

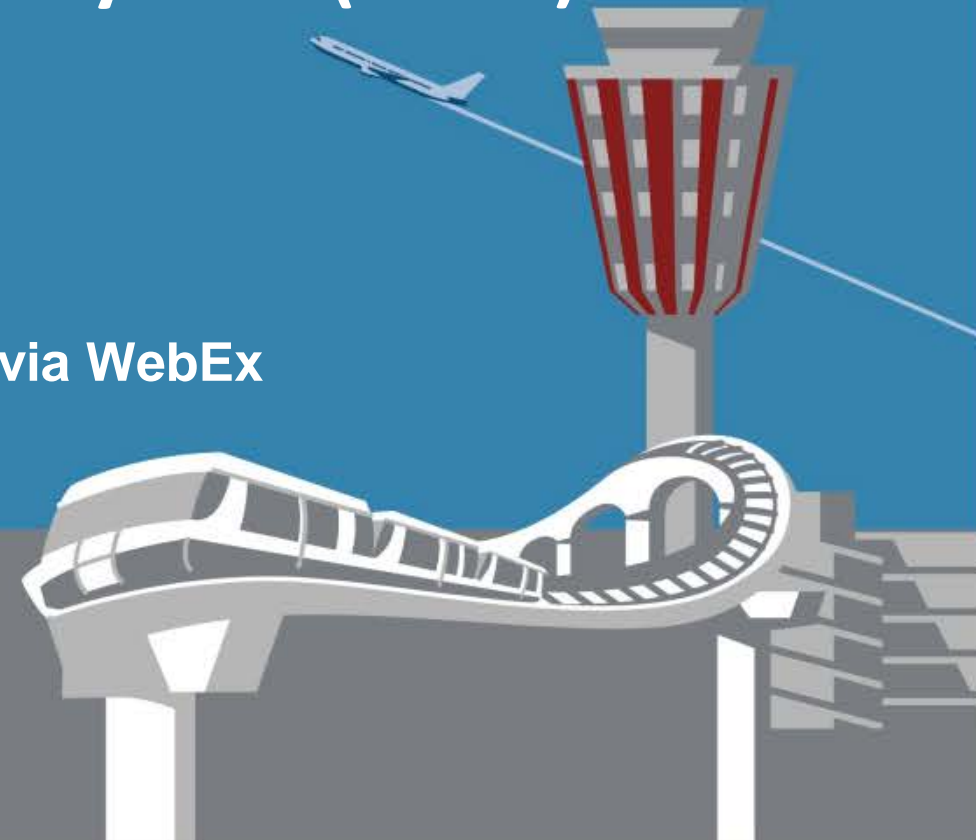
# Pre-Offer Conference

## Aviation Request for Proposals

AVN RFP 22-003

## Security Badging Identity Management System (IDMS)

Thursday, January 6, 2022 – 1:00 P.M. via WebEx





# Welcome & Housekeeping



- ✈ **Your device is automatically muted.**
- ✈ **Questions can be asked verbally at the end of the presentation or submitted through the ‘chat’ function. Questions will be answered at the end of the presentation.**
- ✈ **Presentation and list of attendees will be available at:**
  - ☐ <https://solicitations.phoenix.gov/Solicitations/Details/1133>



Introductions

Solicitation Transparency  
Policy

RFP Timeline Overview

Solicitation Award

Minimum Qualifications

Evaluation Criteria

Submittals

Scope of Work

Questions



- ☐ Aviation Department, Contracts & Services Division

- ☐ Kyle Brack, Procurement Officer

- ☐ Aviation Department, Technology Division

- ☐ Dan Griggs, Info Tech Analyst/Programmer III – Subject Matter Expert

- ☐ Aviation Department, Public Safety and Security Division

- ☐ Paul Berumen, Special Projects Administrator - Subject Matter Expert



## Phoenix City Code, Chapter 43, Section 43-36

- Effective: From date and time RFP is issued (**12/21/2021**) until contract award by City Council.
- All Respondents and their representatives will only discuss matters of this RFP with the Procurement Officer.
- Discussion may occur with the Mayor, City Council members, Deputy City Managers, Aviation staff, etc. ONLY at a public meeting!
- As long as this RFP is not discussed, Offerors may continue to discuss business that is unrelated to this RFP with City Staff.

