

NOTICE INVITING  
STATEMENT OF QUALIFICATIONS

**INFORMATION TECHNOLOGY  
CONSULTANT SERVICES**

FOR THE  
CHARLESTON COUNTY AVIATION AUTHORITY  
PROCUREMENT No.: 2010-40-CHS

**STATEMENT OF QUALIFICATIONS DUE:**

**JULY 20, 2010 2:00 P.M.**

**NOTICE INVITING  
STATEMENT OF QUALIFICATIONS**

The Charleston County Aviation Authority is requesting Statements of Qualifications from interested consultants to assist with Information Technology projects on an annual basis.

Written statements will be received up to the hour of 2:00 p.m. on July 20, 2010. All such statements shall be addressed to:

Susan M. Stevens, A.A.E.  
Director of Airports  
Charleston County Aviation Authority  
5500 International Boulevard, # 101  
Charleston, South Carolina 29418-6911

and clearly marked:

STATEMENT OF QUALIFICATIONS FOR  
CONSULTANT FOR INFORMATION TECHNOLOGY  
CHARLESTON COUNTY AVIATION AUTHORITY  
PROCUREMENT NO.: 2010-40-CHS

Statement of Qualifications Submittal Packages may be obtained by contacting the Authority at 843-767-7000, or download a complete package at [www.chs-airport.com](http://www.chs-airport.com). Any questions and/or comments concerning this notice should be directed in writing to Susan M. Stevens, A.A.E., Director of Airports, at the above address. The Charleston County Aviation Authority will not be responsible for any oral instructions with regard to this Notice.

June, 2010

## **AIRPORT INFORMATION**

The Charleston County Aviation Authority (the Authority) owns and operates the Charleston International Airport, Charleston Executive Airport (Johns Island), and the Mt. Pleasant Regional Airport. Chartered in 1970 by the State of South Carolina, it is responsible for managing, operating, and developing all public airports in the Charleston County Airport District.

The District is a municipal corporation established by the General Assembly of the State of South Carolina in 1970 and is governed by the Authority. The Authority is composed of seven members appointed to four-year terms by the Governor and six Ex-officio members; The Mayor of the City of Charleston, the Mayor of the City of North Charleston, the Mayor of the Town of Mt. Pleasant, the Chairman of the Charleston County Council, and the Chairman and Vice-Chairman of the Charleston County Legislative Delegation, or their respective proxies. The Director of Airports overall responsibility for all functional areas at the airports and reports to the Chairman of the Authority. A copy of the Fiscal Year 2009 Report of Audit is available on our web-site [www.chs-airport.com](http://www.chs-airport.com).

The IT Department is responsible for various computer systems within the Airport. These systems include all file and print services, the Parking Revenue Control system, the Flight Information Display systems, The Airport Security and Access Control system, as well as other subsystems supporting the Aviation Authority's day to day activities. We currently support twenty-four (24) servers, one hundred twelve (112) personal computers, and one hundred eighty-two (182) users.

## **SCOPE OF PROJECT**

The Authority desires to engage a qualified and experienced Information Technology Consultant to provide advice and assistance in accordance with the following specifications:

- Network Assessment: Review network systems and recommend solutions for total data and security integration.
- PCI – Compliancy Review: Assist Charleston County Aviation Authority with mandated requirements for enhancing payment account data security.
- Communication Infrastructures: Research current trends and recommend solutions for various communication methods and implementations. (e.g., physical, virtual or wireless)
- Provide technical advice and assistance when required to the Manager of Information Systems using Work Authorizations approved by the Aviation Authority Board of Directors.

## **SUBMISSION OF STATEMENT OF QUALIFICATIONS**

Interested Consultants should submit in triplicate a written Statement of Qualifications no later than 2:00 p.m. EST, on July 20, 2010. This submission must include at least the following:

1. Corporate Qualifications:
  - A. Brief History of Firm;
  - B. Previous Experience on Similar Projects;
  - C. Resumes of Key Personnel Available for this Project;
  - D. Location of Office to Perform Work.
2. Performance on Previous Projects:
  - A. Contract Awards Received for Similar Projects in Last 24 Months;
  - B. On-Time/In-Budget Performance on Above;
  - C. Three (3) References with Phone Numbers.
3. Present Workload:
  - A. Key Staff Assignments through Project Period;
  - B. Total Corporate Commitments versus Resources;

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C. Commitments versus Resources of Offices to do Work.

Three (3) copies of the above information must be submitted in a bound booklet with a cover letter in the front of the booklet. **The cover letter must contain a list of three (3) reasons why the Authority should select your firm.** Note that Statements containing consultant fee or pricing information will be deemed non-responsive and rejected.

**GENERAL INFORMATION**

A Selection Panel composed of staff members of the Authority will review the Statements of Qualifications and may later invite the most qualified firms to present a more detailed proposal to the Authority.

The Authority reserves the right to reject any or all proposals, to advertise for new proposals, or not to proceed at all with this Project.

Receipt of these Statements of Qualifications shall not in any way obligate the Authority to later invite a firm or corporation for a detailed proposal.

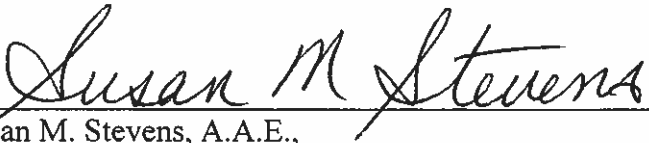
The Authority shall not be responsible in any manner for any cost associated with the submission of this Statement of Qualifications or any later proposals.

The Statements of Qualifications submitted, including any and all attachments thereto, shall become the property of the Authority upon receipt by the Authority.

The Authority shall have the right to copy, reproduce, publicize, or otherwise dispose of each Statement of Qualifications in any way that the Authority selects.

The Authority shall be free to use as its own, without payment of any kind or liability therefore, any idea, scheme, technique, suggestion, layout or plan received during the review and disposal process.

CHARLESTON COUNTY AIRPORT DISTRICT  
CHARLESTON COUNTY AVIATION AUTHORITY

  
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Susan M. Stevens, A.A.E.,  
Director of Airports