verify for each new employee
- ✦ Post E-Verify employee information posters
- ✦ Provide proof of enrollment within 30 days of award
- ✦ Require subcontractors to enroll in E-Verify

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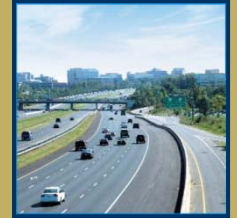


# HOW TO DO BUSINESS WITH THE AIRPORTS AUTHORITY

## Keys to an Effective Proposal

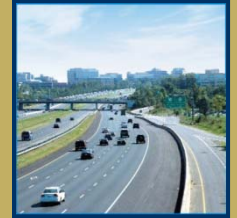
- ✦ Original
- ✦ On subject
- ✦ Only submit when qualified – Don't waste the Airports Authority's time
- ✦ Current and relevant references
- ✦ Address all evaluation criteria in Technical Proposal
- ✦ Have a constructive role for all team members proposed

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## Common Mistakes in Proposal Preparation

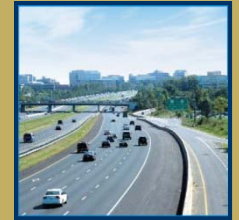
- ✦ Recycled proposals
- ✦ Outdated references
- ✦ Inapplicable experience
- ✦ Missing index or index not in front
- ✦ Disorganized presentation
- ✦ Cover letter signed by someone not listed in proposal



# HOW TO DO BUSINESS WITH THE AIRPORTS AUTHORITY

## Effective Oral Interview Techniques

- ✦ Small team – All members have a clear role
- ✦ Presentation led by performance team lead
- ✦ Clear handouts
- ✦ Place for comments on handouts
- ✦ Be forthright - Don't evade a problem
- ✦ Be prepared to discuss both failures and successes



# HOW TO DO BUSINESS WITH THE AIRPORTS AUTHORITY

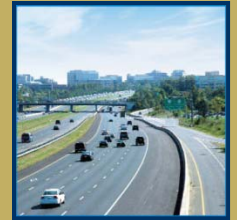
## Materials Management Divisions

The Materials Management Divisions at Ronald Reagan Washington National and Washington Dulles International Airports are authorized to procure goods and supplies for each Airport that involve a total commitment of \$50,000.00 or less.

The staff is committed to provide procurement of equipment, supplies and services by striking a balance among quality, price, delivery requirements, and total vendor services offered.

Acquisitions range from office supplies to heavy mobile equipment, from industrial gases to replacement parts for air-conditioning systems, from minor repairs to management support services.

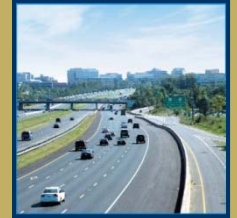
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# HOW TO DO BUSINESS WITH THE AIRPORTS AUTHORITY

## Levels of Competition

- ✦ \$1.00 to \$2,500.00 – non-competitive, as long as the agent considers price to be reasonable
- ✦ \$2,500.01 - \$25,000.00 – minimum of (3) sources
- ✦ Over \$25,000.00 – Full and Open Competition – (Solicitation posted on-line)





## Materials Management Outreach to LDBEs

### Dollars Spent with LDBEs

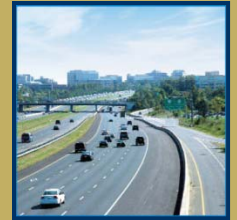
#### National

2008	\$5.9 Million spent	38.1% (\$2.3 Million) to LDBEs
2009	\$5.5 Million spent	42.7% (\$2.3 Million) to LDBEs
2010*	\$5.6 Million spent	37.5% (\$2.1 Million) to LDBEs

#### Dulles

2008	\$6.3 Million spent	44.7% (\$2.8 Million) to LDBEs
2009	\$7.2 Million spent	47.4% (\$3.4 Million) to LDBEs
2010*	\$6.1 Million spent	47.9% (\$2.9 Million) to LDBEs

\* 2010 figures for January – September 2010.





## Materials Management Service Contracts

- ✦ Service Contracts are valid for the period of one base year and one or two option years.
- ✦ Most Contracts at Reagan National are awarded on a calendar year of January 1 through December 31. Some contracts are staggered throughout the year.
- ✦ Contract terms at Dulles are staggered throughout the year.

