

# Airport Concessions Disadvantaged Business Enterprise (ACDBE) Program

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# Agenda

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- Common Proposal Submission Errors
- Identifying Prospective ACDBE Partners
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# Airport Concessions Enterprise Disadvantaged (ACDBE) Program Overview

- ACDBE Program required by Federal Regulation
- Objective: Ensure full and fair access to concession opportunities for all business and in particular for ACDBE business
- Valuable consideration in the awarding of a Concession Agreement
- ACDBE requirement is pass/fail and must be met for a proposal to be reviewed and considered by the selection committee
  - Responsive – Proposal compliant with requirements; further consideration by Selection Committee
  - Non-Responsive – Proposal fails to meet the requirements; no further consideration by the Selection Committee

# Airport Concessions Disadvantaged Enterprise (ACDBE) Program

- The ACDBE goal is a percentage of total revenue or purchases for goods and services for this solicitation.
- Option for typically meeting an ACDBE goal:
  - 100% ACDBE owner-equity participation
  - Percentage Owner-Equity Participation by way of a sublease, management, operating, franchise or joint venture agreement or partnerships
  - Percentage of total purchases for all good and services awarded to ACDBE certified firms
  - Other legal arrangement

Proposed Annual ACDBE goal is 35%

## ACDBE Program

- Concessions
- Hotels Services
- Car Rentals
- Other Goods and Services



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# ACDBE Program Points

## **Certification**

ACDBE certificates are due at time of proposal submission

## **Pass/Fail**

Proposals failing to meet the requirements receive no further consideration by the Selection Committee

## **Good Faith Efforts**

Stringent documentation requirements due at time of bid/proposal submission

## **Contract-Specific Goals**

a percentage of contract value; Prime self-performance counts towards goal

# ACDBE Certifications

Not required to do business with DFW.

HOWEVER, if claiming ACDBE credit, must be certified by an approved certification agency at the time of proposal submission in order to be credited.

State of Texas Hub certificates are not acceptable

DFW will accept an ACDBE certificate from an out-of-state U.S. DOT-approved UCP during the interim of the Proposer applying with NCTRCA-assigned Affidavit Number as proof of pending certification with the proposal submission.

Commodity codes noted on certificate must be relevant to the proposed services.

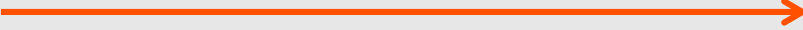
Effective 1/1/2016, a DBE certificate will no longer be counted towards an M/WBE goal. Ensure you possess the correct and required certificate for each solicitation.

**Certification certificates must be included with proposal submission**



# Commitment to ACDBE Participation Form

Identify commitment to meeting and/or exceeding the ACDBE Goal



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## Airport Concessions Disadvantage Business Enterprise (ACDBE) COMMITMENT FORM

*(This form is required as part of your proposal submission.)*

The ACDBE goal for this concession package is \_\_\_\_%

**NOTE:** *The BDDD will only credit ACDBE participation that is certified by an approved certification entity at the time of proposal submission.*

The undersigned concessionaire/vendor has satisfied the requirements of the proposal specifications in the following manner (Please check (✓) only one box):

- 100% Self-Performance: The proposer, a certified ACDBE firm and sole concessionaire, is committed to meeting or exceeding the ACDBE goal through 100% self-performance. *(If checked, must submit required ACDBE certificate).*
- Percentage Participation: The proposer is committed to meeting or exceeding the ACDBE goal, with a minimum of \_\_\_\_% ACDBE participation on this concessions package. *(If checked, must submit required Exhibits F-2, F-4, Draft Partnership Agreement and ACDBE certificate(s)).*
- The proposer is unable to meet the ACDBE goal and is committed to a minimum of \_\_\_\_% ACDBE participation on this concessions package and submits documentation demonstrating good faith efforts. *(If checked, must submit required Exhibits F-2, F-3, F-4, Draft Partnership Agreement and ACDBE certificate(s)).*
- The proposer is unable to meet the ACDBE goal and submits documentation demonstrating good faith efforts. *(If checked, must submit required Exhibit F-3).*

Name of Proposing Entity: \_\_\_\_\_

Name of Authorized Representative or Designee: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

6/7/2016

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# Sample Certificate

Does certification match Program goal?

Do the commodity codes cover your proposed scope of work?



