

Strategic Master Planning Training for the Miami-Dade Aviation Dept.

RFQ No. MDAD-13-05 - Verification of Availability

Find attached the “**Scopes of Work**” and “**Special Requirements**” for an upcoming **Request for Qualifications (RFQ)**. Please review to determine if you would be able to **satisfy the requirements** (as applicable), and **interested in responding**; if so, please check the appropriate areas below and respond to this communication, confirming the same. Please pay “**CLOSE**” attention to the various sections and the “**SPECIAL/MINIMUM**” requirements for each, and confirm your **ability** and **availability** to satisfy “**ALL**” sections/scopes.

Please be diligent in your review of the information and respond accordingly, based on your ability to meet **ALL** the applicable requirements.

Are you able to satisfy the requirements of the attached documents (RFQ)?
YES NO

Are you able to meet the following “Task – (Description of Services)” of this RFQ?

- **Consulting (15%)** – (see attached description) YES NO
- **Training (35%)** – (see attached description) YES NO
- **Program Integrating (25%)** – (see attached description) YES NO
- **Facilitation (25%)** – (see attached description) YES NO

Do you have prior experience consistent with the requirements of this RFQ?
YES NO

Are you able to provide scopes of services in the following “...specific areas if focus for the strategic master plan (as identified by MDAD) in this RFQ?”

- **Safety and security** YES NO
- **Financial Viability and Business Development** YES NO
- **Customer Service** YES NO
- **Employee Engagement** YES NO
- **Environmental Stewardship** YES NO

The successful respondent will provide strategic planning services which may include but not be limited to analyzing, developing, training, recommending and other activities normally associated strategic planning at large commercial and general aviation airports.

Do you have prior experience consistent with the above scopes of services?
YES NO

Can you satisfy the above listed scopes of services?
YES NO

Please note, for the most part the scopes of services for this project is consistent with the **“Aviation Industry”** (as such (though not required), if your previous experience is in the this industry please include; otherwise, submit experience consistent with that which is listed.

Please provide **three (3) references** for projects consistent with the above **“scopes of services”** for this project.

 I am **“NOT”** interested in this solicitation.

Name of Firm: _____ **SBE Exp. Date:** _____

Owner’s Name: _____ **Signature:** _____

Please respond by **12:00pm, Friday January 10, 2014**

Any questions, feel free to contact me at the number below.

(Respond to the **“Verification”** whether you are interested or not (choosing **“Yes”** or **“No”**), as this helps SBD in the determination of measures).

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“Delivering Excellence Every Day”

TASK OR DESCRIPTION SERVICES	PRIME CONSULTANT	SUB-CONSULTANT	PERCENT OF TOTAL CONSULTANT FEE
<p>CONSULTING Strategic Management Plan development action plan defining specific activities, responsibilities, and anticipated completion dates. Review, assess, and analyze documents generated by the MDAD. Other strategic plan development assignments as directed by Miami-Dade Aviation Department.</p>	15%		
<p>TRAINING Project development, performance, presentation skills, strategic planning and benchmarking training.</p>	35%		
<p>PROGRAM INTEGRATING Develop a training program for assigned MDAD staff assigned to teams to address specific areas of focus.</p>	25%		
<p>FACILITATION Develop procedures for implementing and maintaining a strategic plan including timelines, measures, responsibilities and resources.</p>	25%		
TOTAL	100%		100%

Please complete the following **“Reference Requirements”**:

Project Title:
Client Name
Contact No.:
Scope Description:

Project Title:
Client Name
Contact No.:
Scope Description:

Project Title:
Client Name
Contact No.:
Scope Description:
