



## Spokane Airport Board

(Spokane International Airport, Airport Business Park, Felts Field)

### Request for Proposals (RFP) for Aerospace Business Recruitment Consulting Services

December 2019

### GENERAL OVERVIEW

Pre-Proposal Meeting		
Pre-Proposal Meeting Location: <i>Not Required at this time</i>	Date: <i>N/A</i>	Time: <i>N/A</i>
Contact Person for this RFP		
Questions should be directed <b>only</b> to:  <i>Todd Woodard Director of Marketing/Public Affairs</i>	Telephone number: <i>509-455-6470</i>  Email address: <i>twoodard@spokaneairports.net</i>	
Deadline for Submission of Questions		
Questions must be submitted by e-mail to the individual named above prior to:  <i>4:30 PM, Local Time, Monday, December 16, 2019</i>		
Responses / Addenda Posted		
Responses and any addenda to be posted on the Airport website ( <a href="http://www.spokaneairports.net">www.spokaneairports.net</a> ) prior to:  <i>2:00 PM Local Time, Friday, December 20, 2019</i>		
Proposal Instructions, Submission Place and Deadline		
Submit one (1) unbound original and Five (5) copies of the written Proposal in a sealed envelope clearly marked “ <b>Proposal for Aerospace Business Recruitment Consulting Services</b> ”.  Deliver to: Spokane International Airport Attn: Todd Woodard 9000 W. Airport Drive, Room 204 Spokane, WA 99224	Date: <i>01/02/2020 (Thursday)</i>	Time: 1:00 PM Local Time  <i>Proposals delivered after this time <b><u>will not be accepted.</u></b></i>





## **Spokane Airport Board**

### **Request for Proposals (RFP)**

## **Aerospace Business Recruitment Consulting Services**

### **Background Information**

Via this Request for Proposals (“RFP”), the Spokane Airport Board (“Airport”) is seeking to establish a contract with a qualified consulting firm or individual (“Firm”) to provide Aerospace Business Recruitment Consulting Services for the Airport for the next three (3) years, commencing approximately March 1, 2020 with an option for two (2) additional one-year terms. Services to be rendered are outlined in the next section, Scope of Services.

Spokane Airports is jointly owned by Spokane County and the City of Spokane. The city and county operate the airports under provisions of RCW 14.08, which establishes the operation of airports by more than one municipality under joint agreement. The operating authority of Spokane Airports is the Spokane Airport Board, consisting of seven appointees from the two governmental bodies. The Board annually oversees a capital and operating budget of approximately \$70 million from various funding sources.

The Board operates three facilities: Spokane International Airport, Felts Field Airport, and the Airport Business Park.

Spokane International Airport is served by six major airlines and two integrated air cargo carriers. The airport has 60 daily departures to 18 nonstop destinations, including over 20 daily one-hour flights to Seattle and Everett. The airport will handle over four million passengers in 2019 and over 68,000 tons of cargo. U.S. Customs services are available for clearing corporate flights and international cargo.

Over the last decade Spokane Airports has become increasingly involved in regional and statewide aerospace industry sector’s business recruitment, retention, and expansion strategies. Spokane offers a number of competitive advantages over other regional and national aerospace clusters. Business costs are 18% below the national average and the lowest among U.S. aerospace clusters. Washington offers the lowest industrial energy costs in the nation. Real estate near uncongested multi-modal transportation networks is plentiful and far less expensive than in larger metro areas.

Spokane is particularly welcoming to new manufacturing businesses, with state and local aerospace industry incentives, cost-efficient and renewable utilities, and a fast-track permitting process that accelerates completion of new brick-and-mortar facilities. Just as important, Spokane offers an affordable cost of living, a traffic network that is



the envy of congested major cities, and a quality of life that features a variety of outdoor recreation options, cultural and arts entertainment, and an emerging food and craft beverage scene.

The Spokane area also possesses a robust and diversified aerospace supply chain that is increasing in scope each year. This includes the I-90 Aerospace Corridor, an integrated network of over 120 aerospace companies in Washington, Idaho and Montana that are actively engaged in the aerospace industry. These manufacturers provide capabilities such as sheet metal fabrication, composite manufacturing and assembly, program integration, CNC machining, tooling, injection molding and one of only three aerospace-grade aluminum rolling mills in the U.S.

