



# HILLSBOROUGH COUNTY AVIATION AUTHORITY

## WEBSITE REBUILD CONTRACT

### Parties And Addresses:

AUTHORITY:	Hillsborough County Aviation Authority Post Office Box 22287 Tampa, Florida 33622 Telephone: 813-870-8700 Fax: 813-875-6670
COMPANY:	Aten Design Group, Inc. dba Aten Design Group

HILLSBOROUGH COUNTY  
AVIATION AUTHORITY  
WEBSITE REBUILD CONTRACT

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## 1. INTRODUCTION

This Contract for Website Rebuild (Contract) is made and entered into this \_\_\_\_ day of \_\_\_\_\_ 2023 between the Hillsborough County Aviation Authority, an independent special district under the laws of the State of Florida whose post office address is Post Office Box 22287, Tampa, Florida 33622 (Authority), and Aten Design Group, Inc. dba Aten Design Group, a corporation authorized to do business in the State of Florida (Company), (collectively hereinafter referred to as the Parties).

## 2. DEFINITIONS

The following terms will have the meanings as set forth below:

### 2.A Accessibility Compliance Specialist

Company's representative responsible for adherence to all required website ADA compliance requirements.

### 2.B Accounts Payable

The unit within Authority Finance Department that deals with accounts payable.

### 2.C Airport

Tampa International Airport.

### 2.D Board

The Hillsborough County Aviation Authority Board of Directors.

### 2.E CEO

The Hillsborough County Aviation Authority Chief Executive Officer.

### 2.F Content Management System (CMS)

Software that helps users create, manage, and modify content on a website without the need for specialized technical knowledge.

### 2.G Content Quality Assurance Lead

Authority's representative responsible for quality assurance of the website throughout the Term

of this Contract.

## **2.H Contract Documents**

The following documents are a part of this Contract and are hereby incorporated by reference: the terms and conditions as contained in this Contract; Invitation to Negotiate (ITN) for Website Rebuild, and any subsequent information submitted by Company during the evaluation process.

## **2.I Developer (Back-End)**

Company's representative responsible for server database management and requests authoring, including but not limited to, CMS development, deployment, and maintenance; Application Program Interface (API) integrations; site/application security; and database creation, integration, and management, e.g. SQL or MySQL.

## **2.J Developer (Front-End)**

Company's representative responsible for the creation of the markup, using scripting languages for the implementation of all features described in the Scope of Services visible to the end-user.

## **2.K Director of Marketing**

Authority contact person responsible for notifying Company regarding required Services and Company's primary contact for all Services under this Contract.

## **2.L Drupal**

A free and open-source content-management framework written in PHP and distributed under the GNU General Public License. Drupal provides a back-end framework for at least 2.3% of all websites worldwide, ranging from personal blogs to corporate, political, and government sites.

## **2.M FAA**

The U.S. Department of Transportation Federal Aviation Administration or any successor thereto.

## **2.N GNU General Public License**

A widely used free software license which guarantees end users the freedom to run, study, share and modify the software.

## **2.O Hypertext Preprocessor (PHP)**

An HTML-embedded web scripting language. The output from the PHP functions on the page are

typically returned as HTML code, which can be read by the browser.

## **2.P MySQL**

An open-source relational database management system.

## **2.Q Product Owner**

Authority's representative responsible for sign-off on key decisions, provide project steering, and oversee the Contract.

## **2.R Project Manager**

Company representative responsible for coordinating and overseeing this Contract to include, but not be limited to, monitoring, interpreting and overseeing the Services, including but not limited to keeping the website rebuild design and implementation on schedule and managing issues and risk within the budget with regard to the quality performed, the manner of performance, and Authority and customer satisfaction with performance levels. Maintains communication between Authority and the project team.

## **2.S Research and Analysis Lead**

The Company's representative responsible for researching, analyzing, interpreting and presenting data to ensure the overall quality and performance of the website.

## **2.T Responsive Web Design (RWD)**

Approach to web design that makes web pages render well on a variety of devices and window or screen sizes.

## **2.U Senior Developer/Technical Lead**

Company's representative responsible for sign-off on key decisions, providing project steering, and overseeing entire Contract.

## **2.V Services**

The services as detailed in Exhibit A, Scope of Services.

## **2.W Structured Query Language (SQL)**

Allows access and ability to manipulate databases.

## **2.X Technical Architect**

Company's representative responsible for acting as a bridge between technical and business

aspects of organization and overseeing the design and implementation of the website.

## **2.Y TSA**

The U.S. Department of Homeland Security Transportation Security Administration or any successor thereto.

## **2.Z Usability Lead/Info Architect**

The Company's representative responsible for ensuring the design meets the usability and user needs of the Authority.

## **2.AA Visual Designer**

The Company's representative responsible for the design of the visual layout of websites including, but not limited to, prototyping, graphic asset development, and style guide authoring.

## **2.BB Website Design Fee**

Amount paid to the Company by the Authority to facilitate research, discovery and to provide an approved design specification including wireframes.

## **2.CC Website Implementation Fee**

Amount paid to the Company by the Authority to design and develop a Drupal-based website in a testing environment to support the review and refinement process, conduct training for the newly refined backend and workflows, and migrate and test the development site for final delivery to the recommended hosting service(s).

# **3. SCOPE OF SERVICES**

## **3.A Scope**

Company agrees to provide the Services as set forth in Exhibit A, Scope of Services.

## **3.B Authority's Contact Person**

Authority's Director of Marketing or designee who will be responsible for notifying Company regarding required Services and will be Company's primary contact for all Services under this Contract.

### **3.C Company's Project Manager**

Company has designated Tim Erickson as the individual responsible for coordinating and overseeing this Contract to include, but not be limited to, monitoring, interpreting and overseeing the Services. Services provided by the Project Manager will include, but not be limited to, keeping the website rebuild design and implementation on schedule, managing issues and risk within the budget with regard to the quality performed, the manner of performance, and Authority and customer satisfaction with performance levels. This individual is also responsible for maintaining communication between Authority and the project team. The Project Manager will be responsible for ensuring that all Services are provided as outlined in the Scope of Services and will be Company's primary contact for all Services under this Contract.

Company must not remove such Project Manager from providing the Services contemplated by this Contract; provided, however, that the removal of such personnel due to their incapacity, voluntary termination, or termination due to just cause will not constitute a violation of the Contract. Authority will require that, at a minimum, any proposed replacement have equal or greater qualifications and experience as the Project Manager being replaced. Company will not make any personnel changes of the Project Manager until written notice is made to and approved by Authority's Director of Marketing or designee.

## **4. TERM**

### **4.A Effective Date**

This Contract will become effective upon execution by Company and approval and execution by Authority. This Contract may be executed in one or more counterparts, each of which will be deemed an original and all of which will be taken together and deemed to be one instrument.

### **4.B Term**

The Term of this Contract commences on February 2, 2023 and will continue through completion of Services unless terminated earlier as provided herein.

### **4.C Commencement of Fees and Charges**

All fees and charges hereunder will commence on February 2, 2023 and will continue for the Term of this Contract.

### **4.D Early Termination**

Authority may terminate this Contract, without cause, by giving thirty (30) days written notice to Company.

Notwithstanding the above, the Indemnification provisions of this Contract will survive



termination of this Contract, as will the Authority obligation to make payment to Company for work performed up to the effective date of termination of this Contract.

## 5. FEES AND PAYMENTS

### 5.A Not-to-Exceed

The total amount payable under this Contract will be subject to the amount approved by the Board. Authority will provide written notice to Company of the amount approved and any revised amount thereafter.

### 5.B Payment

Authority will pay Company the Website Design Fee and the Website Implementation Fee based on the milestone payments provided in Exhibit B, Cost Breakdown.

The Authority reserves the right to renegotiate the Website Implementation Fee following completion of the website design in its sole discretion.

### 5.C Invoices

Invoices required by this Contract will be created and submitted by Company to Authority Finance Department via email to [Payables@TampaAirport.com](mailto:Payables@TampaAirport.com) in a form acceptable to Authority and will include at a minimum the invoice date, invoice amount, dates of Services, all assigned and on-going project activities during the preceding billing period, and purchase order number.

### 5.D Payment Method

Company will receive electronic payments via Automated Clearing House (ACH), ePayables, or Purchasing Card (PCard). Information regarding the electronic payment methods and processes including net terms is available on Authority website at [www.TampaAirport.com](http://www.TampaAirport.com) > Learn about TPA > Airport Business > Procurement > Solicitations and Contracts > Additional Resources > Electronic Payment Methods. Authority reserves the right to modify the electronic payment methods and processes at any time. Company may change its selected electronic payment method during the Term of this Contract in coordination with Accounts Payable.

In accordance with Florida Statute Section 501.0117, Companies that accept credit cards as a valid form of payment are prohibited from imposing a surcharge.

### 5.E Payment When Services Are Terminated at the Convenience of Authority

- A. In the event of termination of this Contract for the convenience of Authority, Authority will compensate Company as listed below; however, in no event shall Company be

entitled to any damages or remedies for wrongful termination.

1. All Services performed prior to the effective date of termination; and
2. Expenses incurred by Company in effecting the termination of this Contract as approved in advance by Authority.

## **5.F Prompt Payment**

Company must pay any of its subcontractor(s) who have submitted verified invoices for work already performed within ten (10) calendar days of being paid by Authority. Any exception to this prompt payment provision will only be for good cause with prior written approval of Authority. Failure of Company to pay any of its subcontractor(s) accordingly will be a material breach of this Contract.

## **6. TAXES**

All taxes of any kind and character payable on account of the Services furnished and work done under this Contract will be paid by Company. The laws of the State of Florida provide that sales tax and use taxes are payable by Company upon the tangible personal property incorporated in the work and such taxes will be paid by Company. Authority is exempt from all State and Federal sales, use and transportation taxes.

## **7. OWNERSHIP OF DOCUMENTS**

All documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form or characteristics made by Company or its employees incident to, or in the course of, Services to Authority, will be and remain the property of Authority.

## **8. QUALITY ASSURANCE**

Company will be solely responsible for the quality of all Services furnished by Company, its employees and/or its subcontractors under this Contract. All Services furnished by Company, its employees and/or its subcontractors must be performed in accordance with best management practices and best professional judgment, in a timely manner, and must be fit and suitable for the purposes intended by Authority. Company's Services and deliverables must conform with all

applicable Federal and State laws, regulations and ordinances.

## 9. NON-EXCLUSIVE

Company acknowledges that Authority has, or may hire, others to perform Services similar to or the same as that which is within Company's Services under this Contract. Company further acknowledges that this Contract is not a guarantee of the assignment of any work and that the assignment of work to others is solely within Authority discretion.

