



County of DeKalb, GA
Purchasing and Contracting
Michelle Butler, Chief Procurement Officer
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EVALUATION TABULATION

RFP No. 2025-125-RFP

Administration and Management of Landing Fees at DeKalb Peachtree Airport (Multiyear)

RESPONSE DEADLINE: November 7, 2025 at 3:00 pm

Report Generated: Thursday, December 18, 2025

VENDOR QUESTIONNAIRE PASS/FAIL

Question Title	UnDelay	Vector Airport Systems
Authorized representative contact info	Pass	Pass
Federal Tax ID No.	Pass	Pass
Type of Organization	Pass	Pass
Are you a DeKalb County Firm?	Pass	Pass
Respondent Submittals (without Cost)	Pass	Pass
Revenue Proposal Form	Pass	Pass
CONTRACTOR REFERENCE AND RELEASE		
Reference 1: Company Name	Pass	Pass
Reference 1: Contact Person Name and Title	Pass	Pass
Reference 1: Complete Primary Address	Pass	Pass
Reference 1: Email Address	Pass	Pass
Reference 1: Telephone Number (include area code)	Pass	Pass
Reference 1: Project Name, Description and Contract Period	Pass	Pass
Reference 2: Company Name	Pass	Pass

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Question Title	UnDelay	Vector Airport Systems
Reference 2: Contact Person Name and Title	Pass	Pass
Reference 2: Complete Primary Address	Pass	Pass
Reference 2: Email Address	Pass	Pass
Reference 2: Telephone Number (include area code)	Pass	Pass
Reference 2: Project Name, Description and Contract Period	Pass	Pass
Reference 3: Company Name	Pass	Pass
Reference 3: Contact Person Name and Title	Pass	Pass
Reference 3: Complete Primary Address	Pass	Pass
Reference 3: Email Address	Pass	Pass
Reference 3: Telephone Number (include area code)	Pass	Pass
Reference 3: Project Name, Description and Contract Period	Pass	Pass
Would you like to include more than 3 references?	Pass	Pass
Include any additional reference information here	No Response	Pass
REFERENCE CHECK RELEASE CONFIRMATION	Pass	Pass
SUBCONTRACTOR REFERENCE AND RELEASE FORM		
Reference 1	No Response	Pass
Reference 2	No Response	Pass
Reference 3	No Response	Pass
Would you like to include more than 3 references?	Pass	Pass
Include any additional reference information here	No Response	No Response

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Question Title	UnDelay	Vector Airport Systems
REFERENCE CHECK RELEASE CONFIRMATION	Pass	No Response
COOPERATIVE PROCUREMENT		
If awarded, agree to extend to other public procurement entities?	Pass	Pass
If so, please propose a percentage discount to be offered to DeKalb County if a piggyback is utilized.	Pass	Pass
RESPONDER AFFIDAVIT		
RESPONDER AFFIDAVIT	Pass	Pass
SUBCONTRACTOR AFFIDAVIT	Pass	Pass
Confirmation of First Source Jobs Ordinance?	Pass	Pass
LETTER OF INTENT TO PERFORM AS A SUBCONTRACTOR	Pass	Pass
RESPONDER ACKNOWLEDGEMENT	Pass	Pass

PHASE 1

EVALUATION CRITERIA

Criteria	Scoring Method	Weight (Points)
Revenue to County	Points Based	25 (22.7% of Total)

Description:

Highest percentage of revenue for Airport Enterprise Fund. (Refer to PROPOSAL FORMAT Section 3.c)

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Criteria	Scoring Method	Weight (Points)
Technical Approach to the Project	Points Based	20 (18.2% of Total)

Description:

a. Describe the procedures and methods that will achieve the required outcome of the administration and management of landing fees as specified herein.
b. Describe and include details regarding the system that will be used to administer and manage landing fees. Description shall include, but not be limited to technology and systems:

1. Tracking and identification of aircraft
2. Collection of landing fees, billing, invoicing and accounts receivable
3. Reporting
4. Information regarding system integration, automation, and security measures
5. Web-based portal capabilities.

c. Describe in detail contractor's system and any systems used by proposed subcontractors.

d. Describe the technology and system capability of Contractor, including tracking and identification capabilities necessary to achieve a successful project outcome.

e. Describe collection of landing fees, billing, invoicing, customer service and accounts receivable procedures that will be used to achieve a successful project outcome. Provide requested examples and reports.

f. Provide web-based portal requirements and how system can achieve a successful project outcome.

g. Provide information regarding system integration, automation, and security measures.

h. Provide details regarding reporting.

i. Describe regulation change/revision procedures.

j. Describe procedures for inaccessible equipment data.

Criteria	Scoring Method	Weight (Points)
Project Management	Points Based	15 (13.6% of Total)

Description:

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- A. Describe how the project will be organized and managed, including a detailed project plan, timelines and milestones.
- B. Describe the approach and methodology for implementing the project.
- C. Describe how the requirements outlined in this RFP will be met, including reporting procedures.
- D. Include the anticipated use of subcontractors or vendors; and
- E. Describe the resources necessary to accomplish the purpose of the project.
- F. Explain in detail how risks associated with the project will be mitigated.
- G. Describe customer service capabilities, including availability of a live call center and online capabilities.

Criteria	Scoring Method	Weight (Points)
Personnel	Points Based	10 (9.1% of Total)

Description:

- a. Identify the individuals who will be part of the project team
- b. Include information regarding the team's qualifications and experience
- c. Include any outside personnel, such as subcontractors who will be performing services under the proposed contract using the Subcontractor Reference and Release Form.
- d. Provide detailed resumes of project managers, team members and subcontractors who will be directly working on the project.

Criteria	Scoring Method	Weight (Points)
Organizational Qualifications	Points Based	20 (18.2% of Total)

Description:

- a. Describe experience, capabilities and other qualifications for this project. Include projects of similar size and scope.

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- b. Must have at least a minimum of two (2) years of management and administration work experience, including collections of airport landing fees.
- c. Include a list of airports (with contact information) in which you currently provide administration and management of landing fees. Include length of service.
- d. Provide your conflict resolution process with landlords and customers.
- e. How many years has Responder operated under current company name?
- f. Has Responder been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal Government or agency from doing business with the Federal Government?

Criteria	Scoring Method	Weight (Points)
Financial Responsibility	Points Based	5 (4.5% of Total)

Description:

Responder must provide financial statements for the last three (3) years that evidences the responder's financial capabilities to perform the scope of work. (Audited statements are preferable but a minimum of balance sheet, income statement and cash flow statement may be accepted.) Provide year of incorporation (if applicable).

Criteria	Scoring Method	Weight (Points)
References	Points Based	5 (4.5% of Total)

Description:

References:

- A. Responder shall provide three (3) references for projects similar in size and scope to the project specified herein using the *Reference and Release Form*.

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- B. Provide three (3) references for each subcontractor proposed as a part of the project team. The references shall be for the same or similar types of services to be performed by the subcontractor on projects similar in size and scope to the project outlined in this RFP. Use the Subcontractor Reference and Release Form.

Criteria	Scoring Method	Weight (Points)
Optional Interview (If Applicable)	Points Based	10 (9.1% of Total)

Description:

AGGREGATE SCORES SUMMARY

Vendor	Evaluator 1	Evaluator 2	Evaluator 3	Evaluator 4	Total Score (Max Score 110)
Vector Airport Systems	94	91	94	90	92.25
UnDelay	71.2	86.2	65.2	68.2	72.65

VENDOR SCORES BY EVALUATION CRITERIA

Vendor	Revenue to County Points Based 25 Points (22.7%)	Technical Approach to the Project Points Based 20 Points (18.2%)	Project Management Points Based 15 Points (13.6%)	Personnel Points Based 10 Points (9.1%)	Organizational Qualifications Points Based 20 Points (18.2%)	Financial Responsibility Points Based 5 Points (4.5%)	References Points Based 5 Points (4.5%)	Optional Interview (If Applicable) Points Based 10 Points (9.1%)	Total Score (Max Score 110)
Vector Airport Systems	25	19	13.8	8.5	19	2	5	0	92.25
UnDelay	24.2	14.8	11.8	6.3	12.8	0	3	0	72.65

INDIVIDUAL PROPOSAL SCORES

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UnDelay

Revenue to County | Points Based | 25 Points (22.7%)

Evaluator 1: 24.15

Met the County's expectation for percentage of revenue.

Evaluator 2: 24.15

Met the County's expectation for percentage of revenue.

Evaluator 3: 24.15

Met the County's expectation for percentage of revenue.

Evaluator 4: 24.15

Met the County's expectation for percentage of revenue.

Technical Approach to the Project | Points Based | 20 Points (18.2%)

Evaluator 1: 13

The technical approach seems to be solid. Not clear on they will recover invoices that are past due

Evaluator 2: 19

Their online portal seems to address all of the items within the scope of work. I'm curious about the AI-driven platform.

Evaluator 3: 12

The methods that have been provided appear to be in line with what PDK is requesting, but this would be their first time providing this specific service to collect landing fees.

Evaluator 4: 15

UnDelay provided detailed information about their procedures and methods. They also provided information on how invoicing was implemented. They answered everything that was required of them.

Project Management | Points Based | 15 Points (13.6%)

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Evaluator 1: 12

Project management seems to be thought out well. taking advantage of overlapping opportunities.

Evaluator 2: 13

Have some questions regarding their proprietary software

Evaluator 3: 11

Their services appear to be good with lots of emphasis on security. My only concern is their application of the services within the world of collecting landing fees

Evaluator 4: 11

They provided answers but didn't show examples or give details. No visual plans just summary of plan.

Personnel | Points Based | 10 Points (9.1%)

Evaluator 1: 7

Personnel have good knowledge

Evaluator 2: 8

No resumes included

Evaluator 3: 5

Their management appear to be competent with plenty of aviation related experience in tracking aircraft. I am concerned about their ability to manage landing fees though, as I don't see the relevant experience.

Evaluator 4: 5

Although they explained how each person would be beneficial, they did not provide a detailed resume showing the experiences of each individual.

Organizational Qualifications | Points Based | 20 Points (18.2%)

Evaluator 1: 12

While overall experience is good at other airport, the experience needed for this particular RFP is not there.

Evaluator 2: 19

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Didn't mention anything regarding question F.

Evaluator 3: 10

I can't see where there is any relevant experience in collecting landing fees. The airports that have been listed for reference are not receiving landing fee management services.

Evaluator 4: 10

There were not many instances that detailed landing fees experience. Most of their experience is in ground transportation. They didn't really provide details about their conflict resolution.

Financial Responsibility | Points Based | 5 Points (4.5%)

Evaluator 1: 0

No financial statements were submitted so there was nothing to review. They just provide a brief statement about their financial capabilities.

Evaluator 2: 0

No financial statements were submitted so there was nothing to review. They just provide a brief statement about their financial capabilities.

Evaluator 3: 0

No financial statements were submitted so there was nothing to review. They just provide a brief statement about their financial capabilities.

Evaluator 4: 0

No financial statements were submitted so there was nothing to review. They just provide a brief statement about their financial capabilities.

References | Points Based | 5 Points (4.5%)

Evaluator 1: 3

Although they received good rating from their references they did not pertain to landing fees experience. They provided ground services for those airports.

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Evaluator 2: 3

Although they received good rating from their references they did not pertain to landing fees experience. They provided ground services for those airports.

Evaluator 3: 3

Although they received good rating from their references they did not pertain to landing fees experience. They provided ground services for those airports.

Evaluator 4: 3

Although they received good rating from their references they did not pertain to landing fees experience. They provided ground services for those airports.

Optional Interview (If Applicable) | Points Based | 10 Points (9.1%)

Evaluator 1: 0

N/A

Evaluator 2: 0

no interview yet

Evaluator 3: 0

No interview at this time

Evaluator 4: 0

N/A

Vector Airport Systems

Revenue to County | Points Based | 25 Points (22.7%)

Evaluator 1: 25

Provided the County with a higher percentage of revenue.