Additionally, the region has ample resources to train the next generation of workers and meet the advanced manufacturing industry's workforce demands of the future through a complete, multi-sector strategy in which the development of human capital is a key component. Over 100,000 students from the area's 25 higher education institutions are earning technical certifications and advanced degrees, providing a well-trained and job-ready workforce.

Spokane also features the West Plains/Airport Area Public Development Authority (PDA), an initiative between the city of Spokane, Spokane County, and Spokane International Airport to develop a 9,000-acre site that includes the airport and a neighboring certified site of several hundred acres of aeronautical-use property available for a new aircraft manufacturing campus. The PDA was created with the intent of providing focused physical infrastructure and financing mechanisms to support a world-class transportation, logistics and advanced manufacturing center with an emphasis in aerospace.

Within the Airport and PDA boundaries lies a 1,800-acre Opportunity Zone. Companies locating here can realize deferral of payment of federal taxes on their original invested gain until 2026; step-up their investment tax basis up to 15% for free; and avoid a capital gains tax if the investment is retained in the opportunity zone for 10 years and assets are sold or investment interest is sold. Companies can also utilize Foreign-Trade Zone #224, which provides deferral of any duties on imported products that are dutiable until it enters the U.S. And if the products are exported back out no duties will be owed. The area is also included in a Community Empowerment Zone, which provides qualified businesses with sales tax deferrals and business and occupation tax credits.

Spokane is uniquely positioned to offer attractive ground, rail and air transportation logistics options. In addition to Spokane International Airport's commercial passenger and cargo air transportation capabilities, over 250 trucking companies deliver freight east-west on Interstate 90 and north-south on U.S. Highway 395. Goods can be transported point-to-point to Renton and Everett within a half day's drive. A one-mile extension of rail from the Geiger Spur into the heart of airport property has been completed that provides immediate Class I rail access to Everett and the rest of country. In November 2019, the USDOT awarded an \$11.3 Million BUILD grant to the Airport to construct a rail-truck transload facility to further enhance commercial operations of the



rail extension and allow for major aircraft component parts such as fuselages to be manufactured on the Airport site and delivered to Everett or Renton in one day's time.

In 2014, the Airport and an affiliated group of regional partners contracted with a global business consulting firm to assess the region's supply-chain's capabilities, identify its strengths and role within the supply-chain tiers, and develop a list of targeted global firms the cluster's production capabilities could compliment. Targeted firms were primarily Tier I European and Asian aerospace firms with aerostructures or aircraft interiors expertise. The original contract resulted in four additional amendments. The contract concludes at the end of 2019. The existing contract has greatly assisted in organizing the regional supply-chain, raised the profile and established Spokane as one of the nation's prominent aerospace industry clusters, and allowed the Airport to better define and articulate its aerospace manufacturing value proposition. We have become a known quantity to world's leading aerostructures and aircraft interiors companies.

## **Scope of Services**

The Airport is seeking proposals for Aerospace Business Recruitment Consulting Services for an initial period of three (3) years, with options exercisable by the Airport to renew for up to two consecutive one (1) year terms. Proposals are sought from firms or individual practitioners.

*The Scope of Work is to be used as a general guide and is not intended to be a complete list of all work necessary to complete the provisioning services. The scope may be modified by the Airport CEO as deemed necessary. The selected firm will provide a single point of contact for the Airport.*

### **Scope of Aerospace Business Recruitment Services (the "Project")**

#### **Scope of Services:**

Each respondent should prepare a narrative of their work abilities, work experience, and plan to execute each of the following tasks, as well as provide examples of previous work product(s):

##### **1. Outreach activities:**

The consultant will identify companies who would be receptive to hearing about Spokane's capabilities. For this task, the goal is to reach as many attractive companies as possible. The consultant will:

