



Indianapolis Airport Authority

REQUEST FOR INFORMATION

Issued: February 12, 2016

Solicitation for: Reputational and Risk Management Policies

Responses Due: 2:00 p.m. (Local Time) on March 1, 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 RFI to give interested persons and entities the opportunity to be considered for this service contract.

REPUTATIONAL AND RISK MANAGEMENT POLICIES: This Request for Information (“RFI”) is being issued by the Authority in order to solicit expressions of interest and information from qualified persons or 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 work. 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 the project of assessing and making recommendations for the Authority’s current reputational and risk management policies. Upon completion of the assessment, the Authority may request additional services to implement the recommended changes, including creating new policies if required. In order to determine whether these additional services (Phase II) are needed, upon conclusion of the project, the successful respondent will provide recommended next steps and itemized pricing to complete those services.

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 8 page limit.

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 – Risk Management Policies
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 March 1, 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 to this RFI, the Authority, in its sole discretion, may select a Respondent(s) for the project described herein. In connection therewith, the Authority may seek supplemental information, or conduct preliminary interviews, final interviews or move immediately to a contract negotiation. Authority reserves the right, in its sole and absolute discretion, to make a selection based solely upon the submissions to this RFI. 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 service and the number of responses to this RFI.

CONTENTS OF SUBMISSION AND QUALIFICATIONS: In your written response to this RFI, you will be expected to provide information and details about your firm or entity, its background, history, ownership structure, experience/expertise in this particular field, legal structure, 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: PoliciesRFI@ind.com. The deadline for submitting inquiries

is 12:00 p.m. (local time) on February 19, 2016. The Authority reserves the right to determine whether or not to respond to any inquiries. If responses are provided by the Authority, 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 February 23, 2016. You are not to contact any other Authority staff member or any other person or entity working for Authority; 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. 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 supplier diversity participation goals of 15% MBE, 10% WBE, and 3% VBE have been established. 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 at www.indianapolisairport.com.

CONFIDENTIAL INFORMATION: If a Respondent provides proprietary data/material to the Authority in connection with this RFI, 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, marked envelope 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.

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

CONTRACT: After the selection of a prevailing Respondent(s), Authority shall provide a copy of its standard form of Services Agreement for review and execution. If the parties are unable to promptly finalize and execute the Services Agreement (as determined by the Authority), then, in such event, the Authority shall have the sole right and discretion to cease any and all negotiations and other interactions with the prevailing Respondent(s) and may elect to negotiate with the another Respondent(s) 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, 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 organizations 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 your firm, including its capabilities and philosophy. By reading the overview, the Authority must be able to gain a comfortable grasp at a general level of the services to be provided and the methods proposed by the Respondent to provide them. Examples or case studies should be used whenever possible, including submission of at least one copy of a similar strategy document developed by your firm/team which should be attached as a tabbed appendices and excluded from the total proposal page count.

Proposed Team Members and Experience

4. Respondent to provide a description of the proposed team including summaries of their 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 your proposed Project Manager 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 that could be performed by certified M/W/VBE firms to meet the stated participation goals in the Section titled "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.

Approach and Methodology

7. Provide a brief, but comprehensive overview of the requirements and critical elements/steps for effective development of a reputational and risk management policy, as well as the recommended tools that would be required.
8. Identify any likely underlying issues or questions that may be encountered to provide the Authority with sufficient guidance for anticipated long-term reputational and risk management.
9. Please include a timeline including tasks and identifying person(s) responsible to perform tasks required to fulfill the Scope of Work in this RFI.
10. Please provide hourly rates and fees and a description of your methodology used in estimating fees. A total project fee proposal is not requested at this time.