

SNOHOMISH COUNTY COUNCIL
Snohomish County, Washington

MOTION NO. 24-109

AUTHORIZING THE SNOHOMISH COUNTY EXECUTIVE TO SIGN AMENDMENT NO. 5
WITH THE AMERICAN ASSOCIATION OF AIRPORT EXECUTIVES (AAAE) FOR
DESIGNATED AVIATION CHANNELING (DAC) AND COMPUTER BASED TRAINING
(CBT) SERVICES AT SNOHOMISH COUNTY AIRPORT

WHEREAS, the Airport requires a contract amendment to extend the contract duration and annual maintenance support for DAC services and CBT solutions in accordance with federal regulations; and

WHEREAS, AAAE is a company that is focused exclusively on airports, providing airport related training and ensuring data transmitted to TSA is secured in accordance with Federal Information Security Management Act and related federal security policies; and

WHEREAS, the County selected AAAE pursuant to RFP 15-18SR as the best company for online training and DAC services to support TSA compliance at the Airport; and

WHEREAS the online training services will help the Airport meet FAA Part 139 compliance; and

WHEREAS, the system will automate daily tasks and maintain record compliance at a reasonable cost; and

WHEREAS, the contract extension increases compensation by \$18,200, with a total contract value not to exceed \$234,950;

NOW, THEREFORE, ON MOTION, the County Council authorizes the County Executive to sign Amendment No. 5 with American Association of Airport Executives in the form attached hereto.

PASSED this 27th day of March, 2024.

SNOHOMISH COUNTY COUNCIL
Snohomish County, Washington



Council Chair

ATTEST:



Deputy Clerk of the Council

CONSULTANT: American Association of Airports Executives
CONTACT PERSON: Kyle Herbig
ADDRESS: 601 Madison Street
Alexandria, VA 22314
FEDERAL TAX ID NUMBER/U.B.I. NUMBER: 51-0094939
TELEPHONE/FAX NUMBER: 703-797-2542
COUNTY DEPT: Airport
DEPT. CONTACT PERSON: Brad Widrig
TELEPHONE/FAX NUMBER: 425-388-5110
PROJECT: Designated Aviation Channeling Services and
Computer Based training
ORIGINAL AMOUNT: \$85,700
AMENDMENT No. 5 AMOUNT: Not to Exceed \$18,200
CONTRACT TOTAL: Not to Exceed \$234,950
FUND SOURCE: 410-5216804101
CONTRACT DURATION: Through April 1, 2026

AMENDMENT NO. 5 TO AGREEMENT FOR PROFESSIONAL SERVICES

THIS AMENDMENT (the "Amendment") is made by and between SNOHOMISH COUNTY, a political subdivision of the State of Washington (the "County"), for services at the Snohomish County Airport at Paine Field, and the American Association of Airport Executives (AAAE), a wholly owned and operated not-for-profit entity (the "Contractor"). In consideration of the mutual benefits and covenants contained herein, the parties agree as follows:

1. Purpose of Agreement; Additional Scope of Services. The purpose of this Amendment is to extend the existing contract for two additional years, as per original contract terms, with annual maintenance support. Compensation for the additional work shall be for additional annual maintenance in an amount not to exceed \$18,200, as shown on Schedule C-2.
2. All other terms and conditions of the Agreement, not inconsistent with this Amendment, shall remain in full force and effect.

SNOHOMISH COUNTY:

Boungjaktha,
Neepaporn

Digitally signed by
Boungjaktha, Neepaporn
Date: 2024.03.27
11:38:30 -07'00'

County Executive Director Date

Approved as to form only:

Corsi,
Michelle

Digitally signed by Corsi,
Michelle
Date: 2024.02.22
09:55:09 -08'00'

Deputy Prosecuting Attorney Date

CONTRACTOR AAAE:

Trina Hadden

02/22/24

Date

Maria Bremis

02/22/24

Legal Counsel to the Contractor Date

COUNCIL USE ONLY

Approved 3/27/2024

ECAF # 2024-0265

MOT/ORD Motion 24-109

Schedule C-2
Additional Scope of Work / Compensation



Annual Support Package

We offer the following annual support package for our PAE CBT solution.

PAE Interactive Computer Based Training Annual Service Plan	
Helpdesk for Airport Badging Office 5 a.m. – 5 p.m. PST Monday-Friday Phone Support	Includes technical telephone support between the hours of 5 a.m. and 5 p.m. PST Monday – Friday (except federal holidays). AAAE uses a helpdesk ticketing system to improve the quality of service, accountability and customer satisfaction.
Database Support	Includes complete maintenance of the database and 24 hour 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.
Web Browser Support	AAAE’s IET-LS Online will support the following web browsers upon delivery of IET-LS: Google Chrome, Mozilla Firefox and Microsoft Internet Explorer.
Interactive Course Changes	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 12 hours per year of labor . Each additional hour of labor over the maximum amount will be billed at a rate of \$150/hour.
Regulatory Requirements	Package includes updates to course material and videos to remain compliant with federal regulatory changes.
Custom Content/Video Changes	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 with a standard allowance of 12 hours per year of labor . Each additional hour of labor over the maximum amount will be billed at a rate of \$150/hour.
Software Enhancements and Updates	Includes periodic Learning Suite and Player enhancements AAAE will make to the IET-LS platform to increase efficiency and automation of the software and training operation.

Web Delivery of Courses	Includes periodic configuration of IET-LS Online to meet the airport's specific design requirements and updates to hosted courses. This package comes with a standard allowance of 12 hours per year of labor . Each additional
	hour of labor over the maximum amount will be billed at a rate of \$150/hour.
IET-LS Online	AAAE hosts the following courses online for PAE: <ul style="list-style-type: none"> 3. Authorized Signatory 4. General Aviation Security for Employees and Hangar Tenants 5. SIDA
Service Allowance Funds (\$2,500 expires every 24 months if not used)	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.
Maintenance Plan Level 3 Service	\$9,100 per year