

# **EMK FAA CERTIFICATION PROJECT**

## **Request for Proposal**

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## **Section I. Introduction to Request for Proposal**

### **1. Executive Summary**

EMKOREA (EMK hereafter) was established by the current C.E.O Sam-su Kang in 1987 as a machining company. Since then, EMK has grown immensely, and its business sectors now include manufacturing of Aerospace parts, Aircraft Maintenance, Defense, Power Generation / ITER, Machine Tools, Tunnel Boring Machines (TBM), Environment & Hydrogen Energy. EMK has become a Limited Company under KOSDAQ as of November 2007, with approximately 18 million USD in capital, 190 million USD in assets, 100 million in annual sales, and 302 employees across its two plants in Changwon and Haman (South Korea).

### **2. Background**

In June of 2018, EMK won a government MRO project. Upon the completion of this 5-year project, EMK is to obtain domestic certification as an Approved Maintenance Organization for the landing gear components of mid-sized civil aircrafts (B737, A320) by November of 2021 and FAA certification by March of 2022. Nevertheless, EMK has obtained domestic certification as an Approved Maintenance Organization for the landing gear components of mid-sized civil aircrafts (B737) in December 2020. EMK is now trying to include capabilities on A320, as well as FAA certification by December of 2021.

One requirement of the government MRO project is that of a “FAA Certification as a Repair Station Part 145” a landing gear component, for which, by December of 2021, EMK must:

1. Obtain approval as a Repair Station from a FAA, under 14 CFR Part 145.
2. Begin operation as a Repair Station.

This Request for Proposal pertains to the above requirement of the government MRO project.

### **3. Scope of Work**

#### **3.1 General**

A Service Provider/ Consulting Firms shall have two proposals

1. Technical Proposal
2. Financial Proposal.

The Proposals, and all related correspondence exchanged by the Service Providers / Consulting Firms and EMK, shall be in English. All reports prepared by the contracted Service Providers / Consulting Firms shall be in English.

The Service Providers / Consulting Firms are expected to examine in detail the documents constituting this Request for Proposal (RFP).

#### **3.2 Technical Proposal**

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In preparation of the Technical Proposal, Service Providers / Consulting Firms must give particular attention to the following:

- a) Perceived Need  
For a repair station located outside the territories of the U.S., §145.51(c)(1) requires that the applicant must show the necessity for a Part 145 Air Agency Certificate and rating(s) (perceived need)". Service Providers / Consulting Firms need to prepare and suggest a convincing narrative that can pass as the "Perceived Need" in the eyes of FAA.
- b) For assignment of the staff, the proposal shall be based on the number of professional staff-months estimated by the firm, no alternative professional staff shall be proposed.
- c) It is desirable that the majority of the key professional staff proposed is permanent employees of the firm.
- d) Proposed professional staff must, at a minimum, have the experience of at least Five years, preferably working under conditions similar to this proposal.

The Technical Proposal shall provide the following information using the attached Standard Forms for Technical Proposal, SFTP 1 to SFTP 6 (Section II).

- a) A brief description of the Service Providers / Consulting Firms organization and an outline of recent experience on assignments of a similar nature (SFTP-1). For each assignment, the outline should indicate the profiles of the staff proposed, duration of the assignment, and firm's involvement.
- b) A description of the approach, methodology and work plan for performing the assignment (SFTP-2). This should normally consist of maximum of ten (10) pages including charts, diagrams, and comments and suggestions, if any, on Terms of Reference and counterpart staff and facilities. The work plan should be consistent with the work schedule (SFTP-6)
- c) The list of proposed Professional Staff team by area of expertise, the position and tasks that would be assigned to each staff team members (SFTP-3).
- d) Latest CVs signed by the proposed professional staff and the authorized representative submitting the proposal (SFTP-4). Key information should include number of years working for the firm and degree of responsibility held in various assignments during the last five years.
- e) A time schedule estimates of the total staff input (Professional and Support Staff, staff time needed to carry out the assignment, supported by a bar chart diagram showing the time proposed for each Professional and Staff team members (SFTP-5).

