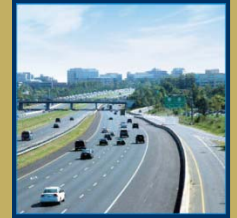


GOODS AND SERVICES INFORMATION SESSION

22nd ANNUAL BUSINESS OPPORTUNITY SEMINAR

GOODS AND SERVICES INFORMATION SESSION

METROPOLITAN WASHINGTON AIRPORTS AUTHORITY
WWW.MWAA.COM



GOODS AND SERVICES INFORMATION SESSION

Moderator

Judith deVastey

Equal Opportunity Programs Department

Presenters

Procurement and Contracts Department

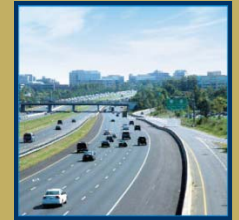
Katherine Ruhl, Contracts Manager

Cedric Kinlow, Contracting Officer

Materials Management Divisions

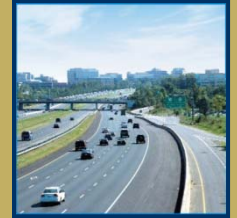
Regina Leigh, Procurement Supervisor at National Airport

Vikki Smith, Procurement Supervisor at Dulles Airport



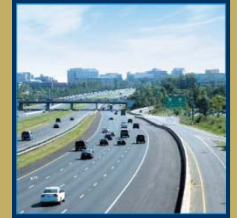
Session Highlights

- ✦ LDBE Program & Tips
- ✦ Procurement Offices
- ✦ Levels of Competition
- ✦ Sources of Procurement Information
- ✦ Website Navigation
- ✦ Common Mistakes
- ✦ Keys to an Effective Proposal
- ✦ Upcoming Opportunities



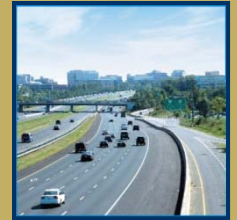
LDBE Program

- ✦ LDBE = Local Disadvantaged Business Enterprise
- ✦ An LDBE is a small business concern which is organized for profit and located within a 100-mile radius of Washington, DC's Zero Mile Marker
- ✦ Average gross receipts, based on the firm's last three years of receipts, must not exceed the SBA's small business size standard for the commodity requested
- ✦ LDBE Firms may compete on all Full and Open contracting opportunities – whether or not an LDBE requirement has been established.



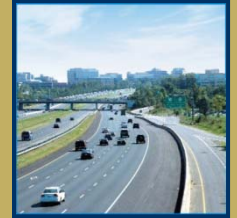
Tips for Completing the LDBE Application

- ✦ Use NAICS Codes instead of SIC Codes
- ✦ For affiliates, the Airports Authority requires the following:
 - ✦ Taxpayer Identification Numbers
 - ✦ Affiliate's gross receipts for last three years
 - ✦ Complete contact information
- ✦ Please allow 30 days for the review of LDBE applications



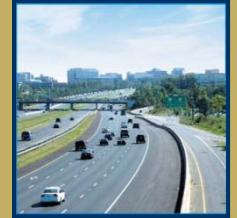
Airports Authority Purchasing Offices

- ✦ Materials Management Division, National
- ✦ Materials Management Division, Dulles
- ✦ Procurement and Contracts Department



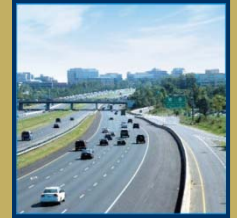
Materials Management Division – National Airport

- ✦ Responsible for procurement of goods and services at Ronald Reagan Washington National Airport which involve a total commitment of \$50,000.00 or less.
- ✦ Office Location:
 - Terminal A, Room 278
 - Ronald Reagan Washington National Airport
- ✦ Main Phone Number: 703-417-8026
- ✦ Regina Leigh, Procurement Supervisor



