



NATIONAL SAFE SKIES ALLIANCE

Program for Applied Research in Airport Security PARAS 0059 Request for Proposals

Project Title:	Enhanced Scheduling Tool for Aviation Worker Screening
Program Officer:	Jessica Grizzle 865-738-2080 Jessica.Grizzle@saskies.org
Fiscal Year:	2024
Contract Time:	3 Months
Funding Cap:	\$200,000
RFP Close Date:	September 1, 2023
Authorization to Begin Work (estimated):	October 2023

BACKGROUND

TSA-NA-20-02 was issued to airports in April 2023, and it takes effect in September 2023. This National Amendment (NA) requires airport operators to conduct aviation worker screening in a random continuous manner at Category X, I, and II airports regulated under 49 CFR § 1542.103(a). Screening is intended to deter insider threats by establishing an expectation that workers could be screened any time they enter a Secured or Sterile Area.

TSA provided airport operators with the Aviation Worker Screening Tool, which calculates the number of required screening hours per week. The Random Screening Scheduler (RSS) is a component of the tool that can be used to create a weekly screening schedule. However, use of the RSS is not required. Airports can develop their schedule using another process or tool, provided that the schedule meets the Operational Screening Hour requirement and the airport's Federal Screening Director or designee approves the airport-generated schedule.

There are various considerations for randomized screening schedules that airports would like to address, but are not included in the current capabilities of the RSS. For example, some airport operators have only one team available to conduct screening, which means that screening cannot take place concurrently at two different access points. In addition, some airports would like to consider weighted random scheduling that may assign priority to access points that are more heavily used, with the understanding that no qualified access point would ever be excluded from scheduling consideration. Some qualified access points may only be open at scheduled times, and when closed they can only be accessed in an emergency. Airports must also ensure the workers who will be conducting screening activities can be scheduled in a manner that uses that workforce efficiently and effectively.

OBJECTIVE

The objective of the research is to create an Excel-based scheduling tool, including relevant instructions or guidance, that enables airports to account for local factors in their weekly screening schedule. Research should include outreach and data collection to understand the factors that airports may want to consider in their weekly schedule, as well as other human factors considerations that may contribute to a worker's expectation that they could be screened any time they enter a Secured or Sterile Area.

HOW TO PROPOSE

The rapidly approaching effective date for the NA necessitates timely research and tool development. Considering this, response requirements have been simplified to enable a more efficient selection.

Proposers with relevant expertise should submit a single PDF file containing the following elements:

1. A letter of interest (no more than three pages) that provides an overview of their understanding of the problem and plan to meet the project objective
2. A resume providing the qualifications for each member of the research team
3. Examples of experience with projects of similar scope and objective
4. A budget by task
5. An executed and unaltered [Liability Statement](#)

The file should be submitted electronically to Jessica.Grizzle@sskies.org by 4:30 PM (EDT) on September 1, 2023.

The table below presents the sample schedule of key activities and deliverables for this project.

# of Months from Contract Execution	Activity/Deliverable
0.0	Notice to Proceed
0.5	Conference call with panel to finalize Work Plan
2.0	Contractor submits Draft Final Deliverables
2.5	In-person meeting with Contractor and Project Panel
3.0	Contractor submits Final Deliverables

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.
- Proposers are encouraged to ask questions regarding proposed scope and project intent. Questions should be directed to Jessica Grizzle, PARAS Program Manager.