

Terminal Concessions Opportunities SMALL BUSINESS PARTICIPATION & OUTREACH REQUIREMENTS



Rental Car Center



Terminal 4

WHAT is a certified AC/DBE?

As for profit firm that is certified under a State's Unified Certification Program (UCP) and performs of the following types of contracts*:

- Construction
- **Concession**
- Management services
- Professional services
- Car rental contracts



WHO certifies ACDBEs

In Arizona **it is ONLY the City of Phoenix**

- In state
- Interstate (firm must be certified in its home state first!)

<https://phoenix.diversitycompliance.com/>

WHERE to find certified AC/DBEs FAA Matchmaker System



The screenshot shows the FAA Matchmaker System website. At the top left is the Federal Aviation Administration logo. To its right, the text "Federal Aviation Administration" is displayed. Further right are links for "OUR MAIN SITE" and "CONTACT SUPPORT". The main heading is "FAA Matchmaker System". Below this, there are four main sections:

- National Certified Directory**: Includes the text "Search our database of certified DBE and ACDBE firms" and a button labeled "Search Certified Directory".
- Airport Opportunities**: Includes three buttons: "View Bid Board", "Register for Bid Alerts", and "Submit a Bid Opportunity".
- DBE & ACDBE Resources**: Includes three buttons: "DBE & ACDBE Links", "Airport Goals", and "View FAA Jobs".
- About the Matchmaker System**: Includes the text "Learn more about this system and how it works today" and a button labeled "Information for Vendors & Airports".

<https://faa.dbesystem.com/Default.asp?>

WHERE to find certified AC/DBEs in Arizona - AZ UCP

Call us: 602.712.7761 | Email: AZUTRACS-Support@azdot.gov

AZUTRACS
Arizona's Transportation Business Portal

Home Register / Renew Contract Compliance Tools / Resources

Firm Search

Quick DBE Search Quick SBC Search Quick ACDBE Search Search Tips

Search Criteria

Firm Name/DBA

Business Description

Contact First Name

Contact Last Name

City

State

ZIP

AZUTRACS Number

DBE SBC ACDBE

County firm willing to work in

Firm Type

Professional Work Category

Construction Work Category

Goods And Services

Equipment

Search Clear Search Customize Search Results

Contact Information For Participating UCP Members

ADOT
Arizona Department of Transportation
Business Engagement and Compliance Office
1801 W. Jefferson #101, MD154A
Phoenix, AZ 85007
602.712.7761

City of Phoenix
City of Phoenix
Equal Opportunity Department
Business Relations Division
251 W. Washington St. 7th Floor
Phoenix, AZ 85003
602.262.6790 or 602.534.1557(TTY)

CITY OF TUCSON
City of Tucson
Department of Procurement
255 W. Alameda, 6th Floor
P.O. Box 27210
Tucson, AZ 85726-7210
520.791.4593 or 520.837.4000

<https://utracs.azdot.gov/Search>

You must remember to check the box(es)

DBE SBC ACDBE

County firm willing to work in

Firm Type

Professional Work Category

Construction Work Category

Goods And Services

Equipment

FRIENDLY REMINDER:

The City of Phoenix Aviation Department encourages the use of ALL businesses in efforts to provide **Best Value** to its travelling public.

OPPORTUNITIES FOR SMALL BUSINESS PARTICIPATION

SBOR DUE 60-DAYS AFTER AWARD/ANNUALLY ("MATTER OF COMPLIANCE")

RCS "A"	Network Entertainment Broadcast System
RCS "B"	Food Delivery Services (In-Terminal)

SBOR DUE AT TIME OF SUBMISSION ("REQUIREMENT OF RESPONSE")

RCS "C"	
Package #1	Retail Package (3 locations)
Package #2	Automated Retail Package (Large footprint)
Package #3	Automated Retail Package (Small footprint)
Package #4	Sleep/Suite
Package #5	Food and Beverage Package (2 locations)
Package #6	Rental Car Center Food and Beverage/Retail (1 location)

WHAT IS A SMALL BUSINESS?

