



**5601 WILKINSON BOULEVARD
CHARLOTTE, NORTH CAROLINA 28208
(704) 359-4000**

**REQUEST FOR PROPOSALS
RFP AVIA #25-35: DESIGNATED AVIATION CHANNELER SERVICES
ADDENDUM #1
MAY 21, 2025**

This Addendum is hereby made a part of the specifications, as applicable, of the above referenced project. All other requirements of the original plans and specification shall remain in effect in their respective order. Acknowledge receipt of this addendum by inserting its number and date on Form #1 of your PROPOSAL.

General Note:

Proposals for the above will be received via the e-bidding portal until 2:00 pm edt on May 29, 2025.

Reminder: Proposers must read the Required Forms in its entirety and submit the required documentation. The CBI Form 3 is required with all proposals.

CLT did not receive any questions.

Charlotte Douglas International Airport (CLT), a City of Charlotte department does not discriminate on the basis of disability. We will provide auxiliary aids and services, written materials in alternative formats, and reasonable modifications in policies and procedures to persons with disabilities upon request. To make a request, please email genetta.carothers@cltairport.com.

ATTENDANCE

Meeting title	RFP AVIA 25-35 Designated Aviation Channeler (Pre-proposal Conference)	
Attended participants	4	
Start time	5/15/25, 10:57:45 AM	
End time	5/15/25, 11:26:21 AM	
Meeting duration	28m 35s	
Average attendance time	25m 46s	
Name	Company	Email
Carothers, Genetta	CLT	Genetta.Carothers@cltairport.com
Wesley, Eleeta	CLT	eleeta.wesley@cltairport.com
Lasha Mayhew (Unverified)	Charlotte's Elite Laboratories & Screening	info@ce-laboratories.com
Nunes, William	CLT	William.Nunes@cltairport.com

Pre-Proposal Conference Presentation





DESIGNATED AVIATION CHANNELER SERVICES

RFP AVIA 25-35

Pre-Proposal Conference
May 15, 2025 at 11:00 AM EDT

AGENDA

- Housekeeping Items
- Introductions and Attendance
- Submission Requirements
- Proposal Format (Required Forms)
- Addenda and Bidder Questions
- e-Bidding Portal
- CBI Program Requirements
- Specifications
- Closing

HOUSEKEEPING ITEMS

- The purpose of this conference is to present information found in the Request for Proposals (RFP).
- RFP clarification questions will only be accepted and answered by submission through the e-Bidding portal's Q&A board. Answers to be provided via addendum.
- You may email Genetta.Carothers@cltairport.com with questions regarding the operation of the e-Bidding portal.
- Today's presentation will be included with addendum.
- Vendor registration and related information:
<https://www.charlottenc.gov/Growth-and-Development/Doing-Business/Vendor-Registration>

INTRODUCTIONS AND ATTENDANCE

- Presenters:
 - Genetta Carothers – RFP Manager
 - Eleeta Wesley – Business Diversity & Development Specialist
 - William “Bill” Nunes (Project Manager) – Credentialing Manager
- Meeting Attendance:
 - Please be sure to capture your attendance (i.e. name, company name, and email address) in the chat.

SUBMISSION REQUIREMENTS

Submission Requirements:

- Companies must submit ONE (1) original and complete bid in searchable Adobe Acrobat .pdf format, signed in ink, or digitally signed.
- Proposals must have standard text no smaller than twelve (12) points.
- Please combine all documents into one submission packet.
- Please name your file using twenty (20) characters or less.
- Please share username and password among co-workers.
- Proposals must be submitted through the e-Bidding Portal, using the link provided within the RFP document. CLT will not accept submissions through any other means (i.e. – mailed, faxed, emailed, hand delivered, etc.)

Bid Submission Deadline:

- Thursday, May 29, 2025 at 2:00 PM EDT (per CLT's clock)
- The bid portal will close promptly at 2:00 PM EDT. **Late submissions will not be accepted.**
- Please notify Genetta Carothers via email Genetta.Carothers@cltairport.com if you experience issues using the e-Bidding portal. All other questions must be submitted through the Q&A link in the bid portal.
- DO NOT wait until the last minute!

Target Dates:

- Estimated start date is November 10, 2025.