The certificate is issued by the North Central Texas Regional Certification Agency (NCTRCA) and the Texas Unified Certification Program (TUCP). It certifies Howell - Mickens, Ltd as a Disadvantaged Business Enterprise. The certificate is valid from August 2011 to August 2012. The commodity code 992000 is listed for News, Gift, Novelty, and Souvenir Stores, Airport Concessionaire. The certificate number is BMD50240Y0812. The certification administrator is Shuan Meyer.

**NCTRCA**  
North Central Texas Regional Certification Agency

**Airport Concessionaire  
Disadvantaged Business  
Enterprise Certification**

**Texas Unified  
Certification Program**  
TUCP

**Howell - Mickens, Ltd**  
Disadvantaged Business Enterprise

has filed with the Agency an Affidavit as defined by 49 CFR Part 23 and 26 and is hereby certified to provide service(s) in the following areas:

992000;  
News, Gift, Novelty, and Souvenir Stores, Airport Concessionaire;

This Certification is valid beginning August 2011 and superceded any registration or listing previously issued. This certification must ne updated annually by submission of an Annual Update Affidavit. At any time there is a change in ownership or control of the firm, notification must be made immediately to the North Central Texas Regional Certification Agency.

Certificate expiration August 2012

Issued date August 2011

CERTIFICATION NO. BMD50240Y0812

*Shuan Meyer*  
Certification Administrator



# Good Faith Effort (GFE) Plan

- Proposers that are non-certified firms must meet the applicable goals or demonstrate good faith efforts to achieve the goals.
- GFE required *only* if the D/S/M/WBE goal is not achieved or partially achieved.



## **A GFE Plan is not a checklist!**

- Proposers are required to meet ALL factors outlined **and provide support documentation.**
- Factors should not be considered as a template, checklist or some quantitative formula.
- Submitting the form without support documentation, as a GFE, will automatically deem the Proposer non-responsive.
- DFW will evaluate the GFE on quality, quantity, and intensity of the different kinds of efforts that the bidder/proposer has made.
- Mere pro forma efforts are not good faith efforts



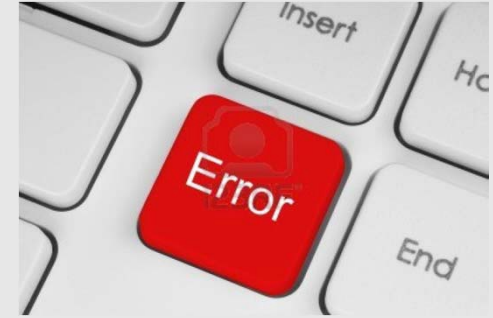
# Approved Certifying Entities

	Approved Certifying Entities
	<p>North Central Texas Regional Certification Agency 624 Six Flags Drive, Suite 100 Arlington, TX 76011 (817) 640-0606 or <a href="http://www.nctrca.org">www.nctrca.org</a> (Processing timeframe: 60 – 90 days from date application is deemed complete)</p>
	<p>U.S. Department of Transportation – approved Unified Certification Program (UCP) 125 E. 11<sup>th</sup> Street Austin, TX 78701 (800) 558-9368 or <a href="http://www.txdot.gov">www.txdot.gov</a> (Processing timeframe: 30-45 days)</p>

# Common Proposal Submission Errors

- Failure to respond to all RFP Evaluation Criteria questions.
- Failure to sign all required documents.
- Failure to submit required ACDBE certificates for all identified ACDBE firms.
- Failure to submit correct ACDBE certificates; instead submitted a HUB, WBE or MBE certificate.
- Using the Good Faith Effort plan as a checklist and not submitting support documentation

**PROOFREAD** your proposal and ensure all required forms are complete. Not submitting the required forms will deem your proposal non-responsive and not move forward in the evaluation process!



# Identifying Prospective ACDBE Partners

- Pre-Proposal Meeting
- Pre-Proposal Meeting Sign-In Sheet
- DFW D/S/M/WBE Online Directory:  
[www.dfw.diversitysoftware.com](http://www.dfw.diversitysoftware.com)
- Minority Chambers
- Advocacy Organizations
- Certifications Agencies
- Federal Aviation Administration DBE/ACDBE  
Directory (dbE-Connect)  
<https://faa/dbesystem.com/FrontEnd/VendorSearchPublic.asp?TN=faa&XID=4059>



DFW Policies and  
Procedures Supersede  
Everything I have said  
Verbally.