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- f) A time schedule (bar chart) showing the time proposed to undertake the activities indicated in the work plan (SFTP-6).

The technical proposal shall not include any financial information.

### **3.3 Financial Proposal**

- a) In preparing the Financial Proposal, Service Providers / Consulting Firms are expected to take into account the requirements and conditions outlined in the RFP. The Financial Proposal shall follow the Standard Forms for Financial Proposal, SFFP 1 to SFFP 3 (Section II).
- b) The Financial proposal shall include all costs associated with the project. If appropriate, these costs should be broken down by activity. All items and activities described in the Technical proposal must be priced separately; activities and items in the Technical Proposal but not priced shall be assumed to be included in the prices of other activities or items.
- c) Service Providers / Consulting Firms shall express the price of their services in USD.
- d) The Financial Proposal shall be valid for 45 calendar days. During this period, the Service Providers / Consulting Firms are expected to keep available the professional staff for the assignment. EMK will make its best effort to complete negotiations and determine the award within the validity period. If EMK wishes to extend the validity period of the proposals, EMK shall receive written agreement from the Service Providers / Consulting Firms.

## **4. Requirements and Expectations**

EMK requires the Service Providers / Consulting Firms to accomplish the work stated in this RFP to the schedule outlined in Paragraph 5 below. Although the exact details of the project schedule is adjustable, the Service Providers / Consulting Firms shall consult EMK in hereupon approval of FAA Part 145 Certification as a Repair Station by no later than the 23<sup>rd</sup> of December, 2021.

In accomplishing the work, EMK requires that the Service Providers / Consulting Firms respond to EMK inquiries within 24 hours. In the unlikely event of a required visit by the Service Providers / Consulting Firms to EMK, the Service Providers / Consulting Firms must make time available to accommodate such a visit in a 2-weeks window provided by EMK.

## **5. Project Schedule**

Refer to the approximate project schedule below. YELLOW rectangles represent EMK effort, RED rectangle represents Service Provider / Consulting Firm effort, GREEN rectangles represent both EMK and Service Provider / Consulting Firm combined effort and BLUE rectangles are finishing time.

EMK FAA Certificatin Project Schedule																																																					
Work	Year	2020				2021																																															
	Month	December				January				Feburary				March				April				May				June				July				August				September				October				November				December			
	Week	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4												
Request for Proposal																																																					
Proposal submission																																																					
Evaluation of Proposal																																																					
Negotiation towards Contract																																																					
Sign Contract																																																					
Preapplication Phase																																																					
Gate I																																																					
Formal Application Phase																																																					
Gate II																																																					
Design Assessment Phase																																																					
Performance Assessment Phase																																																					
Gate III																																																					
Administrative Function Phase																																																					
FAA Certification approval																																																					

## 6. RFP Requirements Process

### 6.1 Participation to RFP

The recipient Service Providers / Consulting Firms that are willing to participate should confirm to EMK within 7 calendar days of receiving the RFP their Intent to Respond. A failure to confirm will signify that the recipient Service Providers / Consulting Firms are not participating in the RFP.

All recipient Service Providers / Consulting Firms confirming their participation should send the Intent to Respond to the attention of:

Eric Lee  
Aircraft Repair Station  
EM Korea CO.,LTD  
767, Ungnam-ro, Seongsan-gu,  
Changwon, Gyeongsangnam Province, Korea  
Phone: +82 010-8610-4013  
[smlee@yesemk.com](mailto:smlee@yesemk.com)

### 6.2 RFP Schedule

On 12/17/2020	RFP made available to the bidders
By 12/22/2020, Time: 10:00 (KST)	Deadline for addressing questions
By 12/28/2020	Response to all questions
By 12/31/2020 Time: 10:00 (KST)	Deadline for receiving proposal (all material)
By 01/08/2021	Bids to be evaluated.
From 01/11 ~ 01/13/2021	Negotiation of contract
From 01/14 ~ 01/15/2021	Conclusion of contract

### **6.3 Questions / Clarifications / Submission / Amendments to RFP Documents**

At any time before the submission of the proposals, EMK may, for any reason, whether at its own initiative or in response to a clarification, amend the RFP. Any amendment made will be made available to all short-listed Service Providers / Consulting Firms who have acknowledged the Proposal.

