

Institute of Concessions

The JFK Redevelopment Program (“the Program”) is a \$18.5B billion infrastructure initiative to modernize the John F. Kennedy International Airport. In 2018, the Governor announced the formation of a Community Advisory Council (CAC) comprised of key stakeholders from the targeted zip codes. The CAC is one of several steps to ensure representation within the workforce and contracting opportunities will be achieved across the Program.

As the Program prepares for near-term opportunities and other on airport projects to improve facilities, **we are looking for a PANYNJ or NYS ESD certified MWBE firm with a preferred qualification of Tier 1 or Tier 2 Local to serve as Program Coordinator for the Institute of Concessions (IOC).** In this capacity, the qualified entity is expected to develop, execute, advance, facilitate, coordinate, quality control and project manage the IOC under the leadership of the Port Authority of NY & NJ (PANYNJ) and JFK Airport Redevelopment Program (JFKR).

The IOC will be instructed by subject matter experts internal and external to PANYNJ and is designed to provide a gateway for local and diverse businesses to gain the in-depth knowledge, understanding, practice, and application of key competencies necessary to successfully operate a concession at JFK. The following table details some of the core competencies that graduates of the program will achieve.

Competencies
Airport 10: Orientation to Airport Operations
The ACDBE Program
JFKR Overview
Navigating Concessions
The Customer Experience: WeSoar video
Financial Investment & Return
Legal Operating Models and Contracting & Exit Strategies
Security, TSA and FAA Requirements
Design & Buildout of Concessions
Logistics for Operating and Managing Concessions
Procurement
Panel: The Pandemic and Lessons for Small Business
Panel: Financial Resources Available in the Concessions Industry

Graduates will represent to the PANYNJ and to the terminal developers at JFK, as a pipeline of educated businesses ready to competitively bid, win, and successfully operate a concession within JFK. **Selected respondent will have up to 6 weeks to launch the first cohort in partnership with PANYNJ.**

The Scope of Services & Responsibilities to include:

- Develop the IOC program for multiple cohorts to be delivered virtually or in-person and centered around airport concessions best practices
- Implement the necessary technologies, printed materials, and other resources to manifest the IOC program plan
 - Coordinate all defined program elements that will result in the IOC
- Serve as the Program liaison between PANYNJ, JFKR, instructors, and airport stakeholders
- Facilitate all program activities associated with successful delivery of the IOC
- Develop, quality control, administer all related program and project management tasks
- Support instructors with technical assistance
- Host Q&A sessions before and after each module
- Coordinate work efforts and contribute effectively to teamwork
- Perform other duties, as assigned

Please note: Selected firm can modify subjects based on best practices to ensure strengthening the capacity of local and diverse businesses. Additionally, selected firm is responsible for managing budget with the JFKR program team and hiring/sourcing of experts to facilitate relevant subject areas with PANYNJ and JFKR.

The Program Coordinator should meet the following requirements:

- Certified (or eligible to be certified) as a Tier 1 or 2 based M/WBE from the targeted zip codes¹ or the Borough of Queens, respectively, with the Port Authority and/or NYS ESD.
- Demonstrated record of developing capacity building and educational programs from concept to execution. Ability to demonstrate measurable impact of programs executed. Exhibits ability to deliver successful trainings to diverse businesses (i.e. share Curriculum, Dates of Training, Number of Participants, Partnering with Public or Private Sector Sponsors, if applicable).
- Demonstrated knowledge or experience working with Government Agency procurement practices, preferably the Port Authority.
- Familiarity with Airport Concessions businesses and operations.
- Firms should feel free to partner in its response.

¹ 11405, 11411, 11412, 11413, 11414, 11416, 11417, 11418, 11419, 11420, 11421, 11422, 11423, 11428, 11429, 11430, 11432, 11433, 11434, 11435, 11436, 11451, 11691, 11692, 11693, 11694, 11695, 11697, 11559, 11598, 11096, 11516, 11557, 11003, 11580, 11581, 11582

To apply, please submit capability statement, two letters of recommendation that attests to past performance and services, and samples of presentation materials via e-mail to JFKRedevelopment@panynj.gov, by **Friday, July 15, 2022**. The e-mail subject should read “Institute of Concessions Program Coordinator.”

For more information, or if you have any questions, please contact **Suzette Bather-Taylor, Program Director, Business Diversity, Aviation, PANYNJ** via e-mail to sbtaylor@panynj.gov