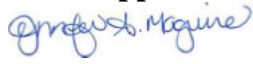


**CITY COUNCIL ACTION REQUEST**

<b>Department(s):</b> Finance	<b>CEQA:</b> Not a Project, File No. PP17-003, Agreements/Contracts (New or Amended) resulting in no physical changes to the environment	<b>Coordination:</b> Airport Department, City Attorney's Office, and City Manager's Budget Office	<b>Dept. Approval:</b> /s/ Julia H. Cooper
<b>Council District(s):</b> 3			<b>CMO Approval:</b>  10/15/2020

**SUBJECT: ACTIONS RELATED TO PURCHASE ORDERS WITH THE AMERICAN ASSOCIATION OF AIRPORT EXECUTIVES (AAAE) FOR A COMPUTER-BASED TRAINING SYSTEM AT THE SAN JOSE INTERNATIONAL AIRPORT**

**RECOMMENDATION:**

Adopt a resolution authorizing the City Manager to:

- (a) Execute purchase order(s) with the American Association of Airport Executives (“AAAE”) (Alexandria, VA) for a Computer-Based Training System at the Airport, including related professional services, software subscription, support, and maintenance, for an initial two-year term beginning November 1, 2020 and up to five (5) one-year options to extend the term through October 31, 2027 for a maximum compensation not to exceed \$224,800 during the first year of the initial two-year term, subject to the appropriation of funds;
- (b) Amend purchase order(s) as required to adjust for increases in badged personnel and unanticipated expenses to ensure regulatory compliance and to optimize system performance and operation, subject to the appropriation of funds.

**Desired Outcome:** To enhance security, ensure safety, reduce vulnerability and risk to air transportation, and comply with federal safety and security regulations and Airport policies applicable to restricted areas at the Airport.

**BASIS FOR RECOMMENDATION:**

The Airport is mandated by the Federal Aviation Administration (FAA) and the Transportation Security Administration (TSA) under the Code of Federal Regulations (CFR) Title 49 Part 1542 and Title 14 Part 139 to provide training for all Airport badge holders when new badges are issued and when existing badges are renewed. The Airport currently has approximately 6,000 badge holders and experienced record growth in recent years, both in passenger and employee numbers, until the advent of the COVID-19 pandemic.

In March 2002, City Council adopted resolution 70871<sup>1</sup> authorizing the Director of General Services to execute an agreement for a Computer-Based Training (CBT) System. That CBT System is still being used by the Airport and operates on standalone computers. The system has reached the end of its useful life and soon will no longer be supported by the vendor. Furthermore, the existing course content is outdated and needs to be expanded to incorporate the latest rules, regulations, and technological capabilities.

In January 2020, the City released a Request for Proposal (RFP) for a CBT System for the San José International Airport through the City's e-procurement system, Biddingo. Two (2) proposals were received by the RFP deadline. The proposals were evaluated and scored independently by a three-member evaluation team comprised of representatives from the Airport.

<sup>1</sup> <https://records.sanjoseca.gov/Resolutions/RES70871.PDF>

Final evaluation scores were as follows:

<b>Evaluation Criteria</b>	<b>Maximum Points</b>	<b>AAAE</b>	<b>SSI, Inc.</b>
General Requirements	15	11	10
Experience and Qualifications	10	7	7
Project Approach/Schedule	10	8	7
Technical Capabilities	10	7	6
Cost Proposal	15	14	15
Oral Interview/System Demonstration	30	25	24
Local Business Enterprise	5	0	0
Small Business Enterprise	5	0	0
<b>TOTAL</b>	<b>100</b>	<b>72</b>	<b>69</b>

Oral interviews/system demonstrations were conducted with both vendors. Upon request by SSI, Inc., staff conducted a debriefing to provide the vendor with additional feedback on their proposal submittal and oral interviews. Neither bidder requested the local and small business enterprise preferences, and no protests were received.

Staff recommends award of contract to AAAE as the most advantageous and best value proposal per the evaluation criteria set forth in the RFP.

Approval of this recommendation will provide the Airport with the ability to offer federally mandated, badge-related training, thus complying with the Airport's rules and regulations as well as federal requirements pertaining to safety and security at the Airport.

Climate Smart San José: This recommendation has no effect on Climate Smart San José energy, water, or mobility goals.

Commission Recommendation/Input: There is no commission recommendation or input associated with this action.

This Council action is consistent with the City's 2020-2021 Adopted Operating Budget, Transportation, and Aviation Services' mission: "To provide the community with safe, secure, and efficient surface and air transportation systems that support San José's livability and economic vitality."

**COST AND FUNDING SOURCE:**

Fund #	Appn #	Appn. Name	Total Appn	Amt. for Contract	2020-2021 Proposed Capital Budget Page*	Last Budget Action (Date, Ord. No.)
527	7339	Operations System Replacement	\$940,000	\$248,800	V-371	6/23/20 Ord. No. 30437

\* The 2020-2021 Adopted Capital Budget was approved on June 16, 2020 and adopted on June 23, 2020 by City Council but is not yet published.

**FOR QUESTIONS CONTACT:** Jennifer Cheng, Deputy Director of Finance, at (408) 535-7059