



Manchester-Boston Regional Airport
One Airport Road, Suite-300
Manchester, New Hampshire 03103

Addendum No. Two

Date: June 10, 2020

RFQ No: FY20-805-65 Air Service Development (“ASD”) Consulting Services

The following clarifications, changes, additions, and/or deletions are hereby made to the RFQ:

Question 1:

Can a W-9 form be submitted in place of financial statements?

Response:

No, failure to provide an audited financial statement for the PRIME CONSULTANT will result in a non-responsive statement.

Question 2:

As there is a requirement that a Disadvantaged Business Enterprise (DBE) firm “must be duly certified as a DBE by the New Hampshire Department of Transportation Office of Federal Compliance”, can the airport provide a list of certified firms that are qualified in their DBE status?

Response:

Please refer to the State of New Hampshire Department of Transportation’s DBE Directory at: <https://www.nh.gov/dot/org/administration/ofc/dbe.htm>

Question 3:

Can we provide the audited financial statements of our parent company?

Response:

Yes; however, your company name must be listed within your audited financial statements.

Question 4:

Is it acceptable to remove existing client names within our proposal to maintain confidentiality?

Response:

Yes.

Question 5:

Are Disadvantaged Business Enterprise (DBE) forms required within the submission and are they included in the 50-page count?

Response:

Please refer to Section 2.1.7 and Section 2.2 of the Request for Statement of Qualifications for: Air Service Development (“ASD”) Consulting Services.

Question 6:

Are you able to tell us about your current air service consultant(s)? Are they set up as a legacy and low cost or all carriers?

Response:

Our current contract represents us with all carriers.

Question 7:

Can we submit our Request for Qualification (RFQ) electronically?

Response:

You may submit your RFQ electronically to ckeefe@flymanchester.com; but not in lieu of the five (5) hard copies.

For other questions or clarifications, please contact the Cheryl Keefe at ckeefe@flymanchester.com

Respectfully,

A handwritten signature in cursive script that reads "Cheryl Keefe".

Cheryl Keefe
Property and Contract Coordinator