All questions related to this RFP should be directed to the contact information in the header as well as in Paragraph 6.1. Also, Service Providers / Consulting Firms must ensure that the proposal is delivered electronically to the contact information below before the closing date 31<sup>st</sup> of December, 2020, 10:00 a.m. Korea Standard Time (KST).

## **7. RFP Terms & Conditions**

### **7.1 Liabilities of EMK**

This RFP is only an invitation for proposal and no contractual obligation on behalf of EMK whatsoever shall arise from the RFP process unless and until a formal contract is signed between EMK and the Service Provider / Consulting Firm.

This RFP does not commit EMK to pay any cost incurred in the preparation or submission of any proposal or to procure or contract for any services.

### **7.2 Proposal Process Management**

EMK reserves the right to accept or reject any and all proposals, to revise the RFP, to request one or more re-submissions or clarification, or to cancel the process in part or whole. No Service Providers / Consulting Firms are obligated to respond to or to continue to respond to the RFP after the submission and closing date.

EMK will, at its discretion, award the contract to the responsible vendor submitting the best proposal that complies with the RFP. EMK may, at its sole discretion, reject any or all proposals received or waive minor defects, irregularities, or informalities therein.

### **7.3 Confidentiality & RFP Ownership**

This RFP is both confidential and proprietary to EMK, and EMK reserves the right to recall the RFP in its entirety or in part. The Service Providers / Consulting Firms cannot and agree that they will not duplicate, distribute or otherwise disseminate or make available this document or the information contained in it without the express written consent of EMK. Service Providers / Consulting Firms must accept all of the foregoing terms and conditions without exception. All responses to the RFP will become the property of EMK and will not be returned.

### **7.4 Security – Non Disclosure Agreement**

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The Service Providers / Consulting Firms as part of the proposal shall sign the Non-Disclosure Agreement attached separately to safeguard the confidentiality of EMK's business information and data.

## **7.5 Contract Negotiations**

At the completion of the selection process, EMK will enter into negotiations with the selected Service Provider / Consulting Firm. The Service Provider / Consulting Firm should also be aware that the following documents would be included as attachments to the final contract:

- This Request for Proposal
- The Service Provider / Consulting Firm's proposal in response
- Any modifications to the proposal

## **8. Evaluation Criteria**

The award criterion will be "the most economically advantageous" tender that includes the requested services.

## **9. Response Proposal Content/Format**

The response to this RFP is free of format, but must include the following:

### **9.1 Technical Proposal**

Detailed proposal for accomplishing strategy outlined in Paragraph 3 (including Section II) including schedules with milestones.

(Optional) Any suggestions of alternative strategies or plans of approach.

### **9.2 Financial Proposal**

A quote for the project divided, to the best of the responder's abilities, into man-hours and resulting service fees (in USD) for each and every item in Paragraph 3 and forms used in Section II.



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## **Section II. Forms in support Proposals**

### **SFTP-1: Service Providers / Consulting Firms Organization**

*[Provide here brief (maximum two pages) description of the background and organization of your firm/entity and each associate for the assignment. (if applicable)]*

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**SFTP –2: Description of the Approach, Methodology and Work Plan for Performing the Assignment**

*[The description of the approach, methodology and work plan should normally consist of maximum 10 pages, including charts, diagrams, and comments and suggestions, if any, on Terms of reference and counterpart staff and facilities.]*

### SFTP – 3: Team Composition and Task Assignments

1. Technical/Managerial Staff		
Name	Position	Task

2. Support Staff		
Name	Position	Task

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#### **SFTP – 4: Format of Curriculum Vitae (CV) for Proposed Professional Staff**

