

**ADDENDUM NO. 32
TO THE AGREEMENT DATED AUGUST 3, 2018
BETWEEN GREATER ORLANDO AVIATION AUTHORITY
AND FAITH GROUP, LLC dba FAITH GROUP CONSULTING, LLC**

Project: FY23 On Call Maximo Support Services, Orlando International Airport

THIS ADDENDUM is effective this 1st day of December, 2022,
by and between the **GREATER ORLANDO AVIATION AUTHORITY** ("Authority"), and
FAITH GROUP, LLC dba FAITH GROUP CONSULTING, LLC ("Consultant").

WITNESSETH:

WHEREAS, by Agreement dated August 3, 2018, Authority and Consultant entered into an agreement for Consultant to provide information technology consulting services; and

WHEREAS, under the Agreement, Consultant agreed to perform such additional services for the Authority as are contained in any additional scope of work established by the Authority in any addendum to the Agreement and accepted in writing by the Consultant; and

WHEREAS, the Authority and the Consultant desire to enter into this Addendum to the Agreement to provide for additional services to be rendered by the Consultant under the terms of said Agreement.

NOW, THEREFORE, in consideration of the premises and the mutual covenants herein contained, the Authority and the Consultant do hereby agree as follows:

1. Consultant shall perform additional services in accordance with the terms of the Agreement and the attached Exhibit "A." Consultant shall be paid for such additional services according to the payment terms set forth in the Agreement.
2. Consultant shall be compensated for such additional services in the **NOT TO EXCEED** amount of **TWENTY-FIVE THOUSAND AND NO/100 DOLLARS (\$25,000.00)**, broken down as follows:

Professional Fees:	NTE:	\$25,000.00
Professional Fees:	LS:	\$0.00
Reimbursable Expenses:	NTE:	<u>\$0.00</u>
Total:		\$25,000.00

3. A. Consultant hereby certifies that it is not on the Scrutinized Companies that Boycott Israel List and is not engaged in a boycott of Israel, as defined in Florida Statutes § 287.135, as amended;

AND

B. (applicable to agreements that may be \$1,000,000 or more) - Consultant hereby certifies that it is: (1) not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List as defined in Florida Statutes § 287.135; and (2) not engaged in business operations in Cuba or Syria, as defined in Florida Statutes § 287.135, as amended.

4. Authority may terminate the Agreement for cause and without the opportunity to cure if the Consultant is found to have submitted a false certification or has been placed on the Scrutinized Companies that Boycott Israel List or is engaged in a boycott of Israel.

In the event the Agreement is for One Million Dollars (\$1,000,000.00) or more, Authority may terminate this Agreement for cause and without the opportunity to cure if the Consultant is found to have submitted a false certification or 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 is engaged in business operations in Cuba or Syria.

5. Except as expressly modified in this Addendum, the Agreement dated August 3, 2018 and all prior addenda will remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto by their duly authorized representatives, have executed this Addendum this 1st day of December, 2022.

GREATER ORLANDO AVIATION AUTHORITY

Approved as to Form and Legality
(for the benefit of GOAA only)

this 29th day of Nov., 2022

By: 

NELSON MULLINS BROAD AND
CASSEL, Legal Counsel
Greater Orlando Aviation Authority

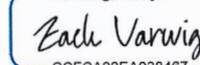
By: _____

Kevin J. Thibault, P.E.
Chief Executive Officer

**FAITH GROUP, LLC
dba FAITH GROUP CONSULTING, LLC**

DocuSigned by:

By: _____



Signature (Duly Authorized Rep.)

Zach Varwig

Printed Name

Principal

Title



GREATER ORLANDO AVIATION AUTHORITY

Orlando International Airport
One Jeff Fuqua Boulevard
Orlando, Florida, 32827-4392
(407) 825-2001

Memorandum

To: Members of the Professional Services Committee

From: Peter Pelletier, Director, Information Technology *(Prepared by: Ian Brooks)*

Date: November 1, 2022

Re: Request for Recommendation of Approval to the Chief Executive Officer of an Addendum to the Information Technology Consulting Services Agreement with Faith Group Consulting, LLC. for FY23 On-Call Maximo Support Services at the Orlando International Airport.

