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### **Consultant, Contractor, Supplier and Vendor (Consultant/Contractor) Marketing Visit Policy**

In a continued effort to ensure transparency, fairness and consistency in the procurement process and in alignment with the CRAA Core Values, the Columbus Regional Airport Authority (CRAA) Office of Contracts & Procurement (OCP) has developed this Consultant/Contractor Marketing Visit Policy. The CRAA shall open its doors to Consultants/Contractors who want the opportunity to introduce their businesses, products and services to the CRAA staff. This policy applies to those currently performing work or seeking to obtain work for all CRAA Divisions. For specific guidance on application of this policy, contact the OCP Manager at [CRAAProcurement@ColumbusAirports.com](mailto:CRAAProcurement@ColumbusAirports.com)

The CRAA will receive Contractors/Consultants in accordance with the following limitations:

- 1) There should generally be no more than two (2) visits per Consultant/Contractor per year. However, the CRAA Employees have the discretion of accepting additional visits beyond the two per year per Consultant/Contractor.
- 2) Time limits on each visit will be at the discretion of the CRAA representative, but should generally be less than thirty (30) minutes.
- 3) All Consultant/Contractor marketing visits requests shall be submitted through the OCP at [CRAAProcurement@ColumbusAirports.com](mailto:CRAAProcurement@ColumbusAirports.com); and
- 4) Consultants/Contractors are encouraged to send electronic copies of marketing materials including Capabilities Statements, Product Materials, Reference Sheets, etc. to [CRAAProcurement@ColumbusAirports.com](mailto:CRAAProcurement@ColumbusAirports.com).

**The OCP will forward the information to appropriate Divisions for consideration. CRAA Divisions will contact interested Consultants/Contractors as needs arise. The OCP shall be invited to the marketing and introduction meeting.**

CRAA will not schedule, nor shall the Contractors/Consultants request, marketing visits with CRAA Employees during the development of specifications or scopes of work for any pending solicitation process in which the Contractors/Consultants are participating as prime or sub-consultants/contractors. **A CRAA Employee is defined in the broadest sense to include, but not be limited to, [Board Members, Employees, Consultants, Contractors or other vendors contracted by the CRAA.](#)**

The solicitation process is deemed to have begun on the date that the CRAA has started developing specifications or scope of work for any solicitation regardless of whether the solicitation will be posted on CRAA's website. The process is deemed to have concluded when an agreement/contract has been fully executed with the selected firm. If the CRAA has inadvertently scheduled a potential Contractor/Consultant for a marketing visit during a solicitation process in which the potential Contractor/Consultant is participating, the CRAA will reschedule the potential Contractor's/Consultant's appointment. It is the responsibility of the potential Contractor/Consultant to know whether [s]he is engaging in inappropriate ex parte communication with the CRAA staff. Inappropriate communication may result in disqualification from current or

future selection processes, both for the potential Contractor/Consultant and the CRAA Employee. When in doubt, please contact the CRAA Manager of Contracts & Procurement at [CRAAProcurement@ColumbusAirports.com](mailto:CRAAProcurement@ColumbusAirports.com).

A key source of information regarding the status of CRAA's projects is the CRAA website: [www.columbusairports.com](http://www.columbusairports.com). Contractors/Consultants who would like information on Participation in CRAA's Diverse Business Partner (DBP) Program or DBE certification are encouraged to contact Business Diversity Coordinator at (614) 239- 5019.

The CRAA may also hold "project briefings", or vendor outreach events, including participating with other agencies, organizations and Contractors/Consultants to inform potential Contractors/Consultants of upcoming projects. The attendees may use those opportunities to ask questions about the projects. Notice of such briefings may be made through the CRAA website RSS Feed, or by direct e-mail to firms who have previously provided contact information to the CRAA.