

**TASK ORDER APPROVAL FORM**

CONTRACT #: C21-3089-AP

TASK ORDER #: 8

TASK ORDER AMOUNT: \$75,000 NTE

**CONTRACT #: C21-3089-AP**  
**CGH TECHNOLOGIES, INC.**  
AVIATION PROFESSIONAL CONSULTING  
EXPIRES: 07/05/2023 W/ 1 YR RENEWAL

OFFERED BY CONSULTANT:

CGH Technologies, Inc.  
FIRM'S NAME


Cindy Troutman  
REPRESENTATIVE'S PRINTED NAME

  
SIGNATURE

President  
TITLE

2/15/2023  
DATE

**RECOMMENDED FOR APPROVAL  
(Department Director)**

  
SIGNATURE Tracy Stage, A.A.E.

Airports Director  
TITLE

2-20-23  
DATE

John Hofstad Digitally signed by John Hofstad  
Date: 2023.02.22  
09:01:33 -06'00'  
COUNTY ADMINISTRATOR (if applicable)

\_\_\_\_\_  
DATE

**APPROVED BY OKALOOSA COUNTY  
(Per Purchasing Manual)**

- \$25,000 or less approved by Purchasing Manager
- \$25,001 to \$50,000 approved by OMB Director
- Between \$50,001 and \$100,000 approved by Purchasing Director and County Administrator
- In excess of \$100,000 approved by the Board.

DeRita Mason Digitally signed by DeRita Mason  
Date: 2023.02.20  
15:08:22 -06'00'  
PURCHASING MANAGER

\_\_\_\_\_  
DATE

Faye Douglas Digitally signed by Faye Douglas  
Date: 2023.02.21  
08:26:41 -06'00'  
OMB Director/DATE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
CHAIRMAN (if applicable)

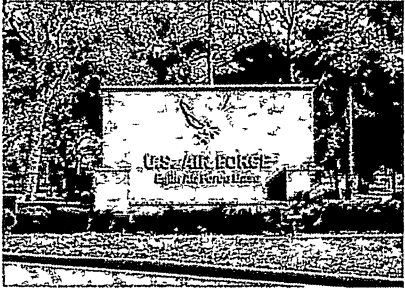
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DATE

**CGH Technologies Inc.,**  
**Professional Services Proposal for Okaloosa County Airports**

To

# Slot Allocation Program

## Task 8



February 10, 2023

This proposal includes data that shall not be disclosed outside the Government and shall not be duplicated, used or disclosed – in whole or in part – for any purpose other than to evaluate this response. If, however, a contract is awarded to this Offeror as a result of – or in connection with – the submission of this data, the Government shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting contract. This restriction does not limit the Government’s right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in all pages of this response.

# **CGH Technologies Inc., Master Ordering Agreement (MOA) proposal to provide Professional Services Support to Destin-Fort Walton Beach Airport (VPS) for commercial air traffic growth and management**

## **Background and Objectives:**

The west Florida Gulf Coast continues to be a highly desirable destination for work and leisure. Commercial air traffic at VPS has grown exponentially in recent years, serving as few as five destinations five years ago to now serving almost 60 destinations and hosting multiple major air carriers. VPS is a joint use facility through leases and Joint Use Agreement (JUA)s with the United States Air Force at Eglin Air Force Base. Both organizations, military and civil, have core missions that must operate in harmony to be successful.

The objective is to provide Professional Services through a Master Ordering Agreement whereby VPS obtains support on a task-by-task basis. Task 8 is as follows:

**TASK:** Provide VPS with subject matter expertise in activities associated with managing schedule allocations for Winter 2022 and Summer 2023 seasons; and soliciting Winter 2023 season schedule facilitation program.