Evaluator 2: 25

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Provided the County with a higher percentage of revenue.

Evaluator 3: 25

Provided the County with a higher percentage of revenue.

Evaluator 4: 25

Provided the County with a higher percentage of revenue.

Technical Approach to the Project | Points Based | 20 Points (18.2%)

Evaluator 1: 19

Very detailed. Provided information on collection rates and process for collecting fees that are past due. Very high number of aircraft in database,

Evaluator 2: 18

I have questions regarding the PlanePass

Evaluator 3: 20

The proposed methods are in line with what the airport has requested and needs along with the ability to make changes as the airport needs

Evaluator 4: 19

They were very detailed in explaining their procedures and methods and they also provided examples of their portals and reports. They provided a workflow of their collection process and was very organized and detailed.

Project Management | Points Based | 15 Points (13.6%)

Evaluator 1: 14

Management plan is well thought through. Plan for notifying most frequent used tenants is highly appreciated.

Evaluator 2: 14

All items were described as listed in scope of work

Evaluator 3: 14

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The implementation of the system along with the proposed ability to secure information and manage reporting and collection is perfect for the airport's needs

Evaluator 4: 13

They thoroughly explained timeline, milestones, and how they will approach tasks. They detailed the risks and how they will handle them. They were very organized and made everything easy to understand and follow.

Personnel | Points Based | 10 Points (9.1%)

Evaluator 1: 9

All personnel seem highly qualified to run a prjoect such as the one in this RFP

Evaluator 2: 8

No resumes

Evaluator 3: 10

The proposed personnel appear to be experienced with plenty of years of experience in this line of work

Evaluator 4: 7

They provide detail about each individual and their degrees and experience; however they did not provide detailed resumes for each individual.

Organizational Qualifications | Points Based | 20 Points (18.2%)

Evaluator 1: 20

Very experienced Company. Proven track record of satisfactory clientele

Evaluator 2: 19

All items were addressed

Evaluator 3: 18

The company has plenty of years implementing these services at airports all over the country. With a reported collection rate of 99.6%, this is in line with what the airport needs to guarantee the collection of landing fee revenue.

Evaluator 4: 19

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They had a lot of experience dealing with landing fees and they provided detailed information on each individual airport. They were very organized and detailed in their experience.

Financial Responsibility | Points Based | 5 Points (4.5%)

Evaluator 1: 2

Finance Suggested Score: They received this score because according to our Treasurer they: o Submitted partial 2023 balance sheet & income statements o 2024 Equity approx. \$2,000; income approx. o Company is very small

Evaluator 2: 2

Finance Suggested Score: They received this score because according to our Treasurer they: o Submitted partial 2023 balance sheet & income statements o 2024 Equity approx. \$2,000; income approx. o Company is very small

Evaluator 3: 2

Finance Suggested Score: They received this score because according to our Treasurer they: o Submitted partial 2023 balance sheet & income statements o 2024 Equity approx. \$2,000; income approx. o Company is very small

Evaluator 4: 2

Finance Suggested Score: They received this score because according to our Treasurer they: o Submitted partial 2023 balance sheet & income statements o 2024 Equity approx. \$2,000; income approx. o Company is very small

References | Points Based | 5 Points (4.5%)

Evaluator 1: 5

They received a 5 rating from all of their references, and it was for the collection of landing fees.

Evaluator 2: 5

They received a 5 rating from all of their references, and it was for the collection of landing fees.

Evaluator 3: 5

They received a 5 rating from all of their references, and it was for the collection of landing fees.

Evaluator 4: 5

They received a 5 rating from all of their references, and it was for the collection of landing fees.

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Optional Interview (If Applicable) Points Based 10 Points (9.1%)	
N/A	Evaluator 1: 0
no interview yet	Evaluator 2: 0
No interview at this time	Evaluator 3: 0
N/A	Evaluator 4: 0