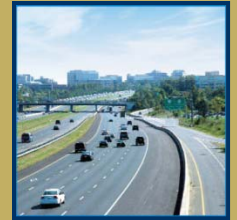


DOING BUSINESS WITH THE AIRPORTS AUTHORITY

# 22<sup>ND</sup> ANNUAL BUSINESS OPPORTUNITY SEMINAR

# DOING BUSINESS WITH THE AIRPORTS AUTHORITY

METROPOLITAN WASHINGTON AIRPORTS AUTHORITY  
[WWW.MWAA.COM](http://WWW.MWAA.COM)



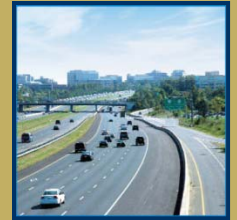
# DOING BUSINESS WITH THE AIRPORTS AUTHORITY

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

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

Presenter: **Ann Helms**  
Manager  
Materials Management Division, National Airport

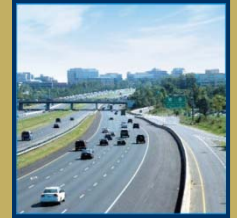
Presenter: **Mike Giardina**  
Contracting Officer – Procurement Technology Specialist  
Procurement and Contracts Department



# DOING BUSINESS WITH THE AIRPORTS AUTHORITY

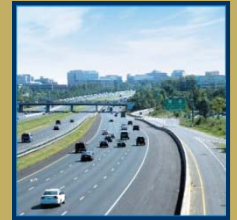
## Overview

- ✦ Equal Opportunity Programs
- ✦ Procurement and Contracts Department
- ✦ Materials Management Departments
- ✦ Contracting Opportunities Online Website
- ✦ Vendor Registration via the iSupplier System



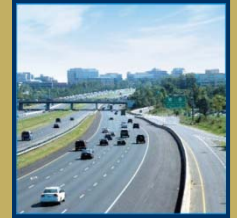
## Equal Opportunity Programs Department

- ✦ 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.



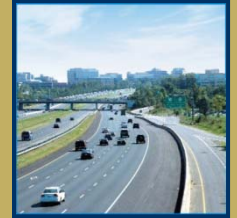
## Key Functions of EOP

- ✦ Implementing 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

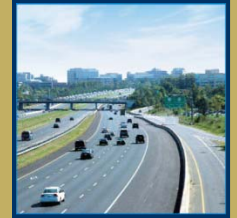




# DBE Certification Requirements

**To qualify as a DBE a firm must be:**

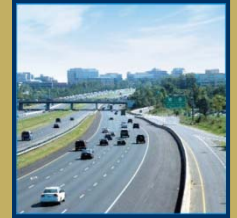
- ✦ A for-profit, small business which is at least 51 percent owned by one or more socially and economically disadvantaged persons, and
- ✦ Whose management and operations are controlled by one or more of the socially and economically disadvantaged owners.



## DBE Certification Requirements

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

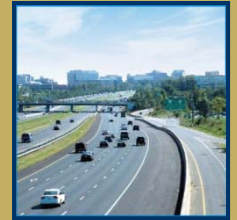
- ✦ Black Americans
- ✦ Hispanic Americans
- ✦ Native Americans
- ✦ Subcontinent Asian Americans
- ✦ Asian-Pacific Americans
- ✦ Women, and
- ✦ Other individuals who can individually prove social and economic disadvantage.





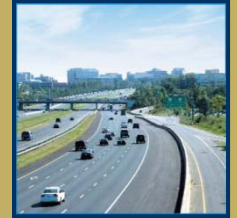
## LDBE Certification Requirements

- ✦ 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

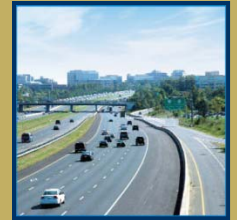
- ✦ Preference for local small enterprises
- ✦ Compliance program with required levels of LDBE contact participation
- ✦ Program goals of 25% on Capital Construction, Capital Maintenance and Operations and Maintenance programs



## LDBE Program Key Features

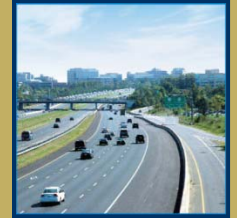
### Initiatives to enhance LDBE (especially MBE/WBE) participation:

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



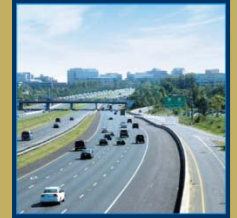
## Employment of Veterans

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.



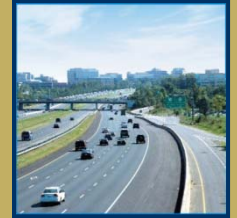
# Airports Authority Procurement Policy

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.



# Airports Authority Procurement Process

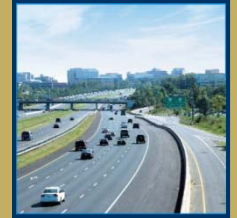
- ✦ Solicitation Issued
- ✦ Preproposal Conference
- ✦ Amendment(s) Issued
- ✦ Proposals Received
- ✦ Best and Final Offers (Optional)
- ✦ Oral Interviews (Optional)
- ✦ Contract Award





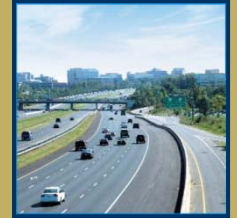
# Contract Requirements

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



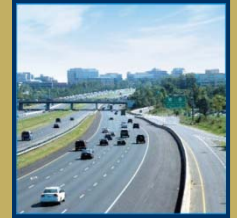
# E-Verify Program: Overview

- ✦ 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



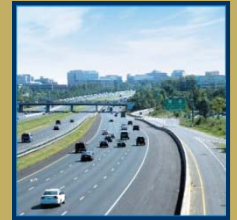
## E-Verify Program: Applicability

- ✦ 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



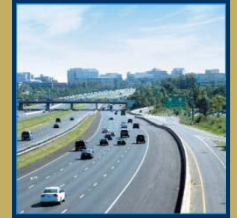
## **E-Verify Program: Contractor Responsibilities**

- ✦ 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



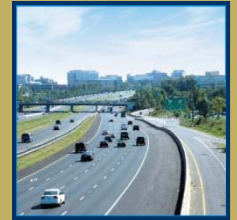
# Types of Contracting Opportunities

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



# Solicitation Types

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

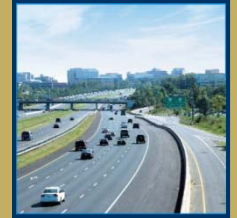




# DOING BUSINESS WITH THE AIRPORTS AUTHORITY

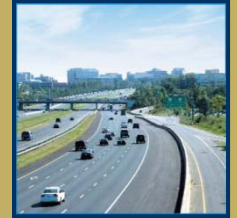
## Keys to an Effective Proposal

- ✦ 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



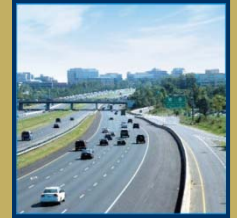
# Common Mistakes in Proposal Preparation

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



# 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

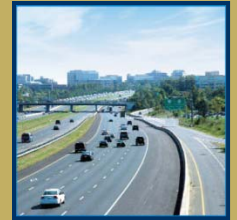


# Materials Management Divisions

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.

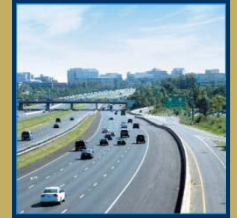
The staff is committed to provide procurement of equipment, supplies and services by striking a balance among quality, price, delivery requirements, and total vendor services offered.

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.



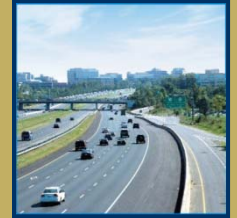
## Levels of Competition

- ✦ \$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 Service Contracts

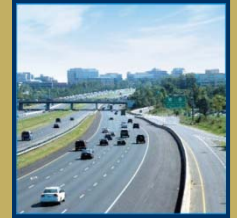
- ✦ Service Contracts are valid for the period of one base year and one or two option years.
- ✦ Most Contracts at Reagan National are awarded on a calendar year of January 1 through December 31. Some contracts are staggered throughout the year.
- ✦ Contract terms at Dulles are staggered throughout the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





# Introduction to MWAA FIRST iSupplier Portal

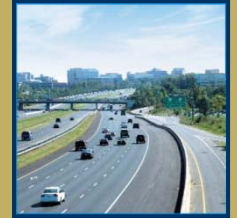
- ✦ In 2011, the Airports Authority implemented an Enterprise Resource Planning (ERP) system, the Oracle E-Business Suite, which is designed to help automate our back-office processes and future business processes.
- ✦ Oracle iSupplier Portal is one of the self-service applications within the new MWAA FIRST ERP System that will enable registered suppliers to communicate and conduct e-business transactions with the Airports Authority via the internet. Registered suppliers will have real-time access to their information 24 hours a day, 7 days a week.



# DOING BUSINESS WITH THE AIRPORTS AUTHORITY

## iSupplier Portal – Benefits

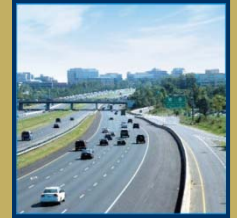
- ✦ Provides suppliers (contractors) full access to their purchase orders (POs), which improves efficiency by decreasing the number of calls between suppliers and the Airports Authority.
- ✦ Provides a central location for all PO information, and gives suppliers access to historical PO information.
- ✦ Email notification of pending orders to suppliers and provides them inbox functionality to help them manage their orders from the Airports Authority.
- ✦ Provides the ability to view invoices and payment history.



# DOING BUSINESS WITH THE AIRPORTS AUTHORITY

## iSupplier Portal - Things to Know

- ✦ You Must Have Internet Access and a Valid Email Address
  - ✦ Currently Microsoft Internet Explorer (IE) is the only browser supported by the MWAA FIRST iSupplier Portal .
- ✦ Registration is Required to Obtain Access to iSupplier Portal
  - ✦ Your company must register at **<http://www.mwaa.com/iSupplier>**
  - ✦ Information required to register a company includes:  
Company Details (Tax Identification Number (TIN), company name registered with the TIN, company mailing address), Company Contact Information (first and last name, office telephone number, e-mail address) and the Products and Services Category
  - ✦ The first person from your company to register will be responsible for adding additional users within your company.



## Contractor Resources

- ✦ Contracting Opportunities On-Line Website  
<http://www.mwaa.com/contracting>
- ✦ **PROJECT eLERT** e-newsletter
- ✦ Business Opportunity Seminar Handbook