Consultant's proposal, dated October 14, 2022, is to provide FY23 On-Call Maximo Support Services to the Orlando International Airport. This includes software operations support, subject matter expertise, troubleshooting, research, concept development, and business analysis, as well as additional Maximo related support services.

If approved, these services would be effective November 2, 2022.

The MWBE/LDB participation has been reviewed by the Office of Small Business Development. Their findings and recommendation are attached.

GH

Funding is from Operations and Maintenance Funds: 301.521.170.5310009.000.000000. Funding source verified by Andrea Harper of Construction Finance on 10/26/22 as correct and available.

It is respectfully requested that the Professional Services Committee recommend to the Chief Executive Officer, approval of an Addendum to the Information Technology Consulting Services Agreement with Faith Group Consulting, LLC. for the services contained therein and the amount as shown below:

Not to Exceed Fees	\$25,000.00
Lump Sum Fees	\$0.00
Not to Exceed Expenses	\$0.00
TOTAL	\$25,000.00
AAC – Compliance Review Date	<u>JSS</u> 10/24/22
AAC – Funding Eligibility Review Date	10/25/22

Req# 92550



Faith Group

3101 S HANLEY ROAD

ST. LOUIS, MO 63143

T: 314.991.2228 | F: 314.991.2268

MEMORANDUM

TO: Ian Brooks; IT Contracts Manager
CC: Joe Furnari, Richard D'Anjou
FROM: Jason Wallace
PROJECT: FY23 Maximo On-Call Support
SUBJECT: Scope of Work Proposal
DATE: 10/14/2022

Overview

As part of the Faith Group (FG) Team, Starboard Consulting LLC, has been tasked with providing consulting services related to the Maximo Asset Management system for the Greater Orlando Aviation Authority. Faith Group will provide contract management, invoicing, and resource management of the Starboard efforts. Starboard's specific tasks and scope are detailed in their attached proposal.

Intent

The FG Team's goal is to provide 'on-call' Maximo IT Support related to sustaining operations not covered under other approved scopes of work. In addition to sustaining operations support, subject matter expertise will be provided to perform product research, concept development, or business analysis prior to executing a funded Project startup.

Cost Breakdown

The not to exceed fee for services from NTP – September 30, 2023 is **\$25,000** to support this effort. This will be invoiced as services are rendered.

Company	Position	Contract Rate
Starboard	Principal in Charge	\$213.00
Starboard	Sr. Program / Project Manager	\$185.00
Starboard	Sr. IT Architect	\$166.00
Starboard	Sr. Application Program / Analyst	\$147.00
Faith Group	Principal	\$248.00
Faith Group	Contract Admin	\$72.00

Principal in Charge hours are proposed for charges incurred for oversight and management of the sub-consultant resources. Review and approval of monthly invoices, resolving any discrepancies with invoices.

The Contracts Administrator hours are for coordination of time sheets, invoice coordination with sub-consultant, and the processing of invoices.

Thank You, Jason Wallace
Sr. IT Project Manager
Jason.Wallace@faithgrouppllc.com
(614) 937-4801



SCOPE OF WORK

for
FY23 Maximo On-Call Support
for
Greater Orlando Aviation Authority (GOAA)

**Prepared By:
FAITH GROUP LLC**

October 14th, 2022

OBJECTIVE & OVERVIEW

Background

As part of the Faith Group (FG) Team, Starboard Consulting LLC, has been tasked with providing consulting services related to the Maximo Asset Management system for the Greater Orlando Aviation Authority.

Faith Group will provide contract management, invoicing, and resource management of the Starboard efforts. Starboard's specific tasks and scope are detailed in their attached proposal and summarized within the Scope of Services below.

