

CONTRACT, LEASE, AGREEMENT CONTROL FORM

Date: 09/22/2021

Contract/Lease Control #: C17-2609-AP

Procurement#: NA

Contract/Lease Type: CONTRACT

Award To/Lessee: AMERICAN ASSOCIATION OF AIRPORT EXECUTIVES (AAAE)

Owner/Lessor: OKALOOSA COUNTY

Effective Date: 10/01/2017

Expiration Date: 09/30/2022 W/AUTO RENEWALS

Description of: AAAE EMPLOYEE TRAINING

Department: AP

Department Monitor: STAGE

Monitor's Telephone #: 850-651-7160

Monitor's FAX # or E-mail: TSTAGE@MYOKALOOSA.COM

Closed:

Cc: BCC RECORDS

CONTRACT, LEASE, AGREEMENT CONTROL FORM

Date: 06/22/2020

Contract/Lease Control #: C17-2609-AP

Procurement#: NA

Contract/Lease Type: CONTRACT

Award To/Lessee: AMERICAN ASSOCIATION OF AIRPORT EXECUTIVES (AAAE)

Owner/Lessor: OKALOOSA COUNTY

Effective Date: 10/01/2017

Expiration Date: 09/30/2021 W/AUTO RENEWALS

Description of: AAAE EMPLOYEE TRAINING

Department: AP

Department Monitor: STAGE

Monitor's Telephone #: 850-651-7160

Monitor's FAX # or E-mail: TSTAGE@MYOKALOOSA.COM

Closed:

Cc: BCC RECORDS

CONTRACT, LEASE, AGREEMENT CONTROL FORM

Date: 09/12/2017

Contract/Lease Control #: C17-2609-AP

Bid #: N/A

Contract/Lease Type: CONTRACT

Award To/Lessee: AMERICAN ASSOCIATION OF AIRPORT EXECUTIVES (AAAE)

Owner/Lessor: OKALOOSA COUNTY

Effective Date: 10/1/2017

Expiration Date: 9/30/2018

Description of Contract/Lease: AAAE EMPLOYEE TRAINING

Department: AP

Department Monitor: STAGE

Monitor's Telephone #: 850-651-7160

Monitor's FAX # or E-mail: TSTAGE@CO.OKALOOSA.FL.US

Closed:

Cc: Finance Department Contracts & Grants Office

CONTRACT, LEASE, AGREEMENT CONTROL FORM

Date: 09/03/2019

Contract/Lease Control #: C17-2609-AP

Procurement#: NA

Contract/Lease Type: CONTRACT

Award To/Lessee: AMERICAN ASSOCIATION OF AIRPORT EXECUTIVES (AAAE)

Owner/Lessor: OKALOOSA COUNTY

Effective Date: 10/01/2017

Expiration Date: 09/30/2019

Description of Contract/Lease: AAAE EMPLOYEE TRAINING

Department: AP

Department Monitor: STAGE

Monitor's Telephone #: 850-651-7160

Monitor's FAX # or E-mail: TSTAGE@MYOKALOOSA.COM

Closed:

Cc: Finance Department Contracts & Grants Office

**PROCUREMENT/CONTRACT/LEASE
INTERNAL COORDINATION SHEET**

Procurement/Contract/Lease Number: C17-2609-APP Tracking Number: _____
Procurement/Contractor/Lessee Name: AAAE Grant Funded: YES ___ NO X
Purpose: renewal
Date/Term: 9-30-20 1. GREATER THAN \$100,000
Amount: 6,600 annually 2. GREATER THAN \$50,000
Department: Airports 3. \$50,000 OR LESS
Dept. Monitor Name: stage

Purchasing Review
Procurement or Contract/Lease requirements are met:
[Signature] Date: 8-2-19
Purchasing Manager or designee Jeff Hyde, DeRita Mason, Victoria Taravella

2CFR Compliance Review (if required)
Approved as written: no federal Grant Name: _____
_____ Date: _____
Grants Coordinator Danielle Garcia

Risk Management Review
Approved as written: see email detail Date: _____
_____ Laura Porter or Krystal King
Risk Manager or designee

County Attorney Review
Approved as written: see email attached Date: 8-7-19
_____ Gregory T. Stewart, Lynn Hoshihara, Kerry Parsons or Designee
County Attorney

Following Okaloosa County approval:
Clerk Finance
Document has been received: _____ Date: _____
_____ Finance Manager or designee

DeRita Mason

From: Karen Donaldson
Sent: Friday, August 02, 2019 9:51 AM
To: DeRita Mason
Subject: RE: AAAE Contract Renewal for Coordination

This is approved by risk. No insurance required.

Thank you

Karen Donaldson

Karen Donaldson
Public Records and Contracts Specialist
Okaloosa County Risk Management
5479-B Old Bethel Rd.
Crestview, Fl. 32536
850.683.6207
KDonaldson@myokaloosa.com



Please note: Due to Florida's very broad public records laws, most written communications to or from county employees regarding county business are public records, available to the public and media upon request. Therefore, this written e-mail communication, including your e-mail address, may be subject to public disclosure.

From: DeRita Mason <dmason@myokaloosa.com>
Sent: Friday, August 2, 2019 9:14 AM
To: Parsons, Kerry <KParsons@ngn-tally.com>; Lynn Hoshihara <lhoshihara@myokaloosa.com>
Cc: Karen Donaldson <kdonaldson@myokaloosa.com>
Subject: FW: AAAE Contract Renewal for Coordination

Please review and approve the attached.

Thank you,

DeRita

From: Dave Miner
Sent: Friday, August 02, 2019 8:48 AM
To: DeRita Mason <dmason@myokaloosa.com>
Cc: Allyson Oury <aoury@myokaloosa.com>
Subject: AAAE Contract Renewal for Coordination

DeRita Mason

From: Parsons, Kerry <KParsons@ngn-tally.com>
Sent: Wednesday, August 07, 2019 5:48 AM
To: DeRita Mason
Cc: Karen Donaldson; Lynn Hoshihara
Subject: RE: AAAE Contract Renewal for Coordination

This is approved for legal purposes.

Kerry A. Parsons, Esq.



1500 Mahan Dr. Ste. 200
Tallahassee, FL 32308
T. (850) 224-4070
Kparsons@ngn-tally.com

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From: DeRita Mason <dmason@myokaloosa.com>
Sent: Friday, August 2, 2019 10:14 AM
To: Parsons, Kerry <KParsons@ngn-tally.com>; Lynn Hoshihara <lhoshihara@myokaloosa.com>
Cc: Karen Donaldson <kdonaldson@myokaloosa.com>
Subject: FW: AAAE Contract Renewal for Coordination

Please review and approve the attached.

Thank you,

DeRita

From: Dave Miner
Sent: Friday, August 02, 2019 8:48 AM
To: DeRita Mason <dmason@myokaloosa.com>
Cc: Allyson Oury <aoury@myokaloosa.com>
Subject: AAAE Contract Renewal for Coordination

DeRita:

Attached you will find the AAAE contract renewal (C17-2609-AP) for coordination.
Thank you.

Dave



IETLS

INTERACTIVE EMPLOYEE TRAINING **LEARNING SUITE**

CONTRACT: C17-2609-AP
AMERICAN ASSOCIATION OF AIRPORT
EXECUTIVES (AAAE)
AAAE EMPLOYEE TRAINING
EXPIRES: 09/30/2020

SERVICE RENEWAL

Destin-Fort Walton Beach Airport
August 2, 2019



August 2, 2019

Mr. Tracy Stage, A.A.E.
Airport Director
Destin – Fort Walton Beach Airport
1701 State Road 85 N Eglin
AFB, FL 32542-1498
850-651-7160 ext. 1006
tstage@co.okaloosa.fl.us

Re: Interactive Employee Training - Learning Suite (IET-LS) – Service Descriptions, Terms, and Conditions

The American Association of Airport Executives (AAAE) is the largest professional organization for airport executives in the world, serving thousands of airport personnel at public-use airports across the country. Incorporated in 1928, AAAE is now one of the largest and most influential associations in Washington and is recognized as the training and technology resource expert for the airport industry. Airport training is a unique market niche and AAAE leads the way in providing innovative solutions and ever-improving products and services.

