

TASK ORDER APPROVAL FORM

CONTRACT #: C21-3089-AP

TASK ORDER #: 3

TASK ORDER AMOUNT: \$97,899.36

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

OFFERED BY CONSULTANT:

CGH Technologies, Inc.

FIRM'S NAME

Cindy Troutman

REPRESENTATIVE'S PRINTED NAME

Cindy Troutman

SIGNATURE

President

TITLE

12/3/2021
DATE

RECOMMENDED FOR APPROVAL (Department Director)

Tracy A. Stage, A.A.E.
SIGNATURE

Digitally signed by Tracy
A. Stage, A.A.E.
Date: 2021.12.03
16:24:54 -06'00'

Tracy Stage, A.A.E.

Airports Director

TITLE

DATE

John Hofstad
COUNTY ADMINISTRATOR (if applicable)

Digitally signed by John
Hofstad
Date: 2021.12.06
15:07:54 -06'00'

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.

Jeffrey A Hyde
PURCHASING MANAGER

Digitally signed by Jeffrey
A Hyde
Date: 2021.12.06
07:32:40 -06'00'

DATE

Faye Douglas

Digitally signed by Faye
Douglas
Date: 2021.12.06
08:08:37 -06'00'

OMB Director/DATE

DATE

CHAIRMAN (if applicable)

DATE

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 five 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 3 is as follows:

TASK 3: Provide VPS with the methodology, processes, and procedures for a slot allocation program that will facilitate the management of scheduled airline flights.

Coordinate with airport stakeholders through a collaborative decision making process gain agreement on how approved aircraft operations are requested, changed, and cancelled to manage traffic as per the terms of the Joint Use Agreement between the United States Air Force and Okaloosa County, Florida.

Project Scope of Work

Task 3: Slot Allocation Program Development and Deployment

- Develop slot allocation and management program/process
- Support coordination with user community (airlines) for agreement with slot program
- Develop and write slot management operating procedures/guidance material
- Deliver slot allocation and management program with training

CGH will work with VPS staff and airport stakeholders including their airline scheduling representatives in developing the program. To the extent possible, we will mimic any of their similar processes and procedures used at other airports for requesting approval of new aircraft operations, or changing or cancelling already approved operations.

Deliverables: We will develop the operating procedures for the slot allocation management program, codify the workflow and processes.

CGH will deliver the slot allocation and management program with training.

Estimated POP: 120 days

Pricing

- Labor will be priced on a T&M basis per task order.
- All travel, lodging and MI&E will be billed in accordance with the Joint Travel Regulations (JTR)
 - M&H applied to travel cost
 - No fee applied to travel costs
 - Travel airfare priced at Economy rates
- Labor rates are listed under Attachment A

Task 3 – Slot Allocation Program Development and Deployment

Task 3 - Slot Allocation Program Development and Deployment		Labor Category	Total Hours	Hourly Rate
Labor:	\$ 83,669.04	Aviation SME	312	\$ 268.17
Estimated Unburdened Travel:	\$ 13,683.00			
M&H on Travel Only:	\$ 547.32			
Estimated Burdened Travel:	\$ 14,230.32			
Total Price Task 2:	\$ 97,899.36			

Attachment A

Labor Rates

Year 1 (months 1-12)	Labor Category	Billable Rate
	Aviation SME	\$ 268.17
	Sr. Software Engineer	\$ 192.69
	Mid-level Software Engineer	\$ 152.64

Year 2 (months 13-24)	Labor Category	Billable Rate
	Aviation SME	\$ 276.22
	Sr. Software Engineer	\$ 198.47
	Mid-level Software Engineer	\$ 157.22

* Year 2 rates include a 3% escalation.