



# Navigating Procurement



Hillsborough County Aviation Authority  
Tampa International, Peter B. Knight,  
Plant City and Tampa Executive Airports

# Purpose and Objectives

- Purpose
  - Procurement Department overview
  - How we buy or contract for goods/services
- Objectives
  - Understanding procurement methods
  - How the solicitation process works
  - Submit a better RFP/Bid
    - Increase competition
      - Better pricing, quality and service

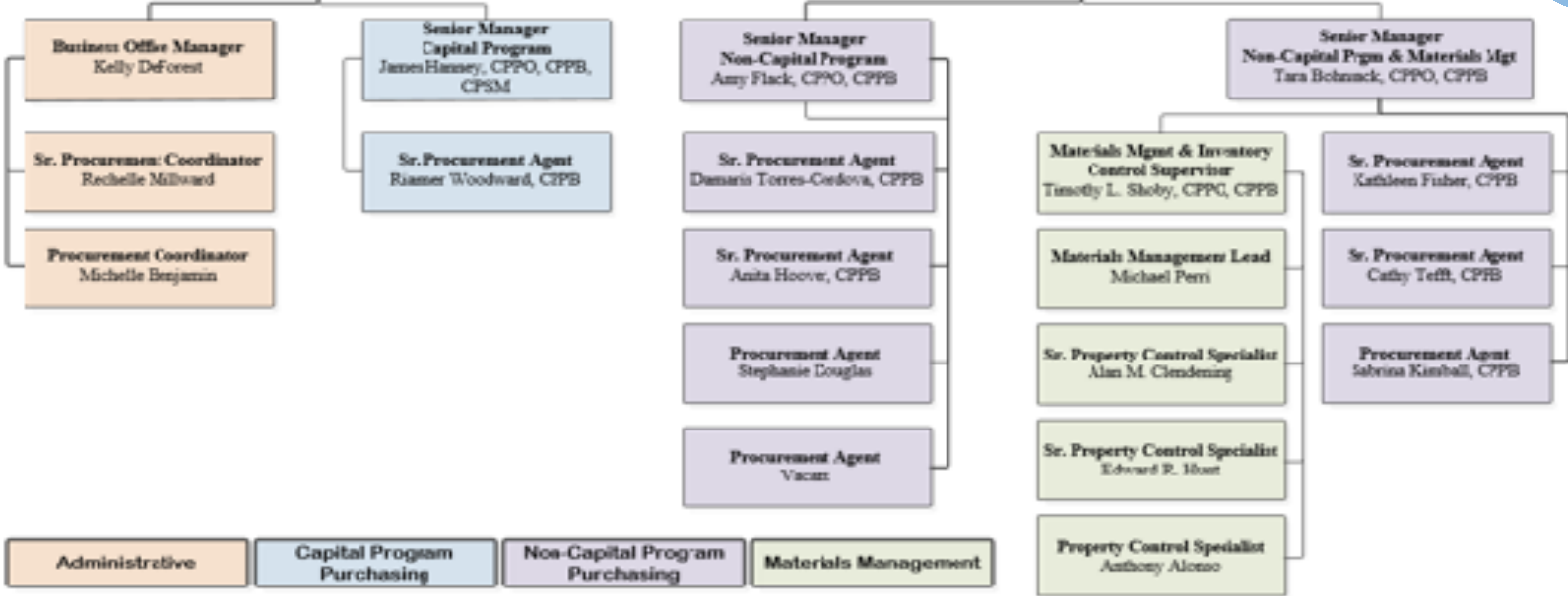


# Procurement Department

Vice President of Procurement  
Edward R. Haines, CPPO, CPPB

Director of Purchasing  
Capital Programs  
Thomas C. Thalheimer, CPPC, CPPB

Director of Purchasing  
Non Capital Program & Materials Management  
Barbara Grills, CPPO, CPPB



# What We Do

- Responsible for acquisition of all goods and services
- Support the operations of:
  - Tampa International Airport
  - Peter O. Knight Airport
  - Plant City Airport
  - Tampa Executive Airport
- Operate in accordance with:
  - Authority procurement policies and procedures
  - Enabling Act
  - Florida Sunshine Law
  - Cone of Silence