This service renewal provides information regarding our IET-LS service level offerings for the IET-LS system.

The airport may address questions or an issue regarding this proposal to Trina Hadden, AAAE, at trina.hadden@aaae.org or 703.575.2470

We look forward to continuing our partnership with you.

Sincerely,

Trina Hadden
Staff Vice President, Operations, Training & Technology Services
AAAE
The Barclay Building
601 Madison Street
Alexandria, VA 22314
Email: trina.hadden@aaae.org
Telephone: 703.575.2470



SERVICE LEVELS

[VPS] Current Service Level: [2]

Service Period: [10/01/2019 – 09/30/2020]

IET SERVICE PLAN	LEVEL 1	LEVEL 2	LEVEL 3
8AM - 8PM ET M-F Phone Support	✓	✓	✓
Database Support	✓	✓	✓
Help Desk Ticketing System	✓	✓	✓
Automated Hardware Monitoring	✓	✓	✓
Live Online Tech Diagnostic Session	✓	✓	✓
System Updates and Patches	✓	✓	✓
Live Online Remote Tech Support		✓	✓
Interactive Course Changes (Excludes Video)		✓	✓
Onsite System Service (Annually)		✓	✓
Train the Trainer (Annually)		✓	✓
Regulatory Requirements		✓	✓
Custom Content/ Video Changes		✓	✓
Service Allowance* (\$1,500 per workstation)			✓
Per Workstation	\$1,300	\$2,200	\$3,700
Number of Workstations	3	3	3
Total Cost	\$3,900	\$6,600	\$11,100

*Service Allowance – A monetary allowance that can be used for such services as hardware repair/replacement that is not covered under the manufacturer's warranty, video or interactive course changes, new course production, etc. See the pricing chart for the amount that is included in your package. The contracted allowance expires 24 months after the contract inception, if not used. (\$15,000 Max)



SERVICE DESCRIPTIONS

IET SERVICE PLAN	LEVEL 1	LEVEL 2	LEVEL 3
8AM - 8PM ET M-F Phone Support	Includes technical telephone support between the hours of 8AM & 8PM EST Monday – Friday (except Federal holidays).		
Database Support	Includes complete maintenance of the database and 24/7 availability of all user data. AAAE ensures data integrity by using overlapping Internet service providers (ISPs), firewall protection for the on-site and remote servers and the daily back up of all data.		
Help Desk Ticketing System	AAAE implements a help desk ticketing system to improve the quality of service, accountability, and customer satisfaction.		
Automated Hardware Monitoring	AAAE will provide daily, automated hardware monitoring of the hardware systems to verify basic system function and connectivity. Any irregularities will be reported to the designated IET training coordinator.		
Live Online Tech Diagnostic Session	This service allows an in-house technician to remotely take control of a system, following physical authorization on the user end (for security purposes). The tech remotely can diagnose issues.		
System Updates and Patches	Includes all operating and video-quality system updates and patches developed by AAAE with telephone support for installation.	Includes all operating and video-quality system updates and patches developed by AAAE with onsite installation (included as part of the Level 2/Level 3 maintenance visits).	
Live Online Remote Tech Support	N/A	This service allows an in-house technician to remotely take control of a system, following physical authorization on the user end (for security purposes). The tech remotely can diagnose issues, download and replace files, and in many cases have the system operational again without having to dispatch an onsite technician.	
Interactive Course Changes (Excludes Video)	Includes periodic editing of test questions and other interactive modifications that can be accomplished in the AAAE studio/edit facilities. This package comes with a standard allowance of 1 hour of free labor per each contracted system (up to a maximum of 10 systems/10 hrs of labor). Each additional hour of labor over the maximum amount will be billed at a rate of \$150/hour.	Same as Level 1 except the standard labor allowance included is 2 hours of free labor per contracted system (up to a maximum of 10 systems/20 hrs of labor).	Same as LEVEL 2 except any labor charges over the maximum amount will be billed against the remaining balance in the Level 3 maintenance allowance.



IET SERVICE PLAN	LEVEL 1	LEVEL 2	LEVEL 3
Onsite System Service (Annually)	N/A	Includes an annual on-site visit for preventive maintenance services, plus on-site maintenance or technical meetings, as required.	
Train the Trainer (Annually)	N/A	Includes a web-based session for the purpose of introducing our IET training system to new staff, discussing common issues you might experience, or to hold a Q&A session for staff that are familiar with IET. Our hands on approach will also be an opportunity for us to demonstrate any new tools or features of IET.	
Regulatory Requirements	N/A	Package includes updates to course material and videos to remain compliant with regulatory changes.	
Custom Content/ Video Changes	Available at an hourly rate of \$150.	Allows for periodic changes/additions to a custom or Value-Added video course that can be accomplished in the AAAE studio/edit facilities. This package comes standard with 2 hours of free labor per each contracted system (up to a maximum of 10 systems/20 hrs of labor). Each additional hour of labor over the maximum amount will be billed at a rate of \$150/hour.	Same as LEVEL 2 except any labor charges over the maximum amount will be billed against the remaining balance in the Level 3 maintenance allowance.
Service Allowance* (\$1,500 per workstation)	N/A	N/A	Includes a monetary allowance that can be used for such services as hardware repair/replacement that is not covered under the manufacturer's warranty, video or interactive course changes, new course production, etc. See the pricing chart for the amount that is included in your package. The contracted allowance expires 24 months after the contract inception if not used.



SERVICE CONDITIONS

SOLE PROVIDER

The Interactive Employee Training – Learning Suite (IET-LS) system is patented technology developed by AAAE. On July 8, 2003, the United States Patent Office BXBSEFE AAAE a patent for the computer-based interactive employee training system. The patent number is: US 6.589.05582. A Canadian Patent was awarded on May 22, 2007. The Canadian patent number is: 2,437,677.

As a result, AAAE is the sole provider of the IET-LS software/hardware/system/service program. IET software updates are developed, issued and installed only by AAAE. The use of other hardware or outside service or maintenance providers may void the IET warranty.

SERVICE PROGRAM COST

The cost of the IET-LS system annual service plan is included in the initial cost. The cost for subsequent years are based on actual market rates and offered in several service levels to meet the specific needs of the airport. Please see the IET-LS Service Level comparison chart to decide which level best works for your airport. Thank you for the privilege of serving your airport.

VOIDING OF MAINTENANCE COVERAGE

Any unauthorized changes, modifications, repairs or additions to the computer hardware, course software, operating system or the system settings, without the prior consent of an authorized IET Maintenance technician, may void the system coverage under this agreement and any hardware warranties that exist.

AAAE INFORMATION

AAAE is a 501C6 corporation. The association employs more than 68 full time staff members. The address of AAAE's Corporate Headquarters is: 601 Madison Street, Alexandria, Virginia, 22314; Telephone: (703) 824-0500; Fax: (703) 820-1395. TIN: 510094939. The Association's Dunn and Bradstreet number is 06-869-7523. The overall financial credit rating is ER4.



**IET Learning Suite Maintenance Renewal
Destin-Fort Walton Beach Airport**

Scope of Services

8am – 8pm EST M-F Phone Support
Database support
Help Desk ticketing system
Automated hardware monitoring
System updates & patches
Live online tech diagnostic session
Live online tech remote support
Interactive course changes
Onsite System Service (Annually)
Train the Trainer
Regulatory updates
Custom Content/Video Changes

Service Agreement Pricing Details

Service Package Level 2
Start Date: 10/01/2019
End Date: 09/30/2020
Service Level Cost: \$6,600



SERVICE AGREEMENT

The service descriptions, terms and conditions will depend on the service package selected using the Service Level Comparison Chart on page 3. The service package coverage is for all licensed IET training systems.

Service Package	Start Date	End Date	Service Level Annual Cost	Allowance Amount
Level 2	10/01/2019	09/30/2020	\$6,600	\$0

CONTRACT TERM

Upon the expiration of the Initial Term, this Agreement shall be renewed automatically for successive Renewal Terms equivalent in duration of one (1) month or one (1) year unless terminated by either Party by providing one (1) month written notice of its intention not to renew this Agreement prior to the end of the Initial Term or any current Renewal Term.

