

## 2021 Virtual Buyer/Supplier Town Hall

### Questions and Answers

**Q.1 Do training and event notifications come through the registered email to the ProcureNow site for the TPA subscription as well?**

R.1 Training opportunities can be found on our website at <https://www.tampaairport.com/supplier-training-page>. Event notifications will be emailed out to all suppliers registered either through ProcureNow or Oracle iSupplier.

**Q.2 I am a National supplier of Receipt Paper Rolls & Ribbons for airport restaurants across the country - is this the right place to contact buyers at airports for our supplies?**

R.2 Please contact our Concessions department at [concessions@tampaairport.com](mailto:concessions@tampaairport.com) and they will put you in contact with the appropriate Concessionaries.

**Q.3 Are the Meet and Greet events with procurement in-person, virtual, or both?**

R.3 Meet and Greets can be scheduled in-person or virtually.

**Q.4 What would the coverage for Telecommunications?**

R.4 The Authority's standard insurance requirements can be located at <https://www.tampaairport.com/insurance-suppliers>, however insurance requirements are determined on a project by project basis.

**Q.5 I purchased the insurances and was not selected on a contract that I bid on costing my company over \$1K in expenses.**

R.5 Suppliers are not required to obtain the insurance coverage prior to award of contract, however during the solicitation process they must confirm they have the ability to obtain the required insurance coverage and limits.

**Q.6 What is the preferred process to meet and discuss a specific project that appears on the Planned Procurement Opportunities Report with the designated PM? (Before advertisement to avoid Cone of Silence)**

R.6 Suppliers should contact the Procurement Agent to obtain any information on the upcoming solicitation and to schedule potential meet and greets.

**Q.7 From a dollar perspective, what percentage of opportunities are not related to construction?**

R.7 This information is not available at this time.

**Q.8 Is the authority open to receiving unsolicited bids?**

R.8 Yes, however an unsolicited offer must demonstrate that its character meets either the sole source or government cooperative contract criteria of the Authority’s Standard Procedure S410.11, Government and Cooperative Contracts and Sole Source Purchases.

**Q.9 AMHERCORP is a VA Certified VOSB providing solutions in IT, power and communications. We are partners with Cisco, Dell and others. Who do I have to connect to offer our hardware to TPA?**

R.9 Please schedule a Meet and Greet with the Procurement Agent through <https://www.tampaairport.com/schedule-meet-and-greet>.

**Q.10 What are the requirements to do business with TPA?**

R.10 The first step in doing business with the Authority is registering through the ProcureNow portal at <https://secure.procurenow.com/portal/tampaairport>. Additional requirements may generally include, but not be limited to, obtaining the proper insurance requirements, badging, and registering with the Authority’s financial system (Oracle iSupplier).

**Q.11 Who should we contact to meet your medical equipment and supplies needs?**

R.11 Please schedule a Meet and Greet with the Procurement Agent through <https://www.tampaairport.com/schedule-meet-and-greet>.

**Q.12 What specific enterprise skills are useful to the IT department?**

R.12

Service Desk and Desktop Support	Cloud Architecture
Imaging	ITIL/ITSM
Storage	Oracle ERP Functional & Technical skills
VMWare	Oracle Cloud Management
A/V	Cityworks AMS Software
Networking Technology	GIS / ESRI skills
Security	

**Q.13 Will you make a copy of the organization chart available to attendees?**

R.13 The organizational chart is not available at this time, however suppliers are encouraged to visit the Areas of Responsibilities located at [http://www.tampaairport.com/sites/default/master/files/Areas%20of%20Responsibility\\_3.pdf](http://www.tampaairport.com/sites/default/master/files/Areas%20of%20Responsibility_3.pdf) in order to determine which Procurement Agents are the primary and secondary contacts for the various departments at the Authority.

**Q.14 Although there is a department that provides project management resources does the agency contract for these services from time to time?**

R.14 Please schedule a Meet and Greet with the Procurement Agent through <https://www.tampaairport.com/schedule-meet-and-greet>.

**Q.15 Our company provides Temp Staffing within the areas of Technology, HR and Administrative roles-we are a small business, minority and woman-owned. Who is be best person we should start to understand how to do business with your organization?**

R.15 Please refer to the Staffing Solutions and Services Pre-Qualification process at [Staffing Solutions and Services](#).

**Q.16 Do all staffing needs where you use firms get posted via Procure Now? If not how do you select firms?**

R.16 Please refer to the Staffing Solutions and Services Pre-Qualification process at [Staffing Solutions and Services](#).

**Q.17 Where on the site can I find the information for staffing agencies? I am on the site now and don't see a link for staffing.**

R.17 Please refer to the Staffing Solutions and Services Pre-Qualification process at [Staffing Solutions and Services](#).

**Q.18 Where can I find the HR procurement webpage for the staffing qualification check list?**

R.18 Please refer to the Staffing Solutions and Services Pre-Qualification process at [Staffing Solutions and Services](#).

**Q.19 Do you ever have requests for staff to help with the events?**

R.19 Typically we use internal staff members for all events, however, in some instances suppliers may be used for various functions such as food, entertainment, and promotional products.