

Date: March 15, 2023

RFP Number: AVIA 23-39

Subject: Request for Proposals for the following services:

Airport Community Roundtable (ACR) Facilitator

This letter extends an invitation for the submission of a proposal to supply the Charlotte Douglas International Airport with the non-federally funded services as indicated above. Proposals for the above will be received via the e-bidding portal until **10:00 AM eastern standard time on Monday, April 17, 2023.**

<https://gateway.app.e-builder.net/app/bidders/landing?bidpackageid=57165c53-06dd-4b2e-bea1-52c3d5129010>

Changes to the terms, conditions or specifications stated in this Request for Proposals will be documented in a written addendum, issued by the Charlotte Douglas International Airport. These addenda will be accessible through the e-bidding portal.

Questions should be directed to Drew Buckner through the e-bidding portals Q&A Board. Thank you in advance for your interest in doing business with the Charlotte Douglas International Airport. We look forward to your participation!

Charlotte Douglas International Airport (CLT), a City of Charlotte department does not discriminate based on disability. Auxiliary aids and services, written materials in alternative formats, and reasonable modifications in policies and procedures will be provided upon request to persons with disabilities. To make a request, please email andrew.buckner@cltairport.com.

Sincerely,

Drew Buckner, CPPB, NIGP-CPP