## 10. DEFAULT, REMEDIES, AND TERMINATION RIGHTS

### 10.A Events of Default

Company will be deemed to be in default of this Contract upon the occurrence of any of the following:

- A. The failure or omission by Company to perform its obligations under this Contract or the breach of any terms, conditions and covenants required herein.
- B. The conduct of any business or performance of any acts at the Airport not specifically authorized in this Contract, failure to perform any of the provisions of this Contract, or any other agreement between Authority and Company, and Company's failure to discontinue that business or those acts within ten (10) days of receipt by Company of Authority written notice to cease said business or acts.
- C. The divestiture of Company's estate herein by operation of law, by dissolution, or by liquidation, not including a merger or sale of assets.
- D. The appointment of a Trustee, custodian, or receiver of all or a substantial portion of Company's assets; or the insolvency of Company; or if Company will take the benefit of any present or future insolvency statute, will make a general assignment for the benefit of creditors, or will seek a reorganization or the readjustment of its indebtedness under any law or statute of the United States or of any state thereof, including the filing by Company of a voluntary petition of bankruptcy or the institution of proceedings against Company for the adjudication of Company as bankrupt pursuant thereto.
- E. Company's violation of Florida Statute Section 287.133, concerning criminal activity on contracts with public entities.

### 10.B Authority Remedies

In the event of any of the foregoing events of default enumerated in this Article, and following ten (10) days' notice by Authority and Company's failure to cure, Authority, at its election, may

exercise any one or more of the following options or remedies, the exercise of any of which will not be deemed to preclude the exercise of any other remedy herein listed or otherwise provided by statute or general law:

- A. Terminate Company's rights under this Contract and, in accordance with law, Company will remain liable for all payments or other sums due under this Contract and for all damages suffered by Authority because of Company's breach of any of the covenants of this Contract; or
- B. Treat this Contract as remaining in existence, curing Company's default by performing or paying the obligation which Company has breached. In such event all sums paid or expenses incurred by Authority directly or indirectly in curing Company's default will become immediately due and payable as well as interest thereon, from the date such fees or charges became due to the date of payment, at twelve percent (12%) per annum or to the maximum extent permitted by law; or
- C. Declare this Contract to be terminated, ended, null and void.

No waiver by Authority at any time of any of the terms, conditions, covenants, or agreements of this Contract, or noncompliance therewith, will be deemed or taken as a waiver at any time thereafter of the same or any other term, condition, covenant, or agreement herein contained, nor of the strict and prompt performance thereof by Company. No notice by Authority will be required to restore or revive time is of the essence hereof after waiver by Authority or default in one or more instances. No option, right, power, remedy, or privilege of Authority will be construed as being exhausted or discharged by the exercise thereof in one or more instances. It is agreed that each and all of the rights, powers, options, or remedies given to Authority by this Contract are cumulative and that the exercise of one right, power, option, or remedy by Authority will not impair its rights to any other right, power, option, or remedy available under this Contract or provided by law. No act or thing done by Authority or Authority agents or employees during the Term will be deemed an acceptance of the surrender of this Contract, and no acceptance of surrender will be valid unless in writing.

## **10.C Company's Remedies**

Upon thirty (30) days written notice to Authority, Company may terminate this Contract and all its obligations hereunder, if Company is not in default of any term, provision, or covenant of this Contract or in the payment of any fees or charges to Authority, and only upon or after the occurrence of the following: the inability of Company to use Airport for a period of longer than ninety (90) consecutive days due to war, terrorism, or the issuance of any order, rule or regulation by a competent governmental authority or court having jurisdiction over Authority, preventing Company from operating its business for a period of ninety (90) consecutive days, provided, however that such inability or such order, rule or regulation is not due to any fault or negligence of Company.

In the event it is determined by a court of competent jurisdiction that Authority has wrongfully terminated this Contract, such termination shall automatically be deemed a termination for

convenience under Section 4, Term, Subsection 4.D, Early Termination.

### **10.D Continuing Responsibilities of Company**

Notwithstanding the occurrence of any event of default, Company will remain liable to Authority for all payments payable hereunder and for all preceding breaches of this Contract.

Furthermore, unless Authority elects to cancel this Contract, Company will remain liable for and promptly pay any and all payments accruing hereunder until termination of this Contract.

## **11. INDEMNIFICATION**

A. To the maximum extent permitted by Florida law, in addition to Company's obligation to provide pay for and maintain insurance as set forth elsewhere in this Contract, Company will indemnify and hold harmless Authority, its members, officers, agents, employees, and volunteers from any and all liabilities, suits, claims, procedures, liens, expenses, losses, costs, royalties, fines and damages (including but not limited to claims for attorney's fees and court costs) caused in whole or in part by the:

1. Presence on, use or occupancy of Authority property;
2. Acts, omissions, negligence (including professional negligence and malpractice), recklessness, intentional wrongful conduct, activities, or operations;
3. Any breach of the terms of this Contract;
4. Performance, non-performance or purported performance of this Contract;
5. Violation of any law, regulation, rule or ordinance;
6. Infringement of any patent, copyright, trademark, trade dress or trade secret rights; and/or
7. Contamination of the soil, groundwater, surface water, storm water, air or the environment by fuel, gas, chemicals or any other substance deemed by the Environmental Protection Agency or other regulatory agency to be an environmental contaminant

by the Company or Company's officers, employees, agents, volunteers, subcontractors, invitees, or any other person directly or indirectly employed or utilized by the Company, regardless of whether the liability, suit, claim, lien, expense, loss, cost, fine or damages is caused in part by the Company, its members, officers, agents, employees or volunteers or any other indemnified party. This indemnity obligation expressly applies, and shall be construed to include, any and all claim(s) caused in part by the negligence, acts or omissions of the Authority, its members, officers, agents, employees, and volunteers.

B. In addition to the duty to indemnify and hold harmless, Company will have the separate and independent duty to defend Authority, its members, officers, agents, employees, and volunteers from all suits, claims or actions of any nature seeking damages, equitable or injunctive relief expenses, liens, losses, costs, royalties, fines, attorney's fees or any other relief in the event the

suit, claim, or action of any nature arises in whole or in part from:

1. The presence on, use or occupancy of Authority property;
2. Acts, omissions, negligence (including professional negligence and malpractice), recklessness, intentional wrongful conduct, activities, or operations;
3. Any breach of the terms of this Contract;
4. Performance, non-performance or purported performance of this Contract;
5. Violation of any law, regulation, rule or ordinance;
6. Infringement of any patent, copyright, trademark, trade dress or trade secret rights;
7. Contamination of the soil, groundwater, surface water, stormwater, air or the environment by fuel, gas, chemicals or any other substance deemed by the Environmental Protection agency or other regulatory agency to be an environmental contaminant

by the Company or Company's officers, employees, agents, volunteers, subcontractors, invitees, or any other person directly or indirectly employed or utilized by Company regardless of whether it is caused in part by Company, its members, officers, agents, employees, or volunteers. This duty to defend exists immediately upon presentation of written notice of a suit, claim or action of any nature to Company by a party entitled to a defense hereunder. This defense obligation expressly applies, and shall be construed to include, any and all claim(s) caused in part by the negligence, acts or omissions of the Authority, its members, officers, agents, employees, and volunteers.

C. If the above indemnity or defense provisions or any part of the above indemnity or defense provisions are limited by Fla. Stat. § 725.06(2)-(3) or Fla. Stat. § 725.08, then with respect to the part so limited, Company agrees to the following: To the maximum extent permitted by Florida law, Company will indemnify and hold harmless Authority, its members, officers, agents, employees, and volunteers from any and all liabilities, damages, losses, and costs, including, but not limited to, reasonable attorneys' fee, to the extent caused by the negligence, recklessness, or intentional wrongful conduct of Company and persons employed or utilized by Company in the performance of this Contract.

D. If the above indemnity or defense provisions or any part of the above indemnity or defense provisions are limited by Florida Statute § 725.06 (1) or any other applicable law, then with respect to the part so limited the monetary limitation on the extent of the indemnification shall be the greater of the (i) monetary value of this Contract, (ii) coverage amount of Commercial General Liability Insurance required under this Contract or (iii) \$1,000,000.00. Otherwise, the obligations of this Article will not be limited by the amount of any insurance required to be obtained or maintained under this Contract.

E. Company's obligations to defend and indemnify as described in this Article will survive the expiration or earlier termination of this Contract until it is determined by final judgment that any suit, claim or other action against Company, its members, officers, agents, employees, and volunteers its fully and finally barred by the applicable statute of limitations or repose.

F. In addition to the requirements stated above, to the extent required by FDOT Public

Transportation Grant Agreement and to the fullest extent permitted by law, the Company shall indemnify and hold harmless the State of Florida, FDOT, including the FDOT's officers and employees, from liabilities, damages, losses and costs, including, but not limited to, reasonable attorney's fees, to the extent caused by the negligence, recklessness or intentional wrongful misconduct of the Company and persons employed or utilized by the Company in the performance of this Contract. This indemnification in this paragraph shall survive the termination of this Contract. Nothing contained in this paragraph is intended to nor shall it constitute a waiver of the State of Florida's and FDOT's sovereign immunity.

G. Nothing in this Article will be construed as a waiver of any immunity from or limitation of liability Company, or its members, officers, agents, employees, and volunteers may have under the doctrine of sovereign immunity under common law or statute.

H. Authority and its members, officers, agents, employees, and volunteers reserve the right, at their option, to participate in the defense of any suit, without relieving Company of any of its obligations under this Article.

I. If the above Articles A - H or any part of Articles A – H are deemed to conflict in any way with any law, the Article or part of the Article will be considered modified by such law to remedy the conflict.

## **12. ACCOUNTING RECORDS/AUDIT REQUIREMENTS**

### **12.A Books and Records**

In connection with payments to Company under this Contract, it is agreed Company will maintain full and accurate books of account and records customarily used in this type of business operation, in conformity with Generally Accepted Accounting Principles (GAAP). Company will maintain such books and records for five years after the end of the Term of this Contract. Records include, but are not limited to, books, documents, papers, records, research, and Work Orders related to this Contract. Company will not destroy any records related to this Contract without the express written permission of the Authority.

### **12.B Authority Right to Perform Audits, Inspections, or Attestation Engagements**

At any time or times during the Term of this Contract or within three years after the end of this Contract, Authority, or its duly authorized representative, will be permitted to initiate and perform audits, inspections or attestation engagements over Company's records for the purpose of determining payment eligibility under this Contract or over selected operations performed by Company under this Contract for the purpose of determining compliance with this Contract.

Free and unrestricted access will be granted to all of Company's records directly pertinent to this Contract or any work order, as well as records of parent, affiliate and subsidiary companies and any subconsultants or subcontractors. If the records are kept at locations other than the Airport,

Company will arrange for said records to be brought to a location convenient to Authority auditors to conduct the engagement as set forth in this Article. Or, Company may transport Authority team to Company headquarters for purposes of undertaking said engagement. In such event, Company will pay reasonable costs of transportation, food and lodging for Authority team. In the event Company maintains its accounting or Contract information in electronic format, upon request by Authority auditors, Company will provide a download or extract of data files in a computer readable format acceptable to Authority at no additional cost. Authority has the right during the engagement to interview Company's employees, subconsultants, and subcontractors, and to make photocopies of records as needed.