The City of Phoenix defines small business firms as:

- **Independent** and **for profit** business concerns
- Owned and controlled by one or more persons
 - Personal Net Worth (PNW) of each owner(s) cannot exceed **\$1.32 M**
 - Annual Gross Sales (averaged over the business' previous 3 years) cannot exceed **\$38.5M***

*Small Business Administration Size Standard



RCS C - PACKAGE #6: RENTAL CAR CENTER F&B/RETAIL

SMALL BUSINESS RESERVE



THIS PACKAGE IS RESERVED FOR SMALL BUSINESSES WITH GROSS RECEIPTS OF LESS THAN \$38.5M OVER THE PAST THREE (3) YEARS

SMALL BUSINESS VERIFICATION

The Respondent **must provide *at the time of submittal*** federal tax returns (or personal tax returns if filing a Schedule C for a sole proprietorship) for the most recent **three (3) years** in a **separate sealed envelope** as proof to satisfy this requirement.

Verification of **small business status** will be performed by the **City of Phoenix Equal Opportunity Department**.

*NOTE: You do not have to be a **certified** as a small business to be **verified** as a small business.*

RCS C - PACKAGE #6: RENTAL CAR CENTER F&B/RETAIL

SMALL BUSINESS RESERVE



CONT.

NOTE 1:

ONLY OPPORTUNITY IN RCS IDENTIFIED AS A SMALL BUSINESS RESERVE

NOTE 2:

ANY AND ALL PARTIES RESPONDING TO THIS IS PACKAGE EITHER INDIVIDUALLY OR IN PARTERSHIP (TO INCLUDE JVs) MUST MEET THE IDENTIFIED SMALL BUSINESS SIZE STANDARD

NOTE 3:

THIS OPPORTUNITY IS NOT EXEMPT FROM FULFILLING SMALL BUSINESS OUTREACH REQUIREMENTS

*****RESPONDENTS CAN NOT OUTREACH TO ITSELF*****

SMALL BUSINESS OUTREACH REQUIREMENTS

- **All Respondents MUST fulfill outreach requirements**
- If a Respondent is a small business, the Respondent **MUST** conduct outreach to other small businesses
- If a Respondent is an existing joint venture (JV), the Respondent **MUST** conduct outreach efforts to small businesses that are not already a partner of the JV

SMALL BUSINESS OUTREACH REQUIREMENTS

Each Respondent **MUST**:

1. **I**dentify opportunities for small business participation
2. **C**onduct outreach for small business participation
3. **E**valuate small business participation
4. **T**ell each small business that responded to the outreach efforts of their selection decision whether or not the small business was selected



SMALL BUSINESS OUTREACH EFFORTS DOCUMENTATION



City of Phoenix

Airport Concession Disadvantaged Business Enterprise (ACDBE) Program

Contract Number and Contract Title

Form – EO-2 / SMALL BUSINESS OUTREACH EFFORTS

(Due with Response at Time of Submittal and every year on the anniversary of the contract)

Respondent's Name: _____ Contract Title/Number: _____

Successful Respondent must conduct outreach efforts and submit documentation of those outreach efforts as described in Airport Concession Disadvantaged Business Enterprise (DBE) Program Race- and Gender-Neutral Contract Clause (Contract Clause). Detailed instructions for this form are included in the Contract Clause. Supporting documentation is required for Columns D and F. Successful Respondent should make additional copies of this form as needed.

