

COMPLETE ONLY FOR NEW CONCESSIONS TO BE AWARDED BY REQUEST FOR PROPOSAL

CPA Board of Directors action on CPA Concession No. SPN-2019-01 Evaluation Plan:

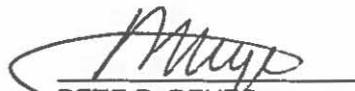
- Pursuant to NMIAC § 40-70-205(e)(2), the Executive Director (or her/his authorized designee) shall develop an evaluation plan for evaluating submitted proposals for this concession and submit it to the CPA Board of Directors for approval. The CPA Board of Directors shall approve an evaluation plan for evaluating submitted proposals for this concession before any evaluation of proposals for this concession shall be conducted.
- Pursuant to NMIAC § 40-70-205(e)(2), the Executive Director (or her/his authorized designee) has developed and submitted to the CPA Board of Directors the evaluation plan for evaluating submitted proposals for this concession attached as Attachment 1. The CPA Board of Directors **APPROVES** this evaluation plan for evaluating submitted proposals for this concession.

Non-CPA Employees on the Evaluation Committee:

- The CPA Board of Directors determines that the participation of the non-CPA employees included in the evaluation committee would be in the best interests of the Commonwealth.
- There are no non-CPA employees included in the evaluation committee.
- Pursuant to NMIAC § 40-70-205(e)(2), the Executive Director (or her/his authorized designee) has developed and submitted to the CPA Board of Directors the evaluation plan for evaluating submitted proposals for this concession attached as Attachment 1. The CPA Board of Directors **DOES NOT APPROVE** this evaluation plan for evaluating submitted proposals for this concession. The Executive Director (or her/his authorized designee) is directed to submit an updated evaluation plan for evaluating submitted proposals for this concession to the CPA Board of Directors for approval. The CPA Board of Directors shall approve an evaluation plan for evaluating submitted proposals for this concession before any evaluation of proposals for this concession shall be conducted.

Approved by the Authority Board of Directors by a vote of 6 this 16th day of JULY, 2019.


KIMBERLYN KING-HINDS
Chairman, Board of Directors


PETE P. REYES
Secretary, Board of Directors

ATTACHMENT 1
Proposed Evaluation Plan for CPA Concession No. SPN-2019-01

1. **EVALUATION PLAN:** The Authority Executive Director has developed the following evaluation plan for evaluating proposals submitted in response to the RFP for award of CPA Concession No. SPN-2019-01:¹

(a) Statement of Evaluation Factors:²

The following factors will be scored and have been assigned point values based on a 100-point scale according to their relative importance as follows:

Proposed Concession Fee	30
Improvement of the Airport infrastructure	25
Attractiveness of the proposed duty-free program	10
Ability to deliver the proposed duty-free program	10
Attractiveness of the proposed food&beverage program	10
Improvement of the Airport passenger experience	10
ACSBE participation	5

(b) Description of Evaluation Process:³

- i. Timeline: The evaluation process will be conducted by the In-Terminal Concession Evaluation Committee in earnest, with the goal of completing the evaluation process and proposal rankings within six weeks following the end of the proposal period.
- ii. Evaluation Committee:⁴ The In-Terminal Concession Evaluation Committee shall be comprised of members representing the following entities:
 1. Commonwealth Ports Authority
 2. Commonwealth Ports Authority
 3. Commonwealth Ports Authority
 4. Marianas Visitors Authority
 5. Saipan Chamber of Commerce (Must be a HANMI member)
- iii. Review and Deliberation: The In-Terminal Concessions Evaluation Committee shall review and deliberate the proposals before applying the evaluation factors set forth in the evaluation plan, applying any additional requirements set forth in this RFP (e.g., minimum requirements), and

¹ NMIAC § 40-70-205(e)(2).

² NMIAC § 40-70-205(e)(2)(i).

³ NMIAC § 40-70-205(e)(2)(ii).