- Staying abreast of the current market conditions and communicating them in a timely fashion to the Client
- Assessing the global market for potential aerostructures and aircraft interior companies to serve future Boeing, Embraer, and Airbus production and prioritizing recruitment efforts
- Identifying and continuing to refine a list of potential target companies
- Cultivating existing target companies regularly
- Developing a contact and customer relationship management plan to communicate with target companies



- Developing the unique value proposition for each company targeted for recruitment
- Arranging introductory meetings at conferences and at their facilities with target companies
- Leading the introductory meetings and following up with any additional information requests arising from the meetings
- Preparing presentations and other marketing materials to be used in outreach with the target companies
  - Assessing and making recommendation on marketing platforms including electronic, digital, and presentation materials
- Evaluating the current conferences Spokane attends (i.e., SpeedNews Toulouse; Paris, Farnborough, and Singapore Airshows; Pacific Northwest Aerospace Alliance’s Annual Conference; and the Hamburg Interiors Show) and making recommendations on additional events based on the targeted list of companies
- Analyzing the Spokane region’s existing labor market, making recommendations regarding skills sets needed for today and tomorrow’s worker, and identifying other regions we should model for workforce preparedness as well as increasing workforce training to match business expansion
- Cataloguing aerospace companies in the Spokane region according to aircraft program type and supply chain tier

**2. Lead cultivation:**

Once a company has been reached and initial discussions have been held, the consultant’s task is to cultivate the relationship so that the company further explores Spokane as a location for production. Subtasks include:

- Mapping the lead companies in an effort to identify decision makers and influencers both within the targeted company and outside the company, such as key customers and supply chain partners
  - In this regard, particular emphasis should be placed on the aerospace contacts of the manufacturers that comprise I-90 Aerospace Corridor. The successful contractor would be expected to develop communications strategy, script and execution plan
- Developing detailed, targeted materials specific to the leads demonstrating the Spokane Region’s advantages
- Participating in on-site visits by the leads with emphasis as an expert in aerospace manufacturing

**3. Marketing the Spokane Region’s economic and physical infrastructure:**

While Spokane has a robust infrastructure for an aerospace company to consider, the consultant should assess the offering holistically to identify potential gaps. This includes:

- Regularly evaluating the Airport’s microsite website and recommending any changes/improvements



- Includes ensuring that the website is current, complete and accurate and recommending any needed changes
- Benchmarking the website against other clusters and regional aerospace coalitions
- Providing professional marketing services in multi-media marketing campaigns to reach decision makers and influencers in target companies, drive engagement with Spokane, and communicate effectively with internal decision makers and stakeholders
- Evaluating the current supply base in the Spokane region and identifying strengths and weaknesses by supply chain location to identify potential gaps that might discourage a larger firm from moving production to the region
  - As gaps are identified, which may include but aren't limited to, local supplier capabilities, workforce (skilled labor and professional, engineering talent), physical and utility infrastructure, research and development, logistics, etc., the consultant will develop a plan of action to address the gaps
- Evaluating the local business environment to develop a comprehensive list of strengths and weaknesses when compared to other aerospace clusters
  - Examples of areas to consider are workforce development, relative cost of living, college and universities, etc. Where weaknesses are identified, the consultant will recommend actions to be taken to address those deficiencies
- Emphasize the capabilities and certifications of the I-90 Aerospace Corridor in general and the Inland Northwest Aerospace Consortium, in particular and encourage targeted firms to attend their annual aerospace conference held in May of each year as a showcase event.

#### **4. Routine briefings and updates**

- Provide the Spokane Airport Board and strategic regional partners with semi-annual updates, which will include travel and presentation preparation

#### **5. Spokane Regional Aerospace Proposal**

The culmination of the above tasks is the recruitment and siting of a major final assembly site or aerostructures or aircraft interiors manufacturer on Airport property

- Actively participate in the coordination, preparation, review, strategy, and submission of the Airport's proposals to Boeing as the final assembly site for their pending New Mid-Market Aircraft (NMA) and/or major NMA component manufacturing site, or future programs by other OEMs seeking a similar major manufacturing site

### **Schedule**

The following is the schedule for this RFP process (which is subject to change):