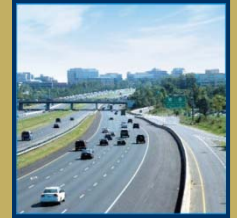
Materials Management Division – Dulles Airport

- ✦ Responsible for procurement of goods and services at Washington Dulles International Airport and Dulles Toll Road which involve a total commitment of \$50,000.00 or less.
- ✦ Office Location:
45025 Aviation Drive, Suite 250
Washington Dulles International Airport
- ✦ Main Phone Number: 703-572-2920
- ✦ Vikki Smith, Procurement Supervisor



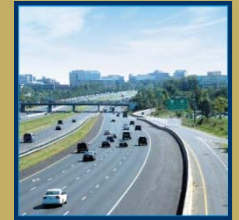
Procurement and Contracts Department

- ✦ Responsible for procurement of goods and services at both airports plus the Dulles Toll Road and Dulles Corridor Metrorail which involve a total commitment in excess of \$50,000.00 plus all construction projects, regardless of cost.
- ✦ Office Location:
1 Aviation Circle, Suite 154
Ronald Reagan Washington National Airport
- ✦ Main Phone Number: 703-417-8660



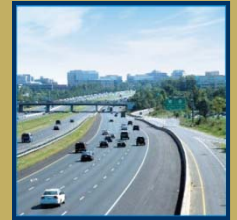
Levels of Competition

- ✦ \$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 – Full and Open Competition
(Solicitation posted on-line)



Sources of Procurement Information

- ✦ Washington Post (Requirements over \$200,000)
- ✦ Contracting Opportunities On-Line Website
<http://www.mwaa.com/contracting>
- ✦ **PROJECT eLERT** e-newsletter
(Register at Contracting Opportunities On-Line website)



Airports Authority Website: <http://www.mwaa.com>

Metropolitan Washington Airports Authority - Windows Internet Explorer

http://www.mwaa.com/

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★ Favorites Metropolitan Washington Airports Authority

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METROPOLITAN WASHINGTON AIRPORTS AUTHORITY

50TH DULLES ANNIVERSARY Proudly celebrating 50 years of serving our customers and the world.

► About the Authority ► Customer Service ► **Business Information** ► News & Publication ► Careers ► Police/Fire/EMS

News & Information

- Dulles Toll Road Rates Set for 2013, 2014
- Airports Authority Cites Progress in Addressing Audit Findings by IG
- Snapshot of Americas at Dulles International and Reagan National
- Airports Authority to Hold 22nd Annual Business Opportunity Seminar
- Airports Authority Welcomes Inspector General's Report
- Four New Members Appointed to the

Our Metropolitan Washington Airports

IAD

► **Dulles International Airport**

Washington Dulles International Airport (IAD)

- Flight Schedules
- Flight Arrivals | Departures
- Services for the Disabled
- Travel Tips
- Ground Transportation
- Directions & Maps
- Airlines Serving IAD

DCA

► **Reagan National Airport**

Ronald Reagan Washington National Airport (DCA)

- Flight Schedules
- Flight Arrivals | Departures
- Services for the Disabled
- Travel Tips
- Ground Transportation
- Directions & Maps
- Airlines Serving DCA

Local Weather
Washington, DC

Partly Cloudy 48° F

Updated: Wed, 14 Nov 2012 12:50 pm EST
Yahoo! Weather

Dulles ► | National

WASHINGTON FLYER
TRAVEL AND ENTERTAINMENT

Contracting Opportunities: <http://www.mwaa.com/contracting>

Contracting Opportunities - Windows Internet Explorer

http://www.mwaa.com/132.htm

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► About the Authority ► Customer Service ► Business Information ► News & Publication ► Careers ► Police/Fire/EMS

▼ Business Information

- ▼ Contracting Opportunities
 - General Information
 - Equal Opportunity Programs
 - Concessions
 - Current Contracting Opportunities
 - Upcoming Opportunities
 - Award Information
- PROJECT eLERT
- MWAA iSupplier Portal
- Materials Management Division
- Tenant Information

