



RESOLUTION NO. 14-16

Amending the Fourth Edition of the Contracting Manual

WHEREAS, the U.S. Department of Transportation Office of Inspector General (OIG) issued a November 1, 2012 report (OIG Report), which contained several recommendations that the Airports Authority should address, some of which were related to procurement activities and procedures;

WHEREAS, in March 2013, in response to recommendations in the OIG Report, the Board of Directors approved the Fourth Edition of the Contracting Manual, effective April 1, 2013;

WHEREAS, the OIG has reviewed the Fourth Edition of the Contracting Manual and has suggested certain clarifications in the areas of Evaluation Committees, Sole Source Negotiations and Task Orders;

WHEREAS, the procurement and purchasing functions which currently exist at Ronald Reagan Washington National Airport and Washington Dulles International Airport are being transferred to the Procurement and Contracts Department;

WHEREAS, as a result of this consolidation of procurement and purchasing activities, certain amendments need to be made to the Contracting Manual;

WHEREAS, The Business Administration Committee has approved the draft revisions to the Fourth Edition and has recommended to the Board of Directors that it formally approve and adopt it as the Fourth Edition, Revision 1 of the Contracting Manual; now, therefore, be it

RESOLVED, That the Board approves and adopts the Fourth Edition, Revision 1 of the Contracting Manual as presented for its consideration on May 21, 2014, and as it may be modified by the President and Chief Executive pursuant to Paragraph 2 of this resolution;

2. That the President and Chief Executive Officer is authorized and directed to publish the Fourth Edition, Revision 1 of the Contracting Manual in the

form presented to the Board on May 21, 2014, with such modifications as are determined by the President and Chief Executive Officer to be necessary or desirable to address errors in grammar, spelling, punctuation and format and similar non-substantive matters, and as are made prior to June 15, 2014;

3. That the Fourth Edition, Revision 1 of the Contracting Manual shall be effective on June 15, 2014;

4. That the Fourth Edition, Revision 1 of the Contracting Manual shall apply to all Airports Authority solicitations issued, and other procurement actions initiated, on or after June 15, 2014, and to contracts that are executed on the basis of and following these solicitations and procurement actions; that the Fourth Edition, Revision 1 shall not apply to solicitations or other procurement actions initiated before and ongoing as of June 15, 2014, which shall continue to be governed by the Fourth Edition, but shall apply to contracts executed on the basis of and following such solicitations and procurement actions; and that the Fourth Edition, Revision 1 shall apply to contracts in effect on June 15, 2014, that were executed on the basis of and following a solicitation or other procurement action undertaken pursuant to a prior edition of the Contracting Manual, except to the extent application of the Fourth Edition, Revision 1 to any such contract would diminish, enlarge or otherwise alter a contractual right or obligation of any party to the contract, in which case the Fourth Edition of the Contracting Manual shall apply to and govern the contract to the extent necessary to avoid such alteration of right or obligation.

Adopted May 21, 2014

A handwritten signature in blue ink, reading "Quince T. Brinkley, Jr.", is written over a horizontal line. To the right of the signature, the letters "emb" are handwritten in blue ink.

Quince T. Brinkley, Jr., Secretary