## **Project Scope of Work**

### **Task 8: Schedule Management Program - Implementation and Management**

- Implement and administer schedule facilitation and management of program
  - Support coordination with user community on all matters associated with implementation and management of the schedule facilitation program. As required, prepare appropriate schedule allocation data designated by IATA WASG, and transmittal correspondence, to the user community.
  - Prepare and distribute request for seasonal schedules submission with deadline date
  - Convert non-standard schedule submissions into standard formats necessary for processing hourly allocations.
  - Process seasonal airlines schedule submissions including cancellations, and requests for flight changes and new service. Analysis will include as appropriate: current hourly allocation assignments and hourly limits, submission of required information, VPS priorities established for schedule allocation management.
-

- Analyze hourly allocations for 80/20 usage and distribute Historic Hourly Allocation List (HAL)
- Manage the schedule facilitation program by daily monitoring, managing and processing airlines submissions of cancellations and requests for flight changes and new service, and other schedule messages submitted by the airlines associated with hourly allocation coordination, including:
  - Reviewing and analyzing requests from airlines for flight changes or new services and provide recommendations of approval or disapproval to the appropriate VPS representative. Analysis will include as appropriate: current hourly allocation assignments and hourly limits, submission of required information, VPS priorities established for managing hourly allocation. The Contractor will notify the carrier or carrier agents of the final VPS approval/disapproval of requests. Tracking of carrier schedule requests including disposition of approval/disapproval by VPS
- Monitoring and reporting hourly allocation usage, including non-compliance of the 80/20 usage requirement associated with hourly historic rights.
- Track and manage all unaccommodated airline requests upon request by the airline through a wish list consistent with WASG.
- Create hourly allocation usage and availability reports necessary to provide transparency to airline community
- Provide technical expertise and knowledge concerning hourly allocation administration including appropriate guidelines, industry practices, and historic precedence.
- As needed, prepare ad hoc reports or correspondence concerning the schedule facilitation program

CGH will work with VPS staff and airport stakeholders including their airline scheduling representatives in managing the seasonal schedule allocations, managing the cancellations and requests for schedule changes and new flights to seasonal hourly allocation baseline. The staff will respond to all schedule messages submitted by the airlines associated with hourly allocation coordination. A waitlist will be established and managed for unaccommodated airline request at the direction of the airline. Hourly allocations will be monitored and tracked for 80/20 usage requirements and appropriate actions will be taken to reclaim and allocate unused allocations. CGH will take the necessary actions to request and process schedule submissions messages following the Worldwide Airport Slot Guidelines, when appropriate, and the VPS Hourly Allocation Policy, including Allocation Historic Lists, Agreed Historic Lists, Schedule Submission Notices, and Slot Initial Allocation Lists.

Deliverables:

- CGH Staff will manage and administer the VPS schedule facilitation and management program consistent with the WASG when appropriate, the VPS Hourly Allocation Policy, and as directed by the Airports Director
  
- CGH Staff will provide technical expertise and knowledge concerning schedule facilitation program including appropriate guidelines, industry practices, and historic precedence and as needed, provide support with correspondence concerning the schedule management program

Estimated POP: February 1, 2023 through July 15, 2023;

Pricing

- Labor will be priced on a T&M basis per task order.
- All travel, lodging and MI&E will be requested and approved by VPS in advance of travel
  - M&H applied to travel cost;
  - Travel airfare priced at Economy rates
- MOA approved Labor rate is listed under Attachment A

**Task 8 – Schedule Facilitation Program Support for W22; S23, & W23**

<b>Task 8 - Schedule Facilitation Program Support</b>		<b>Labor Category</b>	<b>Total Hours</b>	<b>Hourly Rate</b>
<b>Labor:</b>	\$	Aviation SME	NTE 320	\$ 233.19
<b>Estimated Unburdened Travel:</b>	<b>\$TBD based on request &amp; approval</b>			
<b>M&amp;H on Travel Only:</b>	\$			
<b>Estimated Burdened Travel:</b>	\$			
	\$			
<b>Total Price Task 8:</b>	<b>NTE \$75,000</b>			

**Attachment A - Labor Rates**

<b>POP tbd- estimated July 15, 2023</b>	<b><u>Labor Category</u></b>	<b><u>Billable Rate</u></b>
	Aviation SME	<b>*\$233.19</b>

\*CGH is providing a 15% discount off of our Year 1 rates for this task