2022-BRAA-005-SMS Implementation
Addendum #1

A Pre-bid meeting for the above referenced RFP was held at the offices of the Boca Raton Airport Authority and via the zoom link provided in the RFP on April 26th, 2022, at 2:00PM. In attendance were:

- David Tamir – Epic Engineering Consulting
- Felipe Bergano – Epic Engineering Consulting
- Jason Franks – Origami Risk
- Stephen Blessing – Aerosimple
- Cheyenne Janian – Prodigiq
- Sara Harney – Origami Risk
- Travis Bryan – BRAA
- Robert Abbott – BRAA
- Robert Pratt - BRAA

A summary of the questions we have received so far are listed below:

1. Does BRAA have a desired contract term? If so, what is it? If not, is it up to the proposers to offer contract terms and pricing?
   We would like this to be a 3-year contract with the possibility of 2 one-year renewals before going to bid again. This project is being funded through an FDOT grant which would stipulate lump sum payment at the time of the software acquisition.

2. Are there any integrations, data migration, or data entry required for this project's scope? If so, please describe the effort, including what system(s), how much and what type of data.
   There is none. This would be our first-time using SMS software at our airport. We can provide a template of our current incident reporting form if requested.

3. Please explain Scope of Work to be Performed #9 "Proposal shall include a safety program development tailored around software capabilities."
   As the BRAA does not currently have an SMS plan or reporting system in place the software acquired should adhere to guidelines stipulated by the FAA SMS for airports.

James R. Nau
Chair

Bob Tucker
Vice-Chair

Randy Nobles
Secretary/Treasurer

Cheryl Budd
Member

Mitch Fogel
Member

Gene Folden
Member

Melvin Pollack
Member

4. How much has BRAA budgeted for this opportunity? Does this amount cover the initial set up and ongoing maintenance cost? If so, how many years of ongoing maintenance does it cover?
The grant funding of approximately $200k for this project will cover the initial setup costs and based on the bid amount, ongoing maintenance costs for the first few years. Once grant funds have been exhausted, further maintenance and subscription fees will be added to our annual budget.

5. Can companies from Outside USA can apply for this?
Companies from any country can bid if there will be support available during our work hours (Monday – Friday 08:00am – 4:30PM EST) and a reasonable response time for service can be maintained and payment easily made in USD.

6. Is the pre-bid mandatory in person?
A zoom link has been provided for the Pre-Bid meeting. Future meetings with the selected bidder can be held virtually.

7. Can we submit the proposals via email?
Proposals must be submitted to the Boca Raton Airport Authority administration building located at 903 NW 35th St, Boca Raton, FL, 33431 in written form no later than the deadline date of May 17th, 2022. Electronic proposals will not be accepted.

8. Can you please provide the number of users anticipated to use the selected solution and provide some insights into the types of users anticipated by the Authority? For example, 5 need access to everything, 2 are just running reports/viewing content, etc.
We are anticipating between 5 – 7 admin accounts. We would like it to include a portal that syncs to our website and allows for public or tenant reporting. How that is accomplished is up to the prospective bidder

9. What system does the Authority use today for Safety Management?
We currently do not use any company for Safety Management. We use iAuditor for basic airfield inspections and incident reporting through self-created forms.

10. Where does historical safety data reside today? Does it need to be converted to the selected solution? If yes, can you please provide insights into the type of data, volume of data and where it resides today.
Historical data in the form of incident reports and wildlife strike reports are currently saved via PDF form within BRAA servers. Additionally historical wildlife strike reports are saved via the FAA Wildlife Strike Database.

11. Approximately how many new incidents/accidents are reported each year?

It is hard to say as the volume varies year to year. Currently we catalog aircraft incidents and vehicular incidents on the order approx. 20 per year. We expect with a

portal available to the general public this will exponentially increase our number of reported incidents.

12. Can you please provide some insights as to post incident/accident - do you envision using the system for root cause analysis, corrective actions and other investigations? Do you have a preferred root-cause analysis process (5 Whys, Fishbone, etc.)?
   We currently do not utilize any root cause analysis processes. If the software has this type of reporting output, we will consider using any method compatible.

13. Are there any forms/letters/documents you envision the system producing for you through mail-merge? Can you please provide some insights on to any forms/letters/regulatory forms needed and which forms?
   We are open to any standardized reporting output and do not currently have mail-merge capabilities.

14. Do you need the system to produce your OSHA Logs?
   We do not currently produce OSHA logs however if that is a capability of the system, we would like to incorporate it.

15. For accidents/claims - do you need those sent to a Third-Party Administrator (TPA), Insurance Carrier or otherwise? Is the subsequent claims management outside the scope of the needed solution as this is Safety Management only? If needed, if you can please provide some details as to who handles your claims and whether this solution will feed them first reports of injury/accident/illnesses.
   We do not currently send anything to Third-Party Administrators unless requested to do so. We are subject to Florida Sunshine public records law and are required to produce any records formally requested outside of security sensitive items.

16. Are there any needed interfaces with other systems at the Authority or the Authority's vendors? If you can please identify what data would need to be imported/exported to or from other systems.
   We do not currently utilize any systems that interface with vendors other than standard Windows type format or iOS systems.

17. Given the relatively tight timeline between questions being due from potential bidders on 5/3/22 to the due date with a physical hard copy proposal on 5/17/22, can you please identify the date that it is anticipated for answers to be posted via addendum so we can plan accordingly and allow time for including in proposals?
   Addendum #1 will be posted on 4/27/22. Any questions received will be posted on the final day for receipt of RFI's.

18. Can you please confirm there is no bond requirements on this solicitation?

   There is no bond requirement for this RFP as it is a purchase.

19. For the wildlife management portion of the needed functionality, would this consist of wildlife observations, incidents, hazard identification and hazard mitigation? Anything else needed for wildlife management?
Yes, it should include the listed functionalities. A digital wildlife hazard reporting method would be a positive feature if a system is compatible.

20. SMS base bid #8 states "Audit Feature"; Can you please further define is this the ability to track an audit history of modifications to a record or is this the ability to conduct audits/inspections?
The audit feature of the software shall include the ability to search and produce any report or incident entered the system since inception. We are subject to public record request and required to provide documentation if requested.

21. Do you have any audits/inspections/checklists that need replicated in the selected system or do you plan to use the system's inherent audits?
We plan to use the systems inherent audits. Copies of our current inspection and incident report forms can be provided if needed to capture what we currently report.

22. Section 4.2 states a desire for a "base-bid" Is a base bid just the 9 items listed in 4.3 with a thought that the Authority may expand into additional safety solutions in the future?

    The base bid encompasses the basic requirements we identified would be necessary for the implementation of a SMS. Bids offered should include these listed items as well as any additional items your company may provide such as airfield inspection modules, lease management modules, environmental reporting, etc.

23. Please describe how we use GIS?

    We currently do not, we are nearing the end of a project that has included the planning of GIS and will be implementing it soon. We use ArcGIS and would like to hopefully integrate GIS with SMS and any other digital platform acquired going forward.

24. Do we currently use mobile devices or tablets?
    We currently use Apple tables and phones; however we are not against using other products if they are included in the bid. For example, if a different product is recommended for the use of your software, we will take into consideration the purchase of that equipment.

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