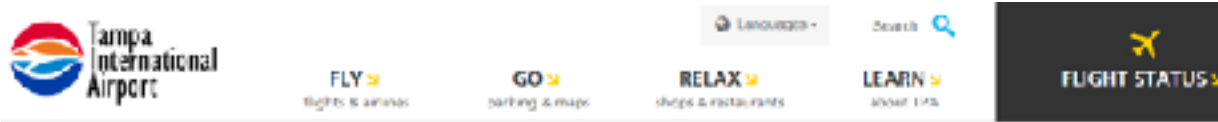


## Ensures:

- Fairness
- Competition
- Best Value

# Procurement Internet Webpage

<http://www.tampaairport.com/search/site/procurement>



## Procurement Department

Hillsborough County Aviation Authority Procurement Department is responsible for procuring all goods and services in support of the operations of Tampa International Airport and its three general aviation airports. We operate our procurement processes in accordance with the Authority's procurement policies and procedures, the Florida Sunshine Law and a Code of Silence to ensure fairness, competition and best value.

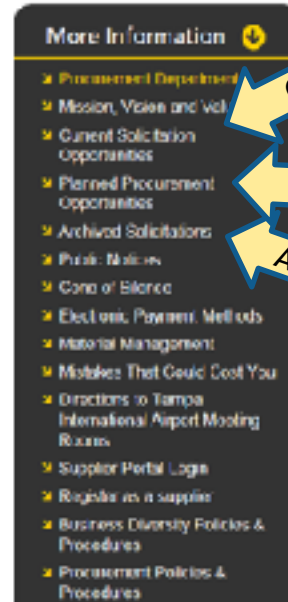
### Supplier Registration

#### [Register as a Supplier](#)

The first step in seeking business opportunities with the Authority is to register as a supplier in Supplier Portal. When you register you should select applicable NIGP codes that identify the functions that your company performs. Courtesy notifications of Authority solicitations and contract opportunities when advertised will be emailed to those companies that have selected an NIGP code relating to the solicitation opportunity.

Supplier Portal is used to obtain pricing for goods and services and collect basic information on potential suppliers to facilitate greater supplier diversity. The Supplier Directory located on the Supplier Portal page can be useful by businesses seeking to partner with each other as prime contractors or subcontractors.

Click here for more information and to register. [Supplier Portal Information](#)



Current

Planned

Archived

# Current Solicitation Opportunities

Solicitations				
Solicitation Number	Date Due	Title / Location / Contact Information	Significant Dates	Documents
17-411-806	Thursday, July 13, 2017 - By 2:00 p.m.	RFQ - Demolition of Red Slide Rental Car Garage and Airstair Shuttle Gateway  HICAA # 6000-17  Tampa International Airport  <u>Contact Information:</u> James Hanney, UTC-072437 tel. JHanney@tampaairport.com	<ul style="list-style-type: none"> <li>Request for Qualifications (RFQ) posted on website June 1, 2017 by 5:00 p.m.</li> <li>Deadline for on-line WebEx attendance registration for the Mandatory Pre-Solicitation conference: June 9, 2017 by 5:00 p.m.</li> <li>Mandatory Pre-Solicitation conference in Authority Boardroom: June 10, 2017 at 1:00 p.m.</li> <li>Request for Clarifications deadline: June 20, 2017 by 5:00 p.m.</li> <li>Addendum posted on Authority website July 6, 2017, by 5:00 p.m.</li> <li>Deadline for Submitting RTO responses: July 12, 2017 by 2:00 p.m.</li> <li>Minimum Qualifications Meeting: July 20, 2017 at 1:00 p.m.</li> <li>Technical Evaluation Committee Meeting: August 3, 2017 at 1:00 p.m.</li> <li>Interviews: August 14, 2017 at TBU</li> <li>Final Technical Evaluation Committee Meeting: August 15, 2017 at 9:00 a.m.</li> <li>Solicitation: September 7, 2017 at 9:00 a.m.</li> <li>Award: November 2, 2017 at 9:00 a.m.</li> </ul>	<ul style="list-style-type: none"> <li>Notice to Design-Build Firms</li> <li>Request for Qualifications</li> <li>Forms Package</li> <li>Pre-Solicitation Conference PowerPoint</li> <li>Pre-Solicitation Conference Attendance Sheet</li> <li>Final Notice for Questions</li> <li>Addendum No. 1</li> <li>As-Built Drawings</li> <li>Question Period Has Expired</li> <li>Addendum No. 2</li> <li>Notice of Public Meeting - Minimum Qualifications</li> <li>Notice of Public Meetings - Technical Evaluation</li> <li>"Revised" Notice of Public Meetings - Technical Evaluation</li> <li>Notice of Intent to Select</li> </ul>