<b>Date</b>	<b>Description</b>
12/08/2019	Advertisement & Post on GEG Website
N/A at this time	Pre-Proposal Meeting
12/16/2019 1:00 PM Local Time	Deadline for Submission of Questions
12/20/2019 2:00 PM Local Time	Deadline for Airport's Posting of addenda
01/02/2020 1:00 PM Local Time	Proposal Submission Deadline (Due Date)
	Review of proposals by internal panel
01/10/2020	Notify Finalists
01/29/2020	Presentations or Interviews, if requested
02/12/2020	Board Committee recommendation
02/20/2020	Airport Board Action at the October Board Meeting
ASAP	Successful Proposer Execution of Contract
Upon return	Airport Execution of Contract
03/01/2020	Commencement of Services Under the Contract

### **Evaluation Criteria**

Responses to this RFP must contain the following information:

1. Qualification statement of proposer including resumes and any staff or subcontractor of proposer who may work on the Project. Identify the individual who will be responsible for the primary functions of the Aerospace Business Recruitment Consulting Services contract.

2. The Airport is looking for an established aerospace industry sector consultant or aerospace industry sector consulting firm with twenty (20) years or more of applicable experience. A narrative statement should describe and incorporate the following:

- a) The proposer's cover letter to should provide specific examples of managing similar functions and successful domestic U.S. and international aerospace business recruitment efforts in the areas outlined in the scope of services.
- b) Provide examples of specific examples of professional experience with supply-chain management, raw material sourcing, MRO, logistics, manufacturing operations management, and procurement, as well as, aerospace industry sector cluster development, workforce and technology assessment, and mergers and acquisition experience.
- c) Describe how the proposer with promote client interests to their network of domestic U.S. and international network of contacts.
- d) Experience and relationships, if any, with the aerospace industry's primary Original Equipment Manufacturers including Boeing, Airbus, and Embraer and their Tier I suppliers. Provide details on length of service, position titles, companies you worked for and reason for leaving.



3. References (at least three (3) including contact name and phone number) from individuals or organizations that have used your services for similar projects. References should be provided from those that have had specific experience identified in the Scope of Services.

4. List of existing clients and identification of any potential conflicts of interest clients may have with Spokane Airports.

5. A cost proposal regarding the proposer's annual aerospace business recruitment services fee, including any travel costs and other expenses. The maximum fee for any agreement is estimated at an annual fee of \$250,000 or less to be responsive to this RFP, with all work performed based on specific Authorizations of Service or a task order basis approved by the Airport. The evaluation process is designed to award this agreement not necessarily to the Proposer(s) of least cost but rather to the Proposer(s) whole Proposal best meets (meet) the requirements of this RFP.

Identify all costs including expenses to be charged for performing the services necessary to accomplish the objectives of the agreement. Submit a fully detailed budget including staff costs (including, but not limited to hourly rates and/or expenses necessary to accomplish the tasks and to produce the deliverables under the agreement. Proposers are required to pay Washington State sales tax if applicable.

Costs for subcontractors are to be broken out separately.

Additionally, based on these costs, provide a total cost amount for the project during the initial three (3) year period of this agreement.

An evaluation team comprised of Spokane Airport Board members, aerospace industry leaders, and staff will review all proposals received. Spokane Airports reserves the right to determine the suitability of proposals on the basis of a Proposer's meeting administrative requirements, the evaluation teams' assessment of the quality and performance of the service proposed, and cost.

During the evaluation process, Spokane Airports may require an in-person interview to answer questions with regard to the proposal. The Proposer must include in its Proposal the information noted in the evaluation criteria and must demonstrate how the firm meets the evaluation criteria. The following criteria will be used in reviewing and comparing the proposals:

<b>Evaluation Criteria</b>	<b>Weighting (Maximum Points)</b>
1. <u>Cover Letter</u> : A cover letter expressing interest, addressing, at a minimum, the following:	<u>65</u>





