

On **JANUARY 25, 2021**, the **CONCESSIONS/PROCUREMENT COMMITTEE** of the **GREATER ORLANDO AVIATION AUTHORITY** met in the Carl T. Langford Board Room at Orlando International Airport, One Jeff Fuqua Boulevard, Orlando, Florida, 32827. Chairman Friel called the meeting to order at 1:32 p.m. The meeting was posted in accordance with Florida Statutes and a quorum was present.

Committee members present: Brad Friel, Chairman
Kathleen Sharman, Vice Chair
Thomas Draper, Senior Director of Operations (arrived at 1:34pm)
Brian Engle, Director of Customer Experience
Deborah Silvers, Director of Risk Management

Staff/Others present: Pete Pelletier, Director of Information Technology
Diana Hershner, Manager of Purchasing
Shiv Persaud, Manager of IT Projects
Jo Thacker, Nelson Mullins, Legal Counsel
Larissa Bou, Manager of Board Service and Recording Secretary

Chairman Friel announced to all present that if a bidder or proposer is aggrieved by any of the proceedings of today's meeting and wishes to appeal the results of actions made by this Committee, they must file an appeal stating the item they wish to appeal and the basis for which they wish to appeal, and it must be received in writing by the Chief Executive Officer, Mr. Phillip N. Brown, via email pbrown@goaa.org with copy to larissa.bou@goaa.org, by Monday, February 1, 2021, at 4:00 p.m. (emails will be accepted during the pandemic COVID-19).

For individuals who conduct lobbying activities with Aviation Authority employees or Board members, registration with the Aviation Authority is required each year prior to conducting any lobbying activities. A statement of expenditures incurred in connection with those lobbying instances should also be filed prior to April 1 of each year for the preceding year. Lobbying any Aviation Authority Staff who are members of any committee responsible for ranking Proposals, Letters of Interest, Statements of Qualifications or Bids and thereafter forwarding those recommendations to the Board and/or Board Members is prohibited from the time that a Request for Proposals, Request for Letters of Interests, Request for Qualifications or Request for Bids is released to the time that the Board makes an award. In the event a lobbyist meets with or otherwise communicates with Staff or a Board member, including the Mayor of the City of Orlando or the Mayor of Orange County, the lobbyist shall file a Notice of Lobbying (Form 4) detailing each instance of lobbying to the Aviation Authority within 7 calendar days of such lobbying. Lobbyists will also provide a notice to the Aviation Authority when meeting with the Mayor of the City or Mayor of Orange County at their offices. The policy, forms, and instructions are available on the web site. Please contact the Chief Administration Officer with questions at (407) 825-7105.

Before proceeding to business, Chairman Friel, asked Committee members to report any conflicts of interest or violations of the Aviation Authority's Code of Ethics and Business Conduct; lobbying activities policy; or the Florida Sunshine law with regard to any agenda item. None were expressed by any Committee member.

MINUTES

1. Upon motion by Mr. Draper, second by Mr. Engle, motion passed to accept the December 14, 2020 and January 11, 2021, minutes as written.

RECOMMENDATION TO APPROVE AMENDMENT NO. 16 FOR TWO (2) RENEWAL OPTIONS AND A CONTRACT ADJUSTMENT FOR PURCHASING CONTRACT 02-11, COMMON USE PASSENGER PROCESSING SYSTEM (CUPPS) AND COMMON USE SELF SERVICE (CUSS) OPERATIONS AND MAINTENANCE SERVICES, WITH SITA INFORMATION NETWORKING COMPUTING USA, INC. (SITA)

2. Ms. Hershner presented the item.

The initial project under this contract commenced on November 1, 2011, with final acceptance effective May 21, 2012. The initial term of the contract was for thirty-six (36) months, effective May 22, 2012, expiring May 21, 2015, with the Aviation Authority having an indefinite number of options to renew the contract for additional periods of one (1) year each. The sixth renewal option will expire on May 21, 2021.

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The contract requires SITA to furnish to the Aviation Authority detailed technical design, development, hardware, firmware, software, software licenses, installation integration, implementation, training, user manuals and documentation, operation, support and maintenance services for the CUPPS and CUSS, warranty, testing of the hardware and software, and all other items necessary or proper for, or incidental to, providing an operable and acceptable CUPPS and CUSS, including associated gateways for each airline that is dependent on a remote host computer for departure control, and a Local Departure Control System for each airline that operates independent of a remote host computer and other related components, all in accordance with the contract documents.

This Amendment will: (1) exercise the seventh and eighth renewal options through May 22, 2023; and (2) add a statement of work for Microsoft Windows upgrades.

Seventh Renewal Option - May 22, 2021 - May 21, 2022, for an approximate annual value of \$1,608,420.