# Planned Procurement Opportunities Report

SOLICITATION TITLE AND DESCRIPTION	AD DATE	PRE SOLICITATION MEETINGS	RESPONSE DUE DATE	SELECTION DATE	PROCUREMENT AGENT	SOLICITATION TYPE
<u>Rehabilitate and Enhance Airfield Lighting.</u> <b>HCAA Project No. 6080 13</b> ITR for miscellaneous airfield lighting improvements to comply with FAA design requirements and improve safety at Tampa International Airport	6 May 10	20 May 10	17 Jun 10	1 Aug 10	James Hanney <a href="mailto:Hanney@TampaAirport.com">Hanney@TampaAirport.com</a> (813) 870-8775	ITR
<u>Fire Suppression Tank Rehabilitation.</u> <b>HCAA Project No. 6615 10</b> ITR to rehabilitate the fire suppression system in Hangars 3700/A and 3800/B and Hangar 1800/C at Tampa Executive Airport.	8 May 10	22 May 10	17 Jun 10	1 Aug 10	Joe Benjamin <a href="mailto:Benjamin@TampaAirport.com">Benjamin@TampaAirport.com</a> (813) 801-6080	ITR
<u>Airfield Maintenance Equipment Storage Building Addition.</u> <b>ILAN Project No. 6165 19</b> ITR to construct a new storage building at the Airfield Maintenance Facility at Tampa International Airport	7 May 10	21 May 10	18 Jun 10	1 Aug 10	Joe Benjamin <a href="mailto:Benjamin@TampaAirport.com">Benjamin@TampaAirport.com</a> (813) 801-6080	ITR

# Internet Webpage

## Additional Supplier Resources:

[Supplier Guide](#)

[Procurement Manual](#)

[Procurement Ethics Guide](#)

[Procurement Protest Policy](#) - For Solicitations advertised/issued after February 4, 2016

[Tax Exemption Certificate](#)

[Purchase Order - Terms and Conditions](#)

[Civil Rights/Non-Discrimination, Non-Federal Provisions](#) 

[Civil Rights/Non-Discrimination, Federal Provisions](#) 

[\\$250,000 Contractual Insurance Terms and Conditions](#)



## Surplus Equipment

Periodically, the Aviation Authority makes available for purchase surplus equipment and supplies and Lost and Found items that were not claimed by their owners.

We sell smaller items, such as Lost and Found articles, through GovDeals. For more details and to view the items available for sale, visit [GovDeals](#)  and enter "Hillsborough County Aviation Authority" in the Search field.

Items such as heavy machinery and vehicles are sold at Tampa Machinery Auction. For details and to view items for sale, visit [Tampa Machinery Auction](#) .

## Contact Information

Hours: 8:30 a.m. to 5 p.m.

Phone: [\(813\) 870-3796](tel:(813)870-3796)

[ProcurementHelpline@TampaAIA.com](mailto:ProcurementHelpline@TampaAIA.com)



[Procurement Department Staff Directory](#)

[Procurement Areas of Responsibility](#)