SCOPE OF SERVICES

- This scope of work will cover 'on-call' Maximo IT Support tasks related to sustaining operations not covered under other approved scopes of work. In addition to sustaining operations support, subject matter expertise may be required to perform product research, concept development, or business analysis prior to executing a funded Project startup. This includes the development of scopes of work, architecture documents, planning documents, meetings, and other tasks that may be used to assist the Authority to meet short-term or long-term asset management support and planning. This task also covers troubleshooting Maximo issues, proof-of-concept, and minor enhancements that on their own do not warrant a separate task.
- On-Call Task Management
 - Work Request Initiation (Aviation Authority IT)
 - Work Request Response (IT Contractor)
 - Notice to Proceed (Aviation Authority IT)
 - Work Execution (IT Contractor)
 - Invoicing Receiving, Tracking (Aviation Authority IT)

SCHEDULE

- The project work shall begin immediately following NTP and will span the duration of FY23.

ASSUMPTIONS

- The Aviation Authority will provide a Project Manager or Owner's Representative as a single point of contact who will ensure FG and Starboard has access to all stakeholders, third parties, etc.
- All documents will be submitted in electronic format only.
- FG and Starboard are not accountable for any late deliverables of third-party software.
- The Aviation Authority will provide remote access for Starboard to the Maximo applications, databases, and servers for this effort.
- All current environments have the same products and versions installed
- Workspace will be provided for on-site task assignments

RATES

Faith Group proposes the following rates to be used on a task order basis. The total budget for the on-call tasks shall not exceed **\$25,000**. Monthly invoices may vary from month to month depending on the actual hours worked.

Company	Position	Contract Rate
Starboard	Principal in Charge	\$213.00
Starboard	Sr. Program / Project Manager	\$185.00
Starboard	Sr. IT Architect	\$166.00
Starboard	Sr. Application Program / Analyst	\$147.00
Faith Group	Principal	\$248.00
Faith Group	Contract Admin	\$72.00

MINORITY PARTICIPATION

- Starboard is a registered WBE and will be responsible for over 90% of the overall contract.

THE AVIATION AUTHORITY
MAXIMO ON-CALL SUPPORT
SERVICES SOW FYE 2023



The Aviation Authority Maximo On-Call Support Services SOW FYE 2023
October 14, 2022

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1 Introduction

The Aviation Authority Information Technology (IT) Department operates, supports, and maintains various IT Systems vital to the operation of Orlando International Airport (OIA) and Orlando Executive Airport (OEA).

The Aviation Authority is currently using Maximo Enterprise Asset Management System version 7.6 for maintenance and asset management across Orlando International and Orlando Executive Airports. The Aviation Authority maintenance and operations, as well as fleet and ground support contractors utilize Maximo.

It is the intent of The Aviation Authority Information Technology to provide Operations and Maintenance funding for 'on-call' Maximo Support tasks in support of the Maximo environment and its components, not covered under other approved Scopes of Work. Under this Statement of Work, Starboard Consulting, LLC (Starboard) will provide the on-call services with a defined not-to-exceed budget of \$25,000.00. This structure will provide agility in resource acquisition when external professional services may be required on short notice to assist IT staff.

2 Purpose

This document is an agreement between The Aviation Authority and Starboard for the performance of services in support of The Aviation Authority's Maximo applications on an as needed basis. Support will be provided until the not to exceed amount is reached or until The Aviation Authority's fiscal year end, September 30, 2023.

3 Scope

3.1 Scope of Services

This scope of work will cover 'on-call' Maximo IT Support tasks related to sustaining operations not covered under other approved scopes of work. In addition to sustaining operations support, subject matter expertise may be required to perform product research, concept development, or business analysis prior to executing a funded Project Startup. This includes the development of scopes of work, architecture documents, planning documents, meetings, and other tasks that may be used to assist the Authority to meet short-term or long-term asset management support and planning. This task also covers troubleshooting Maximo issues, proof-of-concept, and minor enhancements that on their own do not warrant a separate task.