<p>a) <u>Executive Summary:</u> A high level, executive summary of your firm's relevant qualifications and experiences, as well as the relevant experiences of key staff proposed for this project in performing similar services.</p> <p>b) <u>Demonstrated Success.</u> Provide examples of similar issues where you have had success in aerospace business recruitment generally, and in projects similar to the one described in this RFP.</p> <p>c) <u>Responsiveness of proposal to specifications described in the RFP.</u></p> <p>d) <u>Provide a work plan or narrative based on previous work on similar projects.</u></p> <p>The cover letter must be signed in ink by an authorized representative of the Proposer who is authorized to execute contractual agreements and/or commitments on behalf of the Proposer.</p>	
<p>2. <u>References:</u> At least three references from previous clients for similar work completed by your firm and should be relevant to the scope of services. Cited references should include project name, reference name, title, project role, and current contact telephone number. Refer to the Reference Checks section of this RFP for information about how reference checks will be used in the evaluation process.</p>	<u>15</u>
<p>3. <u>Proposed Costs:</u> The score for the Cost Proposal will be based on evaluation of reasonable and efficient allocation of costs and the ease of administration.</p> <p>Note: In practice, prior to the onset of any work performed, the selected Firm and the Airport will outline each task involved and establish a schedule for completing each task in a proposed work plan.</p>	<u>15</u>
<p>4. <u>Standard Contract Language:</u> The Airport intends to utilize its standard Professional Service Agreement for this project which is attached hereto in draft form. Each firm must affirm in its Proposal that the terms and conditions of this agreement are acceptable, or if the firm takes exception to any of the proposed language in the agreement, the firm must specifically describe the reasons for the exceptions and propose in its Proposal alternative language for review and consideration by the Airport.</p>	<u>5</u>
<p>5. <u>Proposal Information/Affirmation Form:</u> The Proposal Information/Affirmation Form, included in Attachment A to this RFP, must be completed, submitted, and signed as part of your Proposal. You must include the name and contact information of the individual in your firm that the Airport should contact</p>	0



regarding questions about your Proposal and scheduling a potential interview. The contact information should include the following: name of individual, title (Mr., Ms., etc.), firm name, address (city, state, zip code), telephone number, e-mail address	
<b>Total Points</b>	<b>100</b>

Spokane Airports intends to enter into contract negotiations with the proposer who in the opinion of Spokane Airports is best suited to represent the organization.

<b>Interviews</b>
-------------------

Proposers may be required to participate in an interview with and/or make a presentation to the selection committee and/or other Airport personnel with the date and time to be determined. At such interviews, the Airport will establish evaluation criteria and weighting for each criterion that will be added to the scores received for the written Proposals as part of making a final selection decision.

<b>Submission Requirements</b>
--------------------------------

**Proposal Submission Deadline:** One unbound original and five (5) bound copies of the Proposal responding to the information requested in the Evaluation Criteria section of this RFP must be received by the Airport no later than the deadline noted on page 1 of this RFP. Proposals must be delivered to the address indicated on page 1 of this RFP.

**Late Proposals:** Proposals will not be accepted by the Airport after the date and time specified on page 1 of this RFP. In the event that a Proposal is delivered after the Proposal submission deadline, the Proposal will not be accepted or considered and will be returned to the Proposer unopened. The Airport will not be liable for delays in delivery of Proposals due to handling by the U.S. Postal Service, courier services, overnight carriers, or any other type of delivery service. Proposals may be delivered in person or by a delivery service. No verbal, Fax, electronic (e.g. e-mail), telegraphic or telephonic Proposals will be accepted. Proposers are responsible for ensuring that the Airport receives the Proposal at the designated location by the deadline stated on page 1 of this RFP.

**Submission Requirements:**

- Proposals and their sealed packaging (boxes or envelopes) should be clearly marked with the name and address of the Proposer and should be marked with the name of this RFP as indicated on page 1 of the RFP.
- The bound Proposals should be in an 8 1/2" by 11" format. Limit type size variations to a minimum.
- The Airport strongly encourages the use of recyclable materials in the submission of Proposals.



