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CLEVELAND HOPKINS
INTERNATIONAL AIRPORT

Pre-Qualification Conference
Project Portfolio Management

Pre-Qualifications Meeting Agenda

Introduction

- **Background**
- **Scope of Work**
- **Functional Requirements**
- **OEO Requirements**
- **Selection Criteria**
- **Submittal Requirements**
- **Questions and Answers**

Please send all future questions to:

Shari Simonski

Department of Port Control

ssimonski@clevelandairport.com (preferred)

Fax: (216) 265-6069

Background

The mission of the Cleveland Airport System's (CAS) IT Governance Committee (ITGC) is to ensure that technology projects undertaken by CAS are consistent with the organization's business vision and strategy, as defined in the CAS Strategic and IT Master Plans by:

- Aligning IT initiatives with CAS strategic goals and supporting promised benefit realization;
- Implementing a uniform approach to technology budgeting and approval process, including prioritization and planning;
- Exploiting technology opportunities and maximizing business benefits;
- Ensuring technology resources are skilled, available and utilized responsibly; and
- Managing IT-related risks appropriately.

Background (continued)

The CAS IT Governance Committee ("ITGC") seeks to adhere to the process framework established by the IT Governance Institute. The existence of the IT Governance Committee and its processes are culturally new in concept and form to the Cleveland Airport System. Currently, CAS IT projects are vetted out through the IT Governance Committee for approval. The IT project approval process is relatively simple. Typically, a senior-level representative familiar with the project details will attend an ITGC meeting and enumerate how the project is aligned to the CAS Strategy Plan, IT roadmap, and the like.

In seeking to advance their IT Governance model, the Cleveland Airport System's ITGC has decided to improve the vetting process by basing decisions on data and a scoring methodology. Essentially, the CAS ITGC wants to know, with confidence, that it has established and is managing a balanced IT project portfolio, and that IT project selections and approval decisions are effectively aligned, as outlined in the committee's mission statement.

Background (continued)

The Department of Port Control ("Department") will evaluate all proposals with a view toward entering into a contract with the firm submitting the best overall proposal, with particular emphasis on firms demonstrating past experience delivering and implementing similar hosted portfolio management systems for major airports or airport systems located in the United States. For purposes of evaluation, a "major airport" is defined as one listed among the top fifty busiest airports in the United States in terms of passenger traffic. (A spreadsheet with 179 United States airports ranked by passenger volume is available from Airports Council International – North America. The spreadsheet can be downloaded using the following URL: http://goo.gl/bQkNn.)

Scope of Services

The general scope of this Request for Proposal is to provide a hosted Project Portfolio Management application set that delivers Project Portfolio Management best practices and creates a single visibility source for portfolio and demand management, resource management and capacity planning capabilities.

•It is expected that the CAS ITGC would accomplish the following outcomes as a result of the implementation:

•Increased project portfolio transparency;

•Increased consistency and timeliness in project reporting;

•Resource and capacity management capability to gain insight on resources and capacity constraints; and

•Objective project selection based on business criteria.

Scope of Functional Requirements

The City has established the following scope of application functional requirements to be provided by the successful Proposer. The City reserves the right to revise the scope of requirements prior to the execution of a contract to (i) reflect changes arising out of this proposal process; (ii) incorporate any City requirements adopted after the publication of this Request for Proposal; and (iii) incorporate any other changes it deems necessary.

The objective is to (i) implement portfolio transparency with an objective decision-making framework for aligning proposed IT projects to business criteria and priority; (ii) create an integrated process to monitor CAS IT portfolio of projects; and (iii) identify the time CAS resources perform on projects.

Scope of Functional Requirements

Using a business driven discovery and implementation process, the successful Proposer will collaborate with the CAS IT Governance Committee to deliver and implement:

•A project intake process to facilitate the capture of project demand and assessment of the project resource demand. This will enable early transparency on upcoming demand and enable ongoing alignment of new resource requirements and ongoing initiatives.

•Alignment of resource types to projects in order to understand a project resource demand as a means to provide a practical portfolio planning platform; increased transparency on resource availability and demand in an enterprise resource pool.

