

**JACKSON MUNICIPAL AIRPORT AUTHORITY
POLICIES AND PROCEDURES FOR SOLICITATION FOR SERVICES
INCLUDING PROTEST PROCEDURES**

The Jackson Municipal Airport Authority (the “Airport Authority”) is not generally required by state or federal law to procure services contracts on a competitive basis (*i.e.*, through requests for proposals or qualifications from interested parties). From time-to-time, however, the Airport Authority may desire to procure services contracts on a competitive basis in order to satisfy grant or other funding requirements for the services or to broaden the pool of potential service providers through public advertisement (each, a “Solicitation”). This Policy governs all such Solicitations.

1.0 PROCEDURES:

- 1.1 All Solicitations relating to services for which the Airport Authority will be reimbursed, in whole or in part, with state or federal grant funds shall be made in accordance with the requirements of the federal or state agency or department providing funding for the services. Without limiting the foregoing, all Solicitations for architectural, engineering, surveying or related services for which the Airport Authority may receive reimbursement from any agency or department of the federal government shall be made in accordance with the requirements of the Brooks Act, Public Law 92-582, and the regulations of the funding agency issued thereunder.
- 1.2 Solicitations relating to services for which the Airport Authority will not receive any federal or state assistance, or for which the funding agency or department specifies no requirements, shall be made in a manner designed to provide the Airport Authority with the highest quality services at a reasonable cost.
- 1.3 Except as may otherwise be required by any state or federal agency or department providing funding for the services, all Solicitations will be publicly announced in no less than three (3) local or regional newspapers at least twice during a fifteen-day period, with the second announcement published no less than seven (7) calendar days before the date specified for receipt of proposals or qualifications. Depending on the nature of the services, the Airport Authority may also publish notice of the Solicitation in appropriate trade journals or other publications outside the Jackson metropolitan area.
- 1.4 All Solicitations should be designed to elicit information from respondents demonstrating the ability to perform the required services and should, at a minimum, include the following:
 - 1.4.1 Professional qualifications and experience generally, with an emphasis on experience with the specific type of project contemplated;
 - 1.4.2 Experience and professional qualifications of staff to be assigned to the project; and

- 1.4.3 Overall performance record of the respondent and each of its primary sub-consultants.
- 1.5 For each Solicitation, the Executive Director will appoint an Evaluation Committee consisting of the Airport Authority employees determined by the Executive Director to have experience or knowledge of the functional field to which the services relate to review all submittals.
 - 1.5.1 The Evaluation Committee will review the proposals or statements of qualifications submitted in response to the Solicitation.
 - 1.5.2 All submittals will be evaluated in accordance with the criteria in the Solicitation and on demonstrated competence and qualifications to perform the services required.
 - 1.5.3 The Evaluation Committee may conduct discussions and preliminary negotiations with respondents regarding anticipated concepts and the relative utility of alternative methods for furnishing the required services before selecting the respondent(s) to recommend to the Board of Commissioners (the “Board”) for contract award.
 - 1.5.4 The Evaluation Committee is to be free from pressures and influence, internal and external, throughout the evaluation process.
 - 1.5.5 Except for communications initiated by the Airport Authority’s Project Manager for the Solicitation, contact, direct or indirect, by any respondent with a member of the Board, the Evaluation Committee or any other member of the staff of the Airport Authority concerning the Solicitation or the project to which the Solicitation relates will be grounds for rejection of the respondent.

2.0 BOARD OF COMMISSIONERS:

- 2.1 The Evaluation Committee will make a recommendation, in order of preference, to the Board for award of the contract to perform the services; or, if there is an appropriate Board Committee, the Evaluation Committee will make a recommendation to the appropriate Board Committee. The Board Committee will then review the recommendations of the Evaluation Committee and, based on the recommendations of the Evaluation Committee, make a recommendation, in order of preference, to the Board of the respondent(s) for award of the contract to perform the services.
- 2.2 The Board of Commissioners will either make award of the contract for the performance of the services to a single respondent or select multiple respondent(s) with which to negotiate, in order of performance. Unless specified otherwise by the Board, any award of a contract to provide services will be considered “conditional” and subject to negotiation and approval by the Board of a definitive

contract. The Executive Director or his designee will be responsible for all contract negotiations.

- 2.3 Unless authorized otherwise by the Board, upon completion of negotiations, the final contract will be submitted to the appropriate Board Committee, if any, and then the full Board for approval.

3.0 PROTESTS:

- 3.1 Any respondent desiring to protest any aspect of a Solicitation must file a written protest with the Executive Director within three (3) business days of the earlier of (i) the event giving rise to the protest and (ii) conditional award being made by the Board.
- 3.2 The protest must specify, in detail, the grounds for the protest and the relief sought by the protestor.
- 3.3 All protests will be reviewed by the Executive Director and then delivered to the Board with the recommendation of the Executive Director.
- 3.4 The Board's action on the protest shall be final.