Approved and accepted:

Destin-Fort Walton Beach Airport

Signature: _____

Jeffrey A. Hyde

Print Name: _____

Jeffrey A. Hyde

Title: _____

Purchasing Manager

Date: _____

08/30/2019

American Association of Airport Executives

Signature: _____

Trina Hadden

Print Name: _____

Trina Hadden

Title: _____

Staff Vice President, Operations

Date: _____

8-23-19

Please sign above and return executed copy to:

American Association of Airport Executives
attn. Trina Hadden
Barclay Building
601 Madison Street
Alexandria VA 22314

or email this signed form to: trina.hadden@aaae.org

VENDORS ON SCRUTINIZED COMPANIES LISTS

By executing this Certificate _____, the bid proposer, certifies that it is not: (1) listed on the Scrutinized Companies that Boycott Israel List, created pursuant to section 215.4725, Florida Statutes, (2) engaged in a boycott of Israel, (3) listed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to section 215.473, Florida Statutes, or (4) engaged in business operations in Cuba or Syria. Pursuant to section 287.135(5), Florida Statutes, the County may disqualify the bid proper immediately or immediately terminate any agreement entered into for cause if the bid proposer is found to have submitted a false certification as to the above or if the Contractor is placed on the Scrutinized Companies that Boycott Israel List, is engaged in a boycott of Israel, has been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or has been engaged in business operations in Cuba or Syria, during the term of the Agreement. If the County determines that the bid proposer has submitted a false certification, the County will provide written notice to the bid proposer. Unless the bid proposer demonstrates in writing, within 90 calendar days of receipt of the notice, that the County's determination of false certification was made in error, the County shall bring a civil action against the bid proposer. If the County's determination is upheld, a civil penalty shall apply, and the bid proposer will be ineligible to bid on any Agreement with a Florida agency or local governmental entity for three years after the date of County's determination of false certification by bid proposer.

As the person authorized to sign this statement, I certify that this firm complies fully with the above requirements.

DATE: _____

SIGNATURE: Trina Hadden

COMPANY: _____

NAME: Trina Hadden
(Typed or Printed)

ADDRESS: _____

TITLE: Staff Vice President Operations

E-MAIL: trina.hadden@aaae.org

PHONE NO.: _____

CONTRACT, LEASE, AGREEMENT CONTROL FORM

Date: 07-16-2018

Contract/Lease Control #: C17-2609-AP

Procurement#: NA

Contract/Lease Type: CONTRACT

Award To/Lessee: AMERICAN ASSOCIATION OF AIRPORT EXECUTIVES (AAAE)

Owner/Lessor: OKALOOSA COUNTY

Effective Date: 10/01/2017

Expiration Date: 09/30/2019

Description of Contract/Lease: AAAE EMPLOYEE TRAINING

Department: AP

Department Monitor: STAGE

Monitor's Telephone #: 850-651-7160

Monitor's FAX # or E-mail: TSTAGE@MYOKALOOSA.COM

Closed:

Cc: Finance Department Contracts & Grants Office

A NEW WAY TO SIGN IN - If you already have a SAM account, use your **SAM email** for login.gov.

[Log In](#)
[Login.gov FAQs](#)

ALERT - June 11, 2018: Entities registering in SAM must submit a [notarized letter](#) appointing their authorized Entity Administrator. Read our [updated FAQs](#) to learn more about changes to the notarized letter review process and other system improvements coming in June.

Search Results

Quick Search Results

Your search returned the following results...

Notice: This printed document represents only the first page of your SAM search results. More results may be available. To print your complete search results, you can download the PDF and print it.

Entity	AMERICAN ASSOCIATION OF AIRPORT EXECUTIVES, INC.	Status: Active
DUNS: 068697523	CAGE Code: 36YX0	View Details
Has Active Exclusion?: No	DoDAAC:	
Expiration Date: 03/26/2019	Debt Subject to Offset? No	
Purpose of Registration: All Awards		



- Search Records
- Data Access
- Check Status
- About
- Help
- Disclaimers
- Accessibility
- Privacy Policy
- FAPIS.gov
- GSA.gov/IAE
- GSA.gov
- USA.gov

IBM v.I.P.14.20180629-1105
WWW2

This is a U.S. General Services Administration Federal Government computer system that is "FOR OFFICIAL USE ONLY." This system is subject to monitoring. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.

**PROCUREMENT/CONTRACT/LEASE
INTERNAL COORDINATION SHEET**

Procurement/Contract/Lease Number: C17-2609-AP Tracking Number: 303/18
Procurement/Contractor/Lessee Name: MA AE Grant Funded: YES ___ NO X
Purpose: renewal
Date/Term: 9-30-19
Amount: \$6,600
Department: AP
Dept. Monitor Name: Stage

1. GREATER THAN \$100,000
2. GREATER THAN \$50,000
3. \$50,000 OR LESS

Purchasing Review

Procurement or Contract/Lease requirements are met:
DeRita Mason Date: 6-8-18
Purchasing Manager or designee Jeff Hyde, DeRita Mason

2CFR Compliance Review (if required)

Approved as written: no federal funds
Date: _____
Grants Coordinator Danielle Garcia

Risk Management Review

Approved as written: see email attached
Date: 6-14-18
Risk Manager or designee Laura Porter or Krystal King

County Attorney Review

Approved as written: see email attached
Date: 6-25-18
County Attorney Gregory T. Stewart, Lynn Hoshihara, Kerry Parsons or Designee

Following Okaloosa County approval:

Clerk Finance

Document has been received:
Date: _____
Finance Manager or designee

DeRita Mason

From: Laura Porter
Sent: Thursday, June 14, 2018 2:29 PM
To: DeRita Mason; Dave Miner
Cc: Allyson Oury
Subject: RE: AAAE Contract Renewal

Yes this is approved.

Laura J. Porter
Risk Manager
Okaloosa County BCC
5479-B Old Bethel Road
Crestview, FL 32536
(850)689-5977
lporter@myokaloosa.com

Please note: Due to Florida's very broad public records laws, most written communications to or from County employees regarding County business are public records, available to the public and media upon request. Therefore, this written e-mail communication, including your e-mail address, may be subject to public disclosure.

From: DeRita Mason
Sent: Thursday, June 14, 2018 2:00 PM
To: Laura Porter <lporter@myokaloosa.com>; Dave Miner <dminer@myokaloosa.com>
Cc: Allyson Oury <aoury@myokaloosa.com>
Subject: RE: AAAE Contract Renewal

Is this approved now?

From: Laura Porter
Sent: Thursday, June 14, 2018 1:38 PM
To: Dave Miner <dminer@myokaloosa.com>; DeRita Mason <dmason@myokaloosa.com>
Cc: Allyson Oury <aoury@myokaloosa.com>
Subject: RE: AAAE Contract Renewal

Okay, thank you!

Laura J. Porter
Risk Manager
Okaloosa County BCC
5479-B Old Bethel Road
Crestview, FL 32536
(850)689-5977
lporter@myokaloosa.com

DeRita Mason

From: Parsons, Kerry <KParsons@ngn-tally.com>
Sent: Monday, June 25, 2018 6:59 PM
To: DeRita Mason
Cc: Lynn Hoshihara; Laura Porter
Subject: RE: AA AE Contract Renewal

This is approved for legal purposes.

From: DeRita Mason [mailto:dmason@myokaloosa.com]
Sent: Friday, June 08, 2018 3:33 PM
To: Parsons, Kerry
Cc: Lynn Hoshihara; Laura Porter
Subject: FW: AA AE Contract Renewal

Please review and approve. This is for C17-2609-AP.

From: Dave Miner
Sent: Friday, June 08, 2018 2:09 PM
To: DeRita Mason <dmason@myokaloosa.com>
Cc: Allyson Oury <aoury@myokaloosa.com>
Subject: AA AE Contract Renewal

DeRita:

Please begin the coordination on the attached AA AE Contract renewal (C17-2609-AP).
Thank you.

