



Doing Business with
the Airports Authority

Office of Technology Procurement Forecast / Opportunities

Ramon Menchaca, IT Contracts Admin Manager
Office of Technology

May 2018



Introduction to Office of Technology

- We serve as a strategic partner to our business counterparts in order to deliver technology solutions to improve customer experience while streamlining costs, enhancing revenue opportunities, and developing our workforce at the Airports Authority.
- The Office of Technology has embarked upon a multi-year strategic roadmap to consolidate, standardize and modernize our underlying technology infrastructure in order to more efficiently and effectively enable airport innovation.



Stabilize
(short term needs)



Standardize
(intermediate goals)



Innovate
(long term vision)



Technology Support Areas

- LifeCycle (SDLC) - Professional services to assist at any phase of the System Development Lifecycle
- Hardware - Purchase of employee workstations and peripherals, network equipment, datacenter related hardware.
- Software – Operational and business applications
- Integrated Solutions – Combined hardware/application solutions
- Networking - Professional services, networking equipment
- Telecommunications - Professional services, various integrated solutions
- Cloud / SaaS - Various operational and business applications
- Service Desk - Professional services, service mgmt applications



Upcoming IT Opportunities

- Network Equipment
- Network Cabling
- Audio Visual Support
- Cyber Security
- Cloud-based Domain Name System (DNS) Protection
- Multiple Internet Service provider (ISP) and Point to Point Circuits



Upcoming IT Opportunities (continued)

- Public Safety Systems Refresh
- Enterprise Asset Management / Work Order Management Solution
- Dark Fiber Pathways between National Regan and Dulles International Airports
- And others



Upcoming IT Opportunities (continued) Below \$150,000

- Payment Card Industry (PCI) Scanning Services
- Miscellaneous Hardware, Software and Licenses (Displays, Back-up Tapes, Printers, etc.)
- Upgrade to Utility Meter Tracking System

Current and upcoming contracting opportunities
can be viewed at:

www.mwaa.com/contracting



Some Tips to Compete

- Know Your Competition
 - Partner with Vendors
- Watch for 'Request for Information' (RFI)
- Remember the Past (prior awards; staying engaged)
- Ask Good Questions
- Get technical certifications!
- Insurance Requirements
- Well-written Proposals



Keys to an Effective Proposal

- Be Innovative
- Understand the Requirement
- Demonstrate Firm's Capability to Perform
 - Experience
 - Resources
 - Ability to Subcontract
- Provide Current and Relevant References
- Conduct Market Research (Know your Competition)
- Identify partners for joint venture
- Estimate Costs Realistically
- Follow the Submission Requirements & Perform Quality Control





Common Mistakes in Proposal Preparation

- Recycled Proposals
- Off-the-shelf / Non-customized
- Inexperience
- Outdated References
- Pricing Not Reflective of the Requirement or Market Conditions
- Unorganized Presentation





Contract Requirements; Compliance

- IT/Operations: Must comply with Airport Authority's Technology Standards.
- Security: Must comply the Airport Authority's Technology Security Standards.
- Change Management: Must comply with Airport Authority's Change Management Policy and Procedures in regards to Installation and Testing.
- Building/Construction Engineering: Must comply with Airports Authority's standards on Building and Construction Engineering.
 - Design Manual. Design must incorporate the Airports Authority design manual requirements: <http://www.mwaa.com/business/airports-authority-design-manual>.
 - Drawings. Airports Authority Operations Departments and Maintenance & Engineering departments for both airports have reviewed, confirmed and approved CAD/GIS drawings, which are in conformance with the Airports Authority design manual.
 - Permits: The Contractor must secure the issuance of Airports Authority building permits and work permits necessary to complete the implementation of the design.



Contract Requirements; Challenges

- Badging – Substantial lead times
- Working across organizations (IT, Airport Operations, Maintenance/Engineering, others)
- Features unique to airport – Historic Terminal A, On-Going DCA construction posing logistical challenges
 - Working in operational environment 24x7x365
 - Must consider safety of passengers and other airport staff
- Insurance / Risk Management
- Code Compliance



Post-Award; Superior Contract Management

- Kick-Off meetings
- Appropriate technical resources provided at contract start
- Compliance with deliverable requirements
- Project Management
 - Reasonable schedules
 - Risk and issue management
- Understanding Airports Authority contract management roles and responsibilities



Roles and Responsibilities

- CO (Contracting Officer) - ensure that the Authority's contractual authority is properly exercised, via certain exclusive actions. (Contract Owner)
- COTR (Contracting Officer Technical Representative) - verify the contractor's progress, ensure performing the work in compliance with the scope of work. (delegated responsibilities, training requirement)
- PM (Project Manager) – day-to-day management of the contractor's progress and to ensure performing the work in compliance with the contract scope of work, technical specifications, and schedule.
- Technical / Management Staff – day-to day operations, working with contractors



Successful Performance

- Contract award is the first of many steps to profitable and successful performance
- Know the players and their roles/responsibilities
- Post-award conference:
 - Meet with the project owner and confirm understanding of expectations
 - Establish protocol – for communications, contract requirements, billing, payments, etc.
 - Seek clarification on anything that is important to your ability to successfully perform
- Capability and Stability



Tips for Success

- Engage with the Department of Supplier Diversity to become certified as a Local Disadvantaged Business.
- Visit the MWAA Contracting Opportunity website frequently.
- Register at mwaa.com/contracting for Project eLERT to receive alerts on current and future opportunities.



**METROPOLITAN
WASHINGTON
AIRPORTS AUTHORITY**

MWAA.COM



@Reagan_Airport

@Dulles_Airport

@Dulles_Toll_Road



reaganairport

FlyDulles

dullestollroad