The scope of services may consist of tasks including, but not limited to the following as they relate to Maximo and its related or integrated software systems:

- Technical system and server maintenance
- Technical troubleshooting support
- Estimation
- Documentation
- User support
- Training

- System enhancement, patching, and upgrade support
- Testing
- Research
- Proof of concept development
- Business analysis
- Planning support

3.2 Business Hours

Normal business hours for support are 8:00 a.m. – 5:00 p.m. Eastern Monday through Friday, excluding holidays. Any off shift, weekend and/or Holiday hours must be planned, necessary, and agreed upon in advance to ensure timely support, otherwise support will be best effort.

3.3 Process for Requests

The purpose of the support provided under this agreement is to provide functional and technical Maximo support, beyond the L1/L2 support provided by IBM. This can include but is not limited to:

- Development of enhancements to the existing Maximo Application
- Provision of functional or technical answers to questions on configuration or Maximo usage
- Technical or Functional Training
- Troubleshooting issues and opening service tickets with IBM if needed or developing solutions if the problem is with an existing configuration not supported by IBM

For purposes of this support agreement the following definitions will be used:

Enhancement – the provision of new functionality for the user community created by a request for:

- new functionality not currently provided by the enterprise system to support an initiative or policy
- changes to existing functionality to add value by enhancing the user interface to the system
- changes to existing functionality to remove a bottleneck or hardship for data entry or system use
- changes to existing functionality due to missed requirements or missed test scenarios
- recommendations on how to configure or utilize functionality within the desktop or mobile solutions

Defect – the correction of functionality for the user community caused by:

- system not working as per the approved requirements
- system not working as approved during acceptance testing
- user discovered defect in the out of the box functionality as delivered by the vendor

For all Support requests, The Aviation Authority primary contact will initiate the request in accordance with The Aviation Authority On-Call IT Task Management process as detailed in Section 4 below. Requests should be sent to the Starboard primary contact, Tina Stephens, at <mailto:tstephens@starboard-consulting.com>

For Enhancement requests, The Aviation Authority primary contact will email the designated Starboard primary contact with all requirements and details. If further details are needed in order for Starboard to develop an estimate, then Starboard will notify The Aviation Authority primary contact that additional information is required. Starboard may request a meeting with key users to more fully understand the request and business requirement. Starboard will document the scope of the change for enhancement solutions and will develop an estimate to implement the requested changes and send it to The Aviation Authority's Primary Contact for review and approval via The Aviation Authority On-Call IT Task Management process.

Once The Aviation Authority has approved the development estimate, it will be assigned to a Starboard resource for completion. Starboard will perform all development work in the Maximo development environment and provide change management documentation for The Aviation Authority IT staff.

If, during the development cycle, it is determined that the requested enhancement will exceed the estimate, The Aviation Authority will be notified at that time. An addendum to the original approved request must be documented with a new estimate. This document must be signed by the appropriate person from Starboard and The Aviation Authority to continue work.

The Aviation Authority will unit test the enhancement or defect solution. The Aviation Authority will be responsible for initial testing in the development environment and acceptance of the changes in the Test environment.

Once approved, Starboard will migrate the changes to the production environment.

3.4 Service Assumptions

Starboard assumes the following with respect to this agreement:

- Starboard will provide an estimate of charges for enhancement requests based on requested work prior to performing the task.
- The Aviation Authority will provide a Development environment for this effort.
- The Aviation Authority will provide a Test environment for this effort.
- The Aviation Authority will provide database, networking and server support as required for this effort.
- The Aviation Authority will provide remote access to the Maximo applications, database, and application servers to Starboard to perform requested support and enhancement activities.
- Starboard will coordinate with The Aviation Authority IT staff to minimize the impact on the business, but it is recognized by both parties that work will be completed primarily between the hours of 8:00a.m. and 5:00p.m. Eastern, Monday – Friday.