- Proposers are encouraged to “double side” the printing of their Proposals; however, for the purposes of any page limitations of the Proposal outlined in the RFP, one side of a printed page is considered one page. The Airport will not review or evaluate pages in a Proposal that are in excess of the page number limitation for the Proposal.
- All proposals shall be considered valid for a period of ninety (90) days from the proposal closing date and shall contain a statement to that effect. Timely proposals received shall be subject to applicable laws and regulations governing public disclosure. Any information received within the proposal will be considered part of the public record of this RFP process.

**Organization of Proposals:** Proposals must address each of the evaluation criteria in this RFP in a clear, comprehensive, and concise manner. Proposals must include an index, be clearly separated with tabs, (tabs are not considered as a page for the purpose of any page limitations) labeled by response to specific evaluation criteria, and addressed in the same order as included in this RFP. Proposals should be prepared as simply as possible and provide a straight-forward, concise description of the Proposer’s capabilities to satisfy the requirements of this RFP. Expensive bindings, color displays, promotional material, etc. are not necessary or desired. Emphasis should be concentrated on accuracy, completeness, and clarity of content. To this end, complete and concise Proposals shall not exceed thirty (30) pages.

**Clear and Responsive Proposals:** The Airport has made every effort to include enough information within this RFP for a firm to prepare a responsive Proposal. Proposers are encouraged to submit the most comprehensive and competitive information possible. Proposals that do not respond completely or sufficiently to the evaluation criteria in this RFP may be rejected as non-responsive, or will receive correspondingly lower scores for those criteria, which may result in the Proposal not scoring high enough to be considered further.

**Questions About this RFP:** Questions regarding this RFP should be addressed solely to the individual identified on page 1 of this RFP. Questions must be submitted in writing prior to the deadline indicated on page 1 of this RFP. It will be the sole responsibility of Proposers to ensure questions are submitted in a timely manner. Answers to questions, other clarifications and/or addendums will be posted on the Airport’s website as addenda per the schedule on pages 1 and 4 of this RFP. The Airport may determine that a Proposal is disqualified if the Proposer has had contact with any other representative of the Airport.

**Addenda:** Verbal communications and emails from the Airport, staff, agents, Board members, employees or outside advisor, or any other person associated with this RFP shall not be binding on the Airport and shall in no way modify any provision of the RFP. Only formally issued addenda shall modify the terms of this RFP. Any addenda issued for this RFP will be published at the following website address: <http://www.spokaneairports.net/rfp.htm>. Proposers are responsible for checking the website prior to submission of Proposals for any addenda. If you are unable to download the addenda, you may contact the individual noted on page 1 of this RFP.



Receipt of addenda must be acknowledged by Proposers on the Proposal Information Form that must be submitted with the Proposal.

## **Selection Process**

**Selection Process:** The Proposals will be reviewed by an evaluation committee and the highest rated firms may be invited to an interview. The selected firm will be invited to enter into general negotiations with the Airport. If the Airport and the selected firm cannot agree on terms that are fair and reasonable, the Airport may terminate negotiations and enter into negotiations with the next highest rated firm.

**Rights Reserved:** The Airport reserves the following rights:

1. To waive as an informality any irregularities in Proposals and/or to reject any or all Proposals.
2. To extend the date for submittal of responses.
3. To request additional information and data from any or all Proposers.
4. To supplement, amend, or otherwise modify the RFP through addenda issued.
5. To cancel this RFP with or without the substitution of another RFP.
6. To reissue the RFP.
7. To make such reviews and investigations, as it considers necessary and appropriate for evaluation of the Proposals.
8. To not select the highest rated firm if the proposed cost estimates are more than the Airport's budget for the work.
9. To reject any Proposal in the event that the Airport's analysis of the Proposer's financial status and capacity indicates, in the Airport's judgment, that the firm is not able to successfully perform the work.
10. To cancel the RFP process in the event only one Proposal is received by the deadline at the Airport's option.

**Reference Checks:** The Airport reserves the right to conduct reference checks for firms submitting Proposals, either before or after Proposals have been evaluated, and/or after interviews have been held. In the event that information obtained from the reference checks reveals concerns about a firm's past performance or their ability to successfully perform the contract to be executed based on this RFP, the Airport may, at its sole discretion, select a different firm whose reference checks validate the ability of the firm to successfully perform the contract to be executed based on this RFP.

