Project Title: Synthesis of Escort Privileges and Escorting Practices
Program Officer: Jessica Grizzle  865-738-2080  Jessica.Grizzle@sskies.org
Fiscal Year: 2020
Contract Time: 10 Months
Funding Cap: $125,000
RFP Close Date: March 17, 2020
Authorization to Begin Work (estimated): May 2020

BACKGROUND

Under 49 CFR § 1542.209, airports are required to conduct fingerprint-based Criminal History Records Checks (CHRC) on applicants seeking unescorted access to the SIDA. In the absence of a badge that would allow unescorted access, 49 CFR § 1542.211 gives airports the option of allowing the escorting of individuals while they are in a restricted area. Airports are faced with challenges such as individuals abusing the escort system to bypass the badging process, monitoring/documenting escorted individuals, limited or no vetting for escorted individuals, Authorized Signatories not limiting escort privileges based on need, and inefficient or no audit procedures.

OBJECTIVE

The objective of this research is to create a synthesis of current practices to assist airports with decisions surrounding escort privileges and escorted access options. Since not every option or idea will be feasible for all airports, the outreach should be comprehensive so that airports of all sizes and resource levels can benefit. Topics covered should include:

- Relevant terminology definitions
- General escort program rules, including number of escorted individuals a badge holder can have at one time, and escorting during the badging/vetting process
- Limits on escorted access, including purpose, practice, and rationale
- Vetting considerations and available options
- Associated issuance fees
- Monitoring/record keeping of escorted individuals, including potential physical pass issuance and recovery
- Components of physical pass, if used, including material and printed information
- Training for escort privileges
- ID media escort privilege indicators
- Accountability requirements for badge holder and authorized signatory/company
- Potential penalty structure and strategy
- Relationship of policies and plans to ASP
- Pertinent technology types in use or available, including cost and infrastructure considerations
SPECIAL NOTES

- Broad airport surveys will not be conducted as part of this research effort.
- Non-aviation industries with potentially similar practices should be considered.
- Some information gathered during the research process may be Sensitive Security Information. Proposers should plan to protect it accordingly.
- Proposers should ensure a plan is in place to provide deliverables that are well executed and free from grammatical errors.
- Proposers are encouraged to ask questions regarding proposed scope and project panel intent. Questions should be directed to Jessica Grizzle, PARAS Program Officer.
- Proposers should be aware of current related PARAS projects, industry publications and white papers, research, and other relevant literature, documents, and initiatives, and include in the research plan their approach to coordinating with these research efforts. Examples include:
  - PARAS 0020 *Strategies for Effective Airport ID Media Accountability and Control*
  - PARAS 0029 *Update PARAS 0001 “Criminal History Records Checks CHRCs) and Vetting Aviation Workers”*
  - PARAS 0037 *Operational Security Guidance for Airport Construction Projects*
  - ACRP Publications

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 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 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 a 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 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 Synthesis 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 Project Statement, 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 electronic) are due not later than 5:00 p.m. EDT on March 17, 2020. The electronic copy should be sent via email to Jessica.grizzle@sskies.org.

This is a firm deadline and extensions are not granted. In order to be considered for award, the electronic copy and 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.