Contracting Opportunities

Contracting Overview

- Procurement and Contracts Department
- Contracting Opportunities - Information, Policies and Procedures
- Contracting Manuals, Forms, and Other Resources
- PROJECT eLERT - Contracting Opportunities Newsletter

Current Opportunities

- Construction
- Design / Build
- Architectural and Engineering
- **Services**
- Goods and Equipment
- Concessions
- Dulles Corridor Metrorail Project
- Land Development

Business Opportunity Events

- 22nd Annual Business Opportunity Seminar - November 15, 2012

Equal Opportunity Programs

Upcoming Opportunities

- Two Week Forecast
- Major Construction and Design Opportunities
- Recurring Services Opportunities

Contracting Opportunities: <http://www.mwaa.com/contracting>

Services - Windows Internet Explorer

http://www.mwaa.com/374.htm

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★ Favorites Services

provide repair services for uninterruptible power supply (UPS) systems at Ronald Reagan Washington National Airport on a call order basis.

- **Issue Date:** October 10, 2012
- **Due Date for Proposals:** November 13, 2012
- **Amendments Issued:** None
- **LDBE Requirement:** None
- [Project Overview](#)
- [Download Documents](#)

RFP 1-12-C212: Demand Account Services *UPDATED!*

- **Description:** The Contractor shall furnish all necessary labor, materials, tools, equipment, and supervision to provide the Airports Authority with various banking demand account services. The requested services may be awarded to one bank or split between multiple banks.
- **Issue Date:** October 4, 2012
- **Due Date for Proposals:** November 20, 2012
- **Amendments Issued:** Two
- **LDBE Requirement:** None
- [Project Overview](#)
- [Download Documents](#)

RFP 1-12-C225: Banking Services *UPDATED!*

- **Description:** The Contractor shall furnish all necessary labor, materials, tools, equipment, and supervision to provide the Airports Authority with banking services to provide the following (at a minimum): depository services (cash, currency, checks, ACH and wire payments), disbursement services (positive pay, ACH, and wires), and transaction information services. The requested services may be awarded to one bank or split between multiple banks.
- **Issue Date:** October 4, 2012
- **Due Date for Proposals:** November 20, 2012
- **Amendments Issued:** Two
- **LDBE Requirement:** None
- [Project Overview](#)
- [Download Documents](#)

MWAA Home | Dulles International Home | Reagan National Home | Dulles Toll Road Home

Contracting Opportunities: <http://www.mwaa.com/contracting>

1-12-C212-Overview - Windows Internet Explorer

http://www.mwaa.com/5264.htm

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★ Favorites 1-12-C212-Overview

Business Information

► About the Authority ► Customer Service ► **Business Information** ► News & Publication ► Careers ► Police/Fire/EMS

▼ Business Information

- ▼ Contracting Opportunities
 - General Information
 - Equal Opportunity Programs
 - Concessions
 - ▼ Current Contracting Opportunities
 - Construction
 - Design / Build
 - Architectural and Engineering
 - Services
 - Goods and Equipment
 - Concessions
 - Dulles Corridor Metrorail Project
 - Land Development
 - Upcoming Opportunities
 - Award Information
- PROJECT eLERT
- MWAA iSupplier Portal
- Materials Management

RFP 1-12-C212: Demand Account Services

PROJECT OVERVIEW	DOWNLOAD DOCUMENTS
RFP Issue Date:	October 4, 2012
Deadline for Proposals:	2:00 PM (Eastern), November 20, 2012
Pre-Proposal Conference:	10:00 AM (Eastern), October 22, 2012 at Conference Room 1C, 1 Aviation Circle, National Airport
Question Submission:	The deadline for submitting questions has passed. No further questions will be accepted.
Estimated Dollar Value:	\$20,000 - \$30,000 annually
Project Duration:	Two-year base period with three one-year options
Bond Requirements:	None
Project Summary:	The Contractor shall furnish all necessary labor, materials, tools, equipment, and supervision to provide the Airports Authority with various banking demand account services. The requested services may be awarded to one bank or split between multiple banks.
LDBE Requirement:	None
Amendments Issued:	One, November 1, 2012. The due date for proposals is extended from November 5, 2012 to November 20, 2012. Two, November 8, 2012. The due date for proposals remains unchanged. CLICK HERE to download Amendment Documents

