



Request for Proposals
Expanded Chicago Air Service

April 30, 2025



Missoula County Airport Authority
5225 Broadway St West
Missoula, MT 59808
(406) 728-4381

I. Invitation to Submit

The Missoula County Airport Authority ("MCAA") invites the submission of proposals to utilize a Small Community Air Service Grant to provide expanded air service to Chicago, IL from Missoula, MT, during the fall, winter and spring. Request for Proposals (RFP) and contract documents are available from the Point of Contact Juniper Davis by calling (406) 728-4381 during normal working hours or by email request at jdavis@flymissoula.com. Other than with written consent from the Point of Contact, all Respondents, including any persons affiliated with or in any way related to a Respondent, are strictly prohibited from contacting any MCAA Commissioners or any MCAA personnel on any matter having to do in any aspect with this RFP after the RFP issued date. Any other contact with such people associated with MCAA shall be made only through and in coordination with the Point of Contact and must be made in writing. Prohibitive or inappropriate contacts made by Respondent may result in the disqualification of the Respondent. This requirement will be strictly enforced.

Submissions must be received by the designated Point of Contact no later than the due date/time listed in the schedule. Late submissions will not be accepted.

Firms must present evidence that they are fully qualified and have the necessary experience and resources to fulfill the conditions of the agreement which will ensure a high standard of business operations on MCAA property. MCAA reserves the right to reject any applicant which, in MCAA's opinion, does not have adequate qualifications. MCAA reserves the right to terminate selection proceedings at any time.

Schedule

Date	Time	Event
April 30, 2025	4 pm MDT	RFP Issued
May 15, 2025	4 pm MDT	Deadline for Follow-up Written Questions from Respondents
May 20, 2025	4 pm MDT	Deadline for MCAA Responses to Written Follow-Up Questions from Respondents
May 29, 2025	9 am MDT	Deadline for Submissions

II. Information for Respondents

Missoula Montana Airport (MSO) is the Gateway to Western Montana. Currently seven airlines serve Missoula Montana Airport: Alaska, Allegiant, American, Delta, Frontier, Sun Country and United. Airlines at MSO collectively provide nonstop flights to fourteen destinations: Chicago, IL; Dallas, TX; Denver, CO; Las Vegas, NV; Los Angeles, CA; Minneapolis, MN; Oakland, CA; Orange County, CA; Phoenix-Mesa, AZ; Portland, OR; Salt Lake City, UT; San Diego, CA; San Francisco, CA; and Seattle, WA (some routes are seasonal). MSO serves approximately 1,000,000 passengers annually. Missoula Montana Airport is financially self-supporting; no local tax revenues are used for the administration, promotion, operation, or maintenance of the airport.



III. RFP Scope Of Services

MCAA is the recipient of a Small Community Air Service Development Grant from the U.S. Department of Transportation. The grant scope is to provide an air service revenue guarantee to support expanded air service to/from Chicago, IL and Missoula, MT, as well providing marketing support.

Currently both American Airlines and United Airlines provide service to/from Chicago and Missoula on a seasonal, summer basis. The goal of this RFP is to secure year-round access to Chicago, which includes expansion into the fall/winter/spring seasons. The Missoula community states that year-round access to the Chicago hub is necessary as it will enhance connectivity to Midwest, East Coast, and international markets. The community further states that the increase in efficiency afforded by expanded service will put downward pressure on airfares, which are above the national average. The community is providing significant local funding of \$437,000 that it will use to match the Small Community Air Service Development Grant of \$875,000 for a total of \$1,312,000 to be utilized for a Revenue Guarantee for fall/winter/spring service to and from Missoula, MT and Chicago, IL.

IV. Federal Provisions

In accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 USC §§ 2000d to 2000d-4) and the Regulations, MCAA hereby notifies all bidders or offerors that it will affirmatively ensure that for any contract entered into pursuant to this advertisement, all businesses will be afforded full and fair opportunity to submit bids in response to this invitation and no businesses will be discriminated against on the grounds of race, color, national origin (including limited English proficiency), creed, sex (including sexual orientation and gender identity), age, or disability in consideration for an award.

V. Format for Submissions

Please format your response to this RFP in the following order to facilitate comparisons between Respondents. Through your answers, be sure to provide any supplemental and background information that will be helpful in the review of qualifications and services. Pay particular attention to the Scoring Rubric, included herein at line 83, to ensure all necessary information is provided for a thorough review.

1. General Information and Qualifications

- a. Please provide answers to the questions provided on Appendix A.

2. Proposal Form

- a. Complete the attached MCAA Request for Proposal Response Form, included as Appendix B.

3. Airline Contract for Services



- a. Please provide your airline's proposed contract for the expanded Chicago air service. The proposed contract should be tailored to this project scope, however, the contract may be further negotiated between the successful Respondent and MCAA before being brought to the MCAA Board of Commissioners for approval.

4. Submittal Format

- a. Each submitter should send their submission documents electronically by email to the Point of Contact indicated in the section [Instructions to Respondents](#). The email subject line must read: "Submission for Expanded Chicago Air Service RFP".
- b. Documents should be submitted in .PDF or .docx format unless otherwise necessary for presentation of the file.

VI. Evaluation of Submissions

This RFP will be awarded to the responsible airline who, in MCAA's sole judgment, is deemed most qualified. The selection shall be based on a comparative analysis of the professional qualifications necessary for satisfactory performance of the services required and shall satisfy requirements for open and free competition. MCAA shall appoint a selection committee to evaluate potential firms and shall ensure that the members of the selection committee are kept free of pressures, both internal and external, and that they have no conflicts of interest, real or apparent. The selection committee may conduct interviews and inquiries as desired and shall make a recommendation to the MCAA Board of Commissioners. The MCAA Board of Commissioners will have the opportunity to review all submissions and the selection committee's recommendation at a public meeting; the MCAA Board of Commissioners is responsible for approving a final selection.

Each submission received will be evaluated based on the information required as set forth in Section V above, pursuant to the following selection criteria and rating system:

Scoring Rubric	
<u>Scoring Criteria</u>	<u>Rating Points</u>
Overall Proposal Quality and Completeness of Information Provided	10
Service Description, sample schedule, aircraft type	30
Service Connection Opportunities	30
Block hour revenue requirements	30
<u>Total Points</u>	100

VII. Instructions to Respondents

For this RFP the Point of Contact is Juniper Davis who can be reached by calling (406) 728-4381 during normal working hours or by email at jdavis@flymissoula.com.



The deadline for submissions is indicated in the schedule above. Submissions must be received by the Point of Contact no later than the due date/time in the schedule. Each submission must be in the form set forth in the RFP, including all required Attachments. Late submissions will not be accepted.

Respondents should email their proposal by the deadline. The email subject line must read: "Expanded Chicago Air Service". The sent time on the email must be at or before the submission due date and time. The provided form must be utilized, included herein as Appendix A.

VIII. Miscellaneous Provisions

It is the intent of this RFP to describe the services being sought in sufficient detail to secure qualified Proposals. Proposals will be evaluated based upon qualifications and experience for the proposed projects, using a weighted scoring method. Proposals not conforming to the requested format or not in compliance with the specifications will not receive full scoring.

MCAA reserves the right to reject any and all proposals received and if all proposals are rejected, to re-advertise under the same or new specifications, or to make such an award as in the judgment of MCAA best meets its requirements. MCAA reserves the right to waive any formalities, irregularities and/or technicalities which are not of a substantial nature and to accept the proposal which is in the best interest of MCAA. MCAA reserves the right to determine what constitutes any and all formalities, irregularities, or technicalities. MCAA shall not be obligated to respond to any Proposal submitted or legally bound in any manner whatsoever by the submission of a Proposal.

Any Proposal submitted as provided herein may be subject to negotiation. Submission of a Proposal shall obligate the Respondent to enter into an Agreement with the MCAA in accordance with the material contents of the submission, allowing room for negotiation as deemed necessary and prudent by both parties. MCAA reserves the right to request any Respondent to clarify its submission or to supply additional information necessary to assist the MCAA in its selection.

Any Agreement for air service revenue guarantee associated with this RFP must conform the requirements of MCAA's grant award from the U.S. Department of Transportation Small Community Air Service Development Program.

Any and all agreements arising out of this RFP and negotiations that follow shall not be binding or valid against the MCAA, its officers, employees, or agents unless approved by the MCAA Board of Commissioners and executed by the MCAA and the Successful Respondent in accordance with applicable laws.

The submission of a Proposal shall be considered evidence that the Respondent has investigated all the conditions described in the RFP Documents and the Respondent is aware of the circumstances and conditions involved. The attention of the Respondent is specifically directed to, and the Respondent will be conclusively presumed to have read and become familiar with all the RFP Documents, which will be available from the MCAA Administration Office. No claim for adjustment of the provisions of the Agreement shall be honored after submission on the ground that Respondents were not fully informed as to the conditions which exist.



The Respondent will be responsible for all costs (including site visits where needed) incurred in preparing or responding to this RFP. All materials and documents submitted in response to the RFP become the property of MCAA and will not be returned.

No verbal interpretation made to any Respondent as to the meaning or consequence of any portion of the RFP Documents shall be considered binding. Every request for clarification of the RFP Documents shall be made in writing and emailed to jdavis@flymissoula.com. All such requests must be received at least five (5) days before the established time for receipt of Proposals. Any response by the MCAA to a request by a Respondent for clarification will be made in the form of an addendum to the RFP Documents and will be sent to all parties to whom the RFP has been distributed. All Addenda so issued shall become part of the RFP Documents. The MCAA will not be responsible for any oral instructions, interpretations, or explanations.

Disqualification and Rejection of Proposal:

Any of the following causes may be considered as sufficient for the disqualification of a Respondent and the rejection of the Proposal:

- Submission of more than one Proposal hereunder by an individual, firm, or corporation under the same or different names.
- Evidence of collusion among Respondents.
- A Respondent's default or arrearage under any previous existing agreement with the MCAA.
- Existence of any unresolved claims between the Respondent and the MCAA.
- The MCAA reserves the right to reject any and all Proposals for any reason or for no reason.

Withdrawal of Proposal

No Proposal may be withdrawn after it has been submitted to the MCAA unless the Respondent so requests in writing and such request is received by the MCAA prior to the MCAA's time set for receiving Proposals. No Proposal may be withdrawn after the scheduled due date for a period of ninety (90) days.

Respondent to whom this RFP is awarded shall within thirty (30) days of the date of the award shall negotiate and finalize a contract with MCAA that is substantially similar to the terms presented in the Respondents proposal and shall deliver said contract fully executed to MCAA. MCAA reserves the right to cancel the award without liability, at any time before the Agreement has been fully executed by both parties.

MCAA reserves the right to reject any or all proposals if it determines that the proposals are not responsive to the RFP or if the proposals themselves are judged not to be in the best interest of the MCAA.



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www.flymissoula.com | 406-728-4381

Appendix A
General Information and Qualifications

1. Please provide an overview of your company and qualifications to support a Missoula, MT-Chicago, IL route from late fall (October/November start date to late May service schedule).
2. Please provide a brief description of your proposed schedule, aircraft type and proposed operator of the above service route.
3. With the above proposed schedule, please provide your best estimate of connection opportunities this new service will provide.
4. What are your block hour requirements for a midday turn?
 - a. Per hour cost?
 - b. Total round trip cost?
5. What would be your block hour requirements for an overnight aircraft?
 - a. Per hour cost?
 - b. Total round trip cost?
6. What is your proposed contracted fuel adjustment rate per gallon?



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MCAA Request for Proposal

Response Form

Missoula County Airport Authority, Missoula, Montana

This form must be completed in full. Indicate "N/A" where appropriate. If additional room is needed for a response attach an additional sheet of paper.

I. Contact Information

Information about the person(s) responding to this RFP. This should be the same person(s) who will be the point of contact for MCAA to reach out to in regard to this RFP.

- A. Contact Name _____
- B. Contact Role in the Business _____
- C. Contact Phone Number _____
- D. Contact Fax _____
- E. Contact E-Mail Address _____

II. Business Information

Information about the business which the contact is responding to the RFP on behalf of.

- A. Business Name _____
- B. Doing Business As _____
- C. Business Type _____
- D. Business Mailing Address _____

Address Line 1:	
Address Line 2:	
City:	
State/Province:	
ZIP Code:	
Country:	



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E. Business Phone Number _____

F. Business Fax _____

G. Business E-Mail Address _____

H. Business Registration
State _____

I. Business Registration
Date _____

J. Business registered in
the state of Montana? _____

K. Business
Owner/Stakeholder(s) _____

III. Conditions of Proposal Submission

Submission of Proposal constitutes a firm offer to the Authority and may be accepted by the Authority at any time prior to 120 days after the submission deadline.

IV. Acknowledgment of the Proposal Required

This Proposal is being submitted in response to a specific Request For Proposal/Qualification supplied to the Business by an authorized representative of the Missoula County Airport Authority.

Defined terms below shall have the meanings given them in the Request for Proposal.

The undersigned having:

1. Carefully examined the RFP document.
2. Become familiar with all terms and conditions specified in the RFP document.
3. Completed answers to all forms and responded fully to the RFP document requests for information.

represents and warrants to the Authority as follows:

1. The undersigned person(s) are authorized representatives of the Business.
2. All information submitted by the Business in the proposal package is complete, accurate, and truthful.

(Note: If Business is a joint venture, all joint venture partners must sign; if Business is a corporation, at least Business's president and secretary must sign.)



Missoula County Airport Authority

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Signatures

Signatory 1

Signature

Signatory Title

Printed Name

Date

Signatory 2

Signature

Signatory Title

Printed Name

Date

Signatory 3

Signature

Signatory Title

Printed Name

Date

Attested By

Secretary

Signature

Signatory Title

Printed Name

Date

MISSOULA COUNTY AIRPORT AUTHORITY

POLICY TITLE: Procurement Protest Policy

SUBJECT AREA: Administration

DATE ADOPTED: November 26, 2019

POLICY STATEMENT

Missoula County Airport Authority ("MCAA") policy requires that all prospective contractors be accorded fair and equal consideration in the award and solicitation of contracts. To that end, any interested party shall have the right to protest alleged inequities in the procurement process and to have its issues heard, evaluated and resolved administratively.

"Interested Party" is defined as an actual or prospective offeror whose direct economic interest would be affected by the award of a contract or by failure to award a contract.

Submittal Procedure

An Interested Party wishing to protest a matter involving a proposed procurement or contract shall file a written submission with MCAA's Administrative Manager by certified mail to 5225 Highway 10 West, Missoula, MT 59808, or other delivery method whose receipt can be verified. Electronic submission of protests is not acceptable unless an original signed copy of the protest is received by the Administrative Manager within 24 hours (not including weekends and holidays) after receipt of the electronic copy. The Administrative Manager may, however, permit the electronic provision of supplemental information after the initial protest submittal.

The protest shall include, at a minimum:

- a. The name and address of the protesting party and its relationship to the procurement sufficient to establish that the protest is being filed by an Interested Party;
- b. Identity of the contact person for the protestor, including name, title, address, telephone, fax and email addresses. If the contact point is a third party representing the protestor, the same information must be provided, plus a statement defining the relationship between the protestor and the third party;
- c. Identification of the procurement;
- d. A description of the nature of the protest, referencing the portion(s) of the solicitation involved;
- e. Identification of the provision(s) of any law, regulation, or other governance upon which the protest is based;
- f. A complete discussion of the basis for the protest, including any supporting facts, documents or data;
- g. A statement of the specific relief requested; and
- h. A notarized affirmation by the protestor (in an individual) or by an owner or officer of the protestor (if not an individual) as to the truth and accuracy of the statements made in the protest submittal.

The protestor is solely responsible for the completeness and validity of the information provided. Any documents relevant to the protest should be attached to the written submission. Documents which are readily available on the internet may be referenced to an appropriate link.

Upon receipt of a protest, the Administrative Manager shall promptly notify the FAA program manager of the relevant details.

Pre-Bid Protests

A protest related to the technical scope or specification, terms, conditions, or form of the solicitation must be received no later than ten (10) working days prior to the date established for opening of bids or receipts of proposals.

The protest must conform in all respects to the requirements set forth in the Submittal Procedure. Upon receipt of such a protest, the Administrative Manager shall notify all prospective offerors and other known Interested Parties of the receipt and nature of the protest. Unless the Administrative Manager determines that delay will be prejudicial to MCAA's interests or that the protest lacks substantial merit, the solicitation process will be extended pending resolution of the protest.

All substantive issues raised in the submitted protests will be considered and either denied or sustained, in part or in whole, by the Airport Director in writing. A written decision specifying the grounds for sustaining all or part of or denying the protest will be transmitted to the protestor prior to the receipt of bids or proposals in a manner that provides verification of receipt. A notice of decision shall be provided to all parties given notice of the protest.

Should the protest be upheld in whole or in substantial part, the Administrative Manager may either:

- a. Amend the solicitation to correct the document or process accordingly;
- b. Cancel the solicitation in its entirety.

If the solicitation is amended, the time for receipt of bids or proposals shall be equitably extended to permit all participants to revise their bids or proposals to reflect the decision. If the protest is denied, the solicitation shall proceed. Such decision shall be final, except as provided below or by applicable law or regulation.

Protests received by MCAA after the time period specified above shall be considered untimely and shall be denied on that basis.

Pre-Award Protests

A protest related to whether a proposer is a responsible bidder or that a proposal does not meet the criteria of the solicitation must be received no later than ten (10) working days after the opening of bids or receipts of proposals.

The protest must conform in all respects to the requirements set forth in the Submittal Procedure. A written decision addressing all substantive issues raised in the submitted protest and stating

the grounds for allowing or denying the protest will be transmitted to the protestor in a manner that provides verification of receipt. Such decision shall be final, except as provided below or by applicable law or regulation.

Protests received by MCAA after the time period specified above shall be considered untimely and shall be denied on that basis.

Post-Award Protests

A protest related to whether the evaluation process conducted by MCAA is improper, illegal, or the decision to award the contract is arbitrary and capricious must be received no later than ten (10) working days after the MCAA Board of Commissioners has awarded the contract. The protest must conform in all respects to the requirements set forth in the Submittal Procedure.

A written decision addressing all substantive issues raised in the submitted protest and stating the grounds for allowing or denying the protest will be transmitted to the protestor in a manner that provides verification of receipt. Such decision shall be final, except as provided below or by applicable law or regulation.

Protests received by MCAA after the time period specified above shall be considered untimely and shall be denied on that basis.

Decision

Upon receipt and evaluation of all relevant information, including any pertinent law or regulations, the Airport Director shall prepare a decision. The decision will contain four parts:

- a. Summary – Describes briefly the protesting party, the solicitation involved, the issues(s) raised, and the decision;
- b. Background – Describes in more detail the history of the solicitation and the procurement events leading to the protest, the date the protest was received, and the process by which it was evaluated;
- c. Discussion - Identifies the substantive issue or issues raised by the protestor, and the factors considered in reaching a decision, and the rationale for the decision;
- d. Determination - States the decision and any remedy or subsequent action, e.g. cancellation of the procurement, resulting from it.

Decisions shall be issued to the protestor; other Interested Parties shall receive either a copy of the decision or a notice of decision, as appropriate.

Reconsideration

Reconsideration of a final decision may occur if relevant and critical information is discovered after final determination has been made. In such a case, a protestor may file a request for reconsideration with the MCAA Board of Commissioners setting forth the relevant and critical information that has been discovered; why the information was not available during the original

protest period and how the information changes the analysis in the written decision. A request for reconsideration under this section must be filed within ten (10) working days after the written decision is provided to the protestor. The decision of the MCAA Board of Commissioners under this section is final, except as provided by applicable law or regulation.

Appeal to FAA

The FAA may entertain protests that involve violation of federal laws or regulations and protests that involve allegations that MCAA's protest procedures were not followed.