

**Date:** December 2, 2022

**To:** Prospective Proposers

**From:** City of Cleveland, Department of Port Control

**Subject:** Addendum No. 1 to Request for Proposal – Common Use Passenger Processing System (CUPPS)

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Please be advised that the City of Cleveland, through its Director of the Department of Port Control (“Department”), hereby publishes Addendum No. 1 to the Request for Proposal – Common Use Passenger Processing System (CUPPS), dated November 22, 2022.

This addendum serves as the response to all inquiries received during the pre-proposal WebEx on November 30, 2022.

**PLEASE NOTE:** Please disregard item (iv) “proof of a surety bond or an irrevocable letter of credit equal to one year’s management fee”, from item 6 (H) Financial Background. A surety bond/irrevocable letter of credit isn’t required.

**PROPOSAL SUBMITTAL DEADLINE: Friday, January 6, 2023 by 4 p.m.**

**INQUIRIES**

<b>1.</b>	<b>Question</b>	Would the City of Cleveland accept proposals from European companies for this RFP?
	<b>Answer</b>	<b>Yes</b>
<b>2.</b>	<b>Question</b>	If yes, could you please confirm the administrative proposal content expected from foreign firms? Would it differ slightly from the documentation expected of US firms? (for example the Request for Taxpayer Identification Number and Certification, the OEO schedules)
	<b>Answer</b>	<b>The requirements are the same.</b>
<b>3.</b>	<b>Question</b>	Is a 30 day extension available for responses to this RFP (due to time proponents to address CLE responses to questions & limited staff availability in December)?
	<b>Answer</b>	<b>Revised dates as follows: Question Deadline – Wednesday, December 14, 2022 Addendum Posted – Friday, December 16, 2022 Proposals Due – Friday, January 6, 2023 by 4 pm local time</b>
<b>4.</b>	<b>Question</b>	Can you confirm the required, in-scope quantities are 15 dual position gates, 8 single position ticket counters & 4 CUSS kiosks?
	<b>Answer</b>	<b>15 gates with dual systems, 8 single system ticket counters, 4 kiosks</b>
<b>5.</b>	<b>Question</b>	Can you provide your anticipated timeline for RFP response reviews, selection, award, contracting, notice to proceed and deployment/activation?
	<b>Answer</b>	<b>Proposals are due January 6, 2022. An exact timeline cannot be provided as there are several internal steps in the City’s procurement process. The existing CUPPS contract expires 31 July 2023, New</b>

		<b>CUPPS implementation expectation is 14 July 2023.</b>
6.	<b>Question</b>	Can you confirm that TSA does not certify CUPPS vendors/products?
	<b>Answer</b>	<b>Two items here: 1) We are interested in knowing if the CUPPS solution currently provides, or has a roadmap to provide services that comply with TSA regulations for biometric check-in, facial recognition, secure bag management, etc. 2) We want to know if the CUPPS solution is IATA certified, not TSA certified.</b>
7.	<b>Question</b>	Section 5.1 B mentions applicable licenses and certifications required. Are these documents required at Proposal submittal or can they be obtained after award? Is 10 years minimum CUPPS provision experience a hard requirement? Are licenses, certificates, permits or other authorization required by the City needed at the time of proposal? Is the authorization to conduct services at CLE needed at the time of proposal?
	<b>Answer</b>	<b>10 years CUPPS experience is not a hard requirement. These licenses, certificates, permits or other authorizations are not required to be in place in order to submit a proposal. However, the fact that the proposer does not have such licenses, etc., may be taken into consideration when evaluating their proposal.</b>
8.	<b>Question</b>	Should resource/gate management systems be presented as an option or a base-bid component (including description, price, etc.)?
	<b>Answer</b>	<b>No.</b>
9.	<b>Question</b>	Should a gate management system be included in the costing options?
	<b>Answer</b>	<b>Yes, if available, as an optional cost line item</b>
10.	<b>Question</b>	Should redundant connectivity be included?
	<b>Answer</b>	<b>No</b>
11.	<b>Question</b>	What is the size limit for an electronic file?
	<b>Answer</b>	<b>50MB – digital proposals submitted larger than that size can be submitted via OneDrive or DropBox</b>
12.	<b>Question</b>	Can you confirm separate proposal and pricing response instructions for electronic submittals?
	<b>Answer</b>	<b>If you submit your proposal electronically, your fee proposal (Exhibit E) should be in a separate electronic file.</b>