PROPOSAL FORMAT (REQUIRED FORMS)

Proposals shall consist of the following forms:

- Form 1, Proposal Form
- Form 2, Qualifications and Requirements
- Form 3, Nondiscrimination Certification
- Form 4, CBI Program Requirements
- Form 5, Confidential Information
- Form 6, Pricing Worksheet
- Form 7, Compliance Questionnaire

All required forms must be completed, signed and uploaded

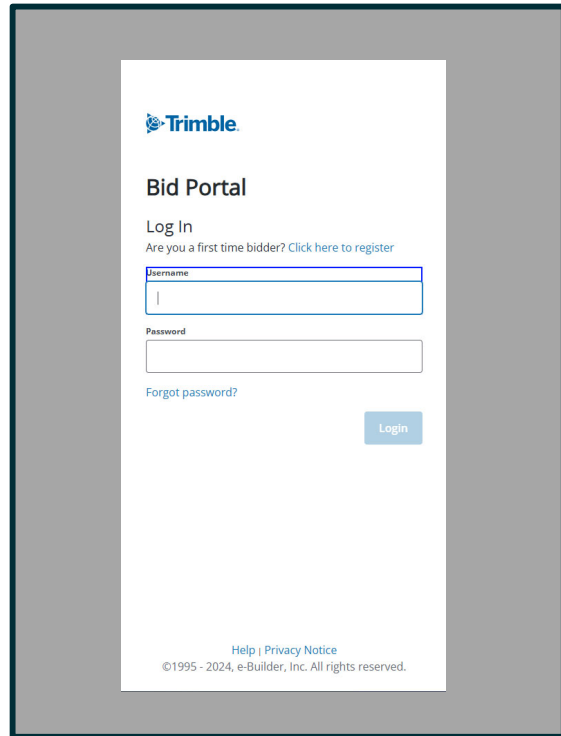
SELECTION CRITERIA

Experience and Qualifications	CLT will evaluate the Proposer based on its ability to meet the Experience requirements as set forth in the Specifications.
Operations Plan	CLT will evaluate the Proposers ability to meet the requirements set forth in the Specifications as detailed in the Proposer's Operation Plan.
Staffing Plan	CLT will consider the plan to provide necessary staffing and the experience of the individual team members proposed to provide the Work.
Compensation	CLT will evaluate the Proposer on the overall compensation proposed related to the provision of the Work.

ADDENDA AND PROPOSER QUESTIONS

- All addenda will be posted to the e-Bidding portal, the City of Charlotte website and broadcast through Public Input.
- Questions and Answers will be included in addenda for the benefit of all proposers.
- Questions must be submitted in written form through the e-Bidding Portal Q&A board.
- Deadline for submitting written questions will be on Monday, May 19, 2025 at 5:00 PM EDT.
- Answers via addendum will be posted no later than 12:00 PM EDT; Thursday, May 22, 2025.

E-BIDDING PORTAL



The screenshot shows the Trimble Bid Portal login interface. At the top is the Trimble logo. Below it is the title "Bid Portal" and a "Log In" section. A link for first-time bidders is provided. There are input fields for "Username" and "Password". A "Forgot password?" link is located below the password field. A "Login" button is positioned to the right of the password field. At the bottom, there are links for "Help" and "Privacy Notice", and a copyright notice for e-Builder, Inc. from 1995 to 2024.

- Please use the link provided in the RFP to access the e-Bidding Portal.
- **PLEASE NOTE:** The e-Bidding portal link is the “Invitation Key”.
- If this will be your first-time logging into the e-Bidding portal, you will need to create login credentials.
- Use Chrome or Firefox as your browser when accessing the bid portal (do not use Internet Explorer).

E-BIDDING PORTAL

Charlotte Douglas International Airport (CLT) / Solicitations 030 Operations

➔ RFP AVIA 25-35 Designated Aviation Channeler

Status

Bid Package

Open

Bidding

Pending

Response Submitted

No

16 Days 23 Hours 42 Minutes Left

Due on 05.29.2025 at 2:00 PM

(GMT-05:00) Eastern Time (US & Canada)

Package Invitation

Response Form

Q&A Board

Accept

Decline


Bid Info




Invitation Documents (1)

Addenda

⬆ Hide All

⬆ Show All

Click this icon  to download files. Clicking the icon next to a folder will download all files and subfolders within it.