Last Updated November 8, 2012

Contracting Opportunities: <http://www.mwaa.com/contracting>

The screenshot shows a Windows Internet Explorer browser window displaying the MWAA website. The address bar shows the URL <http://www.mwaa.com/5266.htm>. The page title is "1-12-C212-Documents - Windows Internet Explorer".

The website header includes the MWAA logo and the text "Business Information". Below the header is a navigation bar with links: "About the Authority", "Customer Service", "Business Information", "News & Publication", "Careers", and "Police/Fire/EMS".

The left sidebar contains a "Business Information" section with a "Contracting Opportunities" link. Below this are links for "General Information", "Equal Opportunity Programs", "Concessions", "Current Contracting Opportunities", "Construction", "Design / Build", "Architectural and Engineering", "Services", "Goods and Equipment", "Concessions", "Dulles Corridor Metrorail Project", "Land Development", "Upcoming Opportunities", "Award Information", "PROJECT eLERT", "MWAA iSupplier Portal", and "Materials Management".

The main content area is titled "RFP 1-12-C212: Demand Account Services". It features two tabs: "PROJECT OVERVIEW" and "DOWNLOAD DOCUMENTS". The "PROJECT OVERVIEW" tab is selected, showing "Step 1: Planholder Registration".

Under "Step 1: Planholder Registration", the text states: "If you download the solicitation documents and are interested in submitting a proposal, please register as a planholder by completing the **Planholder Registration** form by clicking on the link below." A red circle highlights the link: [CLICK HERE TO REGISTER DOCUMENT DOWNLOADS](#).

Below this, the text states: "Registration will place your name on the planholder list for this project and ensure that you receive notification of any amendments that may be issued in the future." A "PLEASE NOTE" section follows, stating: "If you fail to register, you will not receive notification of amendments, and failure to receive and acknowledge amendments may result in your proposal being deemed non-conforming."

The "DOWNLOAD DOCUMENTS" tab is also visible, showing "Step 2: Download Documents". Under this tab, there are sections for "Base RFP Documents", "Amendments to RFP", and "Supplemental Information".

Base RFP Documents:

- RFP 1-12-C212 (248 KB)
- Price Schedule (58 KB) (Updated 11/14/2012)

Amendments to RFP:

- Amendment One - November 1, 2012 (15 KB)
- Amendment Two - November 8, 2012 (16 KB)

Supplemental Information:

- Planholder List - October 23, 2012 (10 KB)
- Preproposal Conference Attendees List - October 22, 2012 (109 KB)
- Preproposal Conference Presentation - October 22, 2012 (363 KB)
- Questions and Answers - October 23, 2012 (36 KB)
- Aviation Banking Flowchart (132 KB)

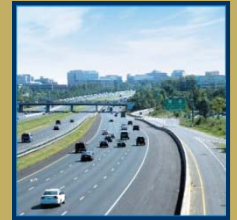
Contracting Opportunities: <http://www.mwaa.com/contracting>