Company agrees to deliver or provide access to all records requested by Authority auditors within fourteen (14) calendar days of the request at the initiation of the engagement and to deliver or provide access to all other records requested during the engagement within seven (7) calendar days of each request. The Parties recognize that Authority will incur additional costs if records requested by Authority auditors are not provided in a timely manner and that the amount of those costs is difficult to determine with certainty. Consequently, the Parties agree Authority may charge the Company liquidated damages in the amount of one hundred dollars (\$100.00) per day, for each requested record not received. Such damages may be assessed beginning on the fifteenth (15th) or eighth (8th) day, as applicable, following the date the request was made. Accrual of such fee will continue until specific performance is accomplished. This liquidated damage rate is not an exclusive remedy and Authority retains all rights, including but not limited to, its rights to elect its remedies and pursue all legal and equitable remedies. The Parties expressly agree that these liquidated damages are not a penalty and represent reasonable estimates of fair compensation for the losses that reasonably may be anticipated from Company's failure to comply.

If as a result of any engagement, it is determined that Company has overcharged Authority, Company will re-pay Authority for overcharge and Authority may assess interest of up to twelve percent (12%) on the overcharge from the date the overcharge occurred. If it is determined that Company has overcharged Authority by more than three percent for the period under consideration, Company will also pay for the entire cost of the engagement.

Company will include a provision providing Authority the same access to business records at the subconsultant and subcontractor level in all of its subconsultant and subcontractor agreements executed related to this Contract.

Company agrees to comply with Section 20.055(5), Florida Statutes, and with respect to contracts entered by Company after the Effective Date of this Contract, to incorporate in all subcontracts the obligation to comply with Section 20.055(5), Florida Statutes.

## **13. INSURANCE**

Company must maintain the following limits and coverages uninterrupted or amended through the Term of this Contract. In the event the Company becomes in default of the following



requirements the Authority reserves the right to take whatever actions deemed necessary to protect its interests. Required liability policies other than Workers' Compensation/Employer's Liability and Professional Liability will provide that the Authority, members of the Authority's governing body, and the Authority's officers, volunteers, agents, and employees are included as additional insureds.

**13.A Required Coverage - Minimum Limits**

The minimum limits of insurance (inclusive of any amounts provided by an umbrella or excess policy) covering the Services performed pursuant to this Contract will be the amounts specified herein. To the extent it is used to meet the minimum limit requirements, any Umbrella or Excess coverage shall follow form to the Employer's Liability, Commercial General Liability and Business Auto Liability coverages, including all endorsements and additional insured requirements. Any applicable Aggregate Limits in the Umbrella or Excess policy(ies) shall not be shared or diminished by claims unrelated to this Contract.

**13.B Commercial General Liability Insurance**

The minimum limits of insurance covering the Services performed pursuant to this Contract will be the amounts specified herein. Coverage will be provided for liability resulting out of or in connection with, ongoing operations performed by, or on behalf of, the Company under this Contract or the use or occupancy of Authority premises by, or on behalf of the Company in connection with this Contract. Coverage shall be provided on a form no more restrictive than ISO Form CG 00 01. Additional insurance coverage shall be provided on a form no more restrictive than ISO Form CG 20 10 10 01 and CG 30 37 10 01.

	<u>Contract Specific</u>
General Aggregate	\$1,000,000
Each Occurrence	\$1,000,000
Personal and Advertising Injury Each Occurrence	\$1,000,000
Products and Completed Operations Aggregate	\$1,000,000

**13.C Workers' Compensation and Employer's Liability Insurance**

The minimum limits of insurance are:

Part One:	"Statutory"
Part Two:	
Each Accident	\$1,000,000
Disease – Policy Limit	\$1,000,000
Disease – Each Employee	\$1,000,000

### **13.D Business Automobile Liability Insurance**

Coverage will be provided for all owned, hired and non-owned vehicles. Coverage shall be provided on a form no more restrictive than ISO Form CA 00 01. The minimum limits of insurance covering the work performed pursuant to this Contract are:

Each Occurrence – Bodily Injury and Property Damage Combined	\$1,000,000
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### **13.E Professional Liability Insurance**

Such insurance will be provided on a form acceptable to Authority and maintained throughout this Contract and for three years following completion of this Contract. Coverage will include all work of Company without exclusions unless approved in writing by Authority. The limits of coverage will not be less than:

Each Occurrence	\$1,000,000
Annual Aggregate	\$1,000,000

### **13.F Cyber Liability & Data Storage**

Company shall purchase and maintain, throughout the life of this Contract, Cyber Liability Insurance which will be used for damages resulting from any claim arising out of network security breaches and unauthorized disclosure or use of information. Such Cyber Liability coverage shall also include coverage for “Event Management,” including, but not limited to, costs and expenses relating to notifying effected customers/users of security breach, providing credit monitoring services, computer forensics costs, and public relations expenses, resulting from a breach of security or other compromising release of private data.

The minimum limits of liability shall be:

Each Occurrence	\$5,000,000
Annual Aggregate	\$5,000,000
Event Management Expenses	\$5,000,000

Such Cyber Liability coverage must be provided on an Occurrence Form or, if on a Claims Made Form, the retroactive date must be no later than the first date of Services provided and such claims-made coverage must respond to all claims reported within three years following the period for which coverage is required and which would have been covered had the coverage been on an occurrence basis.

The Company shall purchase and maintain Cyber Liability Insurance, throughout the life of this Contract and such insurance will be maintained for a period of three years thereafter for Services completed during the Term of this Contract. Such insurance shall cover, at a minimum, the following:

- Network Security Liability covering liability for failures or breaches of network security

and unauthorized access, including hackings and virus transmission or other type of malicious code, and electronic disclosure or use of confidential information, including personally identifiable information and personal health information, whether caused by Company, any of its subcontractors, or cloud service providers used by Company;

- Privacy Liability covering liability, PCI fines, expenses, defense costs, and regulatory actions for disclosure of confidential information, including personally identifiable information and personal health information, even if not caused by a failure or breach of network security;
- Digital Asset Protection, including costs to reconstruct, restore or replace damaged software and data;
- Media liability, covering liability and defense costs for media wrongful acts such as defamation, disparagement, and copyright/trademark infringement and trade dress in the dissemination of internet content and media;
- Cyber-Extortion coverage, including negotiation and payment of ransomware demands and other losses from “ransomware” attacks resulting from the Services provided by Company to the Authority. Coverage extends to those payments made via traditional currencies, as well as non-traditional crypto-currencies such as Bitcoin;
- First and Third-party Business Interruption and Dependent Business Interruption Coverage resulting from a security breach and/or system failure;
- Data Breach Response Coverage, including coverage for notifying affected parties, setting up call center services, provision of credit monitoring services, identity theft protection services, computer forensic expenses, conduct, data reconstruction, legal expenses, and public relations expenses resulting from a breach of Network Security or other Privacy breach involving personally identifiable information and personal health information; and
- No exclusion for Cyber Terrorism coverage.

The minimum limits of liability shall be:

Each Occurrence	\$5,000,000
Annual Aggregate	\$5,000,000
Event Management Expenses	\$5,000,000

Such Cyber Liability coverage must be provided on an Occurrence Form or, if on a Claims Made Form, the retroactive date must be no later than the first date of Services provided. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the Contract Effective Date, the Company must purchase “extended reporting” coverage, which will provide coverage to respond to claims for a minimum of three years after completion of Services completed during the Term of this Contract.

The Cyber Liability Insurance coverage may be subject to a deductible or self-insured retention, which may not exceed \$50,000 per claim.

Technology Professional Liability/Errors and Omissions insurance coverage may be included as

part of the Cyber Liability insurance coverage required above. However, if the required Cyber Liability insurance and Technology Professional Liability/Errors and Omissions insurance coverages are provided in the same policy, the minimum limits of coverage will be increased to:

Each Claim	\$10,000,000
Annual Aggregate	\$10,000,000

### **13.G Technology Professional Liability/Errors and Omissions Insurance**

The Company shall purchase and maintain, throughout the life of this Contract, a Technology Professional Liability/Errors and Omissions insurance policy covering liability arising from or in connection with acts, errors, or omissions, in rendering or failure to render technology professional services or in connection with the specific services described in this Contract, including technology-related design and consulting by the Company, its agents, representatives, or employees.

The minimum limits of Technology Professional Liability/Errors and Omissions insurance covering all work of Company without any exclusions unless approved in writing by Authority will remain in force for a period of three years following termination of this Contract. The minimum limits of coverage are:

Each Claim	\$5,000,000
Annual Aggregate	\$5,000,000

Such Technology Professional Liability/Errors and Omissions coverage must be provided on an Occurrence Form or, if on a Claims Made Form, the retroactive date must be no later than the first date of this Contract. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the Contract Effective Date, the Company must purchase “extended reporting” coverage, which will provide coverage to respond to claims for a minimum of three years after completion of Services completed during the Term of this Contract.

The Technology Professional Liability/Errors and Omissions insurance coverage may be subject to a deductible or self-insured retention, which may not exceed \$50,000 per claim.

Cyber Liability insurance coverage may be included as part of the Technology Professional Liability/Errors and Omissions insurance coverage required above. However, if the required Cyber Liability insurance and Technology Professional Liability/Errors and Omissions insurance coverages are provided in the same policy, the minimum limits of coverage will be increased to:

Each Claim	\$10,000,000
Annual Aggregate	\$10,000,000

### **13.H Waiver of Subrogation**

Company, for itself and on behalf of its insurers, to the fullest extent permitted by law without voiding the insurance required by this Contract, waives all rights against the Authority, members

of Authority's governing body and the Authority's officers, volunteers, agents, and employees, for damages or loss to the extent covered and paid for by any insurance maintained by the Company.

### **13.I Incident Notification**

The Company will promptly notify the Airport Operations Center (AOC) of all incidents involving bodily injury or property damage occurring on Authority-owned property, tenant owned property or third party property.

### **13.J Customer Claims, Issues, or Complaints**

All customer claims, issues, or complaints regarding property damage or bodily injury related to the Company will be promptly handled, addressed and resolved by the Company.

The Company will track all customer claims, issues, and complaints and their status on a Claims Log available for review, as needed, by Authority Risk Management. The Claims Log should include a detailed report of the incident along with the response and/or resolution. Authority Risk Management has the option to monitor all incidents, claims, issues or complaints where the Authority could be held liable for injury or damages.

### **13.K Conditions of Acceptance**

The insurance maintained by Company must conform at all times with Authority Standard Procedure S250.06, Contractual Insurance Terms and Conditions, which may be amended from time to time and can be downloaded from Authority website at [www.TampaAirport.com](http://www.TampaAirport.com) > Learn about TPA > Airport Business > Procurement > Supplier Resources > Insurance for Suppliers.

