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(ITEM) From the Director, Department of Transportation, and the Interim Airport Director requesting authorization to enter into a Professional Services Contract with Intellisoft, Inc., in an amount not to exceed \$410,258 and for a term of four (4) years beginning August 1, 2014, through July 31, 2018, for a Credentialing Management System, by recommending adoption of the following:

A RESOLUTION

WHEREAS, since February 22, 2002, the Transportation Security Administration (TSA) has mandated that airports collect, manage, and have available for inspection Personal Identification Information (PII) for all airport personnel with access to secured areas of the airport prior to issuing an airport identification (ID) credential/badge; and

WHEREAS, prior to the TSA requirement, the Federal Aviation Administration (FAA) required it since 1973; and

WHEREAS, General Mitchell International Airport has been in compliance with this requirement since 1973; and

WHEREAS, as more processes have been added over the years such as ID badge fees, parking fees, training requirements, and name matching (ensuring that the same person is not counted twice or charged twice) this has become more difficult; and

WHEREAS, sharing pertinent information with other airport sections, without releasing unnecessary PII, has become burdensome; and

WHEREAS, Credentialing Management Systems (CMS) provide a secure method to transfer data for internal and external users and automatically invoke predefined policies for ID badge application, issuance, and renewal; and

WHEREAS, CMS also integrates the personnel database with the physical access control system to grant or revoke access privileges and provide a common repository for security audits; and

WHEREAS, CMS will improve and streamline data input time and reduce errors by only having to enter data once to populate five to seven different processes instead of multiple times; and

WHEREAS, currently, up to five man hours per week are wasted by having to reconcile different database entries for accuracy; and

44 WHEREAS, the Committee on Transportation, Public Works, and Transit, at its
45 meeting of July 16, 2014, recommended adoption of the Department's request (vote 6-0);
46 and

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48 WHEREAS, the Committee on Finance, Personnel, and Audit, at its meeting of
49 July 24, 2014, also recommended adoption of the Department's request (vote 8-0); now,
50 therefore,

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52 BE IT RESOLVED, that the Department of Transportation - Airport Division be
53 authorized to execute a contract with Intellisoft, Inc., for an amount not to exceed
54 \$410,258 and for a term of four (4) years, August 1, 2014, through July 31, 2018, to
55 provide the software, installation, and support of a Credentialing Management System.

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jmj
07/09/14
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