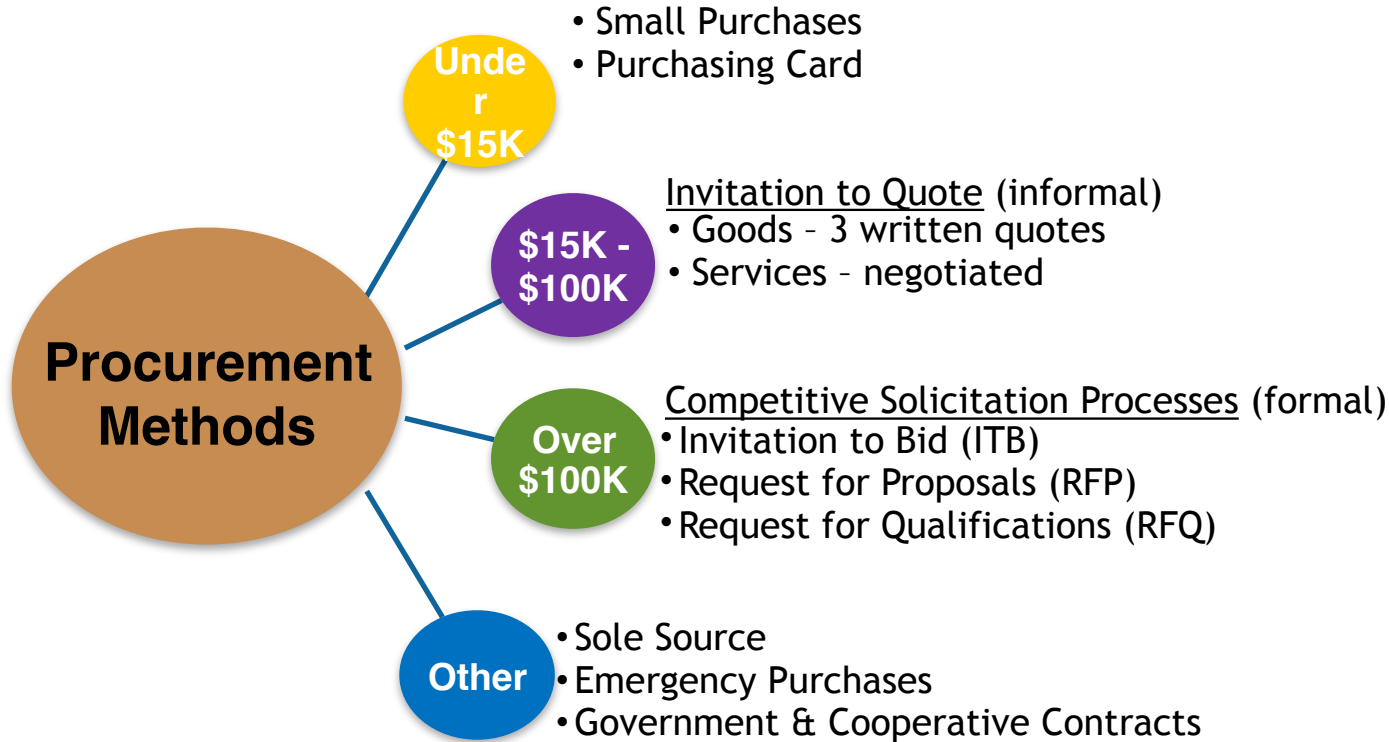


# Authorized Purchases

- At the time of **receiving** an order for goods or services, the Supplier **must** obtain one of the following from Authority personnel:
  - Purchase Order Number  
or
  - Purchasing Card Number



# Procurement Methods and Thresholds



# Small Dollar Purchases and Services

- Small Dollar Purchases
  - Purchases up to \$15,000
  - Department uses best judgment
  - Paid via PCard preferred
- Contracting for Services
  - Services up to \$100,000
  - Approved by Vice President of Procurement
  - Contract reviewed by Authority Legal Affairs Department
  - Insurance reviewed and approved by Risk Management



# Solicitation Types

- ITQ - Invitation to Quote
  - Goods or services \$15,000 to \$100,000
  - Conducted electronically through Sourcing (Oracle)
    - Responses submitted online through Supplier Portal
- ITB, RFP and RFQ's require Board approval
  - Goods or services exceeding \$100,000
- ITB - Invitation to Bid
  - Mostly used for well-defined specifications
  - Lowest responsive and responsible bidder meeting written specifications
  - Currently submit hard copy responses
    - Will be conducted electronically through Sourcing (Oracle)