## **14. NON-DISCRIMINATION**

During the performance of this Contract, Company, for itself, its assignees and successors in interest, agrees as follows:

- A. Company will comply with the regulations relative to non-discrimination in federally assisted programs of the Department of Transportation (DOT) Title 49, Code of Federal Regulations, Part 21, as amended from time to time (Regulations), which are incorporated herein by reference and made a part of this Contract.
- B. Civil Rights. Company, with regard to the work performed by it under this Contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. Company will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the Contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part

21. During the performance of this Contract, Company, for itself, its assignees, and successors in interest agrees to comply with the following non-discrimination statutes and authorities, including but not limited to:

1. Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
2. 49 CFR part 21 (Non-discrimination In Federally-Assisted Programs of The Department of Transportation—Effectuation of Title VI of The Civil Rights Act of 1964);
3. The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
4. Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR part 27;
5. The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age);
6. Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
7. The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
8. Titles II and III of the Americans with Disabilities Act of 1990, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 – 12189) as implemented by Department of Transportation regulations at 49 CFR parts 37 and 38;
9. The Federal Aviation Administration’s Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
10. Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures nondiscrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
11. Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes

discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, Company must take reasonable steps to ensure that LEP persons have meaningful access to Company's programs (70 Fed. Reg. at 74087 to 74100); and

12. Title IX of the Education Amendments of 1972, as amended, which prohibits Company from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

- C. In all solicitations either by competitive bidding or negotiation made by the Company for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor or supplier must be notified by Company of Company's obligations under this Contract and the Regulations relative to nondiscrimination on the grounds of race, color or national origin.
- D. Company will provide all information and reports required by the Regulations or directives issued pursuant thereto and must permit access to its books, records, accounts, other sources of information and its facilities as may be determined by Authority or the FAA to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of Company is in the exclusive possession of another who fails or refuses to furnish this information, Company will so certify to Authority or the FAA, as appropriate, and will set forth what efforts it has made to obtain the information.
- E. In the event of Company's non-compliance with the non-discrimination provisions of this Contract, Authority will impose such contractual sanctions as it or the FAA may determine to be appropriate, including, but not limited to, withholding of payments to Company under this Contract until Company complies, and/or cancellation, termination or suspension of this Contract, in whole or in part.
- F. Company will include the provisions of Paragraphs A through E above, in every subcontract and subconsultant contract, including procurement of materials and leases of equipment, unless exempt by the Regulations or directives issued thereto. Company will take such action with respect to any subcontract or procurement as Authority or the FAA may direct as a means of enforcing such provisions, including sanctions for non-compliance. Provided, however, that in the event Company becomes involved in or is threatened with litigation with a subcontractor or supplier as a result of such direction, Company may request Authority to enter into such litigation to protect the interests of Authority and, in addition, Company may request the United States to enter into such litigation to protect the interests of the United States.
- G. Company assures that, in the performance of its obligations under this Contract, it will fully comply with the requirements of 14 CFR Part 152, Subpart E (Non-Discrimination in Airport Aid Program), as amended from time to time, to the extent applicable to Company, to ensure, among other things, that no person will be excluded from participating in any activities covered by such requirements on the grounds of race, creed, color, national origin, or sex. Company, if required by such requirements, will provide assurances to Authority that Company will undertake an affirmative action

program and will require the same of its subconsultants.

## 15. WOMAN AND MINORITY-OWNED BUSINESS ENTERPRISE

### 15.A Authority Policy

Authority is committed to the participation of Woman and Minority-Owned Business Enterprises (W/MBEs) in non-concession, non-federally funded contracting opportunities in accordance with Authority W/MBE Policy and Program. Company will take all necessary and reasonable steps in accordance therewith to ensure that W/MBEs are encouraged to compete for and perform subcontracts under this Contract.

### 15.B Non-Discrimination

- A. Company and any subcontractor of Company will not discriminate on the basis of race, color, national origin, or sex in the performance of this Contract. Company will carry out applicable requirements of Authority W/MBE Policy and Program in the award and administration of this Contract. Failure by Company to carry out these requirements is a material breach of this Contract, which may result in the termination of this Contract or such other remedy as Authority deems appropriate.
- B. Company agrees that it will not discriminate against any business owner because of the owner's race, color, national origin, or sex in connection with the award or performance of any agreement, management contract, or subcontract, purchase or lease agreement.
- C. Company agrees to include the statements in paragraphs (A) and (B) above in any subsequent agreement or contract that it enters and cause those businesses to similarly include the statements in further agreements or contracts.
- D. Company, for itself, its personal representatives, successors in interest, and assigns, as a part of the consideration hereof, doesn't hereby covenant and agree, (1) that no person on the grounds of race, color, or national origin will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of Airport facilities; (2) that in the construction of any improvements on, over, or under such land and the furnishing of services thereon, no person on the grounds of race, color, or national origin will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination; and (3) that Company will fully comply with the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964 as amended from time to time.
- E. In the event of breach of an of the above nondiscrimination covenants pursuant to Part 21 of the Regulations of the Office of the Secretary of Transportation, as amended, Authority will have the right to terminate this Contract and to re-enter as if said Contract had never been made or issued. The provision will not be effective until the procedures



of Title 49 CFR part 21 are followed and completed, including exercise or expiration of appeal rights.

### **15.C W/MBE Participation**

- A. W/MBE Goal: No specific expectancy for W/MBE participation has been established for this Contract; however, Company agrees to make a good faith effort, in accordance with Authority W/MBE Policy and Program, throughout the Term of this Contract, to contract with W/MBE firms certified as a woman-owned or minority-owned business by the City of Tampa, Hillsborough County, the State of Florida Department of Management Services, Office of Supplier Diversity, or as a Disadvantaged Business Enterprise (DBE) under the Florida Unified Certification Program pursuant to 49 CFR Part 26 in the performance of this Contract.
- B. W/MBE Termination and Substitution: Company is prohibited from terminating or altering or changing the Scope of Services of a W/MBE subcontractor except upon written approval of Authority in accordance with Authority procedures relating to W/MBE terminations contained in the W/MBE Policy and Program. Failure to comply with the procedure relating to W/MBE terminations or changes during this Contract will be a material violation of this Contract and will invoke the sanctions for non-compliance specified in this Contract and the W/MBE Policy and Program.
- C. Monitoring: Authority will monitor the ongoing good faith efforts of Company in meeting the requirements of this Article. Authority will have access to the necessary records to examine such information as may be appropriate for the purpose of investigating and determining compliance with this Article, including, but not limited to, records, records of expenditures, contracts between Company and the W/MBE participant, and other records pertaining to W/MBE participation, which Company will maintain for a minimum of three years following the end of this Contract. Opportunities for W/MBE participation will be reviewed prior to the exercise of any renewal, extension or material amendment of this Contract to consider whether an adjustment in the W/MBE requirement is warranted. Without limiting the requirements of this Contract, Authority reserves the right to review and approve all subleases or subcontracts utilized by Company for the achievement of these goals.
- D. Prompt Payment: Company agrees to pay each subcontractor under this Contract for satisfactory performance of its contract no later than ten (10) calendar days from the receipt of each payment Company receives from Authority. Company agrees further to release retainage payments to each subcontractor within ten (10) calendar days after the subcontractor's work is satisfactorily completed. Any delay or postponement of payment from the above referenced time frame may occur only for good cause following written approval of Authority. This clause applies to both W/MBE and non-W/MBE

subcontractors.

## 16. AUTHORITY APPROVALS

Except as otherwise specifically indicated elsewhere in this Contract, wherever in this Company approvals are required to be given or received by Authority, it is understood that the CEO or designee is hereby empowered to act on behalf of Authority.

## 17. DATA SECURITY

Company will establish and maintain safeguards against the destruction, loss or alteration of Authority data or third party data that Company may gain access to or be in possession of in providing the Services of this Contract. Company will not attempt to access, and will not allow its personnel access to, Authority data or third party data that is not required for the performance of the Services of this Contract by such personnel.

Company and its employees, vendors, subcontractors, and sub-consultants will adhere to and abide by the security measures and procedures established by Authority and any terms of service agreed to by Authority with regards to data security. In the event Company or Company's subcontractor (if any) discovers or is notified of a breach or potential breach of security relating to Authority data or third party data, Company will promptly:

- A. Notify Authority of such breach or potential breach; and
- B. If the applicable Authority data or third party data was in the possession of Company at the time of such breach or potential breach, Company will investigate and cure the breach or potential breach.

## 18. DISPUTE RESOLUTION

### 18.A Claims and Disputes

- A. A claim is a written demand or assertion by one of the Parties seeking, as a matter of right, an adjustment or interpretation of this Contract, payment of money, extension of time or other relief with respect to the terms of this Contract. The term claim also includes other matters in question between Authority and Company arising out of or relating to this Contract. The responsibility to substantiate claims will rest with the party making the claim.
- B. If for any reason Company deems that additional cost or Contract time is due to Company for work not clearly provided for in this Contract, or previously authorized

changes in the work, Company will notify Authority in writing of its intention to claim such additional cost or Contract time. Company will give Authority the opportunity to keep strict account of actual cost and/or time associated with the claim. The failure to give proper notice as required herein will constitute a waiver of said claim.

- C. Written notice of intention to claim must be made within ten (10) days after Company first recognizes the condition giving rise to the claim or before the work begins on which Company bases the claim, whichever is earlier.
- D. When the work on which the claim for additional cost or Contract time is based has been completed, Company will, within ten (10) days, submit Company's written claim to Authority. Such claim by Company, and the fact that Authority has kept strict account of the actual cost and/or time associated with the claim, will not in any way be construed as proving or substantiating the validity of the claim.
- E. Pending final resolution of a claim, unless otherwise agreed in writing, Company will proceed diligently with performance of this Contract and maintain effective progress to complete the work within the time(s) set forth in this Contract.
- F. The making of final payment for this Contract may constitute a waiver of all claims by Authority except those arising from:
  - 1. Claims, security interests or encumbrances arising out of this Contract and unsettled;
  - 2. Failure of the work to comply with the requirements of this Contract;
  - 3. Terms of special warranties required by this Contract; and
  - 4. Latent defects.

## **18.B            Resolution of Claims and Disputes**

A. The following shall occur as a condition precedent to Authority review of a claim unless waived in writing by Authority.

First Meeting: Within five (5) days after a claim is submitted in writing, Company's representatives who have authority to resolve the dispute shall meet with Authority representatives who have authority to resolve the dispute in a good faith attempt to resolve the dispute. If a party intends to be accompanied at a meeting by legal counsel, the other party shall be given at least three (3) working days' notice of such and also may be accompanied by legal counsel. All negotiations pursuant to this clause are confidential and shall be treated as compromise and settlement negotiations for purposes of rules of evidence.

Second Meeting: If the First Meeting fails to resolve the dispute or if the Parties fail to meet, a senior executive for Company and for Authority, neither of which have day to day Contract responsibilities, shall meet, within ten (10) days after a dispute occurs, in an attempt to resolve the dispute and any other identified disputes or any unresolved issues that may lead to dispute. Authority may invite other Parties as necessary to this meeting. If a party intends to be accompanied at a meeting by legal counsel, the other party shall be given at least three (3) working days' notice of such and also may be accompanied by legal counsel. All negotiations

pursuant to this clause are confidential and shall be treated as compromise and settlement negotiations for purposes of rules of evidence.

Following the First Meeting and the Second Meeting, Authority will review Company's claims and may (1) request additional information from Company which will be immediately provided to Authority, or (2) render a decision on all or part of the claim in writing within twenty-one (21) days following the receipt of such claim or receipt of additional information requested.

