

Vision

To improve predictability in the customer experience by adding a comprehensive value to the procurement process.



Cone of Silence



To ensure a proper and fair evaluation, the DFW International Airport has established a cone of silence applicable to all Competitive Selection Processes, including RFPs and RFBs. The cone of silence is designed to protect the integrity of the procurement process by shielding it from undue influences. The cone of silence will be imposed on all Competitive Selection Processes beginning with advertisement for the same and ending with the Board's selection for RFPs or the Board's award for an RFB.

The Cone of Silence begins when the solicitation is advertised/released and ends after the contract/purchase order is awarded, noting that release of some information is restricted by law. Potential bidders/proposers cannot discuss any aspect of a released solicitation with Airport personnel with exception to the contract administrator/ buyer listed in the solicitation.

Mission

To provide an inclusive, integrated and respectful Procurement & Material Management solution.



Beliefs

- You're Important
- Everyone's Welcome
- Collaborating Wins
- Striving for Excellence
- Trust In Everything

Check Business Opportunities

DFW Airport Website Solicitation Schedule at
<https://sites.dfwairport.com/business/solicitations/>

Newspapers:
Dallas Morning News
Fort Worth Star-Telegram
(Typically advertised on Sundays for two weeks)

September 2023

DFW



DFW
International Airport
Supplier Orientation

Overview

The Dallas Fort Worth International Airport Procurement and Materials Management Department (PMM) is responsible for centralized procurement and materials management functions and ensures the availability of materials, supplies, equipment, professional and general services necessary to support the operation and maintenance of the Airport. The Airport supports and complies with all business inclusion and diversity requirements and policies.

Ethics Policy

The competitive nature of public purchasing and the expenditures of significant amounts of public funds require strong ethical standards at all levels of the procurement function. Purchasing personnel and other stakeholder department staff face the challenging task of developing good supplier relationships and encouraging supplier competition while avoiding even the appearance of favoritism or other unethical conduct.

Governance

DFW International Airport is owned by the Cities of Dallas and Fort Worth, Texas (“owner cities”). DFW Airport is a Public Entity and must follow applicable Federal and State Law when buying goods and services.

DFW International Airport—Procurement Dept.
2400 Aviation Dr., DFW Airport, TX 75261
(972) 973-5600 Call for an appointment

Supplier Capabilities

- Online registration and collaboration
- Access to all communication and transactions related to DFW partnership.

Supplier Registration

We invite you to learn more about how to do business with DFW Airport by visiting our website at <https://www.dfwairport.com/business/opportunities/procurement/>

Register as a potential supplier to DFW Airport in the Bonfire Hub. <https://dfwairport.bonfirehub.com>

Simplified Procurement Process

1. The need for a service/product is identified by the Airport staff.
2. A scope of work is written outlining the specifications of needed service/product.
3. The procurement process identified services/products greater than \$50,000 must follow applicable procurement laws and policies and will require DFW Board approval.

Helpful Links

[DFW Procurement & FAQs](#)

[DFW Business Diversity & Development](#)

[DFW Solicitation Schedule](#)

[Local Code 252 Municipal Acquisitions](#)

[Local Code 2254 Professional Services](#)

[Gov't. Code 2269 Construction Services](#)

[Local Code 552 Public Information Act—Open Records](#)

Airport’s Right to Inspect and Audit

(Including but not limited to the following.)

All contracts include a comprehensive records and audit section. Contractors and subcontractors are required to maintain and provide timely access to all personnel and records (including electronic/computerized records) related to the contract. Contractors are also required to “flow down” the Airport’s records and audit provisions to each subcontract.

Invoicing Guidelines

Invoices must be in PDF form and submitted to : imaging@dfwairport.com

Ensure your invoice is typed and meets the following:

1. Invoice Number
2. Invoice Date
3. Purchase Order Number (MANDATORY)
4. Company Name spelled out
5. Invoice Amount
6. Freight Amount

Send only one (1) attachment per email. If sending supporting documentation, invoice must be first page and do not add/insert blank pages to differentiate. Attachments must be 10 MB or less. Do not password protect attachment or include URLs to get to invoices.

Should you have any questions or require clarification contact dfwfusion@dfwairport.com.

Established suppliers can access profiles using the [Supplier Portal](#).