File / Folder Name	Uploaded on	File Size
<div>  Solicitation Documents (1)</div>	04.25.2025 9:39 AM	
<div> RFP AVIA 25-35 Designated Aviation Channeler Services.pdf Version 1</div>	05.01.2025 8:43 AM	426.05 KB

Locate bid documents here



E-BIDDING PORTAL

Charlotte Douglas International Airport (CLT) / Solicitations 030 Operations

↳ RFP AVIA 25-35 Designated Aviation Channeler

Status

Bid Package	Open
Bidding	Pending
Response Submitted	No

16 Days 23 Hours 42 Minutes Left


Due on 05.29.2025 at 2:00 PM
(GMT-05:00) Eastern Time (US & Canada)

Package Invitation

Response Form

Q&A Board

 Submit Question

 Export

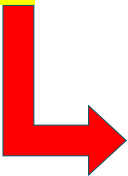
[View List](#) | [View All](#)

Note: The date and time are shown in the bid time zone.

View	Subject	Questionee	Date & Time
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Submit Questions here



E-BIDDING PORTAL

Charlotte Douglas International Airport (CLT) / Solicitations 030 Operations

➡ RFP AVIA 25-35 Designated Aviation Channeler

Status

Bid Package	Open
Bidding	Pending
Response Submitted	No

16 Days 23 Hours 28 Minutes Left

Due on 05.29.2025 at 2:00 PM
(GMT-05:00) Eastern Time (US & Canada)

Package Invitation

Response Form

Q&A Board

▶ Submit Quote

⚠ Please note that only one file can be uploaded.

Submit
bid Click
here

Upload Files

Drag and drop files here to upload, or browse.



▶ Upload

⊗ Cancel

This box will
appear to
upload
submission
packet here

Reminder:

- Upload as one (1) file
- File name 20 characters or less
- Don't wait until the last minute!



CHARLOTTE BUSINESS INCLUSION PROGRAM(CBI)

Project Goal:

- The CBI Contract Goal for this project is set at 0% (zero percent).
- This Contract may be subject to the terms and conditions of the City's Charlotte Business INclusion (CBI) Program regarding subcontracting opportunities that may arise during the term of the Contract.

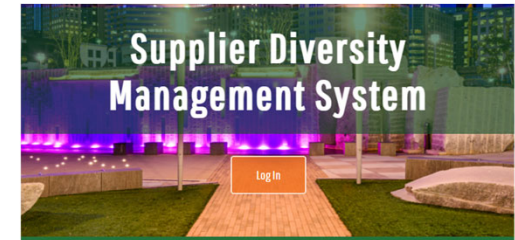
CBI Form 3 must be completed and submitted with Bid Package

- All your subconsultants firm plans to utilize must be included on CBI Form 3.

Links:

- CBI Form 3: [CBI Form 3](#)
- CBI Program Website: www.charlottebusinessinclusion.com
- Search for MWSBE firms: <http://charlotte.diversitycompliance.com>

Contact: Eleeta Wesley, Business Diversity Specialist
eleeta.wesley@cltairport.com



VENDOR CERTIFICATION
Search and/or join our database of certified vendors

[Search Certified Directory](#)

[Apply for / Renew Certification](#)

Certified Directory

Search City of Charlotte Certified Directory by entering search terms and clicking **Search**. You must select at least one certification type.

Search by Certification Type

CERTIFICATIONS

- ☒ Minority Business Enterprise (MBE)
- ☒ Small Business Enterprise (SBE)
- ☒ Women Business Enterprise (WBE)
- ☐ Airport Concessionaire Disadvantaged Business Enterprise (ACDBE)
- ☐ Disadvantaged Business Enterprise (DBE)
- ☐ Historically Underutilized Business (HUB)

SPECIFICATIONS

The scope of this contract shall be to integrate CLT Identity Management System (IDMS), Customs and Border Protection (CBP) eBadge and other related technology based platforms to provide online, web based aviation information channeling services to collect, properly format and transmit TSA required badge applicant data for TSA required background checks including Identity verification and Work Authorization documents, fingerprint based criminal history records checks (CHRC) review and security threat assessments (STA), manage RAP Back transactions and CBP eBadge program as required by 49 CFR1500 (series) and associated TSA Security directives. The Proposer must have full approval from the TSA to operate as a TSA approved Designated Aviation Channeling (DAC) service provider. Conditional acceptance, applications in process, or any status short of full operational approval as an Aviation Channeling Services provider shall not be accepted.



THANK YOU!



CLT