



NATIONAL SAFE SKIES ALLIANCE

Program for Applied Research in Airport Security

PARAS 0053 Request for Proposals

Project Title:	Practices and Considerations for Alternate Languages in the Airport Credentialing Process		
Program Officer:	Jessica Grizzle	865-738-2080	Jessica.Grizzle@sskies.org
Fiscal Year:	2023		
Contract Time:	12 Months		
Funding Cap:	\$150,000		
RFP Close Date:	April 14, 2023		
Authorization to Begin Work (estimated):	June 2023		

BACKGROUND

The workforce at airports is becoming increasingly diverse, and English is not the primary language for many badge applicants. Airports are beginning to consider how to better assist these applicants during and after the credentialing process. However, this presents challenges in ensuring content is effectively presented and properly understood and applied in the badge holder’s daily activities at the airport. Comprehensive guidance is needed to assist airports in understanding and evaluating strategies and implications for including alternate languages in their credentialing processes, to ensure informed decision making and minimize potential impacts to the airport’s overall security posture.

OBJECTIVE

The objective of this research is to create practical guidance to assist airports with addressing alternate language needs in their credentialing processes. At a minimum, the guidance should include options, strategies, and considerations for the following:

- Determining need
- Developing content, including:
 - Ensuring accuracy
 - Aviation-specific terms
 - Location-specific needs (e.g., dialects)
- Training strategies
- Testing and comprehension
- Compliance after training/testing, including:
 - Role of companies and authorized signatories
 - Auditing
- Relevant forms, documentation, and signage
- Applicable regulations and legal implications, including federal laws, state laws, and local rules and ordinances
- Job position and access needs
- Cost and resources
- Leveraging available technologies
- Lessons learned from international organizations and non-aviation entities
- Support for English language learners

The resulting guidance should be scalable to 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 other 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](#), 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 April 14, 2023, and should be sent via email to Jessica.Grizzle@saskies.org. 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.