4 On-Call Task Management

Step 1: Work Request Initiation (The Aviation Authority IT)

- a. The Aviation Authority IT has the need for external professional service assistance.
- b. The Aviation Authority IT shall create a Consulting Services Work Order (see Appendix A) that describes the nature of the on-call work task being requested.
- c. The Aviation Authority issues the Consulting Services Work Order to Starboard at the discretion of the IT Manager submitting the request.

Step 2: Work Request Response (Starboard Consulting)

- a. Starboard shall prepare a response in the form of a Statement of Work (SOW) that includes the following:
 - Description of the required work
 - Estimation of hours
 - Personnel to be assigned and evidence of their expertise for the assigned task (i.e. resume)
 - Cost
 - Deliverables
 - Timeline for Execution
 - Assumptions and/or Risks (if applicable)
- b. Responses to task requests from IT shall be formatted in a standard provided by the Authority
- c. Starboard shall deliver proposed SOW to The Aviation Authority

Step 3: Notice to Proceed (The Aviation Authority IT)

- a. If accepted, The Aviation Authority IT shall provide Starboard with Notice to Proceed
- b. The Aviation Authority IT shall record the SOW in the *On-Call Work Order Tracking System*

Step 4: Work Execution (Starboard Consulting)

- a. Starboard performs task(s) as requested in the Work Order
- b. Starboard invoices monthly

Step 5: Invoice Receiving, Tracking (The Aviation Authority IT)

- a. Invoice from Starboard is received by The Aviation Authority IT
- b. Invoice entered into the *On-Call Work Order Tracking System*
 - Invoice(s) logged against the SOW entered in Step 3b
- c. Invoice verified for accuracy by IT Manager
- d. Invoice processed for payment

5 Financial Arrangements

Starboard shall provide support to The Aviation Authority on a time and materials basis, based on the actual hours worked.

Starboard plans to staff this project with local resources so no expenses are anticipated.

Rate Schedule

In accordance with Faith Group, the following rates will be applied to this agreement.

Role	Starboard Rates
Principal in Charge	\$213
Sr. Program / Project Manager	\$185
Sr. IT Architect	\$166
Sr. Application Program / Analyst	\$147

*Rates are in US dollars

The total not to exceed amount for this statement of work is \$25,000 USD.

Appendix A

Request for Information Technology Consulting Services

Please complete this form to request engagement of a Starboard IT Consultant. Once approved, this form will be issued to one or more of the contracted consulting groups for a Statement of Work and quote.

Work Order Title:			
Requested by:		IT Manager	
Date:			

Overview

Description (<i>description of work required</i>)

Why is this effort needed?

Business Objectives: (what will this effort achieve?)

Delivery Expectations: (<i>What are the requirements/expectations for completion?</i>)

Schedule:
Estimated Start Date:
Duration (calendar days):
Estimated Completion Date:

The Aviation Authority Maximo On-Call Support Services SOW FYE 2023
October 14, 2022

Consulting Skills Required (<i>ref: IT Consulting Services Approved Positions</i>)

TRUTH IN NEGOTIATION CERTIFICATION

The Consultant hereby certifies, covenants, and warrants that wage rates and other factual unit costs supporting the compensation for this project's agreement are accurate, complete, and current at the time of contracting.

The Consultant further agrees that the original agreement price and any additions thereto shall be adjusted to exclude any significant sums by which the Greater Orlando Aviation Authority determines the agreement price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs. All such agreement adjustments shall be made within one (1) year following the end of the contract. For purposes of this certificate, the end of the agreement shall be deemed to be the date of final billing or acceptance of the work by the Greater Orlando Aviation Authority, whichever is later.