## **Protest and Appeal Procedures**

**Deadline for Protests and Appeals:** The following deadlines for filing protests and appeals based on this RFP shall apply:

1. First level (RFP): Any protest related to the requirements of this RFP must be received by the RFP Contact Person noted on page 1 no later than three (3) business days before the proposal submittal deadline.



2. Second level (Award): Any protest related to the award of a contract based on this RFP or protest of a decision by the Airport to reject a proposal must be received by the Airport's General Counsel within three (3) business days after notification to the protesting party that it was not awarded a contract or its proposal was rejected.

### **Form and Manner of Filing:**

1. In Writing: All protests and appeals must be in writing, signed, and specify the reasons and facts upon which the protest or appeal is based. Failure to raise any reason or fact upon which the protest or appeal is based shall constitute a waiver and/or forfeiture of such reason or fact for protest or appeal.
2. File with the appropriate personnel noted in section "Deadline for Protests and Appeals". All protests and appeals must be filed with the Spokane International Airport, Attention: Contact Person noted on page 1 (first level) or General Counsel (second level), 9000 W. Airport Drive, Suite 204, Spokane, WA 99224.

### **Airport's Review of Protests and Appeals**

1. The Director of the Airport department publishing the RFP along with the Airport General Counsel shall review and investigate properly and timely filed protests and appeals. At the Airport's sole discretion, an informal hearing may be held with affected parties to gather additional information. The Department Director shall issue a written decision to the protestor, stating the reasons for the decision.
2. Appeal to Airport's Chief Executive Officer (CEO): Any further appeal of a formal decision by the Department Director must be received by the Airport's CEO within two (2) business days of receipt of such decision. Properly and timely filed appeals of the decisions of the Department Director shall be reviewed and investigated by the Airport CEO, who shall issue the Airport's final decision.

### **Failure to Meet Deadline**

Failure to meet any applicable deadline for a protest and appeal shall constitute a waiver of any and all rights to protest and appeal.

### **Administrative Requirements**

**Cost of the Proposal:** The Airport shall not, under any circumstances, be responsible for any costs or expenses associated with the Proposal submitted including, but not limited to, research, investigation, development, preparation, duplication, production, collation, packaging, delivery, transmittal, or presentation of the Proposal or any other related information, data, documentation, and material. All costs and expenses incurred by the Proposer in connection with the Proposal submitted shall be the sole responsibility of (borne solely by) the Proposer.



## **Public Disclosure:**

1. **Property of Airport:** Proposals submitted to the Airport shall become the property of the Airport and shall not be returned to the Proposer.
2. **Proposals are Public Records:** Pursuant to Chapter 42.56 RCW, Proposals submitted under this RFP shall be considered public records and with limited exceptions will be available for inspection and copying by the public. Except to the extent protected by state and/or federal laws, Proposals shall be considered public documents and available for review and copying by the public after an award of contract is made by the Airport Board.
3. **Public Records Exemption:** Any proprietary information included in the Proposal that the Proposer wishes to remain confidential (to the extent allowed under the laws of the State of Washington) should be clearly identified as “Confidential” in the Proposal. In addition, the Proposer must provide the legal basis for the exemption to the Airport.
4. **Proposals Not Marked as Confidential:** If a Proposal does not clearly identify the confidential portions, the Airport will not notify the Proposer that its Proposal will be made available for inspection and copying.
5. **Process for Disclosing Information:** If a request is made for disclosure of material or any portion marked “Confidential” by the Proposer, the Airport will determine whether the material should be made available under the law. If the Airport determines that the material is not exempt and may be disclosed, the Airport will notify the Proposer of the request and allow the Proposer ten (10) business days to take appropriate action pursuant to Ch. 42.56 RCW. If the Proposer fails or neglects to take such action within said period, the Airport may release the portions of the Proposal deemed subject to disclosure.
6. **Indemnification by Proposer:** To the extent that the Airport withholds from disclosure all or any portion of Proposer’s documents at Proposer’s request, Proposer shall agree to fully indemnify, defend and hold harmless the Airport from all damages, penalties, attorneys’ fees and costs the Airport incurs related to withholding information from public disclosure.
7. **No Claim Against Airport:** By submitting a Proposal, the Proposer consents to the procedure outlined in this section and shall have no claim against the Airport because of actions taken under this procedure.

