

**REQUEST FOR QUALIFICATIONS  
ADDENDUM NUMBER ONE (1)  
DATE: 03/26/2024**

PROJECT: Airport Management Software  
Birmingham-Shuttleworth International Airport  
Birmingham, Alabama

From: Birmingham Airport Authority (BAA)  
5900 Messer Airport Highway  
Birmingham, Alabama 35212

To: All Participants

General:

This addendum will form a part of the contract and modifies the original Request for Purchase (RFP) document. The following changes take precedence over items in the RFP. Portion of the RFP not changed by this Addendum remains in effect. Recipients of the Addendum are advised to provide this Addendum to anyone to whom they further distribute without the BAA's knowledge.

Participants in this RFP are required to acknowledge receipt of this Addendum in their proposal. Failure to do so may subject Proposer for disqualification.

**Please note that there is no Lease Management Requirement as part of this RFP. Questions 31, 36, 37 and 38 under Functional Requirements should be ignored. The questions are on page 27 of 48 of the RFP.**

**ADDITIONAL INFORMATION/CLARIFICATIONS/ATTCHMENTS DESCRIBED  
BELOW:**

1. Are you looking for a property/lease management system as well?  
**Answer:** No
2. Do you currently have any vendors providing you the systems listed on the RSP?  
**Answer:** yes
3. Are you looking for a cloud base solution or a thick, client-side solution?  
**Answer:** We are open to your suggestions.
4. How many forms do you need to process per month?  
**Answer:** 300+
5. What integrations are required?  
**Answer:** **CCTV system and ability to pull/ display website data (ex. Pull FAA weather or flight data from various sites to display or link to)**
6. How many data sources need to be accessed by the process groups?  
**Answer:** **Unknown**
7. Could you elaborate on the functional requirement of providing forecasting of lease revenue analysis?  
**Answer:** This will not be required.
8. Do you plan to use GIS data to allow mapping out assets and tracking Work order and inspections?  
**Answer:** **Affirm**
9. Elaborate functional requirement within Airport Management Software and the accept debit, credit or ACH payments for the same via a PCI complainant web portal.  
**Answer:** This will not be required.
10. **Section 2, page 10** - The RFP lists the implementation timeline of May-June 2024 which would mean roughly two months for implementation. This is well below SaaS industry standards. Will Birmingham Airport accept a timeline for implementation that reflects the full scope of the RFP, understanding this will be longer than 2+ months?  
**Answer:** **Affirm**
11. **Form 5, page 48** - The pricing structure/fee schedule is different from how we price out our solution. Are you open to additional pricing fee schedule formats that meet all the requirements and details listed within the RFP?  
**Answer:** **Affirm**

12. **Form 5, page 48** - How many users will you need in the system? How many different user types will be needed? If possible, please be sure to differentiate between named users who need to view and edit existing data vs non-named users who only need to enter records via Mobile or a Portal. What will your different user types be doing in the system?

**Answer: ~80 personnel. 5 or so admin and the rest users.**

13. **Form 5, page 48** - Would you like users to access the system via SSO? If so, would you manually add new users to the system or would you want the system to automatically create new users?

**Answer: Add users manually**

14. **Form 5, page 48** - Can you confirm your historical record volume (claims, incidents, policies, safety records, etc.)?

**Answer: Rough estimate, hard to confirm as no digital tracking is currently available for all. 75 – 100 incidents per month with thousands of log entries, 2 dozen policies and 12 forms.**

15. **Form 5, page 48** - On average, what is the annual volume of new records recorded? Can you please differentiate by type?

**Answer: 3-5 policies, 1200 incident reports, thousands of logs**

16. **Form 5, page 48** - Will you import your entire history or some limited group of records?

**Answer: Limited group of records, most within the previous 2-3 months prior to install.**

17. **Form 5, page 48** - Do you have specific data archiving policies?

**Answer: Negative, but we would like most critical records to be available for multiple years.**

18. **Form 5, page 48** - Can you provide the disk space/storage specs of your current solution, if one is utilized or provided, and an estimate of the required disk/storage space in the new solution?

**Answer: The current PC's have 512 gb but the overall system is unknown. We do have on site servers with large capacity storage. We have the ability to back up multiple terabytes of documents.**

19. **Form 5, page 48** - How many file attachments are currently maintained? Grouped by type of file if possible.

**Answer: 10,000+ files are currently saved on shared drives. The system would not need save all of those files.**

20. **Form 5, page 48** - Please list and describe the required integrations. What type of integration is required– SFTP or API?

**Answer: CCTV system and ability to pull/ display website data (ex. Pull FAA weather or flight data from various sites to display or link to). SFTP or API are available. SFTP is preferred.**

21. **Form 5, page 48** - How many different dashboards does the new vendor need to build?

**Answer: Most likely just 3: Ops, Exec/Admin and Maintenance**

22. **Form 5, page 48** - Do you want to utilize location or team-based dashboards to communicate Risk/EHS performance to your organization?

**Answer: Affirm**

23. **Form 5, page 48** - What is your annual volume of incidents?

**Answer: ~1200 incident reports per year (medical, aircraft emergencies, safety incidents, etc)**

24. **Form 5, page 48** - How many different types of incidents will you be tracking? What are they? Do you have examples of the incident forms you can share?

**Answer: medical, aircraft emergencies, safety incidents, fod responses, etc**

25. **Attachment A, page 21** - What system, tools, or processes are you using as a Safety Management System today?

**Answer: Manual reports and logging the incidents on shared drives**

26. **Attachment A, page 21** - How are you currently inputting incidents?

**Answer: A standard incident report utilized by ops is saved and placed on hared drive**

27. **Attachment A, page 21** - How are EHS team members automatically notified of incidents today, and does this notification create an automatic opportunity to investigate the incidents for corrective actions?

**Answer: Manually (phone/ text). Negative.**

28. **Attachment A, page 21** - How are you tracking the severity of incidents today?

**Answer: By manual review**

29. **Attachment A, page 21** - How do you track OSHA severity/frequency, TRIR, DART, etc.?

**Answer: No official tracking, just through the incident reports.**

30. **Attachment A, page 21** - Do you track non-injury incidents? (Near Miss, Good Catch, Unsafe Condition, Unsafe Act, Chemical Spills, etc.).

**Answer: Affirm, through a hand-written violation system**

31. **Attachment A, page 21** - Do you have bespoke incident forms you would require the new system to custom configure? If so, can you provide examples?

**Answer: We do, and can, but are open to what pre-conceived reports are available through each vendors platform**

32. **Attachment A, page 21** - Are there types of incidents or events you don't currently track that you plan to start tracking soon?

**Answer: Affirm, near miss incidents and maintenance for SMS related issues.**

33. **Attachment A, page 21** - What methodologies do you use to investigate Root Causes of incidents and train against their occurrence?

**Answer: FAA guidelines for airfield and best maintenance practices in the terminal and landside**

34. **Attachment A, page 21** - Would you like historical Incident data brought over to the new system? If so, where does it live today - system or spreadsheets?

**Answer: Saved on a shared drive. PDF Documentation.**

35. **Attachment A, page 21** - Do you have any business rules around incident workflow? For example, when a specific type of incident occurs at a specific facility, we need to notify leaders X,Y, and Z.

**Answer: Affirm**

36. **Attachment A, page 21** - Do you have internal processes for investigations and are they automatically associated with every incident type?

**Answer: Affirm**

37. **Attachment A, page 21** - Do you have an investigation or incident review process?

**Answer: Affirm**

38. **Attachment A, page 21** - What methodologies do you use for investigations?

**Answer: Manual review by executive management and risk manager**

39. **Attachment A, page 21** - Do you investigate every incident type, or do you investigate by potential severity?

**Answer: Potential severity, would like the capability to categorize and review all incidents**

40. **Attachment A, page 21** - Are investigations automatic after near misses and other incidents?

**Answer: If know, yes, depending on severity.**

41. **Attachment A, page 21** - How do you ensure accountability and follow-through on corrective actions after investigating incidents?

**Answer: Increasing responsibility Management review workflow (responder-supervisor-manager-exec)**

42. **Attachment A, page 21** - When an investigation is tied to an incident, do you evaluate if the process being done has an associated JSA? Do you evaluate if the person was trained on the JSA?

**Answer: Negative**

43. **Attachment A, page 21** - Who is responsible for completing the Investigation? Does this differ from the person reporting the Incident?

**Answer: Increasing responsibility Management review workflow (responder-supervisor-manager-exec) Depends on severity on if the responder is the party responsible or not.**

44. **Attachment A, page 21** - How are investigations conducted today? Do you have a sense of how many are completed annually? When do you warrant an investigation?

**Answer: Responder is the initial investigator with the supervisor next then manager review after. Intensity of investigation is dependent on severity or frequency of incident.**

45. **Attachment A, page 21** - Do you have bespoke investigation forms you would require the new system to custom configure? Can you provide a sample?

**Answer: We do, and can, but are open to what pre-conceived reports are available through each vendors platform**

46. Page 4, section 1.4: Does BHA/BAA require technical configuration to be handled by a US team?

**Answer: No**

47. Page 4, section 1.4: Does BHM/BAA have any restrictions regarding active litigation against a vendor?

**Answer: Explain your situation and we will consider.**

48. Page 21, SoW General Question: How many users are anticipated to access the provided solutions? How many users will only receive notifications without platform access?

**Answer: ~80 users with the potential for 3000 receiving/ sending notifications. All badge holders will be provided with a link to report hazards. Some users will need to be able to receive alerts for issues (violation gets issued to badge holder, their management is advised, etc)**

49. Page 21, Integration: What integration will BHM/BAA require? Example-Power Bi? SSO? Badging Software?

**Answer: CCTV system and ability to pull/ display website data (ex. Pull FAA weather or flight data from various sites to display or link to)**

50. Page 16, Item II: How many historical data is anticipated to be input into the new system? Will this be handled by BHM/BAA or by the vendor?

**Answer: Limited group of records, most within the previous 2-3 months prior to install.**

51. Page 22, Functional Requirements: How many inspection forms?

**Answer: ~20 (139 airfield, FOD, perimeter, landside, terminal, vehicle, fuel, etc)**

52. Page 23, Records Management System: How many physical forms will need to be digitized?

**Answer: ~20 (perimeter inspection, vehicle towing form, vehicle, Gate inspection, etc)**

53. Attachment A, Page 22- The RFP lists functionality for work order management. Can you please provide more detail for these processes as they are currently performed today?

**Answer: Simplified flow - A work order is submitted to maintenance from ops, maintenance reviews the WO, they input the needed materials and labor and rectify issue, they closeout on their end sending it back to ops for official closeout, if 139 related)**

54. **Attachment A, page 22** – The RFP lists functionality for lighting and signage placement GIS. Can you please provide more clarity and detail for these processes and describe the functionality and workflows desired? Please describe your current GIS mapping processes in detail.

**Answer:** This is just for GIS designating where the lights and signs are on a map with the ability to update when needed. We do not map. The current one was already created by our existing 139 app. This entails the ability to click a location so a work order can be submitted with high accuracy and labeling.

55. **Attachment A, page 23** – The RFP lists functionality for tracking personal infractions with a point system. Can you please provide more clarity and detail for these processes as performed today.

**Answer:** The system is not in use currently. The system would assign points to a badge holders badge number based upon the level of infraction created (two points for speeding, 2 points for unsafe fueling operation, etc.) When the point total reaches a certain number (say 12), it automatically notifies the safety team to review that badge holders history.

56. **Attachment A, page 23** – The RFP lists functionality for wildlife hazard management. Can you please provide more clarity and detail for these processes as performed today.

**Answer:** This section would hold the airports wildlife documentation such as the WHMP and WHA as well as be able to create heat maps and data for bird-strikes and wildlife sightings reported. Currently bird-strikes are reported manually and in the current 139 software.

57. **Attachment B, page 31** – The RFP lists the Term of Agreement to be 12 months with the option for BAA to renew. Saas industry standards for contract of this nature are typically for three years with the option for (2) one-year renewals. Would BAA be open to contract terms that align with this?

**Answer:** We will change the term to three years with option for (2) one-year renewals.

58. Does the Sample License Agreement and the Sample Annual Maintenance Agreement count toward the 30 page limit?

**Answer:** No

59. Section 2.4 refers to an email submission, but Section 3.1 refers to proposals being printed. Please confirm that a hard copy submission is not required.

**Answer:** Email submission is only required. Hard copy is an option for those that wish to do so.

60. Where should the Software and Technical Specifications Requirements document (page 25-28 of the RFP) be included in the response? Are these documents required?



**Answer:** We require that the questions be answered and document be included at the end of your proposal.

61. Is it possible to provide editable versions of Page 25-28, as well as Forms 1-6?

**Answer:** We do not have editable versions.

62. When you request training manuals, what level of detail do you want to see? Exact training manuals (and if so, do these count toward the 30-page limit) or an overview of the training program?

**Answer:** We do not require that training manuals be sent in with the proposal but will be required to be provided by the company that wins the bid.