If Authority decides that the work related to such claim should proceed regardless of Authority disposition of such claim, Authority will issue to Company a written directive to proceed. Company will proceed as instructed.

B. Prior to the initiation of any litigation to resolve disputes between the Parties, the Parties will make a good faith effort to resolve any such disputes by negotiation between representatives with decision-making power. Following negotiations, as a condition precedent to litigation, the Parties will mediate any dispute with a mediator selected by Authority. Such mediation shall occur in Hillsborough County, Florida.

C. Any action initiated by either party associated with a claim or dispute will be brought in the Circuit Court in and for Hillsborough County, Florida.

## **19. NON-EXCLUSIVE RIGHTS**

This Contract will not be construed to grant or authorize the granting of an exclusive right within the meaning of 49 USC 40103(e) or 49 USC 47107(a), as may be amended from time to time, and related regulations.

## **20. WAIVER OF CLAIMS**

Company hereby waives any claim against the City of Tampa, Hillsborough County, State of Florida and Authority, and its officers, Board Members, agents, or employees, for loss of anticipated profits caused by any suit or proceedings directly or indirectly attacking the validity of this Contract or any part thereof, or by any judgment or award in any suit or proceeding declaring this Contract null, void, or voidable, or delaying the same, or any part hereof, from being carried out.

## **21. LAWS, REGULATIONS, ORDINANCES, AND RULES**

Company, its officers, employees, agents, subcontractors, or those under its control, will at all times comply with applicable Federal, State, and local laws and regulations, Authority Rules and Regulations, Policies, Standard Procedures, and Operating Directives as are now or may

hereinafter be prescribed by Authority, all applicable health rules and regulations and other mandates whether existing or as promulgated from time to time by the Federal, State, or local government, or Authority including, but not limited to, permitted and restricted activities, security matters, parking, ingress and egress, environmental and storm water regulations and any other operational matters related to the operation of Airport. Company, its officers, employees, agents, subcontractors, and those under its control, will comply with safety, operational, or security measures required of Company or Authority by the Federal Government including but not limited to FAA or TSA. If Company, its officers, employees, agents, subcontractors or those under its control will fail or refuse to comply with said measures and such non-compliance results in a monetary penalty being assessed against Authority, then, in addition to any other remedies available to Authority, Company will be responsible and will reimburse Authority in the full amount of any such monetary penalty or other damages. This amount must be paid by Company within 15 days from the date of written notice.

## **22. CHAPTER 119, FLORIDA STATUTES PUBLIC RECORDS LAW**

**IF COMPANY HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE COMPANY'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (813) 870-8721, [ADMCENTRALRECORDS@TAMPAAIRPORT.COM](mailto:ADMCENTRALRECORDS@TAMPAAIRPORT.COM), HILLSBOROUGH COUNTY AVIATION AUTHORITY, P.O. BOX 22287, TAMPA FL 33622.**

Company agrees in accordance with Florida Statute Section 119.0701 to comply with public records laws including the following:

- A. Keep and maintain public records required by Authority in order to perform the Services contemplated by this Contract.
- B. Upon request from Authority custodian of public records, provide Authority 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, Fla. Stat. 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 this Contract Term and following completion of this Contract.
- D. Upon completion of this Contract, keep and maintain public records required by Authority to perform the Services. Company shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to Authority, upon request from Authority custodian of public records, in a format that is compatible

with the information technology systems of Authority.

## 23. CONTRACT MADE IN FLORIDA

This Contract has been made in and shall be construed in accordance with the laws of the State of Florida. All duties, obligations and liabilities of Authority and Company related to this Contract are expressly set forth herein and this Contract can only be amended in writing and agreed to by both Parties.

## 24. NOTICES AND COMMUNICATIONS

All notices or communications whether to Authority or to Company pursuant hereto will be deemed validly given, served, or delivered, upon receipt by the party by hand delivery, or three (3) days after depositing such notice or communication in a postal receptacle, or one (1) day after depositing such notice or communication with a reputable overnight courier service, and addressed as follows:

TO AUTHORITY:

(MAIL DELIVERY)

HILLSBOROUGH COUNTY AVIATION AUTHORITY

TAMPA INTERNATIONAL AIRPORT

P.O. BOX 22287

TAMPA, FLORIDA 33622-2287

ATTN: CHIEF EXECUTIVE OFFICER

OR

(HAND DELIVERY)

HILLSBOROUGH COUNTY AVIATION AUTHORITY

SKYCENTER ONE

5411 SKYCENTER DRIVE

SUITE 500

TAMPA, FLORIDA 33607-1470

ATTN: CHIEF EXECUTIVE OFFICER

TO COMPANY:

(MAIL DELIVERY)

ATEN DESIGN GROUP, INC. DBA ATEN DESIGN GROUP  
1615 PLATTE STREET  
SUITE 200  
DENVER, CO 80202

OR

(HAND DELIVERY)

ATEN DESIGN GROUP, INC. DBA ATEN DESIGN GROUP  
1615 PLATTE STREET  
SUITE 200  
DENVER, CO 80202

or to such other address as either party may designate in writing by notice to the other party delivered in accordance with the provisions of this Article.

If notice is sent through a mail system, a verifiable tracking documentation such as a certified return receipt or overnight mail tracking receipt is required.

## **25. SUBORDINATION OF AGREEMENT**

It is mutually understood and agreed that this Contract will be subordinate to the provisions of any existing or future agreement between Authority and the United States of America, its Boards, Agencies, Commissions, and others, relative to the operation or maintenance of the Airport, the execution of which has been or may be required as a condition precedent to the expenditure of federal funds for the development of the Airport, and this Contract will be subordinate to the license or permit of entry which may be granted by the Secretary of Defense.

## **26. SUBORDINATION TO TRUST AGREEMENT**

This Contract and all rights of Company hereunder are expressly subject and subordinate to the terms, covenants, conditions and provisions of any Trust Agreements or other debt instruments

executed by Authority to secure bonds issued by, or other obligations of, Authority. The obligations of Company hereunder may be pledged, transferred, hypothecated, or assigned at any time by Authority to secure such obligations. Conflicts between the terms of this Contract and the provisions, covenants and requirements of the debt instruments mentioned above will be resolved in favor of the provisions, covenants and requirements of such debt instruments.

## **27. ASSIGNMENT AND SUBCONTRACTING**

Company will not assign, subcontract, sublease, or license this Contract without the prior written consent of Authority. Such consent may be withheld at the sole discretion of Authority. If assignment, subcontract, sublease, or license is approved, Company will be solely responsible for ensuring that its assignee, subcontractor, sublessee, or licensee perform pursuant to and in compliance with the terms of this Company.

In no event will any approved assignment, subcontract, sublease, or license diminish Authority rights to enforce any and all provisions of this Contract.

Before any assignment, subcontract, sublease, or license becomes effective, the assignee, subcontractor, sublessee, or licensee will assume and agree by written instruments to be bound by the terms and conditions of this Contract during the remainder of the Term. When seeking consent to an assignment hereunder, Company will submit a fully executed original of the document or instrument of assignment to Authority.

## **28. EMPLOYEE PARKING**

Company will be provided parking at the Authority for the performance of all Services under this Contract.

## **29. APPLICABLE LAW AND VENUE**

This Contract will be construed in accordance with the laws of the State of Florida. Venue for any action brought pursuant to this Contract will be in Hillsborough County, Florida, or in the Tampa Division of the U.S. District Court for the Middle District of Florida.

Company hereby waives any claim against Authority and its officers, Board members, agents, or employees for loss of anticipated profits caused by any suit or proceedings directly or indirectly attacking the validity of this Contract or any part hereof, or by any judgment or award in any suit or proceeding declaring this Contract null, void, or voidable, or delaying the same, or any part hereof, from being carried out.



### **30. SCRUTINIZED COMPANIES**

Company is required to complete Exhibit C, Scrutinized Company Certification, at the time this Contract is executed and to complete a new Exhibit C for each renewal option period, if any.

This Contract will be terminated in accordance with Florida Statute Section 287.135 if it is found that Company submitted a false Scrutinized Company Certification as provided in Florida Statute Section 287.135(5) or has been placed on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, the Scrutinized Companies that Boycott Israel List, is engaged in a boycott of Israel, or is engaged in business operations in Cuba or Syria. The termination will be subject to the dollar amount limitations included in the respective Florida Statute.

### **31. RELATIONSHIP OF THE PARTIES**

Company is and will be deemed to be an independent contractor and operator responsible to all parties for its respective acts or omissions, and Authority will in no way be responsible therefore.

### **32. RIGHT TO AMEND**

In the event that the United States Government including but not limited to the FAA and TSA, or its successors, Florida Department of Transportation, or its successors, or any other governmental agency requires modifications or changes in this Contract as a condition precedent to the granting of funds for the improvement of the Airport, Company agrees to consent to such amendments, modifications, revisions, supplements, or deletions of any of the terms, conditions, or requirements of this Contract as may be reasonably required to obtain such funds; provided, however, that in no event will Company be required, pursuant to this paragraph, to agree to an increase in the charges provided for hereunder.

### **33. TIME IS OF THE ESSENCE**

Time is of the essence of this Contract.

### **34. NON-DISCLOSURE**

All written and oral information and materials (Information) disclosed or provided by Authority to Company under this Contract will not be disclosed by Company, whether or not provided

before or after the date of this Contract.

The Information will remain the exclusive property of Authority and will only be used by Company for purposes permitted under this Contract. Company will not use the Information for any purpose which might be directly or indirectly detrimental to Authority or any of its affiliates or subsidiaries.

Company will prevent the unauthorized use, disclosure, dissemination or publication of the Information. Company agrees that it will cause its employees and representatives who have access to the Information to comply with these provisions and Company will be responsible for the acts and omissions of its employees and representatives with respect to the Information.

Company agrees that any disclosure of the Information by Company's employees and/or representatives will be deemed a breach of this Contract. Company agrees that in the event of any breach or threatened breach by Company of its non-disclosure obligation, Authority may obtain such legal remedies as are available, and, in addition thereto, such equitable relief as may be necessary to protect Authority.

The non-disclosure obligation imposed on Company under this Contract will survive the expiration or termination, as the case may be, of this Contract and the obligation will last indefinitely.

## **35. WAIVERS**

No waiver by Authority at any time of any of the terms, conditions, covenants, or agreements of this Contract, or noncompliance therewith, will be deemed or taken as a waiver at any time thereafter of the same or any other term, condition, covenant or Contract herein contained, nor of the strict and prompt performance thereof by Company. No delay, failure or omission of Authority to exercise any right, power, privilege or option arising from any default nor subsequent payment of charges then or thereafter accrued, will impair any such right, power, privilege or option, or be construed to be a waiver of any such default or relinquishment thereof or acquiescence therein. No notice by Authority will be required to restore or revive time as being of the essence hereof after waiver by Authority or default in one or more instances. No option, right, power, remedy or privilege of Authority will be construed as being exhausted or discharged by the exercise thereof in one or more instances. It is agreed that each and all of the rights, powers, options, or remedies given to Authority by this Contract are cumulative and no one of them will be exclusive of the other or exclusive of any remedies provided by law, and that the exercise of one right, power, option or remedy by Authority will not impair its rights to any other right, power, option or remedy.

