

Tulsa Airports Improvement Trust Request for Qualifications

Consulting For the Development of Technology & Innovation Master Plan

Proposals must be received by April 1, 2024, at 5:00 p.m.

Tulsa Airports Improvement Trust
Attn: Brent Wall, Director of Technology & Innovation
7777 Airport Drive, Suite A-211
Tulsa, OK 74115

**Request for Qualifications
Development of Technology & Innovation Master Plan**

Introduction: The Tulsa Airports Improvement Trust is soliciting RFQs (Request for Qualifications) from professional firms for the development of a Technology & Innovation Master Plan document. The purpose of this document is to outline a comprehensive strategy for the management and development of all IT (Information Technology) and OT (Operational Technology) hardware and software maintained by the Technology and Innovation department, as well as develop strategic objectives that will guide the airport into the future. Under a negotiated services agreement provided by and approved by TAIT, The selected firm will work closely with our organization's stakeholders to develop a robust plan that ensures the effective utilization of technology resources throughout their lifecycle.

Scope of Work: The scope of work for the development of the Master Plan document includes, but is not limited to, the following:

1. Assessment and Analysis:
 - Conduct a thorough assessment of the current IT and OT infrastructure, including hardware, software, networks, and systems.
 - Analyze existing processes and workflows related to IT and OT management.
 - Identify strengths, weaknesses, opportunities, and threats (SWOT analysis) related to the current state of IT and OT within the organization.
2. Development of Technology & Innovation Master Plan:
 - Develop a comprehensive Technology & Innovation Master Plan that outlines strategies, goals, and initiatives for the management and development of IT and OT resources.
 - Define a clear roadmap for the implementation of the IT Master Plan, including timelines, milestones, and resource requirements.
 - Incorporate best practices and industry standards for IT and OT management, security, and governance.
3. Lifecycle Management:
 - Develop strategies for the lifecycle management of all IT and OT hardware and software, including procurement, deployment, maintenance, and retirement.
 - Define processes for regular assessment and updating of technology assets to ensure they remain current and aligned with organizational needs.
 - Address considerations such as scalability, interoperability, and sustainability in the management of IT and OT resources.

Timeline:

- Request for Qualification Published: February 23, 2024
- Deadline for Questions: March 11, 2024
- Proposals Due: April 1, 2024
- Evaluation Period / Negotiations: April 1 – April 18, 2024
- Selection: April 19, 2024
- Board Agreement Approval: May 9, 2024
- Notice to Proceed (FY25): July 1, 2024 or earlier based on budget.

Qualifications: Qualified firms should possess the following qualifications and experience:

- Demonstrated experience in developing Technology & Innovation Master Plans for organizations of similar size and complexity.
- Expertise in IT and OT infrastructure assessment, analysis, and planning.
- Strong facilitation and stakeholder engagement skills.
- Knowledge of best practices and industry standards for IT and OT management.
- Experience in lifecycle management of IT and OT hardware and software.
- Relevant certifications and accreditations in IT and OT management and planning.

Evaluation Criteria: Submissions will be evaluated based on the following criteria:

Evaluation Criteria	Maximum Points
Demonstrated Experience: Provide a summary detailing the firm's overall qualifications as it relates to the development and expertise in Technology & Innovation Master Planning.	25
Consultant Information: Provide qualifications and the biography of the individual(s) who will be on the project team.	25
Technology & Innovation Master Planning Approach: Provide your proposed approach and methodology to developing the plan. Include a timeline of activity that will guide the airport through your process.	25
Scope of Work: Provide details on your firm's proposed solutions with the scope of work provided in this RFQ.	20
References: Provide at least three (3) references of airport technology and innovation master plan projects with dates, names, addresses, and phone numbers of representatives of these projects who may be contacted as references.	5
Total Points	100

Submission Guidelines: Please submit one (1) electronic copy and three (3) hard copies by 5 PM local time on April 1, 2024.

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Late Submittals: Submissions will not be accepted by the Airport after the date and time specified in this RFQ. In the event that a Submission is delivered after the submission deadline, the Submission will not be accepted or considered and will be returned to the Proposer unopened. Proposers are responsible for ensuring that the Airport receives Submission at the designated location by the deadline stated in this RFQ.

Submissions should include the following:

- Company profile and overview of relevant experience.
- Details of previous projects related to Technology & Innovation Master Planning and lifecycle management.
- Proposed approach and methodology for developing the Technology & Innovation Master Plan.
- Team qualifications and key personnel who will be involved in the project.
- References from previous clients.

Selection Process: The Submissions will be reviewed by an evaluation committee and the selected firm shall be notified by April 19, 2024.

The Tulsa Airports Improvement Trust reserves the right to reject any or all submissions received in response to this RFQ and to waive any irregularities or informalities in the submission process. Submission of a response indicates acceptance of the terms outlined in this RFQ.

Civil Rights: The Tulsa Airports Improvement Trust, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders or offerors that it will affirmatively ensure that for any contract entered into pursuant to this advertisement, businesses will be afforded full and fair opportunity to submit bids in response to this invitation and no businesses will be discriminated against on the grounds of race, color, national origin (including limited English proficiency), creed, sex (including sexual orientation and gender identity), age, or disability in consideration for an award.

For inquiries or clarifications regarding this RFQ, please contact Brent Wall, Director of Technology and Innovation at brentwall@tulsaairports.com.



Tulsa Airports

Improvement Trust



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