



NATIONAL SAFE SKIES ALLIANCE

Program for Applied Research in Airport Security

PARAS 0051 Request for Proposals

Project Title:	Guidance for Airport Security Exercises
Program Officer:	Jessica Grizzle 865-738-2080 Jessica.Grizzle@sskies.org
Fiscal Year:	2022
Contract Time:	12 Months
Funding Cap:	\$100,000
RFP Close Date:	June 15, 2022
Authorization to Begin Work (estimated):	August 2022

BACKGROUND

Thorough planning is a key component of successful tabletop exercises and drills. The design process, in particular, should facilitate conceptual understanding of the problem being addressed, identify strengths and weaknesses in the functions or processes being examined, and ultimately generate reasonable solutions for security problems or vulnerabilities. While there are guidebooks and tools available for conducting tabletop exercises and drills, resources focused on aviation security-specific needs and requirements are not as readily available or well known. In addition, security-specific scenarios and design criteria must continue to adapt to emerging threats.

OBJECTIVE

The objective of this research is to produce practical guidance for conducting effective aviation security tabletop exercises and drills. The research should address:

- Pre-planning considerations, including engaging stakeholders and establishing a knowledge base
- Planning considerations, including establishing scope and goals, communication needs, and required stakeholder participation
- Potential scenarios and design elements
 - Security-specific incidents based on current and emerging threats
 - Security components of other incidents (e.g., fire and natural hazards)
 - Objectives and associated functions
 - Associated capability targets for incident response and recovery
- Evaluation of results
- After-action report and improvement planning
- Long-term goals (i.e., program building)

The resulting guidance should be comprehensive and scalable to commercial airports of all sizes and resource levels.

SPECIAL NOTES

- Targeted outreach and interviews can be utilized as part of this research effort. Broad airport surveys are not acceptable.
- Proposers should be aware of related PARAS and ACRP projects, industry publications and white papers, research, and other relevant literature, documents, and initiatives, and include in the research plan their approach for considering these research efforts.
- Proposers are encouraged to ask questions regarding proposed scope and project panel intent. Questions should be directed to [Jessica Grizzle](mailto:Jessica.Grizzle@sskies.org), PARAS Program Manager.

RESEARCH PLAN

PARAS is seeking the insights of proposers on how best to achieve the research objective, and is asking proposers to develop and include a detailed research plan. Proposers are expected to describe research plans that can realistically be accomplished within the constraints of available funds and contract time. Proposals must present the proposers' current thinking in sufficient detail to demonstrate their understanding of the issues and the soundness of their approach to meeting the research objective. The work proposed must be divided into tasks, and work for each task must be described in detail.

DELIVERABLES

The research plan should include the following interim deliverables for PARAS approval, at a minimum:

1. Amplified work plan
2. Literature review
3. Interim report that describes work performed in the early tasks, research results to date, an annotated outline of the anticipated final deliverable, and an updated work plan for remaining tasks
4. Draft final deliverable

Additionally, the research plan should build in appropriate checkpoints with the PARAS panel, including at a minimum:

- Kick-off teleconference meeting to be held within 1 month of the contract effective date
- One face-to-face interim deliverable review meeting
- Web-enabled teleconferences tied to the panel review and PARAS approval of other interim deliverables as deemed appropriate

The final deliverables will include the proposed guidance document and a Microsoft PowerPoint presentation that summarizes the project results, which will be used in presentations to the industry.

Note: The contract time includes 1 week for PARAS review of the amplified work plan, 2 weeks for PARAS review of the interim report, 1 month for PARAS review and comment of the draft final deliverables, and 1 month for contractor preparation of the final deliverables. For budgeting purposes, proposers should assume that PARAS will provide access to web-enabled teleconference services. Proposers should assume that the face-to-face interim deliverable review meeting will be held in the Washington, DC area.

PROPOSAL

The essential features required in a proposal for research are detailed in the current document entitled [Guidance for Preparing Proposals](#). Proposals must be prepared according to this document, and attention is directed specifically to Section V for mandatory requirements. **Proposals that do not conform to the mandatory requirements will be rejected.**

The total funds available are made known in this RFP, and line items of the budget will be examined to determine the reasonableness of the allocation of funds to the various tasks. **If the proposed total cost exceeds the funds available, the proposal will be rejected.**

All proposals become the property of National Safe Skies Alliance. Final disposition will be made according to the policies thereof, including the right to reject all proposals.

Proposals (1 PDF) are due not later than 5:00 p.m. EDT on June 15, 2022, and should be sent via email to Jessica.Grizzle@saskies.org or submitted through our website, [here](#). This is a firm deadline and extensions are not granted. In order to be considered for award, the electronic copy of the proposal, including the executed, unmodified Liability Statement must be received no later than the deadline shown, or the proposal will be rejected.

LIABILITY STATEMENT

The signature of an authorized representative of the proposer is required on the unaltered [Liability Statement](#) in order for PARAS to accept the organization's proposal for consideration. **Proposals submitted without this executed and unaltered statement by the proposal deadline will be summarily rejected.** An executed, unaltered statement indicates the organization's intent and ability to execute a contract that includes the provisions in the statement.

GENERAL NOTES

- According to the provisions of 49 CFR § 21, which relates to nondiscrimination in federally assisted programs, all parties are hereby notified that the contract entered into pursuant to this announcement will be awarded without discrimination on the grounds of race, color, religion, sex, national origin, or disability.
- The contract type is cost reimbursement with a "not-to-exceed" limiting amount.