

ADDENDUM NO.4

Oklahoma City Airport Trust
Oklahoma City, Oklahoma

**Professional Services For Common Use Passenger Processing (CUPPS)
Oklahoma City Will Rogers International Airport
Project No. RFP-OCAT 2405**

December 17, 2024

APPROVED by the Director on behalf of the Oklahoma City Airport Trust:



Director of Airports

RATIFIED AND APPROVED:

ATTEST:

OKLAHOMA CITY AIRPORT TRUST

Trust Secretary

Chairman

REVIEWED for form and legality.



Assistant Municipal Counselor/
Attorney for the Trust



ADDENDUM NO. 4

On November 15, 2024, the Oklahoma City Airport Trust ("OCAT") issued Request for Proposal, RFP-OCAT-2405. This Addendum Number 4 issued December 17, 2024, addresses questions submitted by Proposers and provides a response to assist Proposers in the completion of their proposals, as applicable.

1. Given the tight timeline between receiving the RFP responses and the submission deadline, along with the upcoming Thanksgiving holiday, would it be possible to extend the deadline by two weeks?
 - a. **The Trust agrees to extend the deadline due to the upcoming holiday. The new deadline for questions will be December 6, 2024 at 5:00 p.m. CT. The new deadline for proposals will be 5:00 p.m. CT December 13, 2024. All proposals and questions must be submitted to ap-procurement @okc.gov**
2. The RFP still states that the installation is required to be completed by 1/31/2025. Will proposals which provide for a later completion date be considered?
 - a. **Yes, completion dates through June 30, 2025 will be considered for the primary CUPPS system. Ancillary subsystem completion dates are more flexible; for example the biometric exit control system (ie TVS).**
3. Is the live date of Jan 31, 2025 negotiable? Would 2Q25 be acceptable?
 - a. **Yes, completion dates through June 30, 2025 will be considered for the primary CUPPS system. Ancillary subsystem completion dates are more flexible; for example the biometric exit control system (ie TVS).**
4. Where will the questions related to this tender be published?
 - a. **An addendum including to all questions and answers will be issued via email.**
5. Which airlines and destinations are required to support the biometric US exit process?
 - a. **All airlines departing the U.S. for international destinations must be compliant with the prescribed biometric exit control system.**

6. We can complete the CUPPS portion of this RFP by the proposed go-live date; however, due to a busy implementation schedule, the biometrics portion could not be deployed until April 2025 at the earliest. Would this phased timeline exclude us from consideration for this RFP?
 - a. **Yes, completion dates through June 30, 2025 will be considered for the primary CUPPS system. Ancillary subsystem completion dates are more flexible; for example the biometric exit control system (ie TVS).**
7. Should we provide a service to automatically update flight information (such as OAG)?
 - a. **No, the flight information will be fed to the Airport FIDS outside of this project/contract. Please include costs for any external data sources as required to independently support the proposed system.**
8. Would this be part of our price or would the airport contract that separately?"
 - a. **Flight information will be fed to the Airport FIDS outside of this project/contract. Please include costs for any external data sources as required to independently support the proposed system.**
9. Can we replace the airline names with airport names that have our system?
 - a. **Reference information for both airlines and airports are welcomed.**
10. Is this the FIDS system currently in use at the airport and do we need to provide an interface to this when implementing RMS?
 - a. **The Trust has plans to solicit a separate FIDS RFP in Q1 2025.**
11. What is the System APIs?
 - a. **"System APIs" are not required in this RFP but will be considered as a component of any proposal, where necessary.**
12. What is the amount of turns operating in OKC?
 - a. **OKC is not currently a common use airport, so this information is not tracked.**
13. How many of those are on the managed gates?
 - a. **OKC is not currently a common use airport, so this information is not tracked.**

14. Does OKC Airport have an access layer network to which client products can connect at 1G UTP (Cat 5e or better)?

a. No, the intent is for the Proposer to provide an isolated CUPPS system, independent of the Airport's enterprise network(s).

15. Does OKC Airport have an ISP circuit to the Internet that can be used?

a. No, the intent is for the Proposer to provide an isolated solution, to include the procurement and ongoing circuit costs for any necessary internet connection(s). The Airport has multiple ISP options onsite including AT&T and Chickasaw Telecom.

16. If so, can the Trust accommodate at least 10M of bandwidth, as well as a static public IP address?

a. No, the intent is for the Proposer to provide an isolated CUPPS system, independent of the Airport's enterprise network(s).

17. Given the tight timeline between receiving the Q&A and the submission deadline, would it be possible to extend the submission by two weeks? It will give us time to adjust our solution and prices.

a. The Trust agrees to extend the deadline due to the upcoming holiday. The new deadline for questions will be December 13, 2024 at 5:00 p.m. CT. The new deadline for proposals will be 5:00 p.m. CT December 20,2024. All proposals and questions must be submitted to ap-procurement @okc.gov

18. Please provide the rest of this sentence. "Provide an overview describing the general approach, services to be provided, and methodology of your Firm's ability to fulfill the general functions and tasks outlined in Section..."

a. Provide an overview describing the general approach, services to be provided, and methodology of your firm's ability to fulfill the general functions and tasks outlined in RFP's Exhibit "A" and as further required in this RFP. Provide a detailed proposal and response to how the Proposer will fulfill the RFP's Exhibit "A" Scope of Work.

19. Please include additional detail describing the Sample License Agreement the Trust is expecting the proposer to provide.

a. The intent is for the Proposers to provide any licensing information the Trust

may need to consider as part of the proposal, if any.

20. Does OKC Airport prefer a handheld model or a fixed-position desktop model?

a. The intent is for the Proposers to provide fixed-position workstations, but optional alternatives may be proposed for consideration.

21. Is the LDCS intended to be used as a back-up DCS to the scheduled carriers currently serving OKC and/or a primary DCS for unscheduled charter flights?

a. Yes, the intent is for the LDCS to function as a backup to the DCS, but there are no immediate plans to leverage the LDCS as a primary DCS for unchartered flights. That said, optional proposals for that functionality will be considered.

22. Does OKC prefer the facial capture device to be mounted on the existing millwork or to be a free-standing, floor-mounted device? If it is to be mounted on the existing millwork, can the facial capture device be mounted on the same pole as the PC monitor, or does OKC prefer that the facial capture device be mounted on a separate pole?

a. OKC prefers that the biometric capture device be mounted to existing millwork using the manufacturer's recommended mounting pole/hardware.

23. How many facial capture devices does OKC want at each gate?

a. One (1) facial capture device is required per gate.

24. None of the airlines listed in the table provide international service from OKC, so the use of U.S. CBP's Traveler Verification Service (TVS) does not apply. If TVS is the intended verification service, what airline(s) does OKC expect to use the BECS? If TVS is not the intended verification service, then what is the intended verification service?

a. The purpose of the table referenced is for the proposer to indicate which of the airlines currently operating at OKC have an existing deployment with that proposer, and whether it is one-step or two-step verification. TVS, as the intended verification service, will apply when carriers begin international service from OKC in 2025.

25. Will our training require the rental of a specific location outside the Airport facilities, or can the Airport provide a location for the training to take place with recording capabilities?

a. Airport will provide space for a virtually-recorded training session.

26. Could you please share the specific reasons or requirements that led to the preference for a US-based call center in your RFP request?

- a. **Airport believes that a domestic call center will be prepared to handle localized issues. That said, this is an Airport preference, not a requirement. As such, alternative call center options will be considered.**

27. Are the release notes for the future upgrades sufficient, or would it be necessary to provide updated video training as well?

- a. **Release notes are sufficient if future upgrades do not impact procedures. However, if future upgrades impact any procedures, then the procedure documentation and corresponding video training must be updated accordingly and provided with the updated procedures to the Trust.**

28. How many IDF Wiring Closets?

- a. **As outlined in Exhibits B1-B2, three (3) IDFs serve the areas in question, subject to successful Proposer's final design.**

29. How many switches per IDF Wiring Closet?

- a. **The intent is for the proposer to provide the necessary equipment to support the proposal requirements.**

30. Does each IDF Wiring Closet have two Singlemode fibers back to the Core Room?

- a. **The Airport will provide the successful proposer a minimum of two (2) single-mode fiber strands between all Common Use IDFs and the location of the Common Use headend equipment whose location will be determined with the successful proposer at a future date.**

31. Are respondents permitted to propose an alternate support model and costs instead of the prescribed 4- and 8-hour options without being marked as non-compliant and disqualified from the bid?

- a. **The intent is for Proposers to provide support models and costs for the prescribed 4- and 8-hour support, but alternative models may be proposed as optional for consideration by the Airport.**

32. Will the Trust accept a cap on liability?

- a. **This item may be negotiated with the selected proposer.**

33. Will the Trust accept 30-day payment term?

a. No, the Trust agrees to pay sixty (60) days of receipt of an approved invoice.

34. Could you confirm whether the City of Oklahoma City is exempt from city or state sales tax for this contract?

a. No, this contract is not exempt from sales tax.

35. Could the consumables be provided as a price per package of paper stock to help the airport determine the necessary storage quantity?

a. Yes, that is acceptable.