



## *Memorandum*

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**TO: Honorable Mayor and City Council**      **FROM: Gerald A. Silva**  
City Auditor

**SUBJECT: City Auditor Review of The**      **DATE: February 7, 2006**  
**Integrated Systems For The**  
**Norman Y. Mineta International**  
**Airport RFP**

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As part of the City Managers reforms, the City Manager suggested and the City Council approved a directive that the City Auditor have an appropriate role on high profile, complex RFPs/procurements. Per this directive, my office has worked collaboratively with the Purchasing Division to review the procurement for the Integrated Systems for the Norman Y. Mineta International Airport RFP 05-06-01.

Prior to the issuance of RFP 05-06-01, staff from the Auditor's Office and Purchasing Division (Purchasing) met to discuss an appropriate role for my office in reviewing various stages of the RFP process. The Purchasing Division and my office agreed that we would review documentation during the following stages of the procurement process:

1. Review of the Request For Proposal;
2. Minimum Qualifications Review;
3. Review of evaluation forms;
4. Review of the final scoring, including reference checks and oral interviews if necessary; and
5. Review of Council Memorandum.

During the course of our review of the procurement, my office provided comment on the Minimum Qualifications Review and Final Scoring Review. We questioned two minor issues regarding the interpretation of the "minimum qualifications" language in the RFP and vendor compliance references for the required implementation. Purchasing confirmed the interpretation of the RFP language with the City Attorney's Office, and further confirmed that the proposers past implementations were in compliance with the minimum specifications listed in the RFP. My office also identified two calculation errors in the technical scoring. Ultimately, these errors had no effect on the overall scores or rankings. We also identified one discrepancy

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after the oral interview scoring which was resolved after Purchasing sought further clarification from one of the evaluators to verify that his scores were accurately represented. As a result, the top two vendors, AirIT and SITA which the evaluators recommended to participate in the best and final offer process, remained the same.

Based on our review of the documentation for the Integrated Systems for the Norman Y. Mineta International Airport RFP 05-06-01, we found that the Administration's recommendation to negotiate and execute a contract with AirIT was the result of a procurement process that was fair, objective and accurate.



Gerald A. Silva  
City Auditor

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