

December 24, 2020

CLARIFICATIONS NO. 2

Re: Solicitation No. 8005398 – Mystery Shopper Services

Please be advised of the following clarifications to the above-referenced Solicitation.

- Q1. On page 36 of the RFP, section 21.8, it states “The Contractor shall apply for and obtain a Non-Security Identification Display Area (Non-SIDA) badges for field evaluators and supervisors.” Can you please explain this process? Is the application process executed onsite at the airport?
- A1. You may find the company onboarding and application process on our website at www.dfwairport.com/badge. The application is completed electronically, however, fingerprinting and badge issuance is executed on site. If you are receiving a non-SIDA badge (Sterile or Public) these trainings can be taken remotely.
- Q2. On page 38 of the RFP, section 1.1, it states “AUTHORIZED SIGNATORY. Contractors/Consultants must nominate two Authorized Signatories, who will be responsible for all badging for the Consultant. Sub-contractors/consultants will be required to nominate their own Authorized Signatories and will be responsible for their own company badging activities. All Authorized Signatories are required to complete Authorized Signatory training annually. Consultant Authorized Signatory will onboard the company with Access DFW after NTP is received and notify Access DFW of any sub-consultants being sponsored by them.” (a) Will the two signatories need to be located in the Dallas area? (b) Will the signatories need to be onsite at the airport during the badging process? (c) What does the Authorized Signatory training consist of?
- A2. (a) No, they do not need be located in Dallas, however, the Authorized Signatory is the main point of contact for all badging transactions for your entity. (b) Yes, the Authorized Signatory must complete fingerprinting and badge issuance onsite. (c) The Authorized Signatory must complete a TSA regulated computer-based training and pass with 100% and read the Authorized Signatory (AS) Guidebook consisting of Access DFW policies and procedures. The AS Guidebook will provide step by step instructions on utilizing the Authorized Signatory portal and tasks that must be followed to carry out the duties of an AS.
- Q3. On page 36 of the RFP, section 1.5, it states “CRIMINAL HISTORY RECORDS CHECK/SECURITY THREAT ASSESSMENT. Airport ID Badge applicants are required to clear a fingerprint-based Criminal History Records Check (CHRC) and receive an approved Security Threat Assessment (STA) from the Transportation Security Administration (TSA).” How far in advance will the CHRC need to be conducted for each mystery shopper prior to them conducting their shops, e.g. will they need to go to the airport for the CHRC a few days before returning to do the shop, or is this done on the same-day?
- A3. This varies for each applicant based on place of birth and results from the criminal history records check. We are unable to provide a definite timeframe since each applicant is different.
- Q4. If a bidder does not have audited financial statements, can this requirement be waived, and will

unaudited financial statements be accepted by the Board? Additionally, can the Affirmative Statement of Financial Capability be waived? If so, could the Board provide necessary steps for bidders to remain compliant in their submittals if choosing to be excepted from audited financial statements and Affirmative Statement of Financial Capability?

A4. Responses may include whatever a vendor is able to provide. Proposals will be scored according to how well the information provided meets the requirements.

Q5. Will a list of all attendees of the pre-proposal conference be posted?

A5. Yes.

Q6. Endorsing the Proposal: Can you provide exact direction as to how an authorized officer of the Proposing Firm must sign the proposal to be compliant?

A6. Bid Response Form 10- Proposal Endorsement Form must be completed and signed to endorse the proposal response.

Q7. Is it possible to submit required paperwork in advance of the bid due date to ensure it has been completed correctly?

A7. Submissions are not open and review until after the due date.

Q8. Regarding required forms to be included in Envelope 2, our firm has not been able to locate the following forms. Can the Board verify whether the following forms should not be included in submittals (Envelope 2), or provide instructions as to how bidders can obtain the forms? Contracting Prohibitions Verification, Bond Forms, Workers Compensation Hold Harmless and Indemnification Agreement, Certificate of Anti-Corruption Compliance, Foreign Corrupt Practices Act (FCPA) Disclosure Statement.

A8. All required forms are included in the solicitation documents. These forms are not required.

Q9. The Organizational Summary Form includes the following question: Does the state in which the principal place of business or home office is located have local supplier or manufacturer preference laws? Is the question referring to percentage contracting goals for M/W/DBE firms? If this is not what the question is referring to, could you clarify what the question is seeking in terms of local supplier or manufacturer preference laws?

A9. This question does not relate to MWBE or diversity and inclusion. Some states and/or local governments have local procurement preference laws by which if a state or local government has a solicitation issued, and if a business that submits a bid resides in the state or locality issuing the solicitation, and its bid is a percentage higher than the low bidder that is outside the state or locality, the state or locality has the right to award to the higher bidder if it resides within the state or local government area and the higher bid is within the percentage margin applied by law or ordinance.

For example, if a state or local government has a 5% preference, and the lowest bidder from outside the state or locality bids \$1,000,000 but the second low bidder bids \$1,040,000, and has its business within the state or locality, the state or local government may award to the second low bidder because its bid is 4% higher (within the 5% local preference range).

The proposer has to research if their state or locality has a preference.

Q10. Tab 7 – Reference List / Experience – This section states there is a one-page limit per reference; however, in addition to each of the 5 required references, bidders must respond to sections 7.2.4.11.2 – 7.2.4.11.5. Could you please provide the page limit for the full section including the 5

pages (1 page per reference – section 7.2.4.11.1)?

A10. The number of pages for these sections is at the Contractor's discretion.

Q11. Is there a bond required for this bid?

A11. No.

Q12. Can you indicate when and how access to the deck and attendee lists will be granted to participants of the pre-submittal meeting?

A12. All available information from the pre-submittal meeting is available our website.
<https://www.dfwairport.com/business/solicitations/index.php>

Q13. Can you list all NAICS Codes applicable to this bid?

A13. 541613, 541910, 561499, 541661.

Q14. If the same approach to having DFW be responsible for the technology platform, would that limit our chances to winning the bid?

A14. All proposers that meet the qualifications and are in good standing with the Board may submit a response. All proposers will be scored based on the Evaluation Criteria in the solicitation.

Q15. What is the DFW's top 5 international passenger base?

A15. Current Destinations: Cancun, Cabo, Mexico City, Guadalajara, Monterrey (All-Mexico); Pre-Covid Destinations: Mexico City, Cancun, Toronto, London, Guadalajara.

NOTE: A copy of these questions and clarifications shall be acknowledged by the appropriate signature and attached to the submitted proposal.

Company Name

Signed

Date

If you have any questions regarding this matter, contact me during normal working hours (8:00 AM to 4:30 PM, Monday through Friday) at cbrewer@dfwairport.com.

Sincerely,



Christian Brewer, Senior Contract Administrator
Procurement and Materials Management Department