

BZN: Car Rental Concession RFP Questions and Answers: Posted May 20, 2026

1. The RFP distribution schedules the mandatory pre-proposal meeting for 6/10/26, the question deadline for 6/19/26, and the proposal deadline for 6/25/26. This gives us nine days between meeting. While this is on the tight side, it is workable. However, the fact that we only have six days between the deadline for questions and the deadline for submission of proposal is not. It is industry standard to provide at least three weeks from the date that the airport releases all answers to questions to the submission due date. This is because we need to have time to consider how those answers will impact our proposals and modify them accordingly. Given that key decisionmakers are distributed across the country, it is critical that we have that three week period. As such, we respectfully request that the airport modify the RFP timeline so that there are at least three weeks between the date that answers are released and when proposals are due while maintaining the nine day period between the meeting and the question deadline.
 - Please see Addendum #1
2. It can be challenging to get to Bozeman due to its remote location (and often requires taking multiple flights). This is quite problematic during the work week because we have many meetings throughout the day and having to change planes means that we will have to miss several of those meetings. As such, I respectfully request that the meeting be moved to 6/8/26 so that we can fly in on Sunday and avoid missing a full day of meetings.
 - Please see Addendum #1
3. Can the airport please clarify how addenda will be released? Will they be distributed via email, posted online, or some other way? How will prospective concessionaires be notified that an addendum has been released?
 - Q & A will be consolidated and posted on the airport website weekly
 - Addendums will be posted on the website. It is the proposer's responsibility to check the website regularly for new addendums.
4. Can the airport please provide prospective concessionaires with a copy of the draft agreement that will be signed prior to the mandatory pre-proposal meeting so that prospective concessionaires can review and ask questions about it during the meeting?
 - Draft Contract will be posted on the website
5. Can the airport please confirm the time/location of the pre-proposal meeting (whether it takes place on the currently scheduled date or another one)?
 - Please see Addendum #1
6. Can the airport please confirm whether there will be a site tour offered?
 - Yes, a site tour will be offered for participants
7. Can the airport please confirm by what time questions/comments must be submitted (whether they remain due on June 19th or some other time)?
 - Please see Addendum #1
8. Can the airport please clarify how addenda will be released? Will they be distributed via email, posted online, or some other way? How will prospective concessionaires be notified that an addendum has been released?
 - See question #3
9. Can the airport please provide us with a concrete date for when we can expect it to release answers to questions?
 - Q & A will be consolidated and posted on the airport website weekly

10. Could you kindly provide the scheduled time for the Mandatory Pre-Proposal Meeting, as well as the virtual attendance link, if remote participation is permitted?
 - A virtual link will be provided, however, leadership representation from each firm for the in-person meeting is required.
11. We respectfully request that a second round of clarifying questions be made available to all prospective proposers. Additionally, we ask that the proposal submission deadline be set no less than **two to three (2-3) weeks** following the issuance of the final addendum and/or responses to submitted questions, to allow adequate time for preparation.
 - Please see Addendum #1
12. **Concession Agreement.** We presume the intent is to provide us a copy of the proposed Concession Agreement that we will enter into after completion of the RFP. We obviously will need to see this agreement during the RFP to understand the applicable terms and details and preferably as soon as possible.
 - Draft Contract will be posted on the website
13. **Current Premises:**
 - Please provide drawings of current counters, current parking garage allocations by company and current QTA allocations by company.
 - Plans will be posted on website
 - Please clarify when the proposed 7-acre overflow parking area will be available and a drawing showing location relative to Terminal.
 - Space is available after agreement executed. However, construction of roadway will occur in Spring 2027. See Addendum #1 for map of overflow parking in relation to Terminal building.
14. **RFP Schedule:** Please note that the current schedule allows questions up to six (6) calendar days prior to the close date. Note that we cannot complete our proposals until we have final responses and this schedule simply does not leave us sufficient time. While we acknowledge the process here is simpler than many RFPs, we still need two weeks from the time we receive final responses until the close date. As such, we specifically request:
 - **Meeting Date.** Please move the mandatory pre-proposal meeting to an earlier date as is customary with rental car RFPs. We need to have the meeting before the question deadline and then allow sufficient time prior to the close date. We suggest that the meeting be held no later than May 22nd and that you confirm any date change as soon as possible, including the time of day for the meeting.
 - Please see Addendum #1
 - **Question deadline.** Please ensure the question deadline is a) after the meeting and b) not less than two weeks prior to the RFP close date. We believe this is best accomplished by moving up both the meeting (as indicated above) and also the question deadline while retaining the June 25th close date.
 - Please see Addendum #1
15. **RFP Proposal Submission.** The RFP does not indicate how we are to submit our proposal. As is becoming standard, please confirm that we may submit our proposal via email.

- Electronic submission or hard copy. Electronic is preferred.