## **36. AMERICANS WITH DISABILITIES ACT**

Company will comply with the applicable requirements of the Americans with Disabilities Act;

the Florida Americans with Disabilities Accessibility Implementation Act; Florida Building Code, Florida Accessibility Code for Building Construction; and any similar or successor laws, ordinances, rules, standards, codes, guidelines, and regulations and will cooperate with Authority concerning the same subject matter.

### **37. FAA APPROVAL**

This Contract may be subject to approval of the FAA. If the FAA disapproves this Contract, it will become null and void, and both Parties will bear their own expenses relative to this Contract.

### **38. AGENT FOR SERVICE OF PROCESS**

It is expressly agreed and understood that if Company is not a resident of the State of Florida, or is an association or partnership without a member or partner resident of said State, or is a foreign corporation, then in any such event Company does designate the Secretary of State, State of Florida, as its agent for the purpose of service of process in any court action between it and Authority arising out of or based upon this Contract, and the service will be made as provided by the laws of the State of Florida, for service upon a non-resident. It is further expressly agreed, covenanted, and stipulated that if for any reason service of such process is not possible, and Company does not have a duly noted resident agent for service of process, as an alternative method of service of process, Company may be personally served with such process out of this State, by the certified return receipt mailing of such complaint and process or other documents to Company at the address set out hereinafter in this Contract or in the event of a foreign address, deliver by Federal Express and that such service will constitute valid service upon Company as of the date of mailing and Company will have thirty (30) days from date of mailing to respond thereto. It is further expressly understood that Company hereby agrees to the process so served, submits to the jurisdiction of the State or Federal courts located in Hillsborough County, Florida, and waives any and all obligation and protest thereto, any laws to the contrary notwithstanding.

### **39. INVALIDITY OF CLAUSES**

The invalidity of any part, portion, sentence, article, paragraph, provision, or clause of this Contract will not have the effect of invalidating any other part, portion, sentence, article, paragraph, provision, or clause of this Contract, and the remainder of this Contract will be valid and enforced to the fullest extent permitted by law.

## **40. SEVERABILITY**

If any provision in this Contract is held by a court of competent jurisdiction to be invalid, the validity of the other provisions of this Contract which are severable shall be unaffected.

## **41. HEADINGS**

The headings contained herein, including the Table of Contents, are for convenience in reference and are not intended to define or limit the scope of any provisions of this Company. If for any reason there is a conflict between content and headings, the content will control.

## **42. SIGNATURES**

### **42.A Signature of Parties**

It is an express condition of this Contract that it will not be complete or effective until signed by Authority and by Company.

### **42.B Counterparts**

This Contract may be executed in one or more counterparts, each of which will be deemed an original and all of which will be taken together and deemed to be one instrument.

## **43. PUBLIC ENTITY CRIME**

Company attests compliance with Florida Statute Section 287.133, concerning Public Entity Crimes.

## **44. COMPLETE CONTRACT**

This Contract represents the complete understanding between the Parties, and any prior contracts, agreements or representations, whether written or verbal, are hereby superseded. This Contract may subsequently be amended only by written instrument signed by the Parties

hereto, unless provided otherwise within the terms and conditions of this Contract.

## **45. MISCELLANEOUS**

Wherever used, the singular will include the plural, the plural the singular, and the use of any gender will include both genders.

## **46. ORGANIZATION AND AUTHORITY TO ENTER INTO CONTRACT**

The undersigned representative of Company hereby warrants and certifies to Authority that Company is an organization in good standing in its state of registration, that it is authorized to do business in the State of Florida, and that the undersigned officer is authorized and empowered to bind the organization to the terms of this Contract by his or her signature thereto and neither Company, its officers or any holders of more than five percent (5%) of the voting stock of Company have been found in violation of Florida Statute Section 287.133, concerning Criminal Activity on Contract with Public Entities. If Company is a corporation whose shares are not regularly and publicly traded on a recognized stock exchange, Company represents that the ownership and power to vote the majority of its outstanding capital stock belongs to and is vested in the officer or officers executing this Contract.

## **47. ORDER OF PRECEDENCE**

In the event of any conflict(s) among the Contract Documents, Company will present conflict for resolution to Authority. Any costs resulting from Authority resolution of the conflict shall be borne by Company.

## **48. CONTRACT CHANGES**

A change order or amendment is a written contract modification prepared by Authority and signed by both Parties hereto, stating their agreement upon all of the following, and without invalidating this Contract:

1. a change in the Scope of Services, if any;
2. a change of the Contract amount, fees, hourly rates or other costs, if any;
3. a change of the basis of payment, if any;
4. a change in Contract time, if any; and

5. changes to the terms and conditions of this Contract including, but not limited to, the W/MBE or DBE percentage rate, if any.

#### **48.A Claim for Payment**

Any claim for payment for changes in the Services that is not covered by written change order or amendment or other written instrument signed by the Parties hereto will be rejected by Authority. Company acknowledges and agrees that Company will not be entitled to payment for changes in the Services unless such revised Services is specifically authorized in writing by Authority in advance. The terms of this Article may not be waived by Authority unless such waiver is in writing and makes specific reference to this Article.

Changes in the Services will be performed under applicable provisions of the Contract Documents, and Company will proceed promptly, unless otherwise provided in the change order, amendment or other written instrument.

#### **48.B Right to Carry Out the Services**

If Company defaults or neglects to carry out the Services in accordance with the Contract Documents and fails within a seven-day period after receipt of written notice from Authority to begin and prosecute correction of such default or neglect with diligence and promptness, Authority may, without prejudice to other remedies Authority may have, correct such deficiencies. In such case an appropriate change order will be issued deducting from payments then or thereafter due Company the cost of correcting such deficiencies, including compensation for another Company's or Authority's additional services and expenses made necessary by such default, neglect or failure. If payments then or thereafter due Company are not sufficient to cover such amounts, Company will pay the difference to Authority.

IN WITNESS WHEREOF, the Parties hereto have set their hands and corporate seals on this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

**HILLSBOROUGH COUNTY AVIATION AUTHORITY**

ATTEST: \_\_\_\_\_  
Jane Castor, Secretary

BY: \_\_\_\_\_  
Gary Harrod, Chairman

Address: PO Box 22287  
Tampa, FL 33622

Address: PO Box 22287  
Tampa, FL 33622

**LEGAL FORM APPROVED:**

WITNESS: \_\_\_\_\_  
Signature

BY: \_\_\_\_\_  
David Scott Knight, Assistant General Counsel

\_\_\_\_\_  
Printed Name

**HILLSBOROUGH COUNTY AVIATION AUTHORITY**

STATE OF FLORIDA  
COUNTY OF HILLSBOROUGH

The foregoing instrument was acknowledged before me by means of  physical presence or  online authorization, this \_\_\_\_ day of \_\_\_\_\_, 2023, by Gary Harrod, in the capacity of Chairman, and by Jane Castor in the capacity of Secretary, for Hillsborough County Aviation Authority, a public body corporate under the laws of the State of Florida, on its behalf.

Stamp or Seal of Notary

\_\_\_\_\_  
Signature of Notary

\_\_\_\_\_  
Print, Type, or Stamp Commissioned Name of Notary

Personally Known OR Produced Identification  
Type of Identification Produced

**ATEN DESIGN GROUP, INC. DBA ATEN DESIGN GROUP**

Signed in the Presence of:

BY:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Title

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Printed Address

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
City/State/Zip

**ATEN DESIGN GROUP, INC. DBA ATEN DESIGN GROUP**

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, this \_\_\_\_ day of \_\_\_\_\_, 2023, by \_\_\_\_\_ as

(Name of person)

\_\_\_\_\_, for Aten Design Group, Inc. dba Aten Design Group.

(type of authority)

(name of party on behalf of whom contract was executed)

Stamp or Seal of Notary

\_\_\_\_\_  
Signature of Notary

\_\_\_\_\_  
Print, Type, or Stamp Commissioned Name of Notary

Personally Known OR Produced Identification

Type of Identification Produced



## **EXHIBIT A SCOPE OF SERVICES**

This Scope of Services details the type of Services and deliverables that may be requested by the Authority from Company. Company agrees to provide the Services and deliverables required under this Contract and as specifically described in this Scope of Services. Authority reserves the right, in its sole discretion, to expand, reduce, modify, or add Services and deliverables, and such changes will be included in this Contract by letter from Authority to Company without the need for formal amendment to this Contract, by the Director of Marketing.

### **00.00 CORE OBJECTIVES**

- Deliver an easy-to-use, compelling, compliant\*, error-free, Drupal-based, mobile-first, responsive website for users that reflects the Authority’s desired user experience and supports the Authority’s multi-channel marketing and communications initiatives while adhering to the established budget. The Authority’s rebuilt website will be developed with a modern, industry-leading design that delivers enhanced usability, accessibility, and aesthetics to drive website utilization and engagement building of the refinements of the current website. The resulting website should be agile and scalable to accommodate future improvements identified but not implemented in this initial rebuild.
- Improve the overall information architecture and content design to minimize the time required for user orientation and navigation. Data-informed prioritization of content to ensure prominent features are readily accessible. Site structure should facilitate ease of use with B2C (Passengers and Visitors) and B2B (Corporate) users' journeys optimized for each.
- Showcase the Authority’s parking, food & beverage, retail, and other services/amenities in a curated and exciting format that encourages utilization, exploration, and results in higher conversion rates.
- Improve the backend experience for Authority’s internal users. Provide website administrators, authors, and editors with a simplified backend experience to reduce clutter and unintentional site impacts. Design and configure editorial workflows for content and data managers.
- Conduct a seamless migration of all existing audited content and all relevant third-party site components into the new updated framework and aesthetic based on comprehensive migration, performance testing, and user acceptance plans.

*\* Department of Justice ADA Clarification (03/2022), Web Content Accessibility Guidelines 2.1, Section 508 guidelines, and EN 301 549 requirements.*

## EXHIBIT A SCOPE OF SERVICES

### 00.01

#### *Core Objectives* | **Performance Goals**

In addition to the previously stated objectives, the Authority requests the following items be included in the “PLAN” phase audit by a date to-be-determined and evaluated post-launch.

- Decrease average page load time to less than or equal to 3 seconds for U.S.-based users. *The desired average applies to most current versions of Safari, Chrome, Firefox, and Opera web browsers on both desktop and mobile devices.*
- Increase weekly organic airline referrals/outbound clicks from nonstop flight gallery by 10%.
- Increase organic Airport newsletters monthly subscriber count growth by 3%.

## EXHIBIT A

### SCOPE OF SERVICES

#### 01.00 EXISTING ENVIRONMENT

The current website made its online debut in January 2015. Serving an average of over 2 million users annually, the Authority's website serves as the primary vehicle for information dissemination to guests, partners, and stakeholders. Based on the Drupal 7-platform and hosted Acquia web servers, the website is comprised of the following:

- 201 core and contributed unmodified modules
- 18 Custom modules - *Any custom feature or behavior was packaged into one of two custom modules: MMG or TIA*
  - MMG Module – Processes an XML file to provide flight status and search functionality on the website
- 20 Content types
- 30 views
- 3500+ nodes

## EXHIBIT A SCOPE OF SERVICES

### **01.01**

*Existing Environment | Sitemap*

For access to the most current sitemap and content visit [www.TampaAirport.com/sitemap](http://www.TampaAirport.com/sitemap).

