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REGIONAL AIRPORT AUTHORITY

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Consultant, Contractor, Supplier and Vendor (Consultant/Contractor) Marketing 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 Policy. This policy applies to those currently performing work or seeking to obtain work for CRAA.

Contractors/Consultants who would like information on opportunities to participate on contracts that are part of CRAA's Diversity Business Partner (DBP) or Disadvantaged Business Enterprise (DBE) Program(s) are encouraged to contact Business Diversity at BusinessDiversity@ColumbusAirports.com.

Consultants/Contractors with an interest in a business opportunity with CRAA are encouraged to send electronic copies of marketing materials including Capabilities Statements, Product Materials, Reference Sheets, etc. to CRAAProcurement@ColumbusAirports.com and BusinessDiversity@ColumbusAirports.com. Upon receipt, OCP will forward the information to the appropriate Department for consideration. A representative of the CRAA Department may contact these Consultants/Contractors as business needs arise to arrange for a marketing introduction meeting. Members of OCP and Business Diversity may attend these marketing and introduction meetings.

The CRAA will not schedule, nor shall the Contractors/Consultants request, marketing visits with any CRAA Employee during an active solicitation in which the Contractor/Consultant is participating. *A CRAA Employee is defined in the broadest sense to include, but is not limited to, Board Members, Employees, Consultants, Agents, Contractors or other vendors contracted by the CRAA.* This active period is defined as the period beginning with development of specifications or scope of work through agreement execution in which the Contractors/Consultants may participate as a prime or sub-consultants/contractors. It is the responsibility of the potential Contractor/Consultant to know whether [s]he is engaging in inappropriate communication with a CRAA Employee. If unsure, active solicitation projects are posted publically on the CRAA website (www.columbusairports.com). Inappropriate communication (direct or indirect) during an active solicitation may result in disqualification from current or future selection processes, both for the potential Contractor/Consultant and the CRAA Employee.

The CRAA may hold "project briefings", or vendor outreach events, independently or in partnership with other agencies, organizations and Contractors/Consultants to inform potential Contractors/Consultants of upcoming projects. These events may be used as opportunities for Contractors/Consultants to engage with CRAA Employees in attendance and ask questions about projects as needed. Notice of such briefings will be made through the CRAA website, or by email push notification to those firms who have previously registered for this service.