

ADDENDUM No. 1
INTEGRATED IDENTITY MANAGEMENT PLATFORM
FOR
THE DEPARTMENT OF PORT CONTROL
March 14, 2017

The attached Addendum No. 1 answers questions received as of March 1, 2017.

Q. Is this going to be an initiative by the security personnel or the IT personnel?

A. Security is responsible for developing the business workflow, day-to-day use, running reports and developing future workflows. IT is responsible for infrastructure, setup and upkeep, long term maintenance of the system, invoice payments, contract upkeep, budgeting and vendor coordination.

Q. Who will be the issuing organization?

A. The Department of Port Control

Q. What will be the role of HR and Ops?

A. Neither HR nor Ops will have a direct role. However, the users may run queries or reports from the system.

Q. What is the current average time for badge process?

A. 1. Application to the STA/CHRC?

Ten to fifteen minutes

2. STA/CHRC processing time?

A minimum of two (2) business days/maximum thirty (30) business days

3. Adjudication time?

Varies, this is a manual process

4. Time for ATA/CHRC – Adjudication approval to issuance

Thirty business days. Otherwise the process must start over.

Q. What is the total badge population and what is the total number of badges issued per year?

A. Total ID badges range from 5,300 to 5,700. Other cards are issued for parking purposes.

- Q.** How many credentials are within the database today?
- A.** Refer to answer above and add an additional ten to twenty percent (10% - 20%) due to turnover.
- Q.** When and how do credentials expire?
- A.** Yearly at the end of the card holder's birth month. Exceptions do apply.
- Q.** Does the airport intend to include compliance monitoring in their system?
- A.** 1. Compliance on badge issuance (renewal/lost badge/suspensions)
Yes, solutions solicited
2. Compliance for badge use (piggybacking, display, etc.)
Yes, solutions solicited
3. In addition to (1) and (2) above, the system should be set up for detailed reporting on any number of data pivots. The Department would also like the ability to notify key staff via e-mail and/or SMS if a key indicator is hit in the system.
- Q.** What mandatory training does the airport have relating to badge use?
- A.** 1. Security
SIDA Training
2. Safety
None
3. Specialty
Customer Service Training; Non-Movement Area Training; Movement Area Training and Snow/Heavy Equipment Training
- Q.** What "watch" lists are used to verify identities?
- A.** The government provided "watch" list. This will have to be manually imported into the system.
- Q.** Several documents were referenced in the RFQ two of which were located on the website. However the ones below could not be located.
1. Exhibit "B" Local producer/local sustainable business ordinance
Located immediately following the Request for Qualifications.

2. Request for taxpayer identification number
Located immediately following the Request for Qualifications.
 3. Affidavit
Located immediately following the Request for Qualifications.
 4. Non-competitive Bid Contract Statement for Calendar Year 2017.
Located immediately following the Request for Qualifications.
 5. FAA Mandatory language for professional service contracts.
Previously provided on the City's website.
- Q.** During the pre-bid meeting the question was asked "How many badges will be issued?" The first response was 6,300 followed by 9,500 – 13,000 cardholders. Please clarify the number of badges to be issued by the system.
- A.** Please reference the last question on page 1 and the first question on page 2. Some of these card holders also have a parking badge. Those badge holders are entered into the system twice creating the false impression of up to 6,000 card holders. If there are price options based on card holders that will need to be explained by the bidder for review and evaluation.
- Q.** Does the submitter of the Request for Qualifications response meet the minimum requirements if they are teamed up with a solution provider that meets the minimum? (Reference Section 5, Page 18 of the Request for Qualifications)
- A.** Yes. However, if the prime contractor is merely a surrogate for a subcontractor that will be doing the actual work, it may reflect poorly when the submission is graded. The prime contractor should have significant experience in designing, developing, implementing and maintaining the system.