SANFORD AIRPORT AUTHORITY

REQUEST FOR PROPOSAL

AIRPORT DIGITAL TWIN PLATFORM

IMPLEMENTATION AND SUPPORT SERVICES

#2027-006-RFP

Attachment A

PROCUREMENT PROCESS

1. General Information

This Procurement Process governs the competitive procurement procedures for Request for Proposal 2027-006-RFP, Airport Digital Twin Platform Implementation and Support Services (Solicitation).

The procurement will be conducted in accordance with applicable federal, State of Florida, and local laws and Sanford Airport Authority policies and procedures. If this Procurement Process conflicts with an Addendum issued by the Authority, the Addendum controls for purposes of the Solicitation.

2. Communications, Conflict of Interest, and Cone of Silence

Respondents shall conduct all activities associated with the Solicitation with professional integrity and without improper lobbying or attempts to influence the evaluation, ranking, selection, negotiation, or award process.

From issuance of the Solicitation through completion of the Authority's selection process, Respondents and their representatives shall not communicate regarding the Solicitation with Authority Board members, evaluation committee members, or Authority employees, representatives, or consultants involved in the evaluation, except through communications expressly authorized by the Solicitation or administered by the Procurement Department.

Authorized communications include questions submitted through the Authority's e-Procurement Portal and communications occurring during publicly noticed meetings, conferences, interviews, demonstrations, presentations, negotiations, or other activities authorized by Procurement.

Violation of these requirements may result in rejection of a Response, disqualification from further participation, or other action permitted by Authority policy and applicable law.

3. Questions, Clarifications, and Addenda

All questions, requests for clarification, identified discrepancies or omissions, and requests for modification concerning the Solicitation Documents must be submitted through the Authority's e-Procurement Portal no later than the Deadline for Questions identified in the Solicitation Timeline.

Respondents requesting a modification to a material Solicitation requirement shall clearly identify the requested modification and provide sufficient justification for the Authority's consideration. Submission of a request does not obligate the Authority to approve the modification.

The Authority's responses to questions and any revisions to the Solicitation Documents will be issued through the e-Procurement Portal. Only a written Addendum issued by the Authority may modify the Solicitation Documents. Oral interpretations or representations do not modify the Solicitation.

Respondents are responsible for monitoring the e-Procurement Portal for Addenda, responses to questions, and other notices concerning the Solicitation. Failure to receive notification does not relieve a Respondent of its responsibility to review and comply with issued Addenda.

After the Deadline for Questions, the Authority may consider an issue that materially affects the ability of Respondents to submit a Response or perform the Services and may issue an Addendum when determined appropriate by the Authority.

4. Expenses of Respondent

All costs associated with preparing, submitting, presenting, demonstrating, clarifying, negotiating, or otherwise participating in this Solicitation shall be borne solely by the Respondent. The Authority will not reimburse a Respondent for such costs regardless of the outcome of the Solicitation, including if the Authority cancels the Solicitation or rejects all Responses.

5. Public Records and Disclosure

The Authority is subject to the Florida Public Records Act, Chapter 119, Florida Statutes. Responses, supporting materials, and other information submitted in connection with this Solicitation may constitute public records and may be subject to public inspection and disclosure in accordance with Chapter 119, Florida Statutes, unless a specific exemption from disclosure applies.

Respondents claiming that any portion of their Response is exempt from public disclosure shall clearly identify each portion claimed to be exempt and shall cite the specific statutory exemption supporting the claim. Any claim that information constitutes a trade secret must be supported by the specific statutory exemption and applicable law relied upon by the Respondent.

The designation of information as "confidential," "proprietary," or "trade secret" does not, by itself, establish an exemption from disclosure under Florida law. The Authority will review all claims of exemption and respond to public records requests in accordance with Chapter 119, Florida Statutes, and other applicable law

6. Authority Rights and Procurement Conditions

This Solicitation does not constitute a commitment by the Authority to award a Contract or reimburse any Respondent. Subject to applicable law and Authority policy, the Authority reserves the right to:

- Reject any or all Responses, in whole or in part;
- Cancel, postpone, suspend, or re-advertise the Solicitation;
- Modify the Solicitation schedule by notice or Addendum, as applicable;
- Waive minor irregularities or informalities that do not materially affect a Response;
- Determine whether a Respondent or Response is responsive, responsible, qualified, and eligible for further consideration;
- Request, receive, and consider clarification or supplemental information necessary to evaluate or verify information contained in a Response;
- Verify qualifications, references, experience, financial capability, representations, proposed technology, partnerships, licensing arrangements, and other information relevant to the Respondent's ability to perform the Services;
- Contact references identified by a Respondent and other persons or entities with relevant knowledge of the Respondent's experience or performance;

- Conduct interviews, presentations, demonstrations, reference checks, discussions, negotiations, or other evaluation activities identified in the Solicitation;
- Shortlist Respondents as provided in this Procurement Process;
- Request a Best and Final Offer as provided in this Procurement Process;
- Negotiate the proposed solution, implementation approach, scope, schedule, pricing, and Contract terms as permitted by the Solicitation and applicable law;
- Modify implementation priorities or sequencing in connection with negotiations or Contract implementation;
- Procure portions of the Services separately when determined to be in the Authority's best interest;
- Approve or disapprove proposed substitutions or changes to Key Personnel, subcontractors, subconsultants, or other material team members when such approval is required by the Solicitation or resulting Contract;
- Discontinue negotiations with a Respondent when an acceptable Contract cannot be reached and proceed with the next ranked Respondent; and
- Take other action concerning the Solicitation that is consistent with the Solicitation Documents, applicable law, Authority policy, and the Authority's best interests.