Dave

David E. Miner
Properties and Leases
Okaloosa County Airports
(850) 651-7160 Ext. 4
www.flyvps.com

Please change your address list and contacts to my new e-mail address: dminer@myokaloosa.com

"Please note: Due to Florida's very broad public records laws, most written communication to or from County employees regarding County business are public records, available to the public upon request. Therefore, this written e-mail communication, including your e-mail address, may be subject to public disclosure."

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Contract # C17-2609-AP
AMERICAN ASSOCIATION OF AIRPORT
EXECUTIVES (AAAE)
AAAE EMPLOYEE TRAINING
EXPIRES: 09/30/2019



IETLS

INTERACTIVE EMPLOYEE TRAINING **LEARNING SUITE**



SERVICE RENEWAL

Destin-Fort Walton Beach Airport
June 8, 2018



June 8, 2018

Mr. Tracy Stage, A.A.E.
Airport Director
Destin – Fort Walton Beach Airport
1701 State Road 85 N Eglin
AFB, FL 32542-1498
850-651-7160 ext. 1006
tstage@co.okaloosa.fl.us

Re: Interactive Employee Training - Learning Suite (IET-LS) – Service Descriptions, Terms, and Conditions

The American Association of Airport Executives (AAAE) is the largest professional organization for airport executives in the world, serving thousands of airport personnel at public-use airports across the country. Incorporated in 1928, AAAE is now one of the largest and most influential associations in Washington and is recognized as the training and technology resource expert for the airport industry. Airport training is a unique market niche and AAAE leads the way in providing innovative solutions and ever-improving products and services.

This service renewal provides information regarding our IET-LS service level offerings for the IET-LS system.

The airport may address questions or an issue regarding this proposal to Trina Hadden, AAAE, at trina.hadden@aaae.org or 703.575.2470

We look forward to continuing our partnership with you.

Sincerely,

Trina Hadden
Staff Vice President, Operations, Training & Technology Services
AAAE
The Barclay Building
601 Madison Street
Alexandria, VA 22314
Email: trina.hadden@aaae.org
Telephone: 703.575.2470



SERVICE LEVELS

[VPS] Current Service Level: [2]

Service Period: [10/01/2018 – 09/30/2019]

IET SERVICE PLAN	LEVEL 1	LEVEL 2	LEVEL 3
8AM - 8PM ET M-F Phone Support	✓	✓	✓
Database Support	✓	✓	✓
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Live Online Remote Tech Support		✓	✓
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Train the Trainer (Annually)		✓	✓
Regulatory Requirements		✓	✓
Custom Content/ Video Changes		✓	✓
Service Allowance* (\$1,500 per workstation)			✓
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Help Desk Ticketing System	AAAE implements a help desk ticketing system to improve the quality of service, accountability, and customer satisfaction.		
Automated Hardware Monitoring	AAAE will provide daily, automated hardware monitoring of the hardware systems to verify basic system function and connectivity. Any irregularities will be reported to the designated IET training coordinator.		
Live Online Tech Diagnostic Session	This service allows an in-house technician to remotely take control of a system, following physical authorization on the user end (for security purposes). The tech remotely can diagnose issues.		
System Updates and Patches	Includes all operating and video-quality system updates and patches developed by AAAE with telephone support for installation.	Includes all operating and video-quality system updates and patches developed by AAAE with onsite installation (included as part of the Level 2/Level 3 maintenance visits).	
Live Online Remote Tech Support	N/A	This service allows an in-house technician to remotely take control of a system, following physical authorization on the user end (for security purposes). The tech remotely can diagnose issues, download and replace files, and in many cases have the system operational again without having to dispatch an onsite technician.	
Interactive Course Changes (Excludes Video)	Includes periodic editing of test questions and other interactive modifications that can be accomplished in the AAAE studio/edit facilities. This package comes with a standard allowance of 1 hour of free labor per each contracted system (up to a maximum of 10 systems/10 hrs of labor). Each additional hour of labor over the maximum amount will be billed at a rate of \$150/hour.	Same as Level 1 except the standard labor allowance included is 2 hours of free labor per contracted system (up to a maximum of 10 systems/20 hrs of labor).	Same as LEVEL 2 except any labor charges over the maximum amount will be billed against the remaining balance in the Level 3 maintenance allowance.



IET SERVICE PLAN	LEVEL 1	LEVEL 2	LEVEL 3
Onsite System Service (Annually)	N/A	Includes an annual on-site visit for preventive maintenance services, plus on-site maintenance or technical meetings, as required.	
Train the Trainer (Annually)	N/A	Includes a web-based session for the purpose of introducing our IET training system to new staff, discussing common issues you might experience, or to hold a Q&A session for staff that are familiar with IET. Our hands on approach will also be an opportunity for us to demonstrate any new tools or features of IET.	
Regulatory Requirements	N/A	Package includes updates to course material and videos to remain compliant with regulatory changes.	
Custom Content/ Video Changes	Available at an hourly rate of \$150.	Allows for periodic changes/additions to a custom or Value-Added video course that can be accomplished in the AAAE studio/edit facilities. This package comes standard with 2 hours of free labor per each contracted system (up to a maximum of 10 systems/20 hrs of labor). Each additional hour of labor over the maximum amount will be billed at a rate of \$150/hour.	Same as LEVEL 2 except any labor charges over the maximum amount will be billed against the remaining balance in the Level 3 maintenance allowance.
Service Allowance* (\$1,500 per workstation)	N/A	N/A	Includes a monetary allowance that can be used for such services as hardware repair/replacement that is not covered under the manufacturer's warranty, video or interactive course changes, new course production, etc. See the pricing chart for the amount that is included in your package. The contracted allowance expires 24 months after the contract inception if not used.



SERVICE CONDITIONS

SOLE PROVIDER

The Interactive Employee Training – Learning Suite (IET-LS) system is patented technology developed by AAAE. On July 8, 2003, the United States Patent Office BXBSEFE AAAE a patent for the computer-based interactive employee training system. The patent number is: US 6.589.05582. A Canadian Patent was awarded on May 22, 2007. The Canadian patent number is: 2,437,677.

As a result, AAAE is the sole provider of the IET-LS software/hardware/system/service program. IET software updates are developed, issued and installed only by AAAE. The use of other hardware or outside service or maintenance providers may void the IET warranty.

SERVICE PROGRAM COST

The cost of the IET-LS system annual service plan is included in the initial cost. The cost for subsequent years are based on actual market rates and offered in several service levels to meet the specific needs of the airport. Please see the IET-LS Service Level comparison chart to decide which level best works for your airport. Thank you for the privilege of serving your airport.

VOIDING OF MAINTENANCE COVERAGE

Any unauthorized changes, modifications, repairs or additions to the computer hardware, course software, operating system or the system settings, without the prior consent of an authorized IET Maintenance technician, may void the system coverage under this agreement and any hardware warranties that exist.

AAAE INFORMATION

AAAE is a 501C6 corporation. The association employs more than 68 full time staff members. The address of AAAE's Corporate Headquarters is: 601 Madison Street, Alexandria, Virginia, 22314; Telephone: (703) 824-0500; Fax: (703) 820-1395. TIN: 510094939. The Association's Dunn and Bradstreet number is 06-869-7523. The overall financial credit rating is ER4.

Statement of Confidentiality: All rights reserved. This document is intended for certain subject Airport employees ONLY. No part of this document may be reproduced, stored in, or introduced into a database or retrieval system, or transmitted, in any form or by any means, (electronic, mechanical, photocopying, recording, or otherwise) without the prior written permission of AAAE. AAAE reserves all rights in the confidential information and intellectual property contained in this document. This document contains information relating to a potential business, commercial, financial and technical relationship activity between AAAE and subject airport. This information is intended for the sole use of the recipient only and the disclosure of this information to a third party would expose AAAE to considerable disadvantage. The products or architecture names mentioned in this document are registered trademarks and trade names of their respective owners.