**Basic Eligibility:** The successful Proposer must be licensed to do business in the State of Washington and must have a state Unified Business Identifier (UBI) number, as well as all necessary licenses, permits, approvals necessary to perform all requiring services. In addition, the successful Proposer must not be debarred, suspended, or otherwise ineligible to contract with the Airport, and must not be on the federal government’s list of firms suspended or debarred from working on federally funded projects.



**Non-Discrimination:** All Proposers will be afforded the full opportunity to submit Proposals in response to this RFP, and no person or firm shall be discriminated against on the grounds of race, color, age, sex, or national origin in consideration for an award issued pursuant to this RFP.

The Airport is an equal opportunity employer and encourages the use of small businesses, DBE, MBE, or WBE participation.

**Approval of Sub-Consultants:** The Airport retains the right of final approval of any sub-consultant of the selected Proposer who must inform all sub-consultants of this provision.

**Other Contracts:** During the original term and any subsequent renewal terms of the contract resulting from this RFP, the Airport expressly reserves the right, through any other sources available, to pursue and implement alternative means of soliciting and awarding similar or related services as described in this RFP.

**Funding Availability:** By responding to this RFP, the Proposer acknowledges that for any contract signed as a result of this RFP, the authority to proceed with the portions of work outlined in this RFP may be contingent upon the availability of funding.

**Prohibition Against Lobbying:** The Proposer shall not lobby, either on an individual or collective basis, the Airport Board (its associated City and County employees, or outside advisors) or any federal, state, or local elected or public officials or staff regarding this RFP or its written Proposal. Proposers, the Proposer's acquaintances, friends, family, outside advisors, agents, or other representatives shall not contact the Airport Board (its associated City and County employees, or outside advisors) or any federal, state, or local elected or public officials or Airport staff to arrange meetings, visits, or presentations to influence the outcome of the selection process. Violation of this provision, by or on behalf of a Proposer, intentionally or unintentionally, will result in disqualification of the Proposer and rejection of a written Proposal.

**Insurance:** Prior to execution of a Contract for services under this RFP, the successful Proposer will be required to provide acceptable evidence of insurance coverage consistent with the insurance requirements outlined in the Airport's standard Consultant or Service Contract attached as part as this RFP.



**Attachment A  
Spokane Airport Board  
Request for Proposals for**

**AEROSPACE BUSINESS RECRUITMENT CONSULTING SERVICES  
PROPOSAL INFORMATION / AFFIRMATION FORM**

Name of Proposing Firm:	Contact Individual's Name:
Address of Contact Individual:	
Phone Number of Contact Individual:	E-mail Address of Contact Individual:
State of Washington UBI Number (if required):	
Receipt is hereby acknowledged of Addenda No(s): _____	

**OFFICIAL AUTHORIZED TO SIGN FOR PROPOSER:**

I certify (or declare) under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct:	
Signature:	Date:
Print Name and Title:	Location or Place Executed: (City, ST)

The above authorized individual makes the following affirmations on behalf of the proposing firm:

1. I am authorized to make these affirmations;
2. All answers and statements made in the proposal are true and correct;
3. In preparing this proposal, the financial information contained in it has been arrived at independently and without consultation, communication or agreement with the Board, or other proposers, to restrict competition as to any matter relating to this RFP;
4. No fee or commission, or any other thing of value, has been paid or agreed to be paid to any employee, agent, representative, official or current consultant of the Board in order to procure the contract described in this RFP;
5. The firm is properly licensed, or will obtain, proper licenses prior to commencement of services, to conduct business in the state of Washington if legally required.
6. This proposal is valid for a period of ninety (90) days from the closing date of this RFP.

*Note: This Proposal Information Form must be completed and submitted as part of your Proposal.*