Proposed Position: \_\_\_\_\_  
Name of Firm: \_\_\_\_\_  
Name of Staff: \_\_\_\_\_  
Profession: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
Years with Firm/Entity: \_\_\_\_\_ Nationality: \_\_\_\_\_  
Membership in Professional Societies: \_\_\_\_\_  
Detailed Tasks Assigned: \_\_\_\_\_

##### **Key Qualifications:**

*[Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. (Use about half a page)]*

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##### **Education:**

*[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained. (Use about one quarter of a page)]*

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##### **Employment Record:**

*[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate. (Use about two pages)]*

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##### **Languages:**

*[For each language indicate proficiency: Excellent, Good, Fair, or Poor in speaking, reading, and writing.]*

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##### **Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

\_\_\_\_\_  
*[Signature of staff member and authorized representative of the firm]* Date: \_\_\_\_\_  
Day/Month/Year

Full name of staff member: \_\_\_\_\_  
Full name of authorized representative: \_\_\_\_\_

**SFTP-5: Time Schedule for Professional Personnel**

			Months (in the Form of a Bar Chart)												Number of Months
Name	Position	Reports Due/Activities	1	2	3	4	5	6	7	8	9	10	11	12	
															Subtotal (1) _____
															Subtotal (2) _____
															Subtotal (3) _____
															Subtotal (4) _____

Full-time: \_\_\_\_\_  
Reports Due: \_\_\_\_\_  
Activities Duration: \_\_\_\_\_  
Location \_\_\_\_\_

Part-time: \_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_  
Full Name: \_\_\_\_\_  
Title: \_\_\_\_\_

### SFTP-6: Activity (Work) Schedule

<b>A. Field Investigation and Other Activities</b>														
No.	Activity/Work Description	Duration												
		1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	
1														
2														
3														
4														
5														

<b>B. Completion and Submission of Reports</b>	
Reports:	Date
1. Inception Report	
2. Interim Progress Report (a) First Status Report (b) Second Status Report	
3. Final Report	

### C. Expected Schedule of Events



Schedule of  
Events.xlsx

### SFFP– 1: Summary of Costs

Costs	Currency	Amount(s)
I – Remuneration Cost		
II – All related Cost (see SFFP – 3 for breakdown)		
<b>Total Amount of Financial Proposal <sup>1</sup></b>		

<sup>1</sup> Indicate total costs to be paid by EMK in each currency. Such total costs must coincide with the sum of the relevant subtotal indicated in all Forms provided with the Proposal.

Authorized Signature:  
Name and Title of Signatory:

### SFFP-2: Breakdown of Costs by Activity

Group of Activities (Phase): <sup>2</sup> <hr style="border: 0; border-top: 1px solid black; margin: 2px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 2px 0;"/>	Description: <sup>3</sup> <hr style="border: 0; border-top: 1px solid black; margin: 2px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 2px 0;"/>	
Cost Component	Costs	
	Currency	Amount
Remuneration <sup>4</sup>		
All related Expenses <sup>4</sup>		
Subtotals		

<sup>1</sup> Form SFFP-2 shall be filed at least for the whole assignment.

<sup>2</sup> Names of activities (phase) should be same as, or corresponds to the ones indicated in RFP.

<sup>3</sup> Short description of the activities whose cost breakdown is provided in this Form.

<sup>4</sup> For each currency, Remuneration and All related Expenses must coincide with relevant Total Cost.

Authorized Signature:

Name and Title of Signatory:



### SFFP-3: Breakdown of All related Expenses

*[Information provided in this Form should be used to establish all related expenses to the Service Provider / Consulting Firm for possible services requested by EMK]*

Description <sup>1</sup>	Unit	Unit Cost <sup>2</sup>
1. Transportation Cost		
2. Equipment, instruments, materials, supplies, etc.		

<sup>1</sup> Delete items that are not applicable or add other items according to Paragraph 3.3 of Section I

<sup>2</sup> Indicate unit cost and currency.

Authorized Signature:

Name and Title of Signatory: