



Rhode Island

Airport Corporation

November 22, 2022

ADDENDUM NO. 001
Request for Proposals No. 33398
On Call Air Service Development

Prospective proposers and all concerned are hereby notified of the following changes in the Request for Proposals (RFP) document related to RFQ No. 33398. These changes shall be incorporated in and shall become an integral part of the contract documents.

1. Is there annual budget estimated for this contract? **The Fiscal Year 2023 budget is \$19 thousand dollars. The budget for each contract year will be at RIAC's sole discretion.**
2. If a proposer is under contract, performing ASD services for a nearby airport, would that be viewed as a conflict, and if so, what are those airports? **For the term of the contract the successful firm(s) must agree to not contract with any other competing airport or private entity representing an airport to render similar services. The following airports are considered competing airports: BOS, BDL, and MHT. Firms should also refer to Section 40 of the attached Professional Services Agreement.**
3. Can you confirm if the pages which are limited, need to be printed on double sided paper? **No, pages may be printed single sided.**
4. Please confirm that the total number of single sided pages is 24 pages. **Yes, proposals must be kept to a maximum of 12 double sided pages or 24 single sided pages.**
5. Please confirm that the executive summary can be two single sided pages. **Yes.**
6. Please confirm that the resumes can be two single sided pages. **Yes.**
7. Please confirm that there is no required form for the state decision maker answer. **A statement affirming this is sufficient.**
8. Please confirm that the rates to be provided in our cost proposal are to be loaded rates. **Yes, please provide "all-in" rates inclusive of hourly rate, plus overhead and fee.**
9. Can you confirm that RIAC is expecting only hourly rates in the cost proposal, and not an overall not to exceed amount? **Yes, include hourly rate for as-needed individual tasks.**

- **Clarification:** RIAC reserves the right to determine if any of the firms are utilized during the contract period via issuance of Task Orders. By this RFP, RIAC has not committed itself to employ Firms for any or all of the described services, nor does the suggested Scope of Services or term of agreement require that Firms should be employed for any of those purposes. RIAC reserves the right to make those decisions after receipt of responses. RIAC's decision on these matters is final. RIAC reserves the right to terminate any relationships with Firms if it determines that such action is in its best interests.
10. Can you please clarify how the cost proposal will be evaluated, eg weighted value of the various rates? **Average value of hourly rates for key personnel.**
 11. Please confirm if the ISBE participation should be included in the electronic submission. **Please refer to RFP requirements section of the RFP for submittal instructions, RIAC will not accept electronic submissions (email, web, fax, etc.). Please refer to Evaluation Criteria for ISBE instructions, proposing firms shall submit its proposed ISBE participation rate in a sealed envelope using the form contained as Appendix A.**
 12. What is RIAC's annual budget for this project? **Please refer to the response in Item #1 above.**
 13. Please provide a copy of the current or most recent available ASD agreement. **Refer to RIAC's standard Professional Services Agreement (PSA) attached to the RFP.**
 14. Does RIAC have a specific minimum ISBE goal? **No.**
 15. ISBE rate determination (III.e): Please confirm that in the case there is at least one ISBE proposing firm, getting the 6 bonus points, other non-ISBE proposing firms will get a participation are equal to $Pct/100*6$ points, with percent being their ISBE subcontracted work or will another method be applied? **Please refer to the Evaluation Criteria section of the RFP Item III.e.iii.**
 16. Who is the most recent ASD consultant? **Regional Airline Management Systems, Inc. dba Boyd Group International, Inc.**
 17. Please confirm that the only forms required are the Campaign Finance Form and the ISBE form. **Please refer to the Submittal & Evaluation Criteria sections of the RFP.**
 18. Please confirm that a firm in process of becoming ISBE certified will qualify for the ISBE bonus points, as long as the certification is complete upon contract execution date. **Firms must be ISBE certified at the time of submittal to receive the bonus points.**

###END OF ADDENDUM###