PLANHOLDER LIST FOR SOLICITATION 1-12-C212 DEMAND ACCOUNT SERVICES

CONTRACTOR NAME	PRIMARY CONTACT	STREET ADDRESS	CITY, STATE, ZIP	PHONE NUMBER	FAX NUMBER	HOW FIRM INTENDS TO PARTICIPATE IN SOLICITATION				
						PRIME	J.V.	SUB	SUPPL	OTHER
1. BANK OF AMERICA MERRILL LYNCH	EDMUND A. BIANCHI	100 S. CHARLES STREET, MD4-325-03-06	BALTIMORE, MD 21201	410-547-4272	410-538-0908	X				
2. CAPITAL ONE BANK	ADELAYDA FUNES	1680 CAPITAL ONE DRIVE	McLEAN, VA 22102	240-743-8427		X				
3. CAPITAL ONE BANK	COREY WILLIAMS	1680 CAPITAL ONE DRIVE, 10TH FLOOR	McLEAN, VA 22102	703-720-8732		X				
4. JPMORGAN CHASE BANK	VASYL ZUK	895 ROUTE 46 W	FAIRFIELD, NJ 07004	973-439-5053	973-439-5019	X				
5. M&T BANK	CHRISTINE PARKER	7799 LEESBURG PIKE #900N	FALLS CHURCH, VA 22043	703-748-5545	703-448-3190	X				
6. M&T BANK	LOURDES ORTISO	7799 LEESBURG PIKE #900N	FALLS CHURCH, VA 22043	703-748-5546	703-448-3190	X				
7. PNC BANK	DONNA RYAN	800 17th STREET NW	WASHINGTON, DC 20006	202-835-4986	202-838-5977	X				
8. SUNTRUST BANK	MICHAEL P. KELLEY	120 E. BALTIMORE STREET, 24th FLOOR	BALTIMORE, MD 21202	410-986-1619	410-986-1717	X				
9. SUNTRUST BANK	NETTIE J. FEREBEE	14401 SWEITZER LANE, 4th FLOOR	LUAREL, MD 20707	301-497-3389	301-497-3536					X
10. SUNTRUST BANK	RICHARD PYLYPKO	1445 NEW YORK AVENUE, 4th FLOOR	WASHINGTON, DC 20005	202-879-8687	202-879-8427	X				
11. TD BANK	ELEANOR MILLER	2070 CHAIN BRIDGE ROAD, SUITE 135	VIENNA, VA 22182-2536	703-838-8278	703-663-4981	X				
12. THE HOTCHKISS GROUP, LLC	RICK HOTCHKISS	519 WEST PRATT STREET	BALTIMORE, MD 21201-0437	410-576-1048						X
13. WELLS FARGO BANK, NA	MAY WONG	7 ST. PAUL STREET, 1st FLOOR	BALTIMORE, MD 21202	410-332-5209	443-263-8427	X				

Sources of Procurement Information

✦ **PROJECT eLERT** Registration and e-newsletter
(Register at Contracting Opportunities On-Line website)



PROJECT eLERT E-Newsletter

Contracting Opportunities - Windows Internet Explorer

http://www.mwaa.com/132.htm

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► Dulles International ► Reagan National Airport

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► About the Authority ► Customer Service ► Business Information ► News & Publication ► Careers ► Police/Fire/EMS

▼ Business Information

- ▼ Contracting Opportunities
 - General Information
 - Equal Opportunity Programs
 - Concessions
 - Current Contracting Opportunities
 - Upcoming Opportunities
 - Award Information
 - PROJECT eLERT
 - MWAA iSupplier Portal
 - Materials Management Division
 - Tenant Information

Contracting Opportunities

Contracting Overview

- Procurement and Contracts Department
- Contracting Opportunities - Information, Policies and Procedures
- Contracting Manuals, Forms, and Other Resources
- **PROJECT eLERT - Contracting Opportunities Newsletter**

Business Opportunity Events

- 22nd Annual Business Opportunity Seminar - November 15, 2012

Equal Opportunity Programs

Current Opportunities

- Construction
- Design / Build
- Architectural and Engineering
- Services
- Goods and Equipment
- Concessions
- Dulles Corridor Metrorail Project
- Land Development

Upcoming Opportunities

- Two Week Forecast
- Major Construction and Design Opportunities
- Recurring Services Opportunities

