

**TUCSON AIRPORT AUTHORITY
NOTICE OF REQUEST FOR PROPOSALS FOR
HUMAN CAPITAL MANAGEMENT SYSTEM**

1. Title of Project: 10313121 Human Capital Management (HCM) System

2. Owner: Tucson Airport Authority
7250 S. Tucson Blvd., Suite 300
Tucson, AZ 85756
(520) 573-8100
Attn: Andy Votava

3. General Description of Services: The Tucson Airport Authority ("TAA") invites qualified persons or firms to submit proposals in response to this Request for Proposals ("RFP") for Human Capital Management (HCM) Software services required for TAA Project 10319121 Human Capital Management (HCM) System. Services include the provision of solutions and price structure with support options for a web-based HCM software system for use by the Tucson Airport Authority.

4. General Description of Project: Implementation of a Human Capital Management Software System to centralize data, reduce redundant and manual processing, and lower administrative costs.

5. Location of Work: Tucson International Airport, 7250 S. Tucson Blvd., Suite 300, Tucson, Arizona 85756.

6. RFP: To request a copy of the RFP, contact Kathy Myers via email kmyers@flytucson.com. The RFP contains the instructions, terms and conditions, forms, and other information relating to the RFP, including, but not limited to, the selection criteria to be used by the selection committee to select the person or firm to perform the services, the relative weight of the selection criteria, and information regarding interviews.

7. Date and Time for Submission of Proposal: Written Proposals will be received until 2:00 p.m. Local Tucson Time on October 30, 2020, at the TAA Administration Offices, Tucson International Airport, Third Level, 7250 South Tucson Blvd, Suite 300, Tucson, Arizona 85756. One (1) original and five (5) copies of the Proposal shall be required to be addressed and delivered to TAA on or before the day and hour set for receipt. A Proposal may be withdrawn by written request any time before the scheduled time and date for receipt. Any Proposal submitted after the designated date and time will not be accepted or considered.

8. Costs of Responding to the RFP: Any and all costs associated with responding to this RFP or providing a Proposal shall be borne solely by the interested person or firm.

9. TAA's Right to Reject for Any Reason: TAA reserves the right to reject any or all Proposals, any other proposals or submissions, to cancel the RFP, or to withhold the award of any contract relating to the RFP for any reason which TAA determines.

10. Interest List: TAA is compiling an "Interest List" consisting of all Consultants and subconsultants who have shown an interest in airport projects. Each firm must complete and submit, with its Proposal, the "Interest List Form" included with the RFP. The listing of a firm on any TAA Interest List is not an endorsement of that firm and does not indicate that the firm has been pre-qualified for airport work.

11. Civil Rights Title VI Solicitation Notice. The Tucson Airport Authority, 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 that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

12. DBE: It is the policy of TAA to ensure that Disadvantaged Business Enterprise firms ("DBEs") have a fair and equal opportunity to participate in TAA's contracts. Specifically, it is the goal of TAA to ensure that, to the extent reasonably possible and consistent with other legal requirements that: (a) DBEs are not discriminated against in the award and administration of TAA's contracts; (b) a level playing field is created on which DBEs can compete fairly for TAA's contracts; and (c) any barriers to the participation of DBEs in TAA's contracts are removed. If a proposer or subconsultant of the proposer are certified as DBE, the work performed by both shall be counted towards meeting the aspirational goal. Any work performed by a non-DBE proposer or subconsultant shall not. TAA has set an aspirational 7% (7% of the dollar value of the contract) DBE participation goal for this contract. As a matter of responsibility, firms must complete and submit the "Statement of Proposed DBE Utilization" form in the form provided, with its proposal. Firms and firms' subcontractor/subconsultant who are submitting as DBEs must be certified DBEs in Arizona in good standing prior to the date proposals are due. TAA recognizes current DBE certifications by the ADOT, City of Phoenix, and City of Tucson. For information regarding DBE firms recognized by TAA, or if you have any questions about TAA's DBE Program, please contact Veronica Ruiz-Ronquillo, TAA DBE Liaison Officer, at 520-573-8100

13. Legal Requirements: The services to be performed will be subject to the provisions of Title 34 of the Arizona Revised Statutes (A.R.S. § 34-101, *et seq.*, as amended). All persons or firms submitting a Proposal and their subconsultants must be duly licensed to perform the work at the time the Proposal is submitted (or exempt from licensing requirements) pursuant to all applicable laws, rules, and regulations. If a licensing exemption is claimed, the person or firm must set forth the basis for the claimed exemption in writing at the time the RFP is submitted.