



Edmonton Regional Airports Authority
Edmonton International Airport
PO Box 9860
Edmonton, Alberta
T5J 2T2

**REQUEST FOR
STATEMENT OF QUALIFICATIONS
IT SECURITY CONTRACTOR
#10-0034**

ISSUED: MAY 17, 2010

Submission Due Date:

Tuesday, June 1, 2010
1400 Hours Edmonton Time

Authorized Contact:

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**SUBMIT INQUIRIES IN WRITING VIA FAX OR EMAIL
TO THE AUTHORIZED CONTACT PERSON**

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1.0 Introduction

Edmonton Regional Airports Authority (“Edmonton Airports”) is interested in identifying potential IT Security Contractors to provide full installation, programming and testing services for a new campus-wide security system at the Edmonton International Airport (“EIA”).

The selection process will follow a two-stage process. The purpose of this first stage Request for Statement of Qualifications (“SOQ”) is to establish a short list of respondents that will be invited to submit proposals in a subsequent Request for Proposal (“RFP”) stage.

2.0 About Edmonton Airports

Edmonton Airports is a regional airport authority incorporated on July 26, 1990 under the Regional Airports Authorities Act (Alberta). It is responsible for operating and developing a system of airports for the general benefit of the public in the Edmonton region.

Edmonton Airports is required by its incorporating legislation to apply all of its revenues towards fulfilling the purposes for which it was created and may not make any distributions to any third parties. Its purposes are to manage and operate its airport properties in a safe, secure, and efficient manner, and to advance economic and community development by means that include promoting and encouraging improved airline and transportation service and an expanded aviation industry.

EIA, one of the airports that Edmonton Airports is responsible for operating, has been Canada’s fastest growing major airport for the last three years. A record-breaking 6.4 million passengers flew to and from EIA in 2008. Over the last three years EIA has served an additional two million passengers – an increase of over 40%.

3.0 Scope of Work

As a part of the ongoing 2012 Expansion Program at EIA, the successful contractor will implement new and enhanced security measures to the existing air terminal building as well as other remote campus facilities. The new security system will be comprised of integrated IP based electronic access control, video surveillance, and intercom systems.

The general scope of work for this project includes:

- Construction project management
- Security system design
- Supply and installation of IP Security Systems
- Supply and installation of Electrical Requirements

- Security system integration
- Security system programming
- Security system testing and commissioning
- Security system training
- Coordination of cabling requirements with others
- Coordination of IT requirements with others

4.0 Submission Due Date

Tuesday, June 1, 2010 - 1400 Hours Edmonton Time - SOQ submission due.

5.0 Prequalification Process

This SOQ is the first stage within a procurement process, and is intended to:

- invite submissions from respondents that describe their interest, expertise, and capability to enter into a contract;
- prequalify companies for consideration to enter into a subsequent RFP process.

To determine prequalified respondents, the SOQ evaluation team members will evaluate each submission based on mandatory criteria (see item 9.0)

Edmonton Airports will, at its sole discretion, prepare a short-list of respondents who may be invited to participate in the RFP process.

6.0 Schedule

The approximate dates for the major activities relating to the SOQ and ensuing RFP processes for the IT Security Contractor are shown in the table below.

Deadline for SOQ Submissions	June 1, 2010
Announcement of Short-listed Respondents	June 7, 2010
RFP Documents Issued	Mid June, 2010
RFP Submission Closing Date	July 16, 2010
Award of Contract	July 26, 2010

7.0 Conditions

This SOQ document is not a Request for Proposal (RFP) and is a non-binding document intended only to solicit information to prequalify respondents. Respondents should not respond with a lengthy solution or response. Edmonton Airports reserves the right at its sole discretion to determine a

prequalified respondent, not to proceed with acquiring the services, to proceed by way of competitive bid, to issue one or more further requests for information and/or SOQ, or to negotiate a contract individually or multiple sequential negotiations with any respondent to this SOQ.

No respondent will acquire any legal rights or privileges whatsoever in relation to this SOQ. All respondents are responsible for their own expenses in preparing a response or attending any subsequent discussions or negotiations with Edmonton Airports.

Questions are to be submitted in writing to the authorized contact person noted on the cover page of this SOQ. Information obtained from any other source is not official and may be inaccurate. Do not contact any other Edmonton Airports departments or employees. Inquiries and responses will be recorded and may be distributed to all respondents at the sole option of Edmonton Airports.

Edmonton Airports may provide additional information, clarification or modification by written addenda. All addenda shall be incorporated into and become part of the SOQ documents. Edmonton Airports will not be bound by oral or other informal explanations or clarifications not contained in written addenda.

8.0 Submission Requirements

- a) Return submissions either in person or by courier to the office/courier address on the cover page of this SOQ. One (1) original, six (6) copies, and one (1) electronic copy (CD or memory stick) of the submission should be in a sealed envelope or package clearly marked with the name and address of the respondent and SOQ number. Faxed, emailed, or submissions sent by any other means will not be accepted.

Delays caused by any delivery service (including Canada Post and courier) shall not be grounds for any extension of the Submission Due Date, and responses that arrive after the Submission Due Date will not be accepted

- b) Submissions shall be limited to 6 pages, minimum 12 point font, double sided, with unlimited appendices.
- c) Submissions shall consist of:
 - (i) A **Main Response Document** as described in the section below titled **Qualification Content**, including all attachments and appendices as required. (Mandatory)
 - (ii) **Confidentiality And Non-Disclosure Declaration**

d) Inquiries must be made in writing only to the following authorized contact:

Noreen Cervo
Contract & Procurement Services
FAX: 780.890.8367
EMAIL: caps@flyeia.com

9.0 **Response Mandatory Criteria**

Respondents failing to submit any of the mandatory submission requirements described below shall result in an automatic rejection and will not be invited to participate in the second stage RFP process. If there is any disagreement regarding whether or not a respondent meets the mandatory submission requirements, the decision to select a company to participate in the RFP process shall be at the sole discretion of Edmonton Airports.

Respondents interested in the provision of security system supply, installation, testing and commissioning for this project must meet the following qualification and installation requirements.

Respondents shall submit their response to the Mandatory Criteria listed below.

Mandatory Criteria 1:

Respondents shall demonstrate that they operate a local (within 300km) infrastructure that maintains the number of staff that meets the mandatory criteria set out in Table 1 below. *(use the form provided in Appendix A to complete this section)*

Table 1

Number of Technicians	Manufacturer Technical / Installation Certification for the Proposed Solution	Minimum Experience in Years Per Technician
2	Access Control System	5
2	Video Surveillance System	5
1	Commend Intercom System	5

Mandatory Criteria 2:

Respondents shall demonstrate that they operate a local (within 300 km) infrastructure that maintains the number of staff that meets the mandatory criteria set out in Table 2 below. *(use the form provided in Appendix A to complete this section)*

Table 2

Number of Technicians	Microsoft/3rd Party or Equivalent Certifications	Minimum Experience in Years Per Technician
1	Certified IT Professional (Microsoft or Equivalent)	5

Mandatory Criteria 3:

Respondents shall demonstrate they have completed a minimum of three projects of similar scope with the same technology and additionally one of these similar projects must have been a Class "A" Airport.

Provide the following details for the three similar projects you are submitting as references:

1. Project title and location
2. Initial contract value
3. Final contract value
4. Start & completion date
5. Name of owner representative and phone number
6. Name of consultant and phone number

Mandatory Criteria 4:

All respondents shall complete a confidentiality and non-disclosure disclosure as part of their SOQ submission. Firms that are invited to participate in the second stage RFP process must have signed the declaration prior to receiving their RFP package. The declaration is attached as Appendix B to this SOQ.

**APPENDIX A
EDMONTON INTERNATIONAL AIRPORT
SECURITY ENHANCEMENT QUALIFICATION FORM**

1. MANDATORY CRITERIA 1: Manufacturer Technical / Installation Certification for the Proposed Solution			
No.	Name	Position	Years of Experience
1.1 Access Control System			
1.			
2			
1.2 Video Surveillance System			
1.			
2			
1.3 Intercom System			
1.			

2. MANDATORY CRITERIA 2: Microsoft / 3rd Party or Equivalent Certifications			
No.	Name	Position	Years of Experience
2.1 Certified IT Professional (Microsoft or Equivalent)			
1.			

**APPENDIX B
MANDATORY CRITERIA #4**

**Edmonton Airports' Confidentiality and Non-Disclosure Declaration
(attached)**

**EDMONTON REGIONAL AIRPORTS AUTHORITY
CONFIDENTIALITY AND NON-DISCLOSURE DECLARATION
FOR REQUEST FOR PROPOSALS (“RFP”) #10-0034 IT SECURITY CONTRACTOR**

I/WE _____ (“Respondent”) will treat as confidential and will not, without the prior written consent of Edmonton Regional Airports Authority, publish, release or disclose or permit to be published, released or disclosed, the materials or any information supplied to, obtained by, or which comes to the knowledge of the Respondent pursuant to this RFP except insofar as such publication, release or disclosure is necessary to enable the Respondent to fulfil its obligations under this RFP.

IN WITNESS WHEREOF, the Respondent has executed this Undertaking by its authorized signing officers who, by their signing, confirm their authority to bind the Respondent.

DATED this _____ day of _____, 2010.

[Insert Name of Company]

By:

Name:

Title:

By:

Name:

Title:

I/We have authority to bind