## EXHIBIT A SCOPE OF SERVICES

### **01.02**

#### *Existing Environment* | **Current Content**

While much of the existing content (*reference 01.01 – Sitemap*) will be migrated from the current website, the Authority anticipates the need to purge redundant or unnecessary content and develop new content for the rebuilt website to align with guest needs. An audit and analysis led by the Company will be required as a part of the required services (*reference 02.01 - Services Required*).

The audited contents of the website should be organized and optimized in the newly developed information architecture plan as a part of these required Services. Elements of the existing website such as PDF, PPT, JPG, and similar non-HTML content should also be considered in the aforementioned plan.

## EXHIBIT A

### SCOPE OF SERVICES

#### 01.03

##### *Existing Environment | Notable Pages / Features*

The items below represent some of the key supporting features for various organizational initiatives and will require special attention in the rebuild of the website. The Authority wishes to enhance these features either graphically, functionally, and/or structurally. Specific enhancements are noted under *03.03 – Additional Details / Enhancements and Additions Consideration*.

- **Flight Status and Airline Information** – Information on arriving and departing flights linked directly to the Authority’s flight information repository and for all airlines providing service at the Airport.
- **Parking** – Information pages and subsequent online booking system (OBS) powered by AeroParker platform.
- **Maps** – Location, access, and general information on campus, roadways, airport facilities (Main Terminal, Airside Terminals, parking garages, Rental Car Center), and extended properties (SkyCenter Office Building).
- **Shopping and Dining** (Waypointe TPA) – Gallery of food & beverage and retail offerings by location on campus.
- **Flight Planner and Nonstop Flight Information** - Flight information for various destinations the Airport serves. Prioritizes nonstop offerings and illustrates availability and frequency of other destinations.
- **Airport Guides** – Curated guides of different focus areas for passengers and guests.
- **Careers and Employment** – Employment portal for the Authority, as well as its tenants and concessionaires.
- **Images and Video integration** – Locally hosted image and video use in content areas of the website via inline placement, slideshows, carousels, and pop-ups (as applicable). Integration of externally hosted video (ex. YouTube and Vimeo) using URLs is also required.
- **Social Media** – Account feeds and links provide inbound updates and outbound connectivity. Active accounts include Twitter, Facebook, Instagram, YouTube, Vimeo, and LinkedIn.
- **Media Room** – Centralized hub for press releases, blog-type posts, and print/broadcast media content distribution delivered by the Press Page platform.

## EXHIBIT A SCOPE OF SERVICES

### 01.04

#### *Existing Environment | Required Integrations*

Several website functions are provided through the integration of third-party services. Varying by feature, the method used for inclusion currently falls within one of the following:

- Module
- iFrame
- Embed
- Redirect

#### *01.04.01 – Module*

- Google Translate
- YouTube – Not an integration, but a supported reference for content
- Facebook Pixel Manager
- Investor Relations Page Disclaimer

#### *01.04.02 – iFrame*

- Current Solicitation Opportunities
- Fiscal Info and Archives

#### *01.04.03 – Embed*

- Vimeo
- Twitter
- Instagram
- ESRI ArcGIS Maps (module available)
- Widget for Parking

#### *01.04.04 – Redirect*

- Oracle iSupplier
- Flight Tracker
- Grab (embed or module available)
- HR Listing Taleo
- B2GNow

## **EXHIBIT A SCOPE OF SERVICES**

### **02.00 PROJECT SCOPE AND DELIVERY**

The Authority envisions the effort being divided into four (4) tasks. The Company will:

- 1) **PLAN** – facilitate a research and discovery exercise culminating in an approved design specification including wireframes.
- 2) **BUILD** – design and develop a Drupal-based website in a testing environment to support the review and refinement process.
- 3) **EDUCATE** – conduct training for the newly refined backend and workflows.
- 4) **DEPLOY** – migrate and test the development site for final delivery to the recommended hosting service(s).

The Authority will provide a Product Owner, subject matter experts, and a Content Quality Assurance Lead. The Company will provide all other necessary Services and roles to successfully execute this Contract.

*Please note: This is not intended to be a mandated structure or scheduling framework but is instead an organization of the priorities requested in the Services.*



## EXHIBIT A SCOPE OF SERVICES

### **02.01**

#### *Project Scope and Delivery* | **Services Required**

Project Management, UX/UI Planning, Information Architecture, Graphic Design, Front-end development, Back-end development, Search Engine Optimization (SEO), Content Strategy, Federal Accessibility Compliance Auditing, Quality Assurance and Testing, Content Audit and Migration, and CMS Training.

## EXHIBIT A SCOPE OF SERVICES

### 02.02

#### *Project Scope and Delivery | Tasks*

Company must be able to illustrate and/or articulate how Company plans to address the following project scope elements in detail.

#### *02.02.01 – PLAN (Research and Definition)*

- Develop a thorough understanding of the Authority’s operational structure, services, technology framework, and user groups
- Leverage key metrics from web analytics tools such as Google Analytics to capture, analyze, and produce reports to illustrate website architecture, content organization, and usability deficiencies to be addressed and optimized in the pending development effort
- Identify value-add improvement opportunities for users based on insights from stakeholders and targeted segments through qualitative and/or quantitative methodologies
- Research and report on industry trends and experiences as a subject matter expert to incorporate beneficial improvements that can fall within the accepted fiscal and time constraints
- Compile and leverage all findings to develop and/or refine any early user experience (UX), user interface (UI), or artificial intelligence (IA) assumptions of the project to date for a final definition and recommendation document for use in subsequent project phases
- Lead an audit of current content in conjunction with Authority subject-area experts to establish the scale of the migration to the rebuilt website
- Advise Authority on Drupal’s ability to accommodate all requested and recommended requirements. See *03.01 – Content Management System (CMS) Consideration* for specifics on general, workflow and other considerations not detailed within the project scope

#### *02.02.02 – BUILD (Design and Development)*

- Plan, design, and develop for the holistic inclusion of all existing elements and noted enhancements of the website. Inclusive of, but not limited to, alternate CMS-based templates/layouts, custom modules, additional styling, and version-specific integration updates. *Reference sections 01.00 - Existing Environment, 01.01 - Sitemap, 01.02 - Current Content, 01.03 - Notable Pages / Features, 01.04 - Required Integrations and 03.03 – Additional Details | Enhancements and Additions Consideration for an inventory of existing/desired content and features for consideration*

## EXHIBIT A SCOPE OF SERVICES

- Develop a comprehensive site architecture plan with multi-tiered navigation considerations (top, bottom, sidebar, inline, etc.). Must employ intuitive navigational aids enabling users to easily navigate the website. Categories will be logical and understandable
- Employ the current best practices for all front- and back-end development with any language utilized including, but not limited to, HTML, CSS3, PHP, and MySQL. All code should be clean, structured, properly annotated, and error-free
- Develop using RWD principles to maintain aesthetics, functionality, and user experience on mobile devices such as smartphones and tablets as well as desktop systems. The design must be flexible and render properly at different screen resolutions on popular browsers (Safari, Chrome, Edge, and Firefox)
- Build the website per the Web Content Accessibility Guidelines 2.1, Section 508 guidelines, and EN 301 549 requirements. The website will be easily accessible to the novice as well as the experienced internet user. It will not require the visitor to download any plug-ins as a default to view content and will be designed in such a way that each page loads in an acceptable and timely manner on the average computer
- Adhere to standard practices and include access controls, passwords, defined user roles, workflows, and other structural elements adequate to maintain the security of the system. Custom/advanced user workflows will be required to support the website wide administration, user management, and content maintenance goals
- Design and implement supportive workflows and automation measures (ex. auto-archiving, content approvals, etc.) to ensure ease of use for administrators, authors, editors, and other agreed-upon user types in the CMS backend
- Apply best practices to user's privacy and data collection notification and configuration
- Create graphic assets library (graphics, icons, and other illustration material), digitally optimized and ready for the web. Will be inclusive of immediate graphic needs as well as supporting assets for future content development. Graphical elements (images and video) scale for high PPI or 'Retina' devices and are themselves responsive to the layout

### *02.02.03 – EDUCATE (Training and Documentation)*

- Conduct training for select Authority staff in the use of the backend tools via live webinars, pre-recorded tutorials, or onsite sessions
- Develop physical and/or digital assets for post-training reference
- Create full documentation of any component or configuration developed during this project for future reference

## EXHIBIT A SCOPE OF SERVICES

### 02.02.04 – DEPLOY (Testing and Migration)

- Document and perform testing (system integration, performance testing, and user acceptance) of the current website integrations in the new framework. *Reference 01.04 - Existing Environment | Required Integrations*
- Provide a test plan with all requirements and deliverables described and represented by one or more test cases within the test plan
- Provide a Content Migration Plan that describes in detail how content will be migrated to the new website and testing of interfaces in the current environment
- Coordinate the setup and migration of both the development and production servers, perform backups and quality assurance, migrate the CMS, database, content, and code to the hosting destination
- Provide a demo of functionality and complete user acceptance testing at the end of each development sprint or major project milestone

## EXHIBIT A SCOPE OF SERVICES

### 02.03

#### *Project Scope and Delivery | Minimum Deliverables*

##### 02.03.01 – PLAN

- Project schedule(s) and plans for this and subsequent phases. *Reference 03.02 – Additional Details | Reports and Project Controls Consideration*
- Comprehensive analytics report on existing website to include:
  - General dashboard illustrating user data, site “health” and UX impressions based on research and industry knowledge
  - User demographic information including developed personas
  - User flows to the most popular content (*includes 01.03 - Existing Environment | Notable Pages / Features*)
  - Usability and accessibility pain points and recommendations for best ways to maintain full ADA compliance for the new website
- Written assessment of requested scope informed by qualitative and quantitative user/stakeholder research and available data
- Current analytics platform configured to track key performance indicators (KPI). Analytics may include tracking file downloads, button clicks, and video/audio playback duration
- Content audit compiled
- Final UX/IA philosophy narrative for TampaAirport.com
- Approved prioritized list of desired items/features in order to ensure that overall project remains within the contracted not-to-exceed budget during the build phase
- Sitemap and prototypes with B2C and B2B content illustrating recommended organization and structure
- Series of high-level wireframes recommending webpage layouts for home, landing pages, and Core Content that align with the website narrative and illustrate how the rebuilt website structure would be applied
- Final definition document containing validated scope and optional refinement items
- Final project schedule with major milestones, deliverables, and resources
- Recommendation and rationale for ideal CMS modifications to accomplish the upcoming goals and allow for future expansion and development

