

The Indianapolis Airport Authority is pleased to announce a Request For Information (RFI) for On-Call Services for Title VI Compliance. The timeline and requirements for submitting questions, submissions, and other details for this RFI are specified in the documents at the link below.

Detailed information regarding this RFI may be found on our website at: [http://business.ind.com/employment\\_business/businessOpportunities.aspx](http://business.ind.com/employment_business/businessOpportunities.aspx).

Email [TitleVIRFI@ind.com](mailto:TitleVIRFI@ind.com) if you have any questions per the RFI instructions.

BEST REGARDS,

**COURTNEY KASPER**

SOURCING BUYER

**INDIANAPOLIS AIRPORT AUTHORITY**

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# Indianapolis Airport Authority

## REQUEST FOR INFORMATION

Issued: April 1, 2016

Solicitation for: On-Call Services for Title VI ("Title VI") Compliance

Responses Due: 2:00 p.m. (Local Time) on April 20, 2016

**INTRODUCTION:** Because this procurement involves a service, the Indianapolis Airport Authority ("Authority") is not required by law to go through or engage in any competitive process whatsoever for identifying and selecting a person or entity to perform the work. Notwithstanding, the Authority believes that it's important to have open and fair competition for these business opportunities whenever reasonably possible under the circumstances. Accordingly, the Authority is hereby issuing this Request for Information ("RFI") to give interested persons and entities the opportunity to be considered for this service contract.

**BACKGROUND:** The Authority is an independent municipal corporation (local governmental entity) established under Indiana Code § 8-22-3 et seq. that owns and operates not only the Indianapolis International Airport, but also five (5) smaller general aviation airports, in the Indianapolis metropolitan area. Compliance with applicable federal, state and local laws, rules and regulations is, and will always remain, a top priority for the Authority. Since its creation in 1961, the Authority has an excellent record of regulatory compliance and is an award-winning organization on many fronts. Notwithstanding, the Authority seeks to further enhance its ongoing regulatory compliance efforts at this time, and, in light of the ever-changing regulatory environment at the federal level, the Authority believes it will be of benefit to establish "on-call service" arrangements with third party regulatory experts who can be available, from time to time, to provide consulting services as to the Title VI of the Civil Rights Act of 1964 under a designated scope of work (e.g., specific projects, tasks, services) that will help the Authority to maintain its record of compliance.

**ON-CALL SERVICES FOR TITLE VI CONSULTING:** This RFI is being issued by the Authority in order to solicit expressions of interest and information from qualified persons and entities who wish to be considered as a provider of the services described herein. Thus, qualified persons or entities with such an interest (the "Respondents") are invited to respond to this RFI.

This RFI is intended to provide pertinent information to the Authority so that it may evaluate the experience and qualifications of the Respondents to perform

the desired services. The selection of a particular service provider, and whether to award a service contract, are entirely within the Authority's exclusive judgment and sole discretion.

**SCOPE OF WORK:** The Authority is seeking responses from persons and entities having appropriate qualifications and expertise, who wish to be considered for On-Call Services, as part of the Authority's continuing efforts, to ensure that it is maintaining compliance with applicable laws, rules, and regulations pertaining to Title VI. Respondents will need to have an ability to assist in or development of policies and procedures, or the revision thereof; perform periodic compliance evaluations; review various forms of communication including policies and procedures, electronic/web site, or other written materials; review plans and specifications for new construction or building modifications; assist in investigating and responding to claims; and other questions/projects as needed.

The Authority may select Respondent(s) for the area of expertise in Title VI. If Respondent is selected for an On-Call Services contract, the Authority does not guarantee that there will be work assignments given to the Respondent, as this arrangement is driven by the needs of the Authority as they may arise from time to time.

**SUBMISSION & TIMELINE:** Any person or entity desiring to respond to this RFI should provide a written submission to the Authority as described herein. It should clearly identify the person or entity making the submission and consist of one (1) original and four (4) copies, along with one electronic copy on compact disk or USB flash drive. Submissions should be presented as 8½ x 11 inch documents or as documents easily folded to that size, be 10 pt. type with margins at minimum of 1 inch, and must not be longer than 8 pages (excluding appendices). Tabbed appendices are permitted if clearly labeled and will not be included as part of the eight (8) page limit. Submissions of excessive length are not desired.

All mailed submissions must be received at the below address, and all hand delivered submissions must be received at Guest Services (Level 3 of Terminal) which is located also at the below address. All Proposals must be addressed to:

Indianapolis Airport Authority  
RFI – On-Call Services: Title VI  
Attention: Courtney Kasper  
7800 Col. H. Weir Cook Memorial Dr., Suite 100  
Indianapolis, Indiana 46241

For a submission to be timely submitted under this RFI, it must be received by the Authority no later than 2:00 p.m. (local time) on April 20, 2016 (the "Due Date & Time"). Submissions received after the foregoing Due Date & Time will not be considered by the Authority.

Following receipt of the submissions, the Authority, in its sole judgement and discretion, may or may not select a Respondent(s) for the services described herein. In connection therewith, the Authority may seek supplemental information, or conduct preliminary interviews, final interviews, or move immediately to a contract negotiation with one or more Respondents. The Authority reserves the right, in its sole and absolute judgement and discretion, to make a selection based solely upon the submissions. The schedule for selection will vary based upon numerous factors, including, by way of example and not of limitation, the nature of and need for the services and the number of written submissions that are received.

**CONTENTS OF SUBMISSION AND QUALIFICATIONS:** In your written submission, you are expected to provide information and details about your background, history, ownership structure (if applicable), experience/expertise, legal structure (if applicable), and other relevant and appropriate information for the Authority's consideration. The minimum information to be provided is set forth in "Exhibit A", attached hereto and made a part hereof.