# Solicitation Types

- RFP - Request for Proposal
  - Primarily used for the purchase of services
  - Evaluated based on weighted criteria such as:
    - Experience, key personnel, fees and interviews
  - Awarded based on best value to Authority
- RFQ - Request for Qualification
  - Primarily used for design and construction projects/services
  - Evaluated based on qualifications such as:
    - Organizational structure, key personnel, location, estimating and cost control, approach to the program, interviews, and volume of work
  - Price negotiated with highest ranked, qualified firm
  - Awarded based on best value to Authority



# The Solicitation Process

- Solicitation (ITB, RFP, RFQ) publicly advertised
- Pre-solicitation conference/site tour (if applicable)
- Question and clarification deadline
- Final addendum posted
- Responses submitted by response deadline
  - In a sealed package
  - To a specific location
  - Prior to the due date and time
- Responses evaluated
  - Met all minimum qualifications
  - Qualified proposals reviewed and evaluated
- Notice of intent to select/award posted
- Selection/award made by Authority Board



# Cone of Silence

- Applies to formal solicitations (RFP, RFQ and ITBs)
- Protects integrity of the solicitation process
  - Begins with advertisement
  - Ends with Board award
- Prohibits communications between a potential respondent and Authority staff and Board members
  - Exceptions:
    - Legal Affairs
    - Procurement Agent or other supporting procurement staff (Limited to procedural matters)





# The Fundamentals

- Register with the Authority
  - Online Supplier Registration Request
  - [procurementhelpline@tampaairport.com](mailto:procurementhelpline@tampaairport.com)
  - 813-870-8796
- Benefits of registering
  - Automatically receive email notifications of upcoming solicitations
  - Download a copy of the solicitation document
  - Create and submit electronically to online sourcing solicitations
  - Satisfies minimum qualification requirement for solicitation response
  - Submit invoices electronically



# The Fundamentals Continued

- Review: Read the instructions thoroughly and ensure all required forms are included in solicitation response
  - Double and triple check! ✓✓✓
- Complete: Complete, sign, and date all required forms
  - Double and triple check! ✓✓✓
- Submit: Ensure solicitation response is received by appropriate Authority staff by the due date and time provided in the solicitation document
  - Late responses will not be accepted

# Minimum Qualifications

- Understanding Minimum Qualifications
  - Qualifications are pass/fail
  - Requirements based on:
    - Type of good or service
  - May be specific to:
    - Respondent (Company submitting proposal)
    - Key Personnel (Individual overseeing services)



# Minimum Qualifications

- General Requirements:
  - Currently registered with Florida Department of State, Division of Corporations, to do business in the State of Florida
    - Register with FDOC ([www.sunbiz.org](http://www.sunbiz.org))
    - Submit response using company's legal name as listed with the FDOC
  - Confirms that, if recommended for award, will register as a Supplier with Authority
    - Register at [www.TampaAirport.com](http://www.TampaAirport.com) > Learn About TPA > Airport Business > Procurement > Register as a Supplier
    - For questions call 813-870-8796
    - Firms must log-in and update their information each year to remain “Active”

# Minimum Qualifications

- General Requirements (continued)
  - NOT listed on the Florida Department of Management Services, Convicted Vendor List
    - <http://dms.myflorida.com>
  - NOT listed on the Federal Convicted Vendor List
    - [www.sam.gov](http://www.sam.gov)
  - NOT listed on the Florida Department of Transportation Contractor Suspension List
    - <http://www.fdot.gov/construction/legal/newsuspension.shtm>
  - NOT listed on the Florida State Board of Administration, Scrutinized List of Prohibited Companies
    - <https://www.sbafla.com/fsb/FundsWeManage/FRSPensionPlan/GlobalGovernanceMandates.aspx> > Links - Scrutinized List of Prohibited Companies

# Minimum Qualifications

- General Requirements (continued)
  - Has ability to obtain the insurance coverages and limits as required
  - If awarded, will accept an automated payment method
    - Automated Clearing House (ACH)-VIP Supplier, ACH-Standard, ePayables, or Purchasing Card
    - [www.TampaAirport.com/procurement-department](http://www.TampaAirport.com/procurement-department) >More Information - Electronic Payment Methods
- Other standard minimum qualifications as applicable
  - Bid guaranty, bonding, attend mandatory pre-solicitation conference, etc.



