



## **Request for Proposals for Individual or Firm to Provide Airline Schedule Data Services**

Issue Date: April 21, 2008

Proposal Deadline: April 30, 2008

Contract Start Date: May 15, 2008

Airports Council International – North America (ACI-NA) is issuing this Request for Proposals (RFP) in order to identify a contractor to provide ACI-NA staff with access to airline schedule data such as the Official Airline Guide (OAG) or a comparable product.

### **Background:**

ACI-NA staff regularly prepares presentations, articles and other materials for its Board of Directors, committees and general membership detailing industry trends and metrics. In order to accomplish this, ACI-NA staff requires access to historical, current and future airline schedule data.

### **Scope of Work:**

The contractor will provide the following reports on a quarterly basis:

- Year-over-year domestic capacity (ASMs and percent change)
- Year-over-year international capacity (ASMs and percents change, US and International Carriers)
- Domestic and International market share by carrier
- O&D vs. connecting traffic at top large, medium and small hubs
- International traffic (flights and pax) at large and medium hubs
- Year-over-year Canadian traffic
- Year-over-year change in flights and seats by hub size
- Year-to-date traffic by carrier and year-over-year percent change

In addition, the contractor will also respond to ad-hoc requests from ACI-NA staff. All data will be provided in Microsoft Excel format.

### **Term of Contract:**

The contract term is for one (1) year. ACI-NA or the contractor may terminate the contract upon thirty (30) days written notice to the other party. The contract may be modified and/or extended with the written approval of both parties.

### **Submission Instructions:**

Those interested in submitting proposals should email an electronic copy in Microsoft Word or PDF format to [amuldoon@aci-na.org](mailto:amuldoon@aci-na.org). Additionally two (2) hard copies should be mailed to: A.J.

Muldoon, ACI-NA, 1775 K Street, NW, Suite 500, Washington, DC 20006. All responses must include the following information:

- Your/your firm's name, address, phone number, fax number, website URL and the name, address, phone number, fax number and email address of the person ACI-NA should contact in regard to this RFP.
- A brief description of your/your firm's experience and background in aviation and your/your firm's ability to provide the services sought.
- Provide a quote for the services described above.
- Indicate whether any principals, partners, or employees of your firm have been convicted under any state or federal statute, of a criminal offense related to fraud; embezzlement; theft, forgery, falsification of or destruction of records; or obtaining or attempting to obtain, through illegal means, any public or private contract.

**Selection Process:**

ACI-NA staff will fairly evaluate all proposals received by the deadline. During the evaluation process, ACI-NA may request additional information from contractors. However, selection may be made without further discussions or requests for information.

**Disclaimer:**

ACI-NA reserves the right to reject any and all proposals received and, in the event all proposals are rejected, to re-solicit proposals.

**Contact:**

All questions related to this RFP must be received by April 28<sup>th</sup>. All questions or comments must be in writing and should be addressed to:

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ACI-NA  
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Suite 500  
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