



January 25, 2023

Dear Prospective Firm:

The City of Cleveland, ("City"), owner and operator of Cleveland Hopkins International Airport, through its Director of the Department of Port Control ("Director"), invites written Proposals from Firms interested in providing a subscription-based or licensed-based Learning Management System Suite, which will include both a Learning Management System and a Learning Content Management System, for the Department of Port Control.

Services will include but is not limited to, implementation, content development, training, testing, maintaining, technical support, and other related services. Qualified persons and/or firms, either singly or in joint venture, or other legal arrangements, must have the requisite, demonstrated competence and experience to develop, implement and maintain a comprehensive Learning Management ("LMS") Suite, as well as exhibit knowledge of standard Federal Aviation Administration regulation (FAR Part 139) relating to training certification, documentation and recordkeeping compliance for airports.

A pre-proposal conference will be held, on **Wednesday, February 8, 2023, at 10:00 a.m. local time, via WebEx Meeting. To call into the meeting call 1-415-655-0002 and the access code is 2633 687 5966.** Although attendance is not mandatory, firms are encouraged to attend. For reasons of security, those planning to attend the pre-proposal conference must register by 4:00 p.m. local time on **Monday, February 6, 2023**, by e-mail to [byohey@clevelandairport.com](mailto:byohey@clevelandairport.com). At or before the conference, interested parties may submit or ask questions pertaining to this Request for Proposal and the services desired. Please e-mail questions to the above listed e-mail address.

If your firm is interested in this proposal, please submit seven (7) complete Proposals, consisting of one (1) unbound original, five (5) identical bound copies and one (1) CD-ROM or USB memory stick containing the Proposal, and all attachments, in Portable Document Format (PDF), to the City no later than **4:00 p.m. local time on Wednesday, March 8, 2023.** No proposals shall be accepted after that time unless such date or time is extended pursuant to a written addendum issued by the City.

Sealed Proposals may be mailed to the address below and must be identified on the outside of the envelope(s) as: **Proposal: Professional Services necessary in providing a subscription-based or licensed-based Learning Management System Suite:**

Cleveland Airport System  
Department of Port Control  
Administrative Offices  
5300 Riverside Drive  
P. O. Box 81009  
Cleveland, Ohio 44181-0009  
**Attn: Barbara Yohey**

Firms may also elect to submit their Proposal electronically. Please send the electronic Proposal submission to [airportprocurement@clevelandairport.com](mailto:airportprocurement@clevelandairport.com). All electronic submissions must be received no later than 4:00 p.m. local time on **Wednesday, March 8, 2023**.

The Director reserves the right to reject all Proposals or portions of any or all Proposals, to waive irregularities and technicalities, to re-advertise or to provide the service otherwise in the best interest of the City. The Director may, at his sole discretion, modify or amend any and all of the provisions of this notice or the Request for Proposal.

The Request for Proposal documentation is available on the City Website at:

<http://www.city.cleveland.oh.us/CityofCleveland/Home/Government/CityAgencies/Finance/RFP>

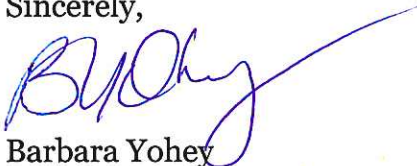
or at the Department of Port Control website at:

<http://www.clevelandairport.com/about-us/business-cle/bids-rfqs>

All future documentation including addenda, response to questions, schedule changes and additional requirements for this Proposal will be posted on the above sites as no additional mailings will be made for this Proposal.

Should you have any questions regarding this solicitation, please contact me.

Sincerely,



Barbara Yohey  
Procurement Officer  
Cleveland Airport System  
Department of Port Control