**OFFERORS THAT VIOLATE THIS POLICY WILL BE DISQUALIFIED!**

All questions must be directed, in writing, to the Procurement Officer.



Submit written questions by **Thursday, January 13, 5:00pm**

5:00 P.M. Local Phoenix Time

Email: [kyle.brack@phoenix.gov](mailto:kyle.brack@phoenix.gov)

Include the RFP Number and Title in the Email

Written questions **ONLY**

Some questions may be answered verbally today

Written answers **supersede** verbal answers

All questions and responses will be published via an addendum

Q&A and all addendums are available at:

<https://solicitations.phoenix.gov/Solicitations/Details/1133>





# Tentative Timeline



- January 13 – Inquiries deadline
- January 27 – Addenda posting deadline (approximate)
- February 24 – Offer due date
- March – Evaluation
- April – Demonstrations
- May – Award recommendation
- June 1 – City Council approval
- July 1 – Contract start date

**\*all 2022 dates**



# Offer Submittal



## In-Person or Carrier Submittal:

Aviation Headquarters  
2485 E Buckeye Road  
Phoenix, AZ 85034  
Hours: 8:00 – 5:00 p.m.



## Electronic offers:

Email to [avn.solicitations@phoenix.gov](mailto:avn.solicitations@phoenix.gov)  
and copy [kyle.brack@phoenix.gov](mailto:kyle.brack@phoenix.gov)

**\*Late Offers Will Be Rejected\***





# Offer Due Date



**Thursday, February 24, 2022**  
**@ 2:00 P.M.**  
**Local Phoenix Time\***

\*Due to COVID-19, offer opening attendance is only available via remote call-in.

**Tabulations, Awards, and Recommendations**

<https://solicitations.phoenix.gov/Awards>



## ➤ Straight Six-Year Term

- Year 1: Implementation and Testing
- Years 2-6: Operations and Maintenance (O&M)
  - Year 2: Warranty
  - Years 3-6: Non-Warranty



# Minimum Qualifications



Each Offeror must submit documentation to demonstrate the Minimum Qualifications.

**Failure to meet the minimum qualifications will result in an offer being deemed non-responsive.**

## Minimum Qualifications

- Must have been in business providing goods and services related to this Scope of Work for a minimum of five (5) continuous years.
- Must have a minimum of five (5) years of experience in design, implementation, maintenance, and support of an IDMS.
- Must have successfully delivered at least one (1) IDMS project of similar scope in the past five (5) years at other Cat X airports in the U.S. Experience must include environments where IDMS was integrated with an enterprise-wide Access Control system.
- Offeror's proposed key personnel for this project must have demonstrated experience in delivering three (3) IDMS projects of similar scope in the past five (5) years



# Evaluation Criteria



Only those Offerors submitting responsive and responsible offers meeting the minimum qualifications will have their Offers evaluated.

Method of Approach	0-450
Qualifications and Experience of Firm	0-200
Qualifications and Experience of Key Personnel	0-200
Price Schedule	0-150
<b>Total Available Points</b>	<b>1000 Points Maximum</b>



# Price Schedule Worksheet



- Included as Attachment A – Price Schedule Worksheet (on city’s solicitation website)

<b>Year 1 Implementation and Testing</b>
Software Licensing
Equipment
Professional Services
Training
Other Fees

<b>Years 2-6 Operations &amp; Maintenance (O&amp;M)</b>
Annual Maintenance
Technical Support
Licensing
Other Fees



- These items are not included on the RFP document and are to be viewed/downloaded from the City's solicitation website:

Attachments: (MUST be completed and submitted with offer)

- Attachment A – Price Schedule Worksheet (Tab 4)
- Attachment B – Functional and Non-Functional Requirements Compliance Matrix (Tab 1)
- Attachment C – Security and Privacy Maturity Questionnaire (Tab 7)

