

STANDARD PROCEDURE

Aviation Authority

Number: S410.26

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Page: 1 of 1

SUBJECT: REQUEST FOR INFORMATION

PURPOSE: To establish a procedure for utilizing a Request for Information (RFI).

GENERAL: An RFI is considered an informal solicitation utilized for the sole purpose of seeking information about the availability of goods, services, or concessions in the commercial marketplace. An RFI does not contain specific terms, conditions or binding pricing that meet the requirements of a competitive selection; therefore, responses cannot be used to form a binding contract.

PROCEDURES: The Procurement Department (Procurement) will be responsible for the coordination of the RFI process for the Authority.

A. Solicitation Process for RFI

1. Requesting department will:

- a. Contact assigned Procurement Agent (PA) to discuss an RFI opportunity.
- b. Provide the PA with all supporting documentation, including a description of goods, services, or concessions, product specifications, part numbers, and potential suppliers, as applicable.
- c. Review responses to the RFI and meet with Procurement to determine next steps in the RFI process.

2. Procurement will:

- a. Draft the RFI with assistance from the requesting department, answer potential respondent questions by addendum, receive responses, provide copies of responses to the requesting department, and meet with requesting department to determine what the next steps in the RFI process will be based on responses received.

APPROVED: Joe Lopano

DATE: 10/5/22