Eighth Renewal Option - May 22, 2022 - May 21, 2023, for an approximate annual value of \$1,872,290.

Contract Adjustment - Staff is requesting to upgrade Microsoft Windows Operating Systems, for an approximate value of \$371,425.

Department - Concurs with the seventh and eighth renewal options, and with the contract adjustment.

Contractor - Based on the information known at this time, the contractor has performed satisfactorily during the last renewal option.

This is a service contract for the support and maintenance of the CUPPS and CUSS. The renewal option pricing is based on existing hourly labor rates for support. SITA has agreed to maintain the current prices without their standard CPI increase.

This contract did not include a Minority and Women Business Enterprise (MWBE) or Local Developing Business (LDB) participation requirement.

The total fiscal impact for the seventh renewal option is a not-to-exceed amount of \$1,608,420. Funding for the seventh renewal option will be from the Operations and Maintenance Funds 301.521.214.5340007.000.100425, 301.521.214.5340007.000.100483, and 301.521.214.5520001.000.100483, and Capital Expenditure Funds 308.521.214.5640003.000.501105 and 308.521.214.5640003.000.501440.

The total fiscal impact for the eighth renewal option is a not-to-exceed amount of \$1,872,290. Funding for the eighth renewal option will be from the Operations and Maintenance Funds 301.521.214.5340007.000.100425, 301.521.214.5340007.000.100483, and 301.521.214.5520001.000.100483, and Capital Expenditure Fund 308.521.214.5640003.000.501440.

Funding for the contract adjustment is a not-to-exceed amount of \$371,425 will be from the General Airport Revenue Bond ZC-319.

Funds expected to be spent under the contract in the current fiscal year are within budget. Funding required in current and subsequent fiscal year will be allocated from the Operations and Maintenance Fund and Project Funds as approved through the budget process and when funds become available.

It was respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Aviation Authority Board: (1) approve Amendment No. 16 for Two (2) Renewal Options and a Contract Adjustment for Purchasing Contract 02-11, Common Use Passenger Processing System and Common Use Self Service Operations and Maintenance Services, with SITA Information Networking Computing USA, Inc.; (2) authorize funding in the not-to-exceed amount of \$3,852,136 from the Operations and Maintenance Fund, and previously-approved Capital Expenditure Fund, and General Airport Revenue Bond; (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the

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necessary documents following satisfactory review by legal counsel; and (4) authorize the Purchasing Department to issue the necessary Purchase Orders.

Chairman Friel asked if anyone in the audience would like to speak regarding this item. Ms. Bou confirmed she had not received any speaker requests. He then asked if any Committee member had questions or comments. Vice Chair Sharman asked if the Microsoft Windows upgrade includes SITA's labor and materials. Additionally, she asked the department to explain the reason for the contract adjustment. Mr. Pelletier explained that this includes both labor and materials for the Microsoft Windows upgrade, which is a core system needed to support the upgrade of the latest Windows to run properly. Vice Chair Sharman followed up by asking if this is done by SITA because it is their equipment. Mr. Persaud responded that the CUSS unit is a proprietary SITA product and the hardware within the system needs to be upgraded.

Vice Chair Sharman continued by asking for the reason of two renewals being requested at this time. Mr. Pelletier explained that the first renewal will end in the middle of when the South Terminal will be opening. Therefore, having the two renewals approved now, will allow for the continuation of service.

Vice Chair Sharman congratulated Mr. Persaud for his hard work and accomplishment in negotiating the rates to remain the same. Then, Vice Chair Sharman continued by referring to Attachment A (copy on file), under Amendment No. 15, which states that the 6th renewal option and contract adjustment value was \$1,599,920, and asked if there were any other elements included in that amount. Ms. Hershner indicated that the term "contract adjustment" is a scrivener's error, because there were no increase in hours or change in the scope of work for that amendment. Ms. Hershner indicated that the information will be reviewed and corrected.

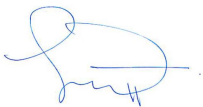
Mr. Engle asked if the upgrade to Windows 7 is independent from the airlines specific operating systems. Mr. Persaud replied in the affirmative.

Upon motion by Mr. Draper, second by Ms. Silvers, vote carried to approve staff's recommendation.

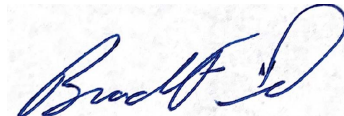
ADJOURNMENT

3. Chairman Friel asked if there was further business to discuss before the Committee. Having no further business to discuss, he adjourned the meeting at 1:45 p.m.

(Digitally signed on February 9, 2021)



Larissa Bou
Recording Secretary



Brad Friel
Chairman