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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Small Business Development Division
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walterv@miamidade.gov
Office (305) 375-3138 | Fax (305) 375-3160
“Delivering Excellence Every Day”
<table>
<thead>
<tr>
<th>TASK OR DESCRIPTION SERVICES</th>
<th>PRIME CONSULTANT</th>
<th>SUB-CONSULTANT</th>
<th>PERCENT OF TOTAL CONSULTANT FEE</th>
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<tbody>
<tr>
<td><strong>CONSULTING</strong></td>
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<td>15%</td>
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<td>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.</td>
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<td><strong>TRAINING</strong></td>
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<td>Project development, performance, presentation skills, strategic planning and benchmarking training.</td>
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<td><strong>PROGRAM INTEGRATING</strong></td>
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<td>25%</td>
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<td>Develop a training program for assigned MDAD staff assigned to teams to address specific areas of focus.</td>
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<td><strong>FACILITATION</strong></td>
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<td>Develop procedures for implementing and maintaining a strategic plan including timelines, measures, responsibilities and resources.</td>
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<tr>
<td><strong>TOTAL</strong></td>
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<td>100%</td>
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</tbody>
</table>

**100%**
Please complete the following "Reference Requirements":

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

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

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