



ACC EXCELLENCE IN PROCUREMENT AWARD

SELECTION CRITERIA AND NOMINATION INSTRUCTIONS

The ACC Excellence in Procurement Award recognizes the airport sponsor that has exemplary procurement and contracting practices, including the utilization of qualifications-based selection (QBS). The award provides examples of model procurement policies and helps ACC promote good, effective practices.

Criteria for Nomination and Selection

“Excellence in Procurement” in the context of an airport’s consultant program is broad. First and foremost, the consultant selection process must allow for the consideration of the most qualified firms to provide the services required. As such, use of a qualifications-based selection (QBS) method is paramount. Procurement best practices also include:

- Selection based on established written criteria.
- Negotiation of a contract at a compensation which is fair and reasonable.
- Determination of fair and reasonable compensation through consideration of the scope, complexity, risk, professional nature and estimated value of services to be rendered.
- Use of acceptable contract language that does not place artificial barriers against full competition by qualified firms.
- Treatment of the consultant as a trusted professional.
- Maintenance of open and clear communication with the consultant.

The ACC Excellence in Procurement Award is intended to recognize and reward airport clients that utilize model procurement and contracting policies for their projects, and showcase how such policies lead to quality airport projects. The selection of the recipient to receive the award will be based upon evaluating the following criteria:

- The specific procurement process that is used.
- How the specific process stands out from other processes.
- How long the procurement process has been used, and whether it is used consistently for all projects.
- Use of acceptable contract terms and how they facilitate competition and the selection of qualified consultants.
- Treatment of the consultant as a professional.
- Exemplary communication process with consultants.

Nomination Instructions

*Nominations should be sent by **September 25, 2009** to Sharon Brown at SharonB@acconline.org at ACC Headquarters.*

Nominations will be accepted from all ACC members. Each nomination is limited to 1,500 words or less, excluding a one-page transmittal letter and pertinent supporting material. The transmittal letter should clearly indicate the nominee and the nominator, and include a concise statement as to why this nominee is deserving of this award. Letters of endorsement from other ACC members are allowed and encouraged.

Airport Sponsors should not be notified by the nominator of either their intent to submit the nomination or the notification of award. The intent is to keep the nomination anonymous. ACC will notify the selected airport sponsor.

Nominations not receiving an award for 2009 may be resubmitted in subsequent years for consideration.

Selection Process:

Nominations will be considered and recipients will be selected by a subcommittee of the ACC Procurement Committee. The Procurement Committee Chair will then submit the selected recipient to the ACC Executive Committee for consideration.

Time and Place of Award:

The Award will be presented at the 2010 ACC/AAAE Planning, Design and Construction Symposium.

The recipient will receive a plaque and an allowance of \$500 towards transportation and lodging expenses will be given to the award recipient.

ACC – Excellence in Procurement Award



Note: Each nomination should be limited to 1,500 words. Please do not inform the airport of your intention to nominate them.

Nominee Information

Airport Name	Contact Name
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Address

City, State, Zip Code

Area Code/Telephone Number	Email Address
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Category of Airport (i.e., Hub, Non-Hub, GA)
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1). Narrative explaining why this airport sponsor is a nominee for this award. (Additional pages may be used)

2). Description of the nominee's selection and/or overall procurement process. Include an explanation of how long the process has been used, and who administers the procurement and contracting process. (Additional pages may be used)
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3). Components of the Policy
a. Is it a written policy? <input type="checkbox"/> yes <input type="checkbox"/> no If so, provide a copy of the policy.
b. Is the selection process clear and public? <input type="checkbox"/> yes <input type="checkbox"/> no
c. Is the selection committee made up of technical staff? <input type="checkbox"/> yes <input type="checkbox"/> no
d. When are interviews utilized?
e. Does the selection committee make the final selection? If not, who does?
f. Is this process also used for non-mandated projects (i.e., PFC financed projects)?

- g. Describe how the policy promotes competition for all consultants.
- h. Describe any other procurement practices that facilitate the selection of qualified consultants.

4). Contracting and negotiation policies

- a. Is overhead accepted without caps or limitation if developed in accordance with FAR, as referenced in FAA Advisory Circular 150/5100-14D? yes no If no, please describe.
- b. Are multipliers limited in any way, and if so, how?
- c. What fee types are allowed (i.e. lump sum, cost plus fixed fee, etc.)?
- d. Are fees negotiated fairly, in relation to applicable rules and in comparison to other airports? yes no
- e. Are the same contracting and negotiation policies applied for non-mandated projects (i.e., PFC financed projects)? If no, please describe any differences.
- f. Are the indemnification provisions fair and reasonable? yes no
- g. Is the contract wording fair?
- h. Please provide a copy of a sample contract used by this airport sponsor.

6). List other consulting firms that either currently or in the past have contracted with this airport sponsor, and contact information (A letter from any of the other consulting firms supporting this nomination are highly suggested and should be attached to this award submittal)

Nomination Submitted By:

Name		Date
Company		
Address		
City, State, Zip Code		
Area Code/Telephone Number	Email Address	

Award Nominations are due **September 25, 2009** to Sharon Brown at
SharonB@ACCOnline.org
 Call ACC at 703-683-5900 if you have any questions

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