**INQUIRIES:** Any and all inquiries pertaining to this RFI must be submitted to the email address: TitleVIRFI@ind.com. The deadline for submitting inquiries is 12:00 p.m. (local time) on April 7, 2016. The Authority reserves the right to determine whether or not to respond to any inquiries. If responses are provided, the responses will be written. Copies of the written responses will be issued via Addendum and will be available on the Indianapolis Airport website on April 11, 2016. You are not to contact any person working for the Authority other than the individual listed above (Courtney Kasper); if you do, you may be disqualified from further consideration for a contract under this RFI.

**BUSINESS DIVERSITY PARTICIPATION:** In accordance with policy established by the Authority, the Authority's Board of Directors, and its Executive Director, have determined there is a reasonable expectation of minority, women and veteran-owned (M/W/VBE) business enterprise participation for airport projects and services. The Authority only recognizes those M/W/VBE firms certified by the State of Indiana, City of Indianapolis, or Mid-States Minority Supplier Development Council. The Authority's annual supplier diversity participation goals are 15% MBE, 10% WBE, and 3% VBE. Please indicate in your written submission, whether or not you will have diversity participation. Respondents seeking assistance in achieving the supplier diversity participation overall goals should start by visiting the Indianapolis International Airport's Supplier Diversity website [supplierdiversity.ind.com](http://supplierdiversity.ind.com) at [www.indianapolisairport.com](http://www.indianapolisairport.com).

**CONFIDENTIAL INFORMATION:** If a Respondent provides proprietary data/material to the Authority in connection with this RFI (e.g. confidential financial information), and if said Respondent requests, in writing to Authority, that such proprietary data/material not be disclosed by the Authority to any third

person or entity, then, in such event, the proprietary data/materials should be placed and sealed in a separate envelope clearly marked "Confidential", and the Authority will review said request in conformance with the Indiana Access to Public Records Act, Indiana Code § 5-14-3, and will notify the Respondent of the Authority's determination. Any data or materials that are not placed in the sealed envelope may be released by the Authority in response to a public records request.

**EVALUATION:** Submissions will be reviewed and evaluated. The Authority may elect to proceed with negotiating an On-Call Services contract with the prevailing Respondent(s), or, in its sole discretion, may elect to cancel this procurement or take other steps that it deems necessary or appropriate in connection therewith.

**CONTRACT:** After the selection of one or more prevailing Respondent(s), the Authority shall provide a copy of its standard On-Call Services Agreement for review and execution. If the parties are unable to promptly finalize and execute said agreement (as determined by the Authority), then, in such event, the Authority shall have the sole right and discretion to cease any and all further negotiations and other interactions with the applicable Respondent and may elect to negotiate with another Respondent in an effort to reach an agreement or cancel the procurement.

## **EXHIBIT "A"**

### **QUESTIONNAIRE**

Please provide responses by stating the associated number and restating the question in your submittal:

#### **Company Information and Experience**

1. Respondent will provide the below information:
  - a. Legal Name of Entity
  - b. Doing Business under Other Company Name? If Yes, list the Name of Entity.
  - c. Headquarters Address
  - d. City, State, Zip Code
  - e. Contact Name, Email Address, and Phone Number
  - f. Web Site Address
  - g. Number of Years in Business
  - h. Total Number of Employees
  
2. The Respondent should include a list of at least three (3) clients for whom the Respondent has provided services that are the same or similar to those services requested in this RFI. Listed clients may be contacted to determine the quality of work performed and service received.

Respondent should include the following information for each reference:

- a) Name of the organization;
  - b) Initial date service started;
  - c) Date of the most recent project;
  - d) List of services performed;
  - e) Responsible official or contact person;
  - f) Address, telephone number, and email address.
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3. Respondent to provide a concise overview of its business, including its capabilities, experience, and philosophy. By reading the overview, the Authority must be able to quickly gain a comfortable grasp at a general level of the services and the methods proposed by the Respondent to provide them. Examples or case studies should be used whenever possible.

#### **Proposed Team Members and Experience**

4. Respondent to provide a description of the proposed team for the provision of Title VI services including summaries of their education, backgrounds, relevant experience, and information which correlates to the type of services being sought by the Authority to fulfill the Scope of Work. The Respondent must list any subcontractors which it proposes to use in providing the required services.

5. Respondent to identify its proposed Project Manager for Title VI services, who will assume day-to-day responsibility for interactions with the Authority, and a description of the approach used in managing your professional resources and those of your subcontractors (if any).
6. Respondent to identify the types of services, if any that will be performed by certified M/W/VBE firms to meet the stated participation goals in the Section entitled "Business Diversity Participation". Copies of City of Indianapolis, State of Indiana, or Mid-States Minority Supplier Development Council Certifications should be provided attached as a tabbed appendices for subcontracting certified firms and/or Respondent's company if an M/W/VBE firm. Copies of certification forms will be excluded from the total proposal page count. If Respondent anticipates not meeting these stated goals, please identify what good faith efforts were taken by the Respondent and the results of those good faith efforts for each goal, or your reason for non-compliance.

**Pricing**

7. For the On-Call Services arrangement described in this RFI, please indicate your hourly rates and fees or other financial structure that you would expect to utilize in connection with the Authority.



Indianapolis Airport Authority

ADDENDUM 01: April 8, 2016

IAA Request for Information (RFI)  
**On-Call Services for On-Call Services for Title VI Compliance**

There were no questions received by the deadline of 12:00 p.m. (local time) on April 7, 2016 per the timeline in the RFI.

End of Addendum