

Air Service Development RFP#2019-04 Questions & Answers

- 1) Is there an incumbent firm SYR is working with today?
 - **Currently, we do not have an ASD under contract.**
- 2) What is the anticipated annual air service budget?
 - **Not available**
- 3) Are there any airports which SYR would consider to be a conflict from an air service development consulting perspective?
 - **We would consider the following airports a conflict: ROC; ALB; BGM; ITH; ELM; OGD and ART.**
- 4) Page 1, Introduction: The RFP requests one original and 8 copies of the submittal. Can the original be an electronic signature/scanned signature or does the Authority require “wet ink” signatures for each letter/form that requires signing?
 - **Electronic is fine.**
- 5) Page 12, Section 6.5 Proposal Elements: The RFP states that ideally responses would consist of no more than ten pages. Please clarify if this refers to 10 single sided pages or 10 double sided pages and if there is a penalty for exceeding this page limit.
 - **10 Single Sided. There is no Penalty.**
- 6) Appendix A/Appendix B: The M/WBE and SDVOB requirements including advertisement and outreach are extensive and difficult to achieve within the 21-day RFP period (from issuance to due date). It is our understanding from the RFP that a submittal will be considered incomplete and non-responsive if all of the forms and outreach requirements are not met. We will not be able to achieve all of the requirements within the current timeframe. Given the nature of the services being requested, is it possible to make some exception or mitigation to these requirements in the solicitation?
 - **There will be no extension to this contract. If you have questions regarding your MWBE and SDVOB search, please feel free to e-mail Linda Ryan @ ryanl@syrairport.org.**
- 7) Appendix A, section II “Contract Goals”: Appendix A states a goal of 30% M/WBE participation. Is the 30% M/WBE goal stated in this appendix for this contract?
 - **Yes, the 30% MWBE and 6%SDVOB are for this contract. If you are requesting a full or partial waiver, be sure to complete all good faith efforts required.**
- 8) Page 9: Section 3 “M/WBE-SDVOB Programs. Where does the M/WBE program content fit in the format of our response? It is not listed in 6.1 Content of the Proposal or 6.5 Proposal Elements.
 - **The MWBE and SDVOB paperwork should be included in the back of your proposal. It will not be counted toward the 10 pages of your proposal.**
- 9) Page 5: The last paragraph states that the “list of questions/requests for information or clarification and the official responses will be emailed to Respondents who have registered with the Authority”. What is the mechanism for registering for this RFP?
 - **Please disregard this statement. All amendments, updates and questions will be posted on our website as listed in the RFP.**

- 10) Page 12: Section 6, item 5 “Proposal Elements” – Many of the requested items in this section are repeated from parts 1-4 of the same section. Is there a preferred format to follow?
- No
- 11) Page 14: Section 7.3 Proposed Review Criteria - Are there weightings to the review criteria?
- No
- 12) Page 28: Attachment A6 – Bid Sheet. How many headquarter meetings should be included?
- Please break the cost associated with a HQ visit down per occurrence.
- 13) How many forecasts should be included? Typically those are part of the HQ meeting and not separate.
- Please break the costs associated with a forecast down per occurrence.
- 14) What is a SCADE Grant? Is that the same as SCASDP grant?
- Small Community Air Service Development Program (SCASD). SCADE was a typo.