**IET Learning Suite Maintenance Renewal
Destin-Fort Walton Beach Airport**

Scope of Services

8am – 8pm EST M-F Phone Support
Database support
Help Desk ticketing system
Automated hardware monitoring
System updates & patches
Live online tech diagnostic session
Live online tech remote support
Interactive course changes
Onsite System Service (Annually)
Train the Trainer
Regulatory updates
Custom Content/Video Changes

Service Agreement Pricing Details

Service Package Level 2
Start Date: 10/01/2018
End Date: 09/30/2019
Service Level Cost: \$6,600



SERVICE AGREEMENT

The service descriptions, terms and conditions will depend on the service package selected using the Service Level Comparison Chart on page 3. The service package coverage is for all licensed IET training systems.

Service Package	Start Date	End Date	Service Level Annual Cost	Allowance Amount
Level 2	10/01/2018	09/30/2019	\$6,600	\$0

CONTRACT TERM

Upon the expiration of the Initial Term, this Agreement shall be renewed automatically for successive Renewal Terms equivalent in duration of one (1) month or one (1) year unless terminated by either Party by providing one (1) month written notice of its intention not to renew this Agreement prior to the end of the Initial Term or any current Renewal Term.

Approved and accepted:

Destin-Fort Walton Beach Airport

Signature:

Jeffrey A Hyde

Print Name:

Jeffrey A. Hyde

Title:

Purchasing Manager

Date:

07/16/2018

American Association of Airport Executives

Signature:

Trina Hadden

Print Name:

Trina Hadden

Title:

Staff Vice President - Operations

Date:

7-2-18

Please sign above and return executed copy to:

American Association of Airport Executives
attn. Trina Hadden
Barclay Building
601 Madison Street
Alexandria VA 22314

or email this signed form to: trina.hadden@aaae.org

AMERICAN ASSOCIATION  OF AIRPORT EXECUTIVES

AAAE DELIVERS SERVICE. INNOVATION. RESULTS.

Name of Customer:

June 8, 2018

Destin-Fort Walton Beach Airport

Name of project:

IET Service Agreement Renewal

Project scope:

The IET Maintenance program provides technical support for all contracted IET systems including access to our Customer Service Call Center, Help Desk Ticketing System, remote online tech support, an annual onsite system service call and complimentary labor hours that can be used for course and content updates.

Proposed exception to full and open competition:

VPS Airport purchased 3 American Association of Airport Executives (AAAE) IET workstations that were acquired through a Sole Source, Proprietary Equipment and Software agreement. The IET is a proprietary system used to meet training requirements for application and renewal of SIDA and Airport Operations Area badges at the Pass & ID office and delivers the up-to-date training content needed to ensure safe and secure operations. This request is to renew the IET Service Agreement for a one year period. Because IET is a proprietary system, with hardware and Operating System configurations and settings that are optimized to meet required performance standards, diagnosis of issues and software updates can only be performed by AAAE.

Content and course updates are also not available from alternative sources as AAAE is the only manufacturer and installer of the software and content.

The IET training platform is not available from a competitive source and is a patented and customized system. Each IET workstation is connected to a central database maintained and managed by AAAE and the secure database stores training records created for each individual that completes a course. These records are made available to authorized personnel through a secure website and reports can be generated that comply with FAA and TSA mandated training and record keeping requirements.

Sincerely,



Patrick Raker
Senior Vice President
Training and Technology Services, AAAE

**CONTRACT
AMERICAN ASSOCIATION OF AIRPORT EXECUTIVES
FOR IET LEARNING SUITE MAINTENANCE
AT THE DESTIN FORT – WALTON BEACH AIRPORT**

This Contract executed and entered into this 5 day of September, 2017, between Okaloosa County, Florida, (hereinafter the "County"), whose principal address is 1250 N. Eglin Parkway, Shalimar, FL 32579, and American Association of Airport Executives (AAAE), whose principal address is 601 Madison Street, Alexandria, VA 22314 (hereinafter the "Contractor"), and states as follows:

WITNESSETH:

I. Incorporation of Documents

The following documents are incorporated by reference into this Contract and are attached as Exhibit "A":

Scope of Services and Service Agreement Pricing Details.

All terms within the above referenced documents are in full force and effect and shall be binding upon both parties.

II. Scope of Services

For good and valuable consideration the sufficiency of which is acknowledged by all parties, the Contractor agrees to training services for Destin – Fort Walton Beach Airports as set forth in the Scope of Services attached in Exhibit "A".

III. Payment

For all in consideration of payments, hereinafter mentioned, to be made by the County, the Contractor agrees to be paid in accordance to the unit pricing outlined in Exhibit "A" in strict conformity with the provisions of this Contract and the Specifications approved by the County. The Contractor shall be paid upon submission of invoices and approval of acceptance by Okaloosa County Board of County Commissioners, Finance Office, 302 N. Wilson Street, #203, Crestview, FL 32536. The prices stipulated herein are for services delivered and accepted.

IV. Duration of Contract and Termination, Suspension or Delay of Contract

The Contract will begin on October 1, 2017 and will continue for duration of one (1) year expiring on September 30, 2018.

Either party may terminate the Contract with or without cause by providing sixty (60) days written notice to the other party.

V. Notice

All notices required by this Contract shall be in writing to the representatives listed below:

The authorized representative of the County shall be:

Tract Stage
Airports Director
1701 State Road 85 North, Suite 1
Eglin AFB, FL 32542-1498
Phone: 850-651-7160 Ext: 4
Email: tstage@co.okaloosa.fl.us

The authorized representative of American Association of Airport Executives (AAAE) shall be:

Trina Hadden
Director of Operations, Training and Technology Services
601 Madison Street
Alexandria, VA 22314
Phone: 703-575-2470
Email: Trina.Hadden@aaae.org

Any party shall have the right, from time to time, to change the address to which notices shall be sent by giving the other party at least five (5) business days prior notice of the address change.

VI. Governing Law and Venue

This contract shall be governed by and construed in accordance with the laws of the State of Florida, and the parties stipulate that venue shall be in Okaloosa County, Florida.

VII. Public Records

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT OKALOOSA COUNTY RISK MANAGEMENT DEPARTMENT 5479 OLD BETHEL ROAD

CRESTVIEW, FL 32536 PHONE: (850) 689-5977
riskinfo@co.okaloosa.fl.us

Contractor must comply with the public records laws, Florida Statute chapter 119, specifically Contractor must:

- a. Keep and maintain public records required by the County to perform the service.
- b. Upon request from the County's custodian of public records, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in chapter 119 Florida Statutes or as otherwise provided by law.
- c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the County.
- d. Upon completion of the contract, transfer, at no cost, to the County all public records in possession of the contractor or keep and maintain public records required by the County to perform the service. If the contractor transfers all public records to the public agency upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining the public records. All records stored electronically must be provided to the public agency, upon the request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.

VIII. Assignment

Contractor may not assign his interest in this Contract without the express written consent of the County, which will not be unreasonably withheld.

IX. Entire Contract, Waivers and Indemnification

This Contract and Exhibit "A" as incorporated herein, contains the entire agreement between the parties and supersedes all prior oral or written agreement. Contractor acknowledges that it has not relied upon any statement, representation, prior or contemporaneous written or oral promises, agreements or warranties, except such as are expressed herein. The terms and conditions of this Contract can only be amended in writing upon mutual agreement of the parties and signed by both parties.

The waiver by a party of any breach or default in performance shall not be deemed to constitute a waiver of any other or succeeding breach or default. The failure of the County to enforce any of the provisions hereof shall not be construed to be a waiver of the right of the County thereafter to enforce such provisions.

To the fullest extent provided by law, Contractor shall indemnify, hold harmless, and defend the County and its employees, officers, and agents, from and against all claims, demands, actions, suits, damages, liabilities, losses, settlements, judgments, costs and expenses, whether or not involving a third party claim, which arise out of or is related to Contractor's performance or lack thereof of the services as set forth in the Contract.

X. Severability

If any item or condition of this Contract shall be deemed, by a court having appropriate jurisdiction, invalid or unenforceable, the remainder of the terms and conditions of this Contract shall remain in full force and effect. This Contract shall not be more strictly construed against either party hereto by reason of the fact that one party may have drafted or prepared any or all the terms and provisions hereof.