PROJECT eLERT E-Newsletter

The screenshot shows a web browser window titled "PROJECT eLERT - Windows Internet Explorer". The address bar displays "http://www.mwaa.com/283.htm". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". A "Favorites" bar shows "PROJECT eLERT" as a bookmark. The main content area features a blue header with the "METROPOLITAN WASHINGTON AIRPORTS AUTHORITY" logo and a background image of the US Capitol dome. Below the header, there are navigation links for "Dulles International", "Reagan National Airport", and "Business Information". A secondary navigation bar includes links for "About the Authority", "Customer Service", "Business Information", "News & Publication", "Careers", and "Police/Fire/EMS". On the left side, a "Business Information" sidebar lists various links, with "PROJECT eLERT" highlighted. Under "PROJECT eLERT", the "CLICK HERE" link is circled in red. The main content area has a blue bar for "PROJECT eLERT" followed by sections: "About PROJECT eLERT", "PROJECT eLERT Registration", and "PROJECT eLERT Troubleshooting and Support". The footer contains links to "MWAA Home", "Dulles International Home", "Reagan National Home", and "Dulles Toll Road Home", along with a copyright notice for 1997-2012.

PROJECT eLERT - Windows Internet Explorer

http://www.mwaa.com/283.htm

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★ Favorites PROJECT eLERT

METROPOLITAN WASHINGTON AIRPORTS AUTHORITY

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► About the Authority ► Customer Service ► Business Information ► News & Publication ► Careers ► Police/Fire/EMS

▼ Business Information

- Contracting Opportunities
- ▼ PROJECT eLERT
 - Current Edition
 - Registration
- MWAA iSupplier Portal
- Materials Management Division
- Tenant Information
- Building Codes Dept

PROJECT eLERT

About PROJECT eLERT

PROJECT eLERT is the Metropolitan Washington Airports Authority's e-mail based newsletter that alerts contractors to the latest information regarding contracting opportunities with the Metropolitan Washington Airports Authority.

[CLICK HERE](#) to view the latest edition of **PROJECT eLERT**.

PROJECT eLERT Registration

[CLICK HERE](#) to register to receive **PROJECT eLERT**. Once registered, your first copy of **PROJECT eLERT** will be delivered to your e mail account within the next two weeks.

PROJECT eLERT Troubleshooting and Support

Please be aware that some anti-spam programs may try to block **PROJECT eLERT** messages. In order to receive **PROJECT eLERT**, you may need to add "PROJECTeLERT@mwaa.com" to your list of approved senders.

If you have any questions about **PROJECT eLERT**, please contact us via e-mail at PROJECTeLERT@mwaa.com or call 703-417-8672.

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Copyright 1997-2012 Metropolitan Washington Airports Authority - 1 Aviation Circle - Washington, DC 20001

PROJECT eLERT E-Newsletter - Registration

Registration - Windows Internet Explorer

http://www.mwaa.com/net/eLERT_Registration.aspx

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★ Favorites Registration

▶ About the Authority ▶ Customer Service ▶ **Business Information** ▶ News & Publication ▶ Careers ▶ Police/Fire/EMS

▼ Business Information

- ▶ Contracting Opportunities
- ▼ PROJECT eLERT
 - ▶ Current Edition
 - ▼ Registration
- ▶ MWAA iSupplier Portal
- ▶ Materials Management Division
- ▶ Tenant Information
- ▶ Building Codes Dept

PROJECT eLERT Registration Form

Please provide the following information to register to receive **PROJECT eLERT**:

Name
(JOHN SMITH)

Title
(PRESIDENT)

Company Name
(AAA COMPANY)

Street Address
(123 FIRST STREET)

Address (cont.)
(SUITE 555)

City
(CITY)

State/Province
(STATE)

Zip/Postal Code
(00000-0000)

Country
(USA)

Phone Number
(555-555-5555)

FAX Number
(555-555-5555)

E-mail Address
(name@company.com)

PROJECT eLERT E-Newsletter - Sample

Current Edition - Windows Internet Explorer

http://www.mwaa.com/285.htm

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★ Favorites Current Edition

Business Information

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▼ Business Information

- Contracting Opportunities
- ▼ **PROJECT eLERT**
 - ▼ **Current Edition**
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- MWA iSupplier Portal
- Materials Management Division
- Tenant Information
- Building Codes Dept

PROJECT eLERT - Current Edition

Metropolitan Washington Airports Authority

PROJECT eLERT

October 25, 2012

Special Events

22nd Annual Business Opportunity Seminar

- **Description:** The Metropolitan Washington Airports Authority will be hosting its 22nd Annual Business Opportunity Seminar on November 15, 2012 at the Gaylord National Hotel and Convention Center. The event consists of a seminar and exhibit hall focusing on current and upcoming contracting opportunities with the Authority. The event is free of charge, but registration is mandatory, and space is limited, so register today!
- [Additional Information](#)

New Projects

The Metropolitan Washington Airports Authority has recently issued solicitations for the following projects:

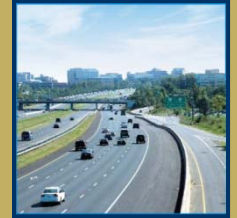
RFP 1-12-C232: Snow Hauling Services, National Airport

- **Description:** The Contractor shall furnish all necessary labor, materials, tools, equipment and supervision to provide snow hauling services at Ronald Reagan Washington National Airport on an as needed basis. The Contractor shall provide tandem axle dump trucks and drivers onsite within 4 hour notice for hauling and dumping snow. Work shall primarily be in the Airports Operations Area, but may include street side areas as needed.
- **Issue Date:** October 25, 2012
- **Due Date for Proposals:** November 16, 2012
- **LDBE Requirement:** 100%
- [Additional Information](#)

Common Mistakes

Mistakes During the Solicitation Process:

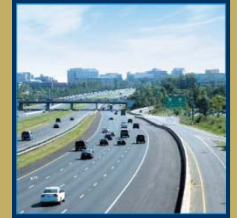
- ✦ Planholder Registration not completed
- ✦ Absence from Pre-proposal Conference
- ✦ Absence from Site Visit
- ✦ Questions not submitted online prior to deadline
- ✦ Proposal not submitted prior to deadline



Common Mistakes

Mistakes During Proposal Preparation:

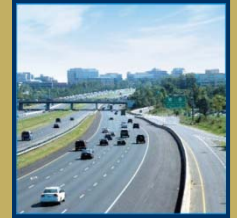
- ✦ Proposal is unsigned
- ✦ Key documents are incomplete or are not submitted
 - ✦ Solicitation Offer and Award
 - ✦ Price Schedule
 - ✦ Representations and Certifications
 - ✦ Amendments
 - ✦ Technical Proposal Response, if applicable
- ✦ Proposal is qualified or additional terms are incorporated



Common Mistakes

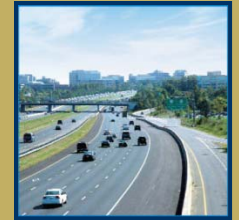
Mistakes During Preparation of Technical Proposal:

- ✦ Recycled and/or disorganized content
- ✦ Outdated References
- ✦ Inapplicable Past Experience
- ✦ Missing Table of Contents
- ✦ Contains Price-Related Information



Keys to an Effective Proposal

- ✓ Read the Solicitation documents thoroughly
- ✓ Sign Proposal
- ✓ Acknowledge all Amendments
- ✓ Complete all line items on Price Schedule, to include all Option Years
- ✓ References are current, complete and relevant
- ✓ Address all evaluation criteria in Technical Proposal
- ✓ Submit proposal on time



GOODS AND SERVICES INFORMATION SESSION

QUESTIONS

METROPOLITAN WASHINGTON AIRPORTS AUTHORITY
WWW.MWAA.COM

