

ADVERTISEMENT FOR REQUEST FOR PROPOSALS

STRATEGIC MERCHANT SERVICES AFFINITY PROGRAM PROVIDER AT MIAMI INTERNATIONAL AIRPORT RFP NO. MDAD-02-10

Sealed Proposals for the above will be received for and in behalf of Miami-Dade County, by the Office of the Clerk, in the Stephen P. Clark Center, Suite 17-202, 111 N.W. 1st Street, Miami, Florida, 33128 until 2:00 P.M., Friday, **December 2, 2011**, or as modified by addendum, at which time all Proposals will be taken to a room to be designated by the Clerk of the Board in said Stephen P. Clark Center, where the "Technical Proposal" will be publicly opened and the names of the Proposers will be read aloud. The County will receive sealed proposals from qualified, interested parties based upon the terms, covenants and provisions of this advertisement and the Request for Proposals ("RFP"). One (1) original and nine (9) copies (a total of 10) of the complete Proposal (Technical Proposal and Price Proposal) must be received by the due date for this RFP ("Proposal Due Date and Time"), as may be amended by Addendum. One (1) PDF version of Part A Technical Proposal, must be submitted in a CD format. The original and all copies must be bound, with the **Technical Proposal packaged separately from the Price Proposal** and submitted in an envelope or container stating on the outside the Proposer's name, address, telephone number and RFP number, RFP title, and Proposal Due Date to:

Clerk of the Board
Stephen P. Clark Center
111 NW 1st Street, 17th Floor, Suite 202
Miami, FL 33128-1983

Hand-carried proposals may be delivered to the above address **ONLY** between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday, excluding holidays observed by the County. Proposers are responsible for informing any commercial delivery Service (if used) of all delivery requirements and for ensuring that the required address information, appears on the outer wrapper or envelope used by such service.

THE SCOPE OF SERVICES - The County is seeking an experienced and qualified Strategic Merchant Services Affinity Program Provider to provide non-exclusive Payment Processing Services to the Concessionaires to accept credit card payments directly from their clients. The Successful Proposer will develop, deploy, operate, and support Merchant Service Provider Services at MIA at its own cost and expense for the convenience and use of the traveling public. The Successful Proposer will leverage the use of technology by adding value to drive better passenger experience by serving as an e-payment gateway between the concessionaire, and an indicated bank(s), and the card-issuing bank(s). The Successful Proposer will provide the agreed upon services to the public twenty-four (24) hours a day, seven (7) days a week.

MINIMUM QUALIFICATION REQUIREMENTS - The Proposer should provide evidence as part of its Proposal that it meets the below listed minimum qualifications requirements (see Appendix A of the RFP).

The Proposer must provide evidence that it meets the following minimum qualifications:

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- 1). Proposers should demonstrate that they currently provide and have provided continuously for the past three (3) years high volume payment processing services for organizations of comparable size. Please include names of agencies, monthly and yearly transaction volume processed, dollar volumes, contact name, and contact phone/email of those agencies.
- 2) Proposer should provide a copy of the Annual Report of Compliance completed by a PCI SSC Qualified Security Assessor and a copy of the latest quarterly network scan prepared by a PCI SSC Approved Scanning Vendor.
- 3) Proposer must provide the details of compliance and provide Payment Card Industry Data Security Standards (PCI DSS) certification.
- 4) Proposer should provide documentation that an SAS 70 (Type II) audit has been completed during the last year and the results of such audit.
- 5) If the Proposer is a Joint Venture, then at least one (1) of the Joint Venture Partners should satisfy all of the foregoing Minimum Qualifications Requirements. A Proposer may proffer the experience of its corporate parent, sister, or subsidiary in meeting these requirements; however, given the unique nature of individual corporate relationships. Proposers seeking to rely on the experience of a corporate relation should be advised that the Selection Committee shall have the discretion to determine what weight, if any, it wishes to give such proffered experience on a case-by-case basis.

REQUEST FOR PROPOSAL DOCUMENTS: Request for Proposal documents will be available on or after **November 1, 2011**. Prospective Proposers may obtain the Request for Proposal documents from the Miami-Dade Aviation Department, Contracts Administration Division, 4200 N.W. 36 Street, Building 5A, 4th Floor, Miami, Florida 33122 or through a mail request to P.O. Box 025504, Miami, FL 33102-5504. The cost for each Solicitation package is \$50.00 (non-refundable) per set, check or money order, made payable to the Miami-Dade Aviation Department. Each Proposer shall furnish an address, telephone and FAX numbers for the purpose of contact during solicitation process. All Proposals shall be submitted as set forth in the Instructions to Proposers.