## EXHIBIT A SCOPE OF SERVICES

### 02.03.02 – BUILD

- Iterative and pre-deployment website versions published to the development server to facilitate quality assurance/quality control (QA/QC) efforts of Authority (frequency determined by established milestones)
- Design Development support – Initial general design concepts, color palette, and typography options that align with the Authority brand guidelines. Key page wireframes, key page composites, active prototypes (illustrate user experience and access pathways), information architecture strategy, and refined website map
- Project Action Items and Issues logs – Tasks exceeding 10 days of effort requires a project plan with a schedule indicating milestones
- Icon (AI or SVG) and graphic (PSD, AI, or SVG) template library with catalog (PDF)
- Complete style guide detailing final design selections to support website aesthetic maintenance

### 02.03.03 – EDUCATE

- Virtual or onsite training conducted for up to 15 users (onsite training preferred)
- Training manual(s), videos files (where applicable), and other documentation for different user permission group functions and the workflow updates/additions process

### 02.03.04 – DEPLOY

- Testing and content migration plans
- Final architecture, CMS, and front-end are fully functional with full access to all content for users, internal and external on an established hosting server(s)
  - Secure installation of the recommended CMS on a pre-defined hosting server
  - Fast loading (3 seconds or less), responsive (RWD) web pages performing, error-free, on the following browsers (mobile and desktop):
    - a) 3 newest major versions of Chrome
    - b) 3 newest major versions of Safari
    - c) 2 newest major versions of Edge
    - d) 2 newest major versions of Firefox
  - Google Analytics, Facebook Pixel, and other metrics/analytics code have been implemented

## EXHIBIT A SCOPE OF SERVICES

- All required integrations, modules, and third-party site/applications integrated or connected
- Multiple language support has been implemented
  
- o Source code files and materials of the accepted graphics and other multimedia designs in the format required by the given technical platform
  
- o Report certifying compliance with industry, federal and international legislation and standards: Section 508, ADA, WCAG 2.1, and EN 301549
  
- o Post-launch KPI report. *Assessment window to be determined*
  
- o Post-launch support instructions and project warranty details

## **EXHIBIT A SCOPE OF SERVICES**

### **03.00 ADDITIONAL DETAILS**

The information provided in this Section provides additional details and considerations for the Company in the provision of Services under this Contract.



## EXHIBIT A

### SCOPE OF SERVICES

#### 03.01

##### *Additional Details / Content Management System (CMS) Consideration*

In addition to the overarching project goals expressed elsewhere, confirmation of Drupal's ability to natively (or by development) perform the following functions or configuration options:

- General
  - Must be user-friendly for content editors who are unfamiliar with web programming
  - Provide spell check for content editors
  - Allow for content updates via WYSIWYG interface or source code
  - Support Parent/Child template architecture
  - Allow custom features to be added using common tools such as PHP, ASP.NET, etc.
  - Produce a broken link report
  
- Workflow / Quality Assurance
  - Ability to configure a role-based workflow system that provides infrastructure for up to five levels (admin, editor, reviewer, etc.), including creating procedures, documentation, and workflow processes. Training to be provided to selected Authority employees.
    - Role-based permissions with the ability to limit an author's rights to modify sites, subsites, templates, and/or stylesheets
    - Content approval process designed for many contributors with few approvers
  - Track and list pages that have been updated or changed within a specified time
  - Track page revisions as well as revert to previous revisions as necessary
  - Track content owners
  - Ability to upload multiple files at one time
  - Include a link management system capable of updating all links in the CMS when a page is renamed or moved
  - Support scheduled content publishing and expiration
  
- Security
  - Limit user permission and access to as-needed functions
    - CMS
    - Server database
  - Require strong passwords for users with CMS and/or server level access through single sign-on
  - Source only reliable third-party plug-in with consistent support and updates for any features not developed and supported by Company
  - Include coding to minimize cross-scripting (XXS) vulnerabilities
  - Use whitelist input validation (where applicable)
  - Establish parameterized queries

## EXHIBIT A SCOPE OF SERVICES

### 03.02

#### *Additional Details | Reports and Project Controls Consideration*

The Company will be required to provide the report types below:

- Task Plan – A comprehensive plan for each step of the process that identifies the work involved, the resource requirements, the time allotted to each element and the deliverable items to be produced. Where appropriate, a PERT or GANTT chart display should be used to show the project process and time relationship.
- Status Report – A weekly discussion by phone focused on the progress covering activities, problems, and recommendations.
- Problem Identification Report – An “as required” report identifying problem areas. The report must describe the problem and its impact on the overall project and each affected task. It must list possible courses of action with the advantages and disadvantages of each and include recommendations with supporting rationale.
- Final Reports for Major Milestones – Company will be required to submit copies of its final report for each major milestone or project phase as appropriate. Final reports must be submitted in the following format:
  - Summary of the result of the study or service in terminology that will be meaningful to management and others generally familiar with the subject areas.
  - Describe data collection and analytical and other techniques used during the analysis/study.
  - Summarize findings, conclusions, and recommendations developed in each task.
  - Include all supporting documentation, e.g., flow charts, forms, questionnaires, etc.
  - Recommend a time-phased work plan for implementing all recommendations, outline of resources needed, and who will complete the work.

## EXHIBIT A

### SCOPE OF SERVICES

#### 03.03

##### *Additional Details | Enhancements and Additional Consideration*

The rebuilt website will represent an overall upgrade to the user experience, content organization, and brand representation (both aesthetically and functionally). The pages/features below have specific enhancements identified or key functionality deemed necessary in the next iteration of TampaAirport.com. The Company should consider these components required but open in terms of methodology and integration into the overall website architecture.

- Enhancements
  - Parking - OBS widget to be organically integrated into user journey to encourage exploration and conversion (opportunities identified in planning stages).
  - Shopping and Dining (Waypointe TPA) – More robust visual presentation of information. Incorporation of the newly established branding. Additional filter options and venue information. Offering information to be organically integrated into the user journey to encourage exploration and conversion (opportunities identified in planning stages).
  - Flight Planner and Nonstop Flight Information - Sort functionality to find available nonstop flights by airline, region, or name.
  - Careers and Employment – Improved integration, page architecture, and GUI to support recruitment efforts.
  - Urgent Information Banner – Improved implementation of a narrow banner that displays news and information to website users. Selective page application and more seamless design integration among desired updates.
  
- Additions
  - Alternate emergency landing page for social media feed – A toggle-enabled page that contains minimal branding, a live social media feed, and contact information (as required). A dark site to be enabled when emergency/catastrophic events occur.

## EXHIBIT A SCOPE OF SERVICES

### 03.04

#### *Additional Details* | **Proposed Key Personnel**

The Company should provide key personnel responsible for various aspects of the Services. The below list is a recommended list of proposed teams and key personnel.

- Project Management Team
  - Project Manager
  - Content Quality Assurance Lead
  - Accessibility Compliance Specialist
  
- Technical Team
  - Technical Architect
  - Senior Developer / Technical Lead
  - Research and Analysis Lead
  - Usability Lead / Infor Architect
  - Developer (Front-End)
  - Developer (Back-End)
  - Visual Designer

## EXHIBIT A SCOPE OF SERVICES

### 03.05

#### *Additional Details | Desired Level of Expertise for Key Personnel*

The Authority requests that key personnel have a level of expertise and skills to meet the requirements of the Services as follows:

Level 0, No Experience

Level 1, Beginner – one (1) year of active, hands-on, professional, and project experience

Level 2, Intermediate – two (2) to three (3) years of active, hands-on, professional, and project experience

Level 3, Advanced – four (4) to five (5) years of active, hands-on, professional, and project experience

Level 4, Expert – five (5) + years of active, hands-on, professional, and project experience

Below is an example of the levels of expertise desired by the Authority for key personnel:

	Project Manager	Research and Analysis Lead	Visual Designer	Usability Lead / Info. Architect	Developer (front-end)	Developer (back-end)	Senior Developer / Technical Lead	Technical Architect
<b>Drupal Specific Skills</b>								
<i>Drupal Community Involvement</i>	1	1	1	2	3	3	4	4
<i>Content modeling and site building</i>	0	0	1	1	3	3	4	4
<i>Theming</i>	0	0	2	2	2	2	3	3
<i>Architecture and planning</i>	0	1	0	4	1	2	3	4
<i>Custom module development</i>	0	0	0	0	1	2	4	4
<i>Performance and security</i>	0	0	0	1	1	2	3	4
<b>General Development Skills</b>								
<i>PHP</i>	0	0	1	1	2	3	3	4
<i>HTML</i>	1	0	3	2	4	4	4	4
<i>CSS</i>	0	0	3	2	4	2	2	2
<i>JavaScript</i>	0	0	2	1	3	2	2	2
<i>UI/UX design</i>	0	2	4	4	3	2	3	4
<i>Version control</i>	1	0	0	0	2	2	3	4
<i>MySQL</i>	0	0	0	0	2	3	3	4
<i>Infrastructure</i>	0	0	0	0	0	1	3	4
<i>Analysis and reporting</i>	0	3	0	0	0	0	0	0
<i>Web analytics</i>	1	4	1	3	1	0	1	0



<b>Exhibit B: Cost Breakdown</b>		
<b>Web Design Cost Breakdown</b>		
<b>Strategy &amp; User Research</b>		
<b>Project Kickoff</b> - Align on project deliverables, communication tools, as well ticket and project acceptance criteria	22 Hours	\$3,740
<b>Discovery</b> - Review extant discovery leading up to this project	12 Hours	\$2,040
<b>Stakeholder Surveys</b> - Distribute questionnaires to help provide baseline guidance on wants / needs from internal and external stakeholders.	24 Hours	\$4,080
<b>User Surveys</b> - Distribute questionnaires to help provide baseline guidance on wants / needs of TPAs users.	24 Hours	\$4,080
<b>Goals &amp; Key Performance Indicators</b> - Clearly define and document project goals and measurable outcomes or Key Performance Indicators (KPIs).	15 Hours	\$2,550
<b>Personas</b> - Develop key personas based on Focus Group findings and other documentation.	18 Hours	\$3,060
<b>Task Analysis</b> - Define the most common and impactful real-world tasks those users will perform on the website. This list is used as a framework for prioritizing information architecture work.	12 Hours	\$2,040
<b>WorkShops</b>		
<b>Discovery Workshops</b> - We will execute real-world tasks on your site through the eyes of your distinct audience groups. These exercises, conducted with your team, are designed to find user pain points and opportunities, and lay the foundation for a user centered information architecture.	18 Hours	\$3,060
<b>User Empathy Workshops</b> - Formalize and prioritize user needs before designing a solution based on data. Exact workshop activities are determined from the Discovery Workshop results.	24 Hours	\$4,080
<b>Design Workshops</b> - Rapidly generate and discuss a wide set of comparable designs as a team. Design Workshops result in style and editorial documentation. Activities commonly included are Affinity Maps, Sketching, Reverse it Exercise, Core Model Exercise, Voice and Tone Development, and This but not That comparisons	20 Hours	\$3,400
<b>Information Architecture</b>		
<b>Technical Content Evaluation</b> - Perform a high-level analysis of existing content & taxonomy types and authoring workflows.	15 Hours	\$2,550
<b>Navigation Structure</b> - Based on goals and users needs, clearly document intended structure and interactions in a hierarchical sitemap.	