Exhibits: (for informational purposes - DO NOT submit with offer)

- Exhibit D – Identity Management Processes – Future State
- Exhibit E – Cybersecurity Incident Reporting



- Any changes to this RFP will be in the form of an addendum, available at:  
<https://solicitations.phoenix.gov/Solicitations/Details/1133>
- The Offeror shall acknowledge receipt of any/all addendum by signing and returning the document with the offer submittal.
- If an addendum is released with material changes and the Offeror does not sign & submit, the offer will be deemed non-responsive and rejected.
- It is the Offerors' responsibility to visit the City's website for update(s) to this solicitation including all addendums.



**If submitting in-person or via carrier, submittals must include:**

- One (1) original Offer
- One (1) electronic copy of the Offer on a portable drive

**All offers, whether submitted electronically or physically, must be organized by the following tabs:**

- ✓ Tab 1: Method of Approach (includes Attachment B)
- ✓ Tab 2: Qualifications and Experience of Firm
- ✓ Tab 3: Qualifications and Experience of Key Personnel
- ✓ Tab 4: Price Schedule Worksheet (Attachment A)
- ✓ Tab 5: Submittal Section (in its entirety)
- ✓ Tab 6: Signed Addenda, if any
- ✓ Tab 7: Security and Privacy Maturity Questionnaire (Attachment C)



# Scope of Work Summary

Presenters:

Paul Berumen, Public Safety & Security Division

Dan Griggs, Technology Division





## **Purpose / Objective**

- Enhance Security Badging Office (SBO) capabilities to provide secure integration between disparate systems, reduce data entry required by SBO personnel, and provide a secure paperless system for credential applications that will include a secure web portal for authorized signers (AS).
- Support security vetting and identity verification, workflow management and business rule enforcement for regulatory compliance required by the Transportation Security Administration (TSA), the Airport Security Program (ASP), local city ordinances, and City of Phoenix Aviation rules and regulations.
- Provide security vetting, credential control, and record keeping requirements as specified by federal agencies.
- **Strategic Objectives**
  - Commercial-Off-The Shelf (COTS)
  - Configurable
  - Upgradable
  - Paperless
  - Increased Automation
- **Existing IDMS:** HID Safe v4.5



# Scope of Work Summary



## Summary

- Design, install, and provide ongoing maintenance and technical support for an IDMS
- Provide IDMS training to City employees, consultants, etc.
- Major work items (include but are not limited to)
  - Design, provide, implement, and maintain a turn-key IDMS
  - Provide any application software, application software licenses, specialized hardware, hardware licenses, and interfaces required to fully operate the IDMS
  - Provide all system software necessary for a Development Environment (DEV), a Pre-Production/Test Environment (Pre-PROD/Test), and a Production Environment (PROD) with disaster recovery for each environment
  - Ensure that the IDMS supports current federal requirements and regulatory compliance
  - Provide IDMS design/installation documents detailing any system configuration or enhancements made to meet the City's IDMS Requirements and detailing the IDMS system architecture and implementation on the City's network
  - Perform integration and system (end-to-end) performance verification testing and commissioning
  - Assess and reconcile existing IDMS data, migrate to new IDMS, and support the City's IDMS with data cleanup
- The Aviation Department is looking for an end-to-end solution for badging station hardware (peripherals)



## **Project Timeline:**

- Provide an approach and plan for implementing the IDMS in the shortest timeframe while ensuring successful operation of the system
- The current IDMS contract expires on 6/15/2023

## **REQUIREMENTS**

- Must respond to each of the Functional and Non-Functional Requirements are outlined in Attachment B - Compliance Matrix
  - Out of the box
  - Configuration Change
  - Programming Change – On Roadmap
  - Programming Change – Custom Development
  - Not supported
- System Availability of 99.99% - 24/7/365

