STATE OF ALASKA RFP NUMBER 2521H010
AMENDMENT NUMBER TWO
AMENDMENT ISSUING OFFICE:

Department of Transportation & Public Facilities
Statewide Contracting & Procurement
P.O. Box 112500
(3132 Channel Drive, Room 310)
Juneau, Alaska 99811-2500

THIS IS NOT AN ORDER   **DATE AMENDMENT ISSUED: November 30, 2020**

RFP TITLE:
PROPWORKS PROJECT MANAGEMENT AND AIRLINE ACTIVITY DATA REPORTING CONSULTATION SERVICES

REVISED RFP DUE DATE: **December 10, 2020 at 2:00pm prevailing Alaska Time**

This is a mandatory return amendment. Your proposal may be considered non-responsive if this not signed and received by the state (in addition to your proposal) by the date and time proposals are due.

State Signature

Signature: _*Tom Mayer*_____   Date: _11/30/2020___

Name: Tom Mayer

Title: Procurement Specialist IV

Offeror Signature

Signature: _____   Date: _____

Name: _____

Title: _____

The following questions have been submitted by the vendor community:

Question 1:   **In regards to Section 3.02: Task One: Training: Item 1:** Our understanding of marketing requirements is read only access to PROPworks to view data and run reports. Are there any additional needs beyond this?

  Answer 1:   *No.*

Question 2:   **In regards to Section 3.02: Task One: Training: Item 4:** What is meant by report development, and which reporting tools would be involved?

Answer 2:   *The tools to develop the reports include using PROPWorks data within Microsoft Excel and PowerPoint to develop and create written and illustrated reports to include visual chart representations of the data in an easy to understand format.*

Question 3:   **In regards to Section 3.02: Task Two: End User Procedures: Item 3:** Is the Places module the same as the Space Management module?

Answer 3:   *Yes. This module contains an "inventory" of spaces such as, but not limited to, terminal space, vacant land, concession' space.*

Question 4:   **In regards to Section 3.02: Task Two: End User Procedures: Item 3:** In addition to the leasing staff, who are the stakeholders?

Answer 4:   *In addition to the leasing staff, the stakeholders for this task include the Airport executive team, the System Controllers office, and the Airport marketing teams.*

Question 5:   **In regards to Section 3.02: Task Four: AIAS Operations:** Please provide additional clarification on this requirement focusing on what is meant by "managed".

Answer 5:   *The contractor shall review current staff authorities and access to determine if the state could leverage the system in a more efficient manner to ensure the correct access to PROPWorks data. This review shall result in the contractor making recommendations to the state in regards to each user groups data needs to ensure each group can perform the required tasks in an efficient and effective manner on a daily basis.*

Question 6:   **In regards to Section 3.08: Location of Work:** Due to the current pandemic, can the travel requirement be reduced to the discovery and training phases?

Answer 6:   *Yes, upon award, the timing and amount of travel will be mutually negotiated and will take into consideration potential travel restrictions that may be in effect at the time.*

Question 7:   Are all of the "core" PROPworks modules (i.e., Company, Agreement, Billing/Invoicing, Concession-Sales Management) currently in use?

Answer 7:   *While the airport utilizes many of the "core" modules of the PROPWorks program, upon award, the contractor shall work with the State Project manager to develop an install list of core modules currently in use and make recommendations to the state of other "core" modules that could be beneficial to the state if the modules were utilized.*

Question 8:   What "optional" modules are in use (e.g., Statistics, Cash Posting, Utilities, Space Management, Vendor portal)?

Answer 8:   *While the airport utilizes some of the "optional" modules of the PROPWorks program, upon award, the contractor shall work with the State Project manager to develop an install list of optional modules currently in use and make recommendations to the state of other "optional" modules that could be beneficial to the state if the modules were utilized.*

Question 9:   Are tenant payments/receivables processed through PROPworks or through AIAS's Financial System?

Answer 9:   *Tenant payment and receivables are processed within the AIAS Financial System.*

Question 10:   Are there any system interfaces in place between PROPworks and other AIAS legacy systems (e.g., Financial systems, GIS, work order management, etc.)? If so, please briefly describe. If not currently in place, are any planned or desired?

Answer 10:   *Currently there are no known interfaces and none are planned at this time.*

Question 11:   What other AirIT/Amadeus products are being used at AIAS (in particular, AODB)?

Answer 11:   *The airport currently uses the Common Use Passenger Processing System (CUPPs) program common use for passenger gates.*

Question 12:   How many "super users" (i.e., those with update privileges) will need to be trained from the Marketing and Leasing teams?

Answer 12:   *Currently, only the Airport Controller has update privileges. However, the state reserves the right to increase the number of staff that will require training.*

Question 13:   How many other "casual" users (i.e., those with read only and reporting privileges) will need to be trained and what teams or functional areas are they in?

Answer 13:   *The leasing section has approximately four staff that will require training with the marketing section currently has one staff member that requires training. However, the state reserves the right to increase the number of staff that will require training.*

Question 14:   If training is to be delivered in person, is there a training or other appropriate room available that is equipped with enough space, desktops/laptops, and a projector/screen?

Answer 14:   *Yes, AIAS will provide a training room with sufficient space and technology. The state envision training to be completed via an in-person or electronically delivered presentation that staff attended. If staff need one on one training at their computer, the training would be requested and scheduled.*

Question 15:   Due to the timeframe challenges of receiving responses to bidder questions and the Thanksgiving holidays, would AIAS please consider a 1-2 week extension in the proposal submission deadline?

Answer 15:   *Please see the revised proposal submission deadline included on Amendment One issued on November 23, 2020. As of the issuance of this amendment, proposals must be submitted by 2:00pm prevailing Alaska Time on December 10, 2020.*

Question 16:   Can AIAS provide a list or descriptions of the reporting areas needing highest priority?

Answer 16:   *Please see below for descriptive information regarding reporting needs.*

Sample Monthly Marketing Reports:

- *Passenger Traffic:* *By carrier type, by month, including year over year analysis*
- *Cargo Landings:* *By carrier, by aircraft type, by month, including year over year analysis*
- *Passenger Landings:* *By carrier, by month, including year over year analysis*
- *Metric Tonnes of Cargo:* *By carrier, by type, including year over year analysis*
- *Lake Hood Activity:* *By carrier, by month, including year over year analysis*

Sample Leasing Reports

- *Aging Report:* *By Lease, by age (30-60-90 days past due), amount due*

- ***Occupancy Report:*** *Total number of leases, total square footage under lease, average rate per square foot*
- ***Vacancy Report:*** *Total number of vacant leasable spaces, total square foot available for lease, project revenue if all vacant paces was leased*
- ***Revenue Report:*** *By lease, projected annual revenue*

Question 17:   Does AIAS have a standard reporting tool to be used with PROPworks?

> *Answer 17:*   *Generally, the airport receives reports in a Microsoft Excel format.*

Question 18:   For clarification, what is the formal PROPworks module name for the "Places" module that is being referenced?

> *Answer 18:*   *It is the states' understanding the "Places" module is also called the "Space Management" module. See question 3 above for more information.*