⁴ NMIAC § 40-70-205(g)(1).

determining whether each proposer is a financially responsible person of good moral character and reputable experience.⁵ This review and deliberation may result in determinations of responsible proposers who submitted proposals that are reasonably susceptible of being selected for award, without completing a ranking of proposals, for the purposes of facilitating discussions of/revision of proposals in accordance with NMIAC § 40-70-205(f) & (g)(2).

- iv. Discussion of/Revision of Proposals: Discussion with responsible proposers who submitted proposals that are reasonably susceptible of being selected for award and revision of proposals to obtain the best and final offers may occur during the evaluation process in accordance with NMIAC § 40-70-205(f) & (g)(2).

(c) Methodology to be Used in Considering Evaluation Factors:⁶

- i. Proposal Responsiveness: The Evaluation Committee shall determine the responsiveness of each Proposal. Responsiveness is comprised of two qualities: (1) completeness and (2) satisfaction of the Minimum Requirements

. Only Proposals determined to be responsive can be included in the rankings of Proposals done by the Evaluation Committee.

- ii. "Responsible" Proposer: Authority concessions may only be granted to financially responsible person of good moral character and reputable experience.⁷ The In-Terminal Concessions Evaluation Committee shall follow NMIAC § 40-70-401(a) to determine whether a proposer is a financially responsible person of good moral character and reputable experience. Only Proposals by Proposers determined to be "responsible" can be included in the rankings of Proposals done by the Evaluation Committee.

iii. Calculated Evaluation Factors:

- 1. Proposed Concession Fee: Each proposer's score for its proposed concession fee will be determined according to the following formulas:

(1.)

$$\frac{\text{Proposer's Proposed MAG Concession Fee}}{\text{Highest Proposed MAG Concession Fee}} = \text{MAG Fee Factor}$$

(2.)

$$\frac{\text{Proposer's Proposed Percentage Concession Fee}}{\text{Highest Proposed Percentage Concession Fee}} = \text{Percentage Fee Factor}$$

(3.)

⁵ NMIAC § 40-70-205(g)(3).

⁶ NMIAC § 40-70-205(e)(2)(iii).

⁷ 4 CMC § 2206(a).

MAG Fee Factor X 15 Points + Percentage Fee Factor X 15 Points
EQUALS

Points earned for Proposer's Proposed Concession Fee

2. Proposed ACSBE participation: Each proposer's score for its proposed ACSBE participation will be allocated in direct proportion to its share of the goal, with any share greater than the goal resulting in a score of 5.
- iv. Other Scored Evaluation Factors: Each member of the In-Terminal Concessions Evaluation Committee will provide a whole-number point score for each of the remaining scored evaluation factors for each proposal, utilizing materials provided by Proposer in its proposal and any discussion or revision of that proposal, as well as any other materials available to the Authority regarding Proposer's previous experience and performance with the Authority. These individual members' scores will then be averaged to determine the proposal's score for the corresponding scored evaluation factor.
 - v. Proposal Ranking:⁸ After reviewing and deliberating the proposals, applying the evaluation factors set forth in the evaluation plan, applying any additional requirements set forth in this RFP, and determining whether each proposer is a financially responsible person of good moral character and reputable experience, the In-Terminal Concessions Evaluation Committee shall rank the proposals meeting the minimum requirements of the RFP from financially responsible persons of good moral character and reputable experience according to the quality of their proposals as measured by the evaluation plan, highest score to lowest score, and shall then report this ranking to the Executive Director or his authorized designee.
- (d) Documentation Requirements: The Executive Director or his designee shall prepare an evaluation form to be completed by each member of the In-Terminal Concessions Evaluation Committee in evaluating each proposal. The Executive Director or his designee shall also prepare an overall evaluation form to be completed by the In-Terminal Concessions Evaluation Committee as a whole to record the overall scores and evaluation of each proposal. The Executive Director or his designee shall also prepare a proposal ranking form on which the In-Terminal Concessions Evaluation Committee shall record its ranking of proposals and report its ranking to the Executive Director or his designee.⁹ These documents shall be retained by the Executive Director or her/his authorized designee per NMIAC § 40-70-715.

⁸ *Id.*

⁹ NMIAC § 40-70-205(g)(3).