



**REQUEST FOR PROPOSALS NO. 2020-006
MARKETING/ADVERTISING, MEDIA BUYING, PUBLIC RELATIONS AND
WEBSITE MAINTENANCE and DEVELOPMENT
BRADLEY INTERNATIONAL AIRPORT**

CAA is soliciting proposals from marketing/advertising, media buying, video production, public relations and web site maintenance and development companies to provide services related to the following: marketing/advertising, media buying, graphic design, video production, branding, public relations, special events planning and coordination, website maintenance and development, and social media.. **CAA reserves the right to make multiple awards based on the services shown above.**

Firms must be registered with the CAA's procurement portal, (<https://ctairports.procureware.com>) to access the RFP in its entirety.

All respondents, including any and all persons acting on their behalf, are strictly prohibited from contacting any employee of the CAA, Board official or Consultant, on or regarding any matter relating to this RFP from the time the RFP is issued until award, other than the CAA's Purchasing Agent via e-mail only at procurement@ctairports.org.

The CAA reserves the right to disqualify any Respondent who contacts any employee of the CAA, Board official or Consultant, other than the Purchasing Agent, concerning this RFP.

The CAA will conduct a **mandatory** pre-proposal meeting on **10:00 a.m., February 19, 2020**, in the Wellness Center of the Air Exchange Building located at 334 Ella Grasso Turnpike, Windsor Locks, CT 06096.

Proposals are due no later than **1:00 p.m. March 11, 2020** Eastern time. Proposals must be uploaded to <https://ctairports.procureware.com>. The official time is the procureware time indicator. No Submittals will be able to be posted after the time noted above. **Submittals will not be publicly displayed.** Questions concerning this RFP are due no later than **1:00 p.m., February 26, 2020** Eastern time.