

TASK ORDER APPROVAL FORM

CONTRACT #: C21-3089-AP

TASK ORDER #: 7

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

Cindy Troutman

SIGNATURE

President

TITLE

10/3/2022
DATE

RECOMMENDED FOR APPROVAL
(Department Director)

[Signature]

SIGNATURE Tracy Stage, A.A.E.

Airports Director

TITLE

10-5-22
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: 2022.10.05
11:20:43 -05'00'

DATE

Faye

Douglas

OMB Director/DATE

Digitally signed by Faye
Douglas
Date: 2022.10.05
11:59:25 -05'00'

DATE

John Hofstad

COUNTY ADMINISTRATOR (if applicable)

DATE

CHAIRMAN (if applicable)

DATE

CGH Technologies Inc.,
Professional Services Proposal for Okaloosa County Airports
To
Schedule Facilitation Program
Task 7



October 3, 2022

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 6 is as follows:

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

Project Scope of Work

Task 7: 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 directed, 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 slot assignments and hourly limits, submission of required information, VPS priorities established for schedule facilitation management.
 - Analyze slot 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 slot 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 slot assignments and**
 - **hourly limits, submission of required information, VPS priorities established for slot management. At the direction of the Airports Manager, the Contractor will notify the carrier or carrier agents of the final VPS approval/disapproval of requests. Tracking of carrier schedule requests including the recommendations for approval/disapproval by VPS**
- **Monitoring and reporting on slot usage, including non-compliance of the 80/20 slot usage associated with slot historic rights.**
- **Track and manage all unaccommodated airline requests upon request by the airline through a wish list consistent with WASG.**
- **Create slot usage and slot availability reports necessary to provide transparency to airline community**
- **Provide technical expertise and knowledge concerning slot 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 the schedule submission baseline. The staff will respond to all schedule messages submitted by the airlines associated with slot coordination. A waitlist will be established and managed for unaccommodated airline request at the direction of the airline. Slots will be monitored and tracked for 80/20 usage requirements and appropriate actions will be taken to reclaim and allocate unused slots. CGH will take the necessary actions to request and process schedule submissions for each season following the Worldwide Airport Slot Guidelines, including Slot 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 and as directed by the Airports Director

- o 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 facilitation program

Estimated POP: Signature date through February 15, 2023;

Pricing

- Labor will be priced on a T&M basis per task order.
- All travel, lodging and MI&E will be requested, approved by VPS prior to being invoiced in accordance with the Joint Travel Regulations(JTR)
 - M&H applied to travel cost;
 - Travel airfare priced at Economy rates
- MOA approved Labor rate is listed under Attachment A

Task 7 – Schedule Facilitation Program Support for W22; S23, & W23

Task 7 - Schedule Facilitation Program Support		Labor Category	Total Hours	Hourly Rate
Labor:	\$	Aviation SME	NTE 280	\$ 268.17
Estimated Unburdened Travel:	\$TBD based on request & approval			
M&H on Travel Only:	\$			
Estimated Burdened Travel:	\$			
	\$			
Total Price Task 6:	NTE \$75,000			

Attachment A - Labor Rates

POP tbd- estimated Feb 15, 2023	Labor Category	Billable Rate
	Aviation SME	*\$ 268.17
		\$
		\$

*CGH will continue to utilize Year 1 rates for this task