(A) Business Name and Contact Information	(B) Business Type	(C) Opportunity for Small Business Participation	(D) Solicitation Method	(E) Was this firm selected as a participant?	(F) Communication of final selection outcome
Name: _____ Address: _____ City, State, Zip: _____ Number of Employees: _____ Phone Number: _____ E-Mail or Fax: _____ Range of Annual Gross Receipts: _____ Number of Years in Business: _____	<input type="checkbox"/> ACDBE <input type="checkbox"/> DBE <input type="checkbox"/> SBC - Small Business Concern <input type="checkbox"/> SBE - City of Phoenix Certified <input type="checkbox"/> Unknown	<input type="checkbox"/> JV Partner__% <input type="checkbox"/> Supplier-Goods Cost of Goods Sold \$ _____ Description of Goods _____ <input type="checkbox"/> Supplier-Services Expenses \$ _____ Description of Services _____	<input type="checkbox"/> Newspapers or Websites <input type="checkbox"/> Trade and/or Professional Listing <input type="checkbox"/> Business Outreach Events <input type="checkbox"/> E-mail blast <input type="checkbox"/> Other	<input type="checkbox"/> Firm was selected <input type="checkbox"/> Firm was NOT selected Please provide an explanation, if this firm was not selected _____ _____	Firms must be notified of final selection outcome prior to submittal of this form. When was firm notified? _____ How was the selection outcome communicated to this firm? _____
Name: _____ Address: _____ City, State, Zip: _____ Number of Employees: _____ Phone Number: _____ E-Mail or Fax: _____ Range of Annual Gross Receipts: _____ Number of Years in Business: _____	<input type="checkbox"/> ACDBE <input type="checkbox"/> DBE <input type="checkbox"/> SBC - Small Business Concern <input type="checkbox"/> SBE - City of Phoenix Certified <input type="checkbox"/> Unknown	<input type="checkbox"/> JV Partner__% <input type="checkbox"/> Supplier-Goods Cost of Goods Sold \$ _____ Description of Goods _____ <input type="checkbox"/> Supplier-Services Expenses \$ _____ Description of Services _____	<input type="checkbox"/> Newspapers or Websites <input type="checkbox"/> Trade and/or Professional Listing <input type="checkbox"/> Business Outreach Events <input type="checkbox"/> E-mail blast <input type="checkbox"/> Other	<input type="checkbox"/> Firm was selected <input type="checkbox"/> Firm was NOT selected Please provide an explanation, if this firm was not selected _____ _____	Firms must be notified of final selection outcome prior to submittal of this form. When was firm notified? _____ How was the selection outcome communicated to this firm? _____

SMALL BUSINESS OUTREACH EFFORTS DOCUMENTATION REQUIREMENTS for **RCS C - PACKAGES# 1 - 6**



DUE AT TIME OF SUBMISSION ("REQUIREMENT OF RESPONSE")

RCS #B

Package #1	Retail Package (3 locations)
Package #2	Automated Retail Package (Large footprint)
Package #3	Automated Retail Package (Small footprint)
Package #4	Sleep/Suite
Package #5	Food and Beverage Package (2 locations)
Package #6	Rental Car Center Food and Beverage/Retail (1 location)

*****DOCUMENTATION OF SMALL BUSINESS OUTREACH EFFORTS
MUST BE INCLUDED WITH THE RESPONSE FOR EACH PACKAGE *****

SMALL BUSINESS OUTREACH EFFORTS DOCUMENTATION REQUIREMENTS for **RCS C - PACKAGES# 1 - 6**



Outreach efforts to small businesses must be demonstrated by submitting required documentation

Outreach efforts are either Met/Not Met 

Failure to provide documentation of required outreach efforts = **REJECTED RESPONSE**

- Form EO 2 and 3 are **DUE AT TIME OF RESPONSE**

SMALL BUSINESS OUTREACH EFFORTS DOCUMENTATION REQUIREMENTS for **RCS A and B**



DUE 60-DAYS AFTER AWARD/ANNUALLY (“MATTER OF COMPLIANCE”)

RCS A Network Entertainment Broadcast System

RCS B Food Delivery Services (In-Terminal)

Outreach efforts to small businesses must be demonstrated by submitting required documentation

- Form EO1 is **DUE with INITIAL RESPONSE**
- Form EO2 & 3 are **DUE 60-days after contract award and annually on the contract anniversary date**

Failure to provide documentation of required outreach efforts
60 DAYS AFTER AWARD and ANNUALLY = **BREACH OF CONTRACT**

SMALL BUSINESS OUTREACH REQUIREMENTS FORMS CHECKLIST

		EO 1	EO 2 W/SUPPORTING DOCUMENTATION	EO 3	TAX RETURNS (3 YEARS OF GROSS SALES RECEIPTS)
RCS C	PACKAGES 1- 5		@response	@response	
	PACKAGE 6*		@response	@response	@response
	RCS A	@response	60days post award	60days post award	
	RCS B	@response	60days post award	60days post award	

*Small Business Reserve opportunity

SMALL BUSINESS REQUIREMENTS CONTACTS

Valerie Churchwell

Small Business Engagement Manager (Aviation Department)

Valerie.churchwell@phoenix.gov

Gloria Hucher

Compliance Programs Assistant (Equal Opportunity Department)

Gloria.hucher@phoenix.gov

Once solicitation is issued, the **Transparency Policy** is in effect.
Contact the Procurement Officer **ONLY**

REMEMBER:

You must complete outreach requirements even if you are an ACDBE, DBE, SBE, or small business!!!

You cannot outreach to yourself!!!
AND

DOCUMENT DOCUMENT DOCUMENT!!!