•Time tracking capability in order to create an understanding of actual time spent on projects and contribute to increasing the predictability of capacity, utilization and the true cost of project delivery.

•A project and portfolio monitoring process to provide CAS ITGC transparency to project performance, including:

- Introducing and facilitation of metrics (KPIs) to monitor project performance;
- Out-of-the-box, easy to use scoring models;
- Development of discrete project types to perform the work; and
- Identifying common characteristics of project work to properly stratify the portfolio to analyze performance.

Scope of Functional Requirements (continued)

- Portfolio and Project analytics to monitor:
  - Project Status;
  - Consolidated, real time tracking on portfolio and project performance;
  - Portfolio performance transparency via integrated dashboard and ad hoc reporting;
  - Project intake, resource demand and cost; and
  - Resource capacity and actual work performed on projects.

- Configurable solution that easily tailors to the interests, roles and views of the users without the need for technical support.
  - Seamless integration with Microsoft Project, Microsoft Outlook, Windows Explorer and
  - Dynamic application creation and provisioning.

Additional Services

If, upon review of the Scope of Functions and list of deliverables a Proposer believes that additional services of any kind are necessary for successful delivery and implementation of the Project Portfolio Management system, Proposer may include such additional services in its Proposal, provided that any such services above and beyond those specifically outlined in this Request for Proposal and its exhibits are so identified as additional services, and that the cost of any such additional services is identified in a separate and distinct manner from the cost of services to be provided in direct response to the requirements of this Request for Proposal.

Proposers are encouraged to include information on additional services not specifically requested in this Request for Proposal that Proposers believe augment the requested services.

Office of Equal Opportunity Requirements

Jennifer Wiman

Office of Equal Opportunity (OEO)

(216) 664-2667

- Participation goal for this project is 1**0%**
- Review and complete all forms
- Make sure all forms are filled out completely
- Proposals must demonstrate Good Faith Efforts in obtaining CSB's. Incomplete or no Good Faith Effort will result in a non-responsive Proposal.
- CSB sub-consultant participation will be closely monitored to prevent potential fraud

BID SCHEDULES

SCHEDULE 1 **"Project Contact Information Form "**

SCHEDULE 2 **"Schedule of Subcontractor Participation"**

SCHEDULE 3 **"Statement of Intent to Perform as a Subcontractor "**

SCHEDULE 4 **"CSB/MBE/FBE Unavailability/Impracticality Certification"**

Selection Criteria

- Qualifications/Experience – 15 points
- Project Approach – 30 points
- Key Staff – 20 points
- Management Approach – 25 points
- Work Product Sample – 10 points
- OEO Participation (Pass/Fail)

Submittal Requirements

DIRECT ALL QUESTIONS TO:

Shari Simonski
VIA FACSIMILE AT (216) 265-6069
OR E-MAIL TO ssimonski@clevelandairport.com (preferred)

STATEMENT OF QUALIFICATION SUBMITTAL:

A. **PLEASE PROVIDE: 5 COPIES (+ 1 UNBOUND) + 1 CD (if hard copy)**

B. **SUBMITTAL DUE DATE: February 14, 2013 at 5:00 PM**

C. **SUBMITTAL LOCATION:**
ssimonski@clevelandairport.com (preferred)
Cleveland Hopkins International Airport
Administration Offices
5300 Riverside Road
Cleveland, Ohio 44135
Attention: Shari Simonski, Contracts Administrator

Questions and Answers

Please send all future questions to:

Department of Port Control

Attn: Shari Simonski

via fax: (216) 265-6069

via email: ssimonski@clevelandairport.com (preferred)

Deadline for all question submittals is

January 31, 2013 by 5:00 PM Local Time

All questions will be answered via addendum on websites:

http://www.clevelandairport.com/Doing-Business/Bids---RFPs-(1).aspx

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

SCHEDULE:

- Pre-Qualification meeting ..... January 24, 2013 10:00 AM

- Deadline for Questions .....January 31, 2013
  (please submit via email to ssimonski@clevelandairport.com)

- Addendum ..... February 7, 2013

- **Statement of Qualifications due** .....**February 14, 2013 @ 5:00PM**
  (preferred submittal method: ssimonski@clevelandairport.com)