The Authority may exercise these rights without creating an obligation to exercise the same or similar right in another procurement.

7. Response Submission, Modification, and Withdrawal

Responses must be submitted through the Authority's e-Procurement Portal in the manner required by the Solicitation and received no later than the Response Deadline stated in the Solicitation Timeline. Respondents are solely responsible for timely and complete submission.

A Response may be modified or withdrawn prior to the Response Deadline in accordance with the procedures of the e-Procurement Portal. After the Response Deadline, a Respondent may not materially modify its Response except when expressly requested or permitted by the Authority as part of a clarification, negotiation, Best and Final Offer, or other authorized stage of the procurement process.

8. Supplemental Information and Clarifications

The Authority may request supplemental information or clarification when necessary to evaluate, verify, clarify, or substantiate information contained in a Response. A clarification shall not be used by a Respondent to materially alter its Response unless the Authority expressly permits revisions as part of negotiations, a Best and Final Offer, or another authorized stage of the procurement process.

Respondents shall provide requested information within the timeframe and in the manner established by the Authority. Failure to timely respond may affect further consideration of the Response.

9. Evaluation Process

The Authority will first determine whether each Response satisfies the applicable minimum qualifications and submission requirements. Responses determined to be eligible for further consideration will be evaluated solely in accordance with the evaluation criteria and maximum point values set forth in the Solicitation and any Addenda.

A Technical Evaluation Committee composed of Authority staff and/or other qualified representatives, as determined by the Authority, will evaluate all qualified Responses. Committee members shall independently review and score each Response based on the disclosed evaluation criteria. Following the individual evaluations, the Committee will meet to discuss the merits of the Responses and establish a consensus score for each evaluation criterion. The consensus scores determined by the Committee shall constitute the official evaluation scores and be used for ranking and recommendation purposes.

The Authority may verify references, experience, qualifications, and other information provided by a Respondent as part of the evaluation process. Clarifications or supplemental information requested by the Authority may be considered solely to clarify or verify information contained in the Response and shall not be used to materially modify the Response or cure deficiencies.

10. Shortlisting

The Authority may utilize a shortlisting process when four (4) or more qualified Responses are received. Following the initial evaluation, the Authority may shortlist no fewer than three (3) Respondents for further evaluation. The Authority reserves the right to increase or decrease the number shortlisted when determined appropriate and applied consistently with the Solicitation.

Only shortlisted Respondents will participate in subsequent interviews, demonstrations, presentations, negotiations, or other evaluation activities when the Authority elects to use such activities. If shortlisting is not utilized, the Authority may invite all qualified Respondents to participate, as applicable.

11. Interviews, Demonstrations, and Presentations

Following the evaluation of written Responses, the Authority may establish a shortlist of the highest-ranked Respondents for further consideration. The Authority reserves the right to conduct interviews, demonstrations, presentations, site visits, or similar evaluation activities with shortlisted Respondents. Respondents invited to participate shall make the Key Personnel and other representatives designated by the Authority available at the date, time, and location specified by Procurement and shall comply with all instructions provided by the Authority.

If interviews, demonstrations, presentations, or similar evaluation activities are conducted, the Technical Evaluation Committee will evaluate the interviews, demonstrations, and presentations based on the Respondent’s demonstrated understanding of the project, proposed solutions, implementation approach, key personnel, and ability to successfully perform the services and develop a final consensus ranking of the shortlisted Respondents. Interviews, demonstrations, presentations, and similar evaluation activities will not be separately scored.

If interviews, demonstrations, presentations, or similar evaluation activities are not conducted, the ranking resulting from the Technical Evaluation Committee's consensus scoring of the written Responses will constitute the final ranking.

The final ranking of shortlisted Respondents will be presented to the Board for consideration of award. The Authority may enter into negotiations with the highest-ranked Respondent and, if negotiations are unsuccessful, may proceed in accordance with the Solicitation and applicable Authority procurement procedures.

12. Best and Final Offer

The Authority may, at its discretion, request a Best and Final Offer (BAFO) when determined beneficial to complete the evaluation or negotiations. If a BAFO is requested during the competitive evaluation stage, the Authority will provide the opportunity on an equitable basis to the Respondents then eligible to participate in that stage.

The BAFO request will identify the information or revisions requested and the applicable submission deadline. Information submitted in response to a BAFO may be considered in the Authority's final evaluation, scoring, ranking, negotiation, or award recommendation, as applicable.

13. Negotiations

The Authority may negotiate with the highest-ranked Respondent concerning the proposed solution, implementation approach, scope, schedule, pricing, Contract terms, and other matters reasonably related to the Services. Negotiations shall not obligate the Authority to award a Contract.

If the Authority determines that an acceptable agreement cannot be reached, the Authority may discontinue negotiations and proceed with the next ranked Respondent in accordance with the Solicitation, Authority policy, and applicable law.

14. Selection and Award

Following completion of the applicable evaluation process, the Technical Evaluation Committee will make a recommendation in accordance with the Solicitation. Final selection and Contract award will be made by the Authority in accordance with its applicable approval process.

Selection or notice of intended award does not authorize a Respondent to begin Services. No Services may commence until the Contract has been fully executed and the Authority has provided any required written authorization to proceed.

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