XI. Taxes and Assessments

Contractor agrees to pay all sales, use, or other taxes, assessments and other similar charges when due now or in the future, required by any local, state or federal law, including but not limited to such taxes and assessments as may from time to time be imposed by the County. Contractor further agrees that it shall protect, reimburse and indemnify County from and assume all liability for its tax and assessment obligations under the terms of this Contract.

XII. Independent Contractor

Contractor enters into this Contract as, and shall continue to be, an independent contractor. All services shall be performed only by Contractor and Contractor's employees. Under no circumstances shall Contractor or any of Contractor's employees look to the County as his/her employer, or as partner, agent or principal. Neither Contractor, nor any of Contractor's employees, shall be entitled to any benefits accorded to the County's employees, including without limitation worker's compensation, disability insurance, vacation or sick pay. Contractor shall be responsible for providing, at Contractor's expense, and in Contractor's name, unemployment, disability, worker's compensation and other insurance as well as licenses and permits usual and necessary for conducting the services to be provided under this Contract.

XIII Third Party Beneficiaries

It is specifically agreed between the parties executing this Contract that it is not intended by any of the provisions of any part of the Contract to create in the public or any member thereof, a third party beneficiary under this Contract, or to authorize anyone not a party to this contract to maintain a suit for personal injuries or property damage pursuant to the terms or provisions of this Contract.

IN WITNESS WHEREOF, the parties hereto have made and executed this Contract on the respective dates under each signature.

OKALOOSA COUNTY, FLORIDA



Greg Kisela
Purchasing Director

DATE: 8/2/17

CONTRACTOR



Trina Hadden
Director of Operations, Training and
Technology Services

Date: 9/5/17



WITNESS



WITNESS

Exhibit "A"

IET Learning Suite Maintenance Renewal Destin-Fort Walton Beach Airport

Scope of Services

8am – 8pm EST M-F Phone Support
Database support
Help Desk ticketing system
Automated hardware monitoring
System updates & patches
Live online tech diagnostic session
Live online tech remote support
Interactive course changes
On-site maintenance visit yearly
Train the Trainer
Regulatory updates
Custom video changes

Service Agreement Pricing Details

Service Package Level 2
Start Date: 10/01/2017
End Date: 09/30/2018
Service Level Cost: \$4,400

MA

SOLE SOURCE PURCHASE DATA SHEET

Date: 7-27-17 PR No.: _____ Requestor: David Miner Phone No.: 651-7160

Department/Division: Airports

Item Description: AAAE IET Learning Suite

Requesting Department's Suggested Vendor: AAAE

Vendor's Address: 601 Madison Street, Alexandria, VA 22314

Vendor's Telephone No.: 703-575-2470 Point of Contact: Trina Hadden

Sole Source Justification: The interactive employee training (IET) system is patented technology developed by AAAE. AAAE has a patent from the United States and Canada. As a result, AAAE is the sole provider of the IET software/hardware/system/service program. IET software updates are developed, issued and installed only by AAAE. The use of other hardware or outside service or maintenance providers may void the IET warranty.

Tracy Stage, A.A.E.

7.27.17

Requesting Department Director Signature

Date

**REVIEW BY PURCHASING DEPARTMENT
VERIFY IF OTHER SOURCES OF SUPPLY MEETS THIS NEED**

Vendor #1 Contact: _____ Phone No.: _____

Vendor #2 Contact: _____ Phone No.: _____

Vendor #3 Contact: _____ Phone No.: _____

Buyer Comments: _____

Signature of Buyer Who Reviewed

Date

Purchasing Services Coordinator Comments: _____

Purchasing Services Coordinator Signature

Date

PURCHASING MANUAL - SOLE SOURCE DETERMINATION

Comments: _____

Approve:

Disapprove: _____

Amount of Purchase: \$4,400

Date: _____


Purchasing Director Signature

8/7/17
Date



July 22, 2017

VPS – Destin – Fort Walton Beach Airport

Mr. Tracy Stage
Airport Director
1701 State Road Hwy 85 N
Eglin, AFB, FL 32542

Re: IET Learning Suite - Service Descriptions, Terms and Conditions

Introduction

The American Association of Airport Executives (AAAE) is the largest professional organization for airport executives in the world, serving thousands of airport personnel at public-use airports across the country. Incorporated in 1928, AAAE is now one of the largest and most influential associations in Washington and is recognized as the training and technology resource expert for the airport industry. Airport training is a unique market niche and AAAE leads the way in providing innovative solutions and ever-improving products and services.

AAAE is a 501C6 corporation. The association employs over 68 full time staff members. The address of AAAE's Corporate Headquarters is: 601 Madison Street, Alexandria, Virginia, 22314; Telephone: (703) 824-0500; Fax: (703) 820-1395. TIN: 510094939.

The Association's Dunn and Bradstreet number is 06-869-7523. Our overall financial credit rating is ER4.

Respondent Contact Information and Signatory:

VPS – Destin-Fort Walton Beach Airport may address questions or an issue regarding this proposal to:
Trina Hadden, AAAE, 601 Madison Street, Alexandria, VA 22314
Email: Trina.Hadden@aaae.org Telephone: (703) 575-2470

Service Level Comparison Chart

Airport:	VPS – Destin – Fort Walton Beach Airport			
IET Service Level Cost Comparison				
IET Service Plan	Level 1 Package	Level 2 Package	Level 3 Package	Service Allowance - A monetary allowance that can be used for such services as hardware repair/replacement that is not covered under the manufacturer's warranty, video or interactive course changes, new course production, etc. See the pricing chart for the amount that is included in your package. The contracted allowance expires 24 months after the contract inception, if not used. (\$15,000 Max)
SAM - SPM EST M-F Phone Support	✓	✓	✓	
Database Support	✓	✓	✓	
Help Desk Ticketing System	✓	✓	✓	
Automated Hardware Monitoring	✓	✓	✓	
Live Online Tech Diagnostic Session	✓	✓	✓	
System Updates and Patches	✓	✓	✓	
Live Online Remote Tech Support		✓	✓	
Interactive Course Changes		✓	✓	
Onsite System Service Annually		✓	✓	
Train the Trainer (Annually)		✓	✓	
Regulatory Requirements		✓	✓	
Custom Content/Video Changes		✓	✓	
Service Allowance \$1500 Per Workstation			✓	Total Allowance (Level 3 Only)
Per Workstation	\$1,300	\$2,200	\$3,700	\$0
Number of Workstations	2	2	2	
Total Cost	\$2,600	\$4,400	\$7,400	Service Period 10/01/17 - 9/30/18

Service Descriptions, Terms and Conditions

8AM - 8PM ET M-F PHONE SUPPORT

Level 1 – Includes technical telephone support between the hours of 8AM & 8PM EST Monday – Friday (except Federal holidays).

Level 2 – Same.

Level 3 – Same.

DATABASE SUPPORT

Level 1 – Includes complete maintenance of the database and 24/7 availability of all user data. AAAE ensures data integrity by using overlapping Internet service providers (ISPs), firewall protection for the on-site and remote servers and the daily back up of all data.

Level 2 – Same.

Level 3 – Same.

HELP DESK TICKETING SYSTEM

Level 1 – AAAE implements a help desk ticketing system to improve the quality of service, accountability, and customer satisfaction.

Level 2 – Same.

Level 3 – Same.

AUTOMATED HARDWARE MONITORING

Level 1 – AAAE will provide daily, automated hardware monitoring of the hardware systems to verify basic system function and connectivity. Any irregularities will be reported to the designated IET training coordinator.

Level 2 – Same.

Level 3 – Same.

SYSTEM UPDATES & PATCHES

Level 1 – Includes all operating and video-quality system updates and patches developed by AAAE with telephone support for installation.

Level 2 – Includes all operating and video-quality system updates and patches developed by AAAE with onsite installation (included as part of the Level 2/Level 3 maintenance visits).

Level 3 – Same as Level 2.

LIVE ONLINE TECH DIAGNOSTIC SESSION

Level 1 – This service allows an in-house technician to remotely take control of a system, following physical authorization on the user end (for security purposes). The tech remotely can diagnose issues.