# Minimum Qualifications

- Solicitation Sp F. Has a minimum of one year of continuous experience providing Baggage Check/Handling Services to one U.S. commercial air carrier during the period of February 7, 2012 through February 6, 2017.
  - Requirement

**Note:** Baggage Check/Handling Services is defined as: (1) accepting baggage from airline passengers; (2) processing baggage in an airline or a Common Use System; and (3) printing and applying baggage tags.

- Requirement

## 4.02 General Manager:

Has at least two years of managerial experience providing Baggage Check/Handling Services during the period of February 7, 2012 through February 6, 2017.



# Insurance Requirements

- Limits and types of coverage are specific to each solicitation
  - Commercial General Liability
  - Worker's Comp / Employer's Liability
  - Business Auto Liability
  - Cyber Liability & Data Storage
- Other insurances may be required such as Professional Liability, Garage Keepers, Pollution Liability, Builder's Risk, or Crime
- Share Insurance and Bonding (if applicable) Requirements with your agent to get an accurate picture of what these items will cost



# Business Diversity Department

(left to right)

Cheryl Hawkins, Business Diversity Manager (Non-Capital)

Elita McMillon, Director of Ethics, Diversity and

Administration Stephanie Pierce, Business Diversity Manager

(Capital)

Bonnie Yauilla, Business Diversity Specialist



# Disadvantaged Business Enterprise (DBE) & Airport Concession DBE/WMBE Programs

- Three minority programs structured for inclusion of women and minority owned businesses:
  - Woman/Minority Business Enterprise (W/MBE)
  - Disadvantaged Business Enterprise (DBE)
  - Airport Concession Disadvantaged Business Enterprise (ACDBE)
- DBE program is regulated by USDOT under Title 49 Code of Federal Regulations, Parts 26 and 23
- Program structured to foster equal opportunity and non-discrimination in DOT-assisted contracts funded by the Federal Aviation Administration (FAA)

# Florida UCP Certifying Members

- Florida Department of Transportation (FDOT)
- Hillsborough County Aviation Authority (HCAA)
- Greater Orlando Aviation Authority (GOAA)
- Jacksonville Transportation Authority (JTA)
- Lee County Port Authority (RSW)
- Broward County
- Miami-Dade County
- City of Tallahassee
- Volusia County



# Aviation Authority's UCP Certifying Area

- Citrus
- Hernando
- Hillsborough
- Levy
- Manatee
- Pasco
- Pinellas
- Sumter



# Determining Eligibility

To be eligible to apply for DBE certification, as defined in USDOT 49 CFR Part 26 :

- At least 51% ownership by a socially and economically disadvantaged individual
- U.S. citizen and legally considered to be a disadvantaged minority as defined by the SBA, i.e. African American, Hispanic American, Native American, Asian-Pacific American, Subcontinent Asian American, or Woman
- Cannot exceed **\$1,320,000 PNW**, excluding the equity in the residence and business
- Gross receipts cannot exceed **\$23.98 million**, averaged over 3 years
- Must meet SBA size standards, as per 13 CFR 121 - NAICS Codes  
(*North American Industrial Classification System*)

# W/MBE Certification



- To become certified, contact one of the following agencies:
  - ✓ City of Tampa
  - ✓ Hillsborough County
  - ✓ State of Florida Department of Management Services
- \*\*Note: Businesses certified as a DBE with the Florida Unified Certification Program are also eligible to participate
- Visit <http://www.tampaairport.com/program-directories-and-certifications> for additional details



# Mistakes That Could Cost You!

- Delivering the response after the deadline
- Assuming the Authority will not check information provided
- Assuming the Authority knows you because you've worked here before
- Failing to provide the information asked for in the “Minimum Qualifications”
- Assuming the Authority will know what you intended
- Not raising the questions regarding requirements

# Mistakes That Could Cost You!

- Proposing participation by an uncertified DBE or W/MBE to meet a goal
- Submitting an incomplete Letter of Intent
- Including exclusions or modifications
- Cutting and pasting without editing
- Providing information that is not legible, too small or blurry
- Failing to acknowledge addenda
- Failing to sign the response



# Questions?

