| 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:                | Kara Underwood                              |
| TELEPHONE/FAX NUMBER:                | 425-388-5110                                |
| PROJECT:                             | Designated Aviation Channeling Services and |
|                                      | Computer Based training                     |
| ORIGINAL AMOUNT:                     | \$85,700                                    |
| AMENDMENT #2 AMOUNT:                 | Not to Exceed \$5,000                       |
| CONTRACT TOTAL:                      | Not to Exceed \$147,200                     |
| FUND SOURCE:                         | 410-5216804101                              |
| CONTRACT DURATION:                   | Through April 1, 2022                       |

## AMENDMENT NO. 2 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"), and the American Association of Airports 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. <u>Purpose of Agreement; Additional Scope of Services</u>. The purpose of this Amendment is to increase the service level agreement from \$6,600 annually to \$9,100 annually, as shown on the attached Schedule C-2. The service level agreement in the original executed Computer Based Training (CBT) contract, as set forth in Schedule C, was \$6,600 and did not include compensation for certain modifications to existing video courses. Modifications include virtual instructor fees and course modifications requested by the County Airport. Increasing the service agreement by \$2,500 annually to \$9,100 allows the County Airport to make course changes improving the communication, safety and security to all airfield badge holders. Compensation for the additional work shall be for additional annual maintenance in an amount not to exceed \$5,000 as shown on Schedule C-2.
- 2. Compensation. This Amendment amends original contract Section 3, Compensation, with the attached Schedule C-2
- 3. All other terms and conditions of the Agreement, not inconsistent with this Amendment, shall remain in full force and effect.

## SNOHOMISH COUNTY:

CONTRACTOR AAAE

| County Executive            | Date |                                 | Date |
|-----------------------------|------|---------------------------------|------|
| Approved as to form only:   |      |                                 |      |
| Deputy Prosecuting Attorney | Date | Legal Counsel to the Contractor | Date |

## 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<br>Office<br>5 a.m. – 5 p.m. PST<br>Monday-Friday Phone Support | Includes technical telephone support between the hours<br>of 5 a.m. and 5 p.m. PST Monday – Friday (except federal<br>holidays). AAAE uses a helpdesk ticketing system to<br>improve the quality of service, accountability and<br>customer satisfaction.                          |  |
| Database Support   | Includes complete maintenance of the database and 24<br>hour availability of all user data. AAAE ensures data<br>integrity by using overlapping internet service providers<br>(ISPs), firewall protection for the on-site and remote<br>servers and the daily back up of all data. |  |
| Web Browser Support  | AAAE's IET-LS Online will support the following web<br>browsers upon delivery of IET-LS: Google Chrome,<br>Mozilla Firefox and Microsoft Internet Explorer.  |  |

| Interactive Course Changes           | Includes periodic editing of test questions and other<br>interactive modifications that can be accomplished in the<br>AAAE studio/edit facilities. This package comes with a<br><b>standard allowance of 12 hours per year of labor</b> . Each<br>additional hour of labor over the maximum amount will<br>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<br>Value-Added video course that can be accomplished in<br>the AAAE studio/edit facilities. This package comes with a<br><b>standard allowance of 12 hours per year of labor.</b> Each<br>additional hour of labor over the maximum amount will<br>be billed at a rate of \$150/hour.    |
| Software Enhancements and<br>Updates | Includes periodic Learning Suite and Player<br>enhancements AAAE will make to the IET-LS platform to<br>increase efficiency and automation of the software and<br>training operation.   |
| Web Delivery of Courses              | Includes periodic configuration of IET-LS Online to meet<br>the airport's specific design requirements and updates to<br>hosted courses. This package comes with a <b>standard</b><br><b>allowance of 12 hours per year of labor</b> . Each additional  |

|   | hour of labor over the maximum amount will be billed at a rate of \$150/hour.   |
|---|---|
| IET-LS Online   | <ul> <li>AAAE hosts the following courses online for PAE:</li> <li>Authorized Signatory</li> <li>General Aviation Security for Employees and Hangar<br/>Tenants</li> <li>SIDA</li> </ul>  |
| Service Allowance Funds<br>(\$2,500 expires every 24 months<br>if not used) | Includes a monetary allowance that can be used for such<br>services as hardware repair/replacement that is not<br>covered under the manufacturer's warranty, video or<br>interactive course changes, new course production, etc.<br>See the pricing chart for the amount that is included in<br>your package. The contracted allowance expires 24<br>months after the contract inception if not used. |
| Maintenance Plan Level 3<br>Service   | \$9,100 per year <sup>1</sup>   |

<sup>&</sup>lt;sup>1</sup> Schedule C-2 increases original Schedule C [\$6,600.00] by \$2,500.00 per year; Schedule C-2 total not to exceed \$5,000. AMENDMENT 2 TO AGREEMENT FOR PROFESSIONAL SERVICES WITH AMERICAN ASSOCIATION OF AIRPORTS EXECUTIVES (July 2013 edition) Page 3 of 3