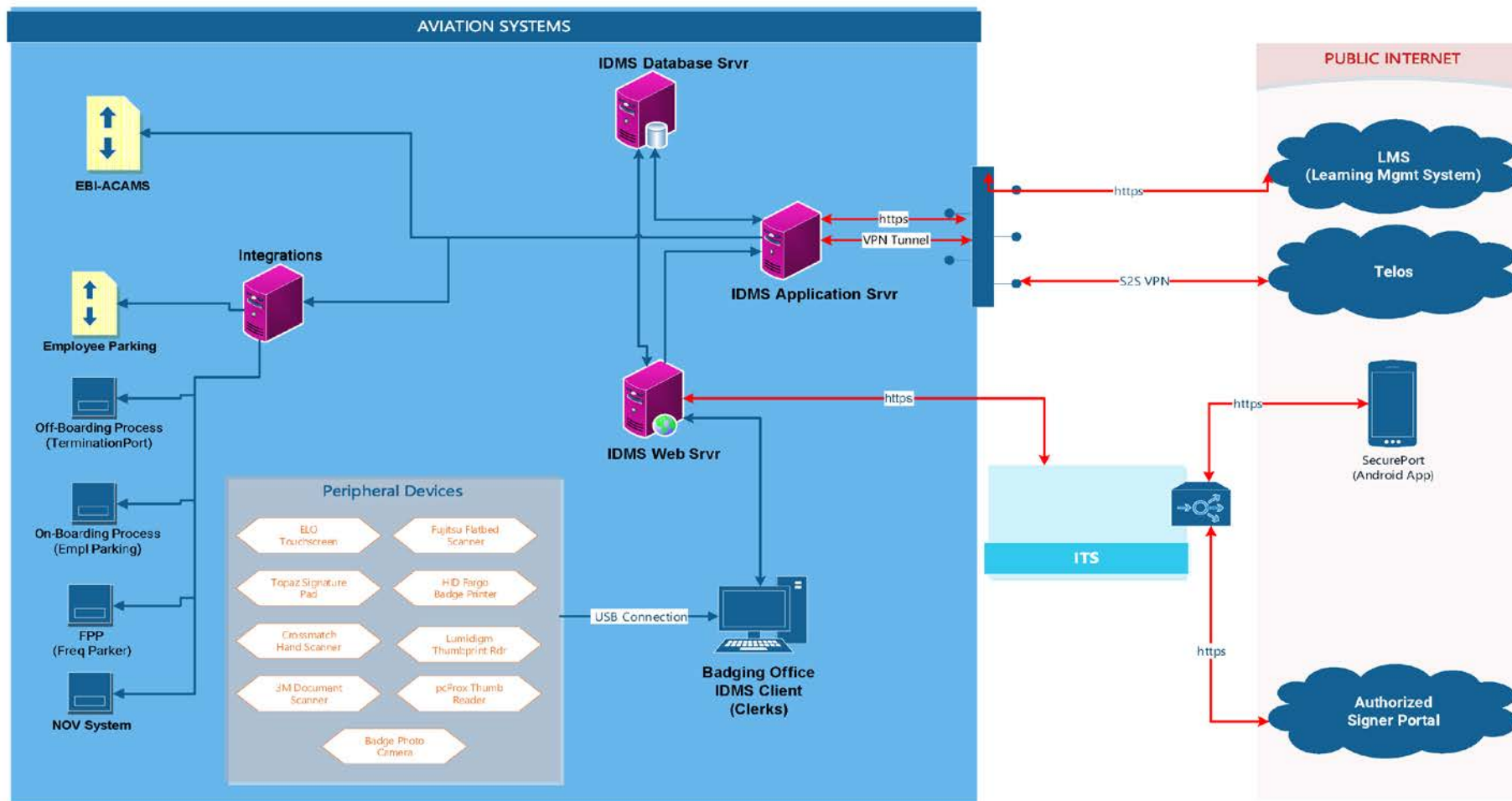


# IDMS Current State/Integrations



## IDMS – Identity Management Current State[Data Flow Diagram]

CONFIDENTIAL



Last Updated & Reviewed On: 00/00/0000



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Thank You for Attending!

