



Consultant, Supplier and Vendor (Contractor) Marketing Policy

In a continued effort to ensure transparency, fairness and consistency in the procurement process and in alignment with our Core Values, the Columbus Regional Airport Authority (CRAA) Procurement & Business Diversity Department has developed this Contractor Marketing Policy. This policy applies to Contractors and Subcontractors.

- Contractors shall not request marketing visits or schedule meetings with any CRAA Employee during an active solicitation in which the Contractor may participate except as it relates to work performed under an existing contract.
 - A CRAA Employee is defined in the broadest sense to include, but not limited to, Board Members, Employees, Consultants, Agents, Contractors or other vendors contracted by CRAA.
 - This active period is defined as the period beginning with the development of the specifications or scope of work through the execution of the agreement.
- The status of solicitations are posted on CRAA website (www.columbusairports.com) under the “DO BUSINESS WITH US” icon under [Solicitation Opportunities](#) and [Solicitation Results](#).
- Inappropriate communication during an active solicitation may result in disqualification of the Contractor and the Employee from the current or future solicitations.
- Contractors are requested to register with CRAA’s web based diversity compliance software at www.columbusairports.diversitycompliance.com as it is the sole registration database used by CRAA for registration and announcements. This system also has the “online bidding module” where we post solicitations and receive solicitation/bid responses electronically. Instructions for registration can be found [here](#).
- Contractors are encouraged to send electronic copies of marketing materials including capabilities statements, product materials, reference sheets, etc. to the Procurement & Business Diversity Department via email at BusinessDiversity@columbusairports.com. This information will be circulated to the appropriate teams.
- Marketing meetings should be requested through the Procurement & Business Diversity Department via email at BusinessDiversity@columbusairports.com.
- Marketing meetings are scheduled at the sole discretion of CRAA and limited to two (2) per calendar year per vendor.

CRAA may hold project briefings or vendor outreach events, independently or in partnership with other agencies, organizations and Contractors to inform the community of upcoming projects. These project briefings or outreach events do not count as marketing meetings.

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