PRE-PROPOSAL CONFERENCE: The Miami-Dade Aviation Department will hold a Pre-Proposal Conference on **November 9, 2011 at 10:00 A.M., Miami-Dade Aviation Department, 4200 NW 36 Street, Building 5-A, Conference Room F, fourth floor,** Miami, for all interested parties. Attendance will be limited to two (2) representatives per firm. Any changes to this Request for Proposal will be by written addendum. It is the policy of Miami-Dade County to comply with all the requirements of the Americans with Disabilities Act (ADA). For sign language, interpreter services, material in accessible format, other special accommodations, or airport-related ADA concerns, please contact the MDAD Office of ADA Coordination at (305) 876-7024.

PROPOSAL GUARANTY: There will be no Proposal Guarantee Deposit required for

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this Request for Proposal.

THE PROPOSER'S PROPOSAL IS SUBJECT TO THE FOLLOWING PROVISIONS, AMONG OTHERS:

- 1) ACDBE participation is voluntary, but not required for this RFP. ACDBE participation can be achieved either through the Proposer being an ACDBE itself, a partnership or joint venture, or subcontracting a percentage of gross revenues.
- 2) **CONE OF SILENCE:** Pursuant to Section 2-11.1(t) of the County Code and Administrative Order 3-27 ("Cone of Silence Provisions"), as amended, a "Cone of Silence" is imposed upon RFPs, RFQs, or bids after advertisement and terminates at the time the Mayor issues a written recommendation to the Board of County Commissioners. The Cone of Silence prohibits communication regarding RFPs, RFQs, or bids between: A) potential vendors, service providers, Proposers, lobbyists or consultants and the County's professional staff i B) a potential vendor, service provider, Proposer, lobbyist, or consultant and the Mayor, County Commissioners or their respective staffs; C) the Mayor, County Commissioners or their respective staffs and any member of the County's professional staff; D) a potential vendor, service provider, Proposer, lobbyist, or consultant and any member of the selection committee therefore; E) the Mayor, County Commissioners or their respective staffs and member of the selection committee therefore; F) any member of the County's professional staff and any member of the selection committee therefore.

Section 2.11.1(t) of the County Code and Administrative Order 3-27, as amended, permits oral communications regarding a particular RFP, RFQ or bid for solicitation of goods or services between any person and the contracting officer responsible for administering the procurement process for such RFP, RFQ, or bid.

The Cone of Silence Provisions do not apply to oral communications at pre-proposal conferences, oral presentations before selection committees, contract negotiations during any duly noticed public meetings, public presentations made to the Board of County Commissioners during any duly noticed public meeting, or communications in writing at any time unless specifically prohibited by the applicable RFP, RFQ, or bid document.

Proposers must file a copy of any written communications with the Clerk of the Board, which shall be made available to any person upon request. Written communications may be submitted via e-mail to the Clerk of the Board at CLERKBCC@MIAMIDADE.GOV. The County shall respond in writing and file a copy with the Clerk of the Board, which shall be made available to any person upon request.

In addition to any other penalties provided by law, violation of the Cone of Silence Provisions by any proposer and Proposer shall render any RFP award, RFQ award, or bid award voidable. Any person having personal knowledge of a violation of the Cone of Silence provisions shall report such violation to the State Attorney and/ or may file a complaint with the Ethics Commission. Proposers

should reference the actual Cone of Silence Provisions for further clarification.

Failure of the Proposer to comply with Miami-Dade County Ordinances Nos. 98-106 and 02-3 may result in the disqualification of the Proposer.

All Proposers will be notified in writing when the Mayor makes an award recommendation to the Board of County Commissioners.

The Contact Person for this Request for Proposals is:

Name: Pedro J. Betancourt, PMP, CPPO
Title: Aviation Sr. Procurement Contract Officer
Name of Agency: MDAD – Contracts Administration Division
Physical Address: 4200 NW 36th St. Bldg. 5A, 4th Floor,
Miami, FL 33122
Mailing Address: P.O. Box 025504, Miami, FL 33102-5504
Telephone: (305) 876-7345
Facsimile: (305) 876-8068
Email: pjbetancourt@miami-airport.com

- 3) The County shall not be responsible for any modifications or alterations made to the Request for Proposal Documents other than those made by Addendum. Proposers are advised to carefully check their Request for Proposal Documents to make certain the documents they obtained contain the complete set of documents. Any partial set of documents obtained shall be at the Proposer's risk.

MIAMI-DADE COUNTY, FLORIDA
HARVEY RUVIN, CLERK

BY:

DEPUTY CLERK

END OF ADVERTISEMENT