Firm: Faith Group LLC

By: 

Print Name: Zach Varwig

Date: 8/20/2022



GREATER ORLANDO AVIATION AUTHORITY

Orlando International Airport
5850-B Cargo Road
Orlando, Florida 32827-4399

MEMORANDUM

To: Members of the Professional Services Committee

From: George I. Morning, Director of Small Business Development Department

Date: November 01, 2022

Re: Request for Recommendation of Approval to the Chief Executive Officer of an Addendum to the Information Technology Consulting Services Agreement with Faith Group Consulting, LLC. for FY23 On-Call Maximo Support Services at the Orlando International Airport.

We have reviewed the qualifications of the subject contract's MWBE/LDB/VBE specifications and determined that, due to the on-call nature of the services to be provided, Faith Group Consulting, LLC does not propose small business participation at this time. However, Faith Group Consulting, LLC commits to utilizing Starboard Consulting, LLC (MWBE) as needed.

Our analysis indicates that Faith Group Consulting, LLC is eligible for award of the subject Addendum.



GREATER ORLANDO AVIATION AUTHORITY

Orlando International Airport
5850-B Cargo Road
Orlando, Florida 32827-4399

MEMORANDUM

To: Members of the Professional Services Committee

From: Edelis Molina, Sr. Small Business Administrator

Date: October 04, 2022

Re: Request for Recommendation of Approval to the Aviation Authority Board of an Addendum to the Information Technology Consulting Services Agreement with Advanced I.T. Concepts, Inc. for FY23 Aviation Authority Onsite Website Maintenance Support Services at the Orlando International Airport.

The Office of Small Business Development has reviewed the proposal from Advanced IT Concepts, Inc. (AITC) and determined that Advanced IT Concepts, Inc. (AITC) commits to utilizing EPIC Engineering & Consulting Group, LLC (MWBE/LDB) as needed.

Our analysis indicates that Advanced IT Concepts, Inc. (AITC) is eligible for award of the subject Addendum.

Upon motion of Ms. Dennis, second by Mr. Hunt, vote carried to recommend approval to the Aviation Authority Board of an Amendment to Addendum No. 8 to the Information Technology Consulting Services Agreement with Advanced I.T. Concepts, Inc. for additional FY 2023 Aviation Authority Onsite Website Maintenance Support Services, for the total not-to-exceed fee amount of \$133,316.96, with funding from previously approved Operations and Maintenance Funds.

REQUEST FOR RECOMMENDATION OF APPROVAL TO THE CHIEF EXECUTIVE OFFICER OF AN ADDENDUM TO THE INFORMATION TECHNOLOGY CONSULTING SERVICES AGREEMENT WITH FAITH GROUP CONSULTING, LLC FOR FY 2023 ON-CALL MAXIMO SUPPORT SERVICES, AT THE ORLANDO INTERNATIONAL AIRPORT.

4. Mr. Brooks presented the memorandum. Discussion ensued.

Upon motion of Ms. Dennis, second by Mr. Hunt, vote carried to recommend approval to the Chief Executive Officer of an Addendum to the Information Technology Consulting Services Agreement with Faith Group Consulting, LLC for FY 2023 On-Call Maximo Support Services, for the total not-to-exceed fee amount of \$25,000.00, with funding from previously approved Operations and Maintenance Funds.

INFORMATION ITEMS

5. The following item was presented for information only:

- A. Revised Office of Small Business Development Memorandum for the request for Recommendation of Approval to the Aviation Authority Board of an Addendum to the Information Technology Consulting Services Agreement with Advanced I.T. Concepts, Inc. for F 20Y23 Aviation Authority Onsite Website Maintenance Support Services at the Orlando International Airport. [From Professional Services Committee on October 4, 2022, Item No. 6]

ADJOURNMENT

6. No public comments were made during the meeting. There being no further business for discussion, the meeting was adjourned at 9:37 a.m.

Scott Shedek, Chairman
Professional Services Committee
Interim Senior Director of Engineering and Construction