Level 2 – Same as Level 1

Level 3 – Same as Level 1

LIVE ONLINE TECH REMOTE SUPPORT

Level 1 – Not eligible

Level 2 – This service allows an in-house technician to remotely take control of a system, following physical authorization on the user end (for security purposes). The tech remotely can diagnose issues, download and replace files, and in many cases have the system operational again without having to dispatch an onsite technician.

Level 3 – Same as Level 2.

Service Descriptions, Terms and Conditions (continued)

INTERACTIVE COURSE CHANGES (Excludes VIDEO)

Level 1 – Includes periodic editing of test questions and other interactive modifications that can be accomplished in the AAAE studio/edit facilities. This package comes with a standard allowance of 1 hour of free labor per each contracted system (up to a maximum of 10 systems / 10 hrs of labor). Each additional hour of labor over the maximum amount will be billed at a rate of \$150/hour.

Level 2 – Same as Level 1 except the standard labor allowance included is 2 hours of free labor per contracted system (up to a maximum of 10 systems / 20 hrs of labor).

Level 3 – Same as LEVEL 2 except any labor charges over the maximum amount will be billed against the remaining balance in the Level 3 maintenance allowance.

ON-SITE MAINTENANCE VISIT YEARLY

Level 1 – Not eligible.

Level 2 – Includes an annual on-site visit for preventive maintenance services, plus on-site maintenance or technical meetings, as required.

Level 3 – Same as Level 2.

TRAIN THE TRAINER

Level 1 – Not eligible.

Level 2 – Includes a web-based session for the purpose of introducing our IET training system to new staff, discussing common issues you might experience, or to hold a Q&A session for staff that are familiar with IET. Our hands on approach will also be an opportunity for us to demonstrate any new tools or features of IET.

Level 3 – Same as Level 2.

REGULATORY REQUIREMENTS

Level 1 – Not eligible.

Level 2 – Package includes updates to course material and videos to remain compliant with regulatory changes.

Level 3 – Same as Level 2.

CUSTOM VIDEO CHANGES

Level 1 – Available at an hourly rate of \$150.

Level 2 – Allows for periodic changes/additions to a custom or Value-Added video course that can be accomplished in the AAAE studio/edit facilities. This package comes standard with 2 hours of free labor per each contracted system (up to a maximum of 10 systems / 20 hrs of labor). Each additional hour of labor over the maximum amount will be billed at a rate of \$150/hour.

Level 3 – Same as LEVEL 2 except any labor charges over the maximum amount will be billed against the remaining balance in the Level 3 maintenance allowance.

SERVICE ALLOWANCE

Level 1 – Not eligible.

Level 2 – Not eligible.

Level 3 – Includes a monetary allowance that can be used for such services as hardware repair/replacement that is not covered under the manufacturer's warranty, video or interactive course changes, new course production, etc. See the pricing chart for the amount that is included in your package. The contracted allowance expires 24 months after the contract inception if not used.

VOIDING OF MAINTENANCE COVERAGE

Any unauthorized changes, modifications, repairs or additions to the computer hardware, course software, operating system or the system settings, without the prior consent of an authorized IET Maintenance technician, may void the system coverage under this agreement and any hardware warranties that exist.

Service Agreement Details

ServicePackage	Start Date	End Date	ServiceLevel Annual Cost	Allowance Amount
Level 2	10/01/17	09/30/18	\$4,400	\$0

The service descriptions, terms and conditions will depend on the service package selected using the Service Level Comparison Chart in page 3. The service package coverage is for all licensed IET training systems.

Upon the expiration of the Initial Term, this Agreement shall be renewed automatically for successive Renewal Terms equivalent in duration of one (1) month or one (1) year unless terminated by either Party by providing one (1) month written notice of its intention not to renew this Agreement prior to the end of the Initial Term or any current Renewal Term.

Approved and accepted:

VPS – Destin – Fort Walton Beach Airport

American Association of Airport Executives

Signature:

Signature:



Print Name: Greg Kisela

Print Name:

Patrick Baker



Title: Purchasing Director

Title:

Senior VP

Date:

8/2/17

Date:

9/5/17

Please sign above and return executed copy to: AAAE, attn. Trina Hadden, Barclay Building 601 Madison Street Alexandria VA 22314 or email to: trina.hadden@aaae.org

Statement of Confidentiality: All rights reserved. This document is intended for certain subject Airport employees ONLY. No part of this document may be reproduced, stored in, or introduced into a database or retrieval system, or transmitted, in any form or by any means, (electronic, mechanical, photocopying, recording, or otherwise) without the prior written permission of AAAE. AAAE reserves all rights in the confidential information and intellectual property contained in this document. This document contains information relating to a potential business, commercial, financial and technical relationship activity between AAAE and subject airport. This information is intended for the sole use of the recipient only and the disclosure of this information to a third party would expose AAAE to considerable disadvantage. The products or architecture names mentioned in this document are registered trademarks and trade names of their respective owners.

IET Learning Suite Maintenance Renewal Destin-Fort Walton Beach Airport

Scope of Services

8am – 8pm EST M-F Phone Support

Database support

Help Desk ticketing system

Automated hardware monitoring

System updates & patches

Live online tech diagnostic session

Live online tech remote support

Interactive course changes

On-site maintenance visit yearly

Train the Trainer

Regulatory updates

Custom video changes

Service Agreement Pricing Details

Service Package Level 2

Start Date: 10/01/2017

End Date: 09/30/2018

Service Level Cost: \$4,400

Sole Provider

The Interactive Employee Training (IET) system is patented technology developed by AAAE. On July 8, 2003, the United States Patent Office BXBSEFE AAAE a patent for the computer-based interactive employee training system. The patent number is: US 6.589.05582. A Canadian Patent was awarded on May 22, 2007. The Canadian patent number is: 2,437,677.

As a result, AAAE is the sole provider of the IET software/hardware/system/service program. IET software updates are developed, issued and installed only by AAAE. The use of other hardware or outside service or maintenance providers may void the IET warranty.

Service Program Cost

The cost of the IET system annual service plan is included in the initial cost. The cost for subsequent years are based on actual market rates and offered in several service levels to meet the specific needs of the airport. Please see the attached IET Service Level comparison chart to decide which level best works for your airport. Thank you for the privilege of serving your airport.

Sincerely,

Trina Hadden

Dave Miner

From: Trina Hadden <Trina.Hadden@aaae.org>
Sent: Saturday, July 22, 2017 6:40 AM
To: Dave Miner
Subject: RE: VPS Contract Renewal
Attachments: 2017_VPS_IET_Service_Renewal_07222017.pdf

Good morning Mr. Miner:

My apologies for the delay. Please find the new contract attached. If you would like to change the service level, please let me know so I can adjust the agreement.

Please contact me if you have questions.

Thank you and have a great day.

Best Regards,

Trina Hadden
Director of Operations, Training & Technology Services
Manager, Digicast
e. trina.hadden@aaae.org
p. 703-575-2470 | f. 703-797-9018

American Association of Airport Executives
The Barclay Building | 601 Madison Street | Alexandria, VA 22314

Check out the new IET-LS <http://aaae.org/iet>
Check out what's new on Digicast <https://www.antndigicast.com/>

From: Dave Miner [mailto:dminer@co.okaloosa.fl.us]
Sent: Tuesday, July 18, 2017 4:39 PM
To: Trina Hadden <Trina.Hadden@aaae.org>
Subject: FW: Contract Renewal
Importance: High

From: Dave Miner
Sent: Monday, July 03, 2017 9:44 AM

To: 'trina.hadden@aaaee.org' <trina.hadden@aaaee.org>

Subject: Contract Renewal

Ms. Hadden:

It is that time of year again to renew the contract with the Destin – Fort Walton Beach Airport (formerly North West Florida Regional Airport). Please send me an updated contract, scope of service, and your sole source. Also Ms. Fedorak is no longer approving authority, it will be Greg Kisela.

Thank you and if you have any questions let me know.

David E. Miner
Properties and Leases
Okaloosa County Airports
(850) 651-7160 Ext. 4
www.flyvps.com

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PROCUREMENT/CONTRACT/LEASE INTERNAL COORDINATION SHEET

Risk Management

Procurement/Contract/Lease Number: C16-2409-AP Tracking Number: 2326-17

Procurement/Contractor/Lessee Name: AAAE Grant Funded: YES ___ NO

Purpose: AAAE Employee Training

Date/Term: 10/1/17 - 9/30/18 1. GREATER THAN \$50,000

Amount: 4,400 2. GREATER THAN \$25,000

Department: AP 3. \$25,000 OR LESS

Dept. Monitor Name: STAGE/Miner

Procurement

JUL 28 2017

Risk Management

Purchasing Review

Procurement requirements are met:


Purchasing Director or designee

Date: 7/27/17
Greg Kisela, DeRita Mason, Matthew Young

2CFR Compliance Review (if required)

Approved as written:


Grants Coordinator

Date: 8/9/17
Renee Biby

Risk Management Review

Approved as written:


Risk Manager or designee

Date: 8-3-17
Laura Porter or Krystal King

County Attorney Review

Approved as written:

See Approval Dated:

County Attorney

Date: 7/28/17
Gregory T. Stewart, Lynn Hoshihara, Kerry Parsons or Designee

Following Okaloosa County approval:

Contracts & Grants

Document has been received:

Contracts & Grants Manager

Date: _____
Marcella Eubanks, Mindy Kovalsky, Ashley Endris

Matthew Young

From: Parsons, Kerry <KParsons@ngn-tally.com>
Sent: Friday, July 28, 2017 3:20 PM
To: Dave Miner; Matthew Young; DeRita Mason
Cc: Lynn Hoshihara; Krystal King; Laura Porter; Stephanie Herrick; Lianne Clark
Subject: RE: AAAE Contract 2017 - 2018 for Coordination

This is approved for legal purposes.

From: Dave Miner [mailto:dminer@co.okaloosa.fl.us]
Sent: Thursday, July 27, 2017 2:28 PM
To: Matthew Young; DeRita Mason
Cc: Parsons, Kerry; Lynn Hoshihara; Krystal King; Laura Porter; Stephanie Herrick; Lianne Clark
Subject: FW: AAAE Contract 2017 - 2018 for Coordination

Matthew:

The correct attachment is there.

Dave

From: Dave Miner
Sent: Thursday, July 27, 2017 12:36 PM
To: Matthew Young <myoung@co.okaloosa.fl.us>; DeRita Mason <dmason@co.okaloosa.fl.us>
Cc: 'Parsons, Kerry' <KParsons@ngn-tally.com>; Lynn Hoshihara <lhoshihara@co.okaloosa.fl.us>; Krystal King <kking@co.okaloosa.fl.us>; Laura Porter <lporter@co.okaloosa.fl.us>; Stephanie Herrick <sherrick@co.okaloosa.fl.us>; Lianne Clark <lclark@co.okaloosa.fl.us>
Subject: AAAE Contract 2017 - 2018 for Coordination

Matthew:

Please start the coordination for the attached AAAE Contract for 2017 – 2018.
Thank you.

Dave

David E. Miner
Properties and Leases
Okaloosa County Airports
(850) 651-7160 Ext. 4
www.flyvps.com

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Matthew Young

From: Krystal King
Sent: Thursday, August 03, 2017 12:45 PM
To: Dave Miner; Matthew Young; DeRita Mason
Cc: Stephanie Herrick; Lianne Clark
Subject: RE: AAAE Contract 2017 - 2018 for Coordination

Risk Management approved.

Krystal King

Okaloosa County
Risk Management
(850)689-5977
Fax (850)689-5973

Please note: Due to Florida's very broad public records laws, most written communications to or from County employees regarding County business are public records available to the public and media upon request. Therefore, this written email communication including your email address, may be subject to public disclosure.

From: Dave Miner
Sent: Thursday, August 03, 2017 8:20 AM
To: Matthew Young <myoung@co.okaloosa.fl.us>; DeRita Mason <dmason@co.okaloosa.fl.us>; Krystal King <kking@co.okaloosa.fl.us>
Cc: Stephanie Herrick <sherrick@co.okaloosa.fl.us>; Lianne Clark <lclark@co.okaloosa.fl.us>
Subject: RE: AAAE Contract 2017 - 2018 for Coordination

Thanks Matthew.

From: Matthew Young
Sent: Thursday, August 03, 2017 8:11 AM
To: Dave Miner <dminer@co.okaloosa.fl.us>; DeRita Mason <dmason@co.okaloosa.fl.us>; Krystal King <kking@co.okaloosa.fl.us>
Cc: Stephanie Herrick <sherrick@co.okaloosa.fl.us>; Lianne Clark <lclark@co.okaloosa.fl.us>
Subject: RE: AAAE Contract 2017 - 2018 for Coordination
Importance: High

Haven't received anything back from Risk yet, Sir. My follow up is scheduled for this morning. Krystal, was out yesterday.

Coordination tracking information:

2326-17 MY 7/27/2017 AP Contract AAAE Employee Training C16-2409-AP

Respectfully,



Matthew Young
Contracts & Lease Coordinator
Okaloosa County Purchasing Department

Tel: (850) 689-5960 Fax: (850) 689-5970
myoung@co.okaloosa.fl.us www.co.okaloosa.fl.us
5479 Old Bethel Rd, Suite A Crestview, FL 32536

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From: Dave Miner
Sent: Thursday, August 03, 2017 8:05 AM
To: Matthew Young <myoung@co.okaloosa.fl.us>; DeRita Mason <dmason@co.okaloosa.fl.us>
Cc: Stephanie Herrick <sherrick@co.okaloosa.fl.us>; Lianne Clark <lclark@co.okaloosa.fl.us>
Subject: RE: AAAE Contract 2017 - 2018 for Coordination

Matthew:

Can I get an update? Legal approved. If Risk approved please send the pink slip.
Thank you.

Dave

From: Dave Miner
Sent: Thursday, July 27, 2017 12:36 PM
To: Matthew Young <myoung@co.okaloosa.fl.us>; DeRita Mason <dmason@co.okaloosa.fl.us>
Cc: 'Parsons, Kerry' <KParsons@ngn-tally.com>; Lynn Hoshihara <lhoshihara@co.okaloosa.fl.us>; Krystal King <kking@co.okaloosa.fl.us>; Laura Porter <lporter@co.okaloosa.fl.us>; Stephanie Herrick <sherrick@co.okaloosa.fl.us>; Lianne Clark <lclark@co.okaloosa.fl.us>
Subject: AAAE Contract 2017 - 2018 for Coordination

Matthew:

Please start the coordination for the attached AAAE Contract for 2017 – 2018.
Thank you.

Dave

David E. Miner
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Search Results

Current Search Terms: american* association* of airport* executives*

Your search for "american* association* of airport* executives*" returned the following results...

Notice: This printed document represents only the first page of your SAM search results. More results may be available. To print your complete search results, you can download the PDF and print it.

Glossary

Entity	AMERICAN ASSOCIATION OF AIRPORT EXECUTIVES, INC.	Status: Active <input type="button" value="⊕"/>	
DUNS: 068697523	CAGE Code: 36YX0	<input type="button" value="View Details"/>	
Has Active Exclusion?: No	DoDAAC:		
Expiration Date: 07/26/2018	Debt Subject to Offset? No		
Purpose of Registration: All Awards			

Search

Results

Entity

Exclusion

Search

Filters

By Record Status

By Record Type



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- Help
- Disclaimers
- Accessibility
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AMERICAN ASSOCIATION OF AIRPORT EXECUT:

601 MADISON ST STE 400
 ALEXANDRIA, VA, 22314-1756 ,
 UNITED STATES

DUNS: 068697523 CAGE Code: 36YX0

Status: Active

Expiration Date: 07/26/2018
 Purpose of Registration: All Awards

Entity Overview

Entity Registration Summary

Name: AMERICAN ASSOCIATION OF AIRPORT EXECUTIVES, INC.
Business Type: Business or Organization
Last Updated By: Chona Cuenca-Alvano
Registration Status: Active
Activation Date: 07/26/2017
Expiration Date: 07/26/2018

Exclusion Summary

Active Exclusion Records? No



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