



## Request for Proposals

The Norfolk Airport Authority (NAA) is soliciting proposals from qualified firms for a comprehensive and automated Identity Management System (IDMS) at the Norfolk International Airport, to be delivered to Shelia D. Ward, Vice President, and Chief Operations Officer at:

Norfolk Airport Authority  
Attention: Shelia D. Ward  
IDMS Project  
2200 Norview Avenue  
Norfolk, VA 23518

### **Proposals must be accepted by 2:00 p.m. on February 20, 2024.**

Proposals should include an original, five (5) copies, and one electronic copy sent to [sward@norfolkairport.com](mailto:sward@norfolkairport.com). Hard copies must include the proposal and all attachments in an envelope which shall be sealed, conspicuously endorsed with the Offeror's name, the words "Airport IDMS", the date, time and place the Proposal is to be received.

The purpose of this RFP is to seek a comprehensive and automated Identity Management System (IDMS).

The received proposals will be utilized to select and award the contract to One (1) Contractor who is experienced in the deployment of an Identity Management System (IDMS) at US Airports. The primary objectives for seeking an automated Identity Management System (IDMS) are:

- reduce manual, time consuming, error prone, and duplicate data entry in multiple standalone systems and excel sheets.
- improve customer service; and achieve paperless records management process.
- enforce business rules for badge issuance.
- comply with the Transportation Security Administration (TSA) regulations and Security Directives (SD).
- provide data integrity and security for the airport employee's information.

Copies are also available by visiting the Norfolk International Airport website, under the Business Opportunities link at <http://www.norfolkairport.com/business-opportunities>.

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