



Doing Business with the Airports Authority: Simplified Acquisitions

May 18, 2018

Office of Supply Chain Management



MWAA Simplified Acquisitions

- Goods and services with a total dollar commitment of up to \$150K
- Over 1,500 awards, worth \$13M in the last 12 months – 87% of which were commercial off-the-shelf goods
- Price and price related factors form the basis of award
- Request for Quotation (RFQ) used to solicit prices
 - RFQs can be initiated by email, telephone, formal RFQ, or through the Airports Authority's website (www.mwaa.com) based upon established competitive guidelines

The Airports Authority is committed to full and open competition in its procurement opportunities



Request for Quotations (RFQ)

- RFQs are prepared by the procurement professional in a clear, concise manner to articulate the Authority's requirements and maximize full and open competition
- Before making an award several factors are considered, including:
 - Price
 - Technical ability
 - Ability to meet required delivery dates
 - Past performance/responsibility of vendors

As procurement professionals we are constantly in search for new sources, including LDBE, MBE and WBE firms to enhance the competitive environment



Simplified Acquisitions Competition Guidelines

Dollar Threshold	Method of Solicitation	Minimum Number of Sources
Up to \$2,500	Phone or Email	1
\$2,501 - \$10,000	Email or Formal RFQ	3
\$10,001 - \$25,000	Formal RFQ	3
\$25,001 - \$150,000	RFQ advertised on the Airports Authority's Website: www.mwaa.com	



Competition Levels: Up to \$2,500

- Method of Solicitation: Phone or Email
- Minimum Number of Sources: 1
- Last 12 Months' Activity: 867 Acquisitions valued at \$962K including:

Goods	Services
Computers	Catering for Office Functions
Fluorescent Lamps	Courier Services
Paint and Paint Supplies	Software Licenses
Commercial Off-the-Shelf Items (software, fire extinguishers, tires)	Equipment Rental, e.g. manlifts, generators

Published price lists are used as a point of reference for price comparability



Competition Levels: \$2,501 - \$10,000

- Method of Solicitation: Email or Formal RFQ
- Minimum Number of Sources: 3
- Last 12 Months' Activity: 401 Acquisitions valued at \$2.2M, including:

Goods	Services
IT Monitors, Servers	Vehicle Inspections
Electric Utility Vehicles	Vehicle Detailing
Light Towers	Car Wash
Aerial Scissor Lifts	IT Systems Maintenance

By relying on competition, the Airports Authority satisfies its purchasing requirements in the most economical and efficient means possible



Competition Levels: \$10,001 – \$25,000

- Method of Solicitation: Formal RFQ
- Minimum Number of Sources: 3
- Last 12 Months' Activity: 127 Acquisitions valued at \$2M, including:

Goods	Services
Cabinets	Building Inspections
Vehicles	Travel Agency
Carts for Airport Use	Internet and Cable
Firefighting Helmets	Language Interpretation Services

The Airports Authority seeks to obtain the maximum value for each dollar of expenditure



Competition Levels: Above \$25,000

- Method of Solicitation: Formal RFQ, advertised on www.mwaa.com
- Last 12 Months' Activity: 112 Acquisitions valued at \$7.8M, including:

Goods	Services
Portable Traffic Message Boards	Moving Services
Ammunition for Public Safety	Debris Disposal
Carpet Tiles	Legal Services
Promotional Items	HR Recruiting
Uniforms	Horticultural Consulting

Local Disadvantaged Business Enterprise (LDBE) participation may be achieved by a 100% set-aside or through subcontracting requirements



MWAA Local Disadvantaged Business Enterprise (LDBE) Program

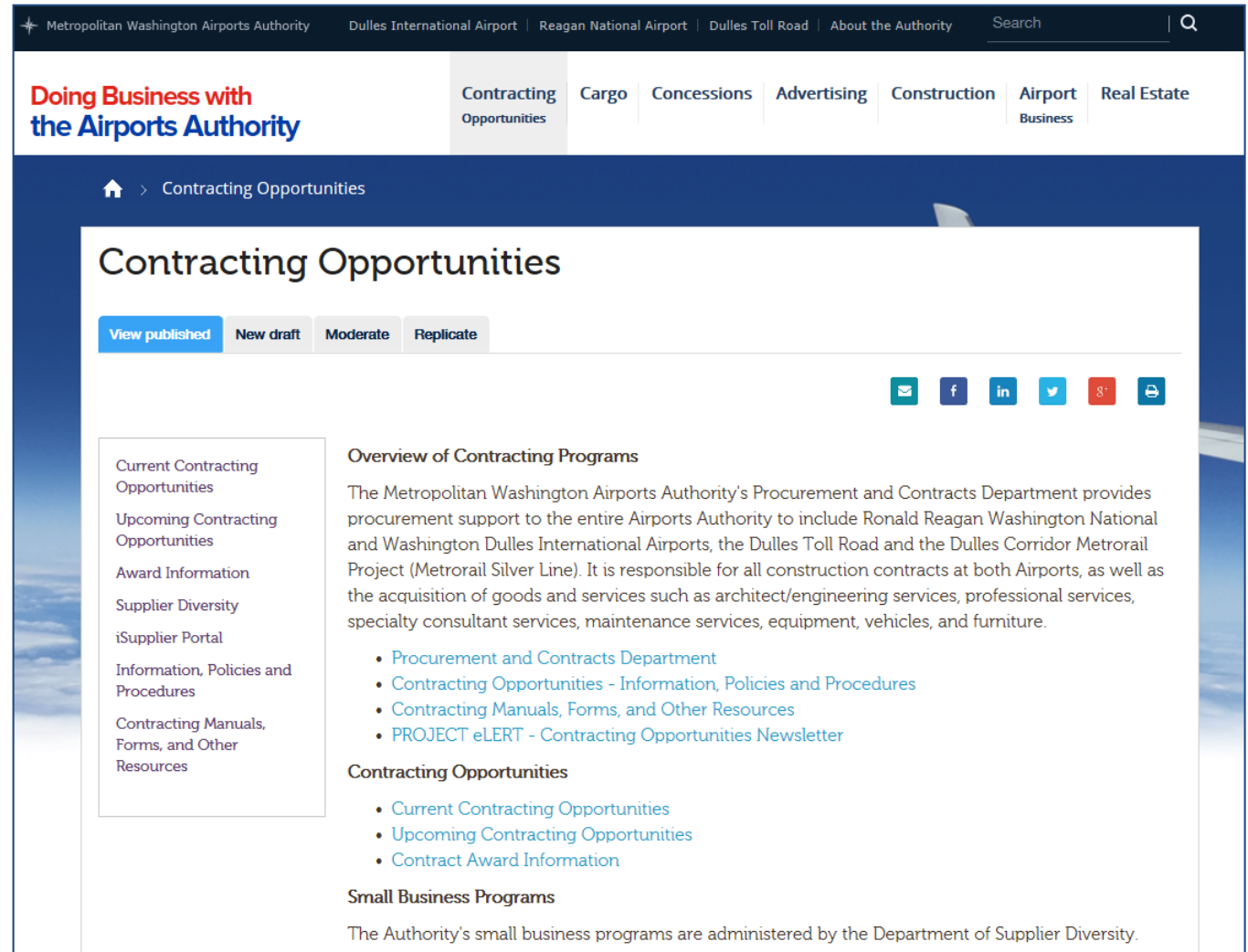
- The Department of Supplier Diversity (DSD) reviews all solicitations with an estimated value greater than \$25,000
- LDBE participation requirements are assigned to all solicitations where the scope of work provides viable prime or subcontracting opportunities for LDBEs and where LDBE availability provides projected adequate competition
- DSD reviews the LDBE database to determine availability of qualified LDBEs based on solicitation scope

**To obtain or check your certification status
visit us at mwaa.diversitycompliance.com**

Sources of Procurement Information

www.mwaa.com/contracting

- Overview of Contracting Programs
- Current & Upcoming Contracting Opportunities
- Project eLERT
- Link to Small Business Certification Applications
- Updated Daily

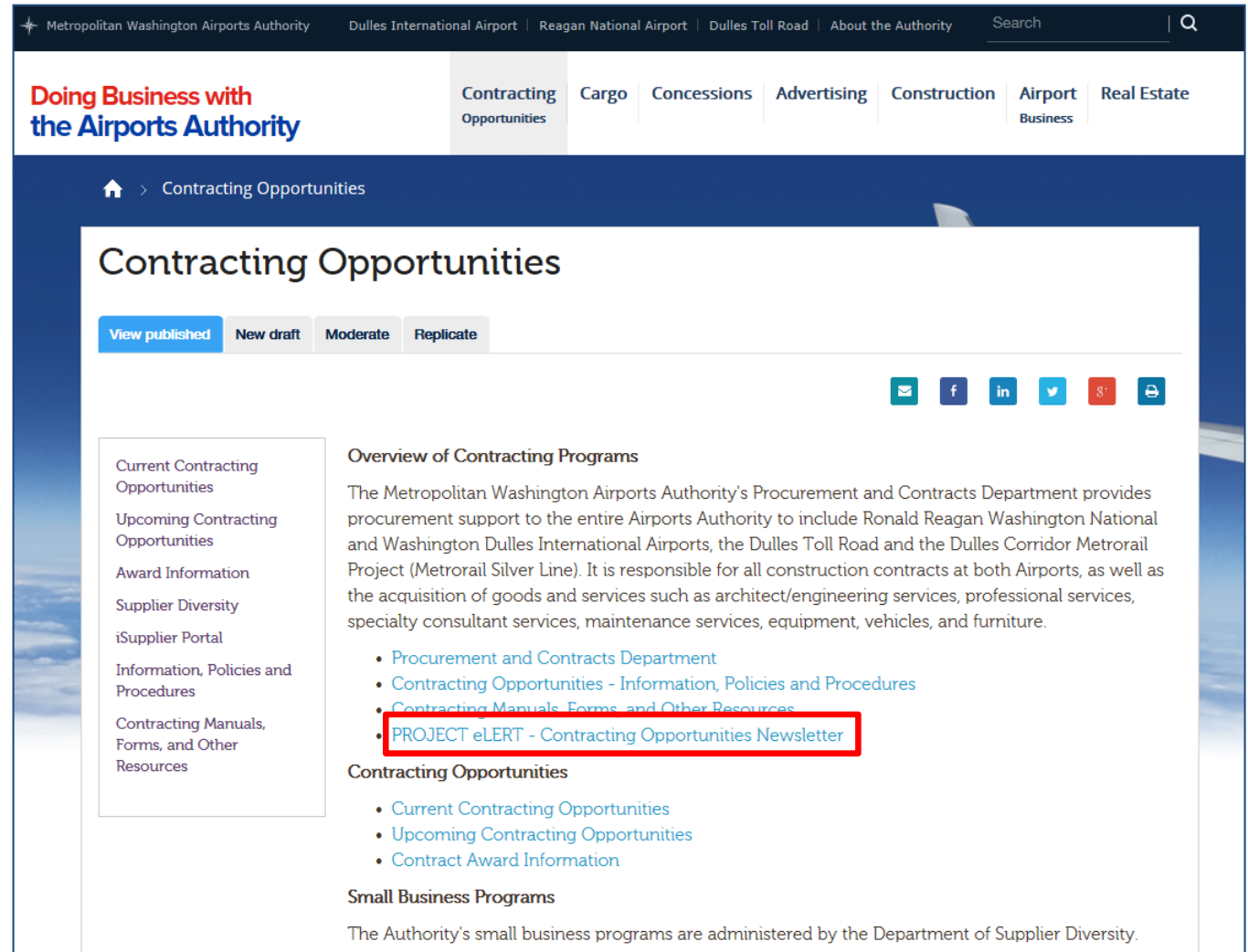


The screenshot shows the 'Contracting Opportunities' page on the Metropolitan Washington Airports Authority website. The page features a navigation bar with links to 'Doing Business with the Airports Authority', 'Contracting Opportunities', 'Cargo', 'Concessions', 'Advertising', 'Construction', 'Airport Business', and 'Real Estate'. Below the navigation bar, there is a breadcrumb trail: 'Home > Contracting Opportunities'. The main heading is 'Contracting Opportunities', followed by tabs for 'View published', 'New draft', 'Moderate', and 'Replicate'. A social media sharing bar includes icons for email, Facebook, LinkedIn, Twitter, and a red '8' icon. On the left side, there is a sidebar menu with links to 'Current Contracting Opportunities', 'Upcoming Contracting Opportunities', 'Award Information', 'Supplier Diversity', 'iSupplier Portal', 'Information, Policies and Procedures', and 'Contracting Manuals, Forms, and Other Resources'. The main content area is titled 'Overview of Contracting Programs' and contains a paragraph describing the Authority's procurement support. Below this, there is a list of links: 'Procurement and Contracts Department', 'Contracting Opportunities - Information, Policies and Procedures', 'Contracting Manuals, Forms, and Other Resources', and 'PROJECT eLERT - Contracting Opportunities Newsletter'. Further down, there is a section for 'Contracting Opportunities' with links to 'Current Contracting Opportunities', 'Upcoming Contracting Opportunities', and 'Contract Award Information'. At the bottom, there is a section for 'Small Business Programs' with a paragraph stating that the Authority's small business programs are administered by the Department of Supplier Diversity.

Project eLERT

www.mwaa.com/business/project-elert

- Contracting Opportunities Newsletter
- Register Once and Receive Automatic Updates Electronically



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Doing Business with the Airports Authority | Contracting Opportunities | Cargo | Concessions | Advertising | Construction | Airport Business | Real Estate

Contracting Opportunities

View published | New draft | Moderate | Replicate

Current Contracting Opportunities

Upcoming Contracting Opportunities

Award Information

Supplier Diversity

iSupplier Portal

Information, Policies and Procedures

Contracting Manuals, Forms, and Other Resources

Overview of Contracting Programs

The Metropolitan Washington Airports Authority's Procurement and Contracts Department provides procurement support to the entire Airports Authority to include Ronald Reagan Washington National and Washington Dulles International Airports, the Dulles Toll Road and the Dulles Corridor Metrorail Project (Metrorail Silver Line). It is responsible for all construction contracts at both Airports, as well as the acquisition of goods and services such as architect/engineering services, professional services, specialty consultant services, maintenance services, equipment, vehicles, and furniture.

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

Contracting Opportunities

- Current Contracting Opportunities
- Upcoming Contracting Opportunities
- Contract Award Information

Small Business Programs

The Authority's small business programs are administered by the Department of Supplier Diversity.



Active and Planned Procurements

Office	Project	Estimated Value
Public Safety	Segway Maintenance	<\$5,000
Airports	Traffic Cones	<\$5,000
Marketing	Foreign Language Translation Services	\$10,000 - \$20,000
Audit	Fraud and Ethics Hotline	\$20,000 - \$50,000
Airports	LED Fluorescent Light Fixtures	\$20,000 - \$50,000
Marketing	Graphics Production for Large and Small Scale Graphics	\$50,000 - \$100,000
Airports	Crash Attenuators	\$50,000 - \$100,000
Airports	Tool Kat Vehicle	\$50,000 - \$100,000
Airports	Scissor Lift	\$50,000 - \$100,000
Human Resources	Coffee & Tea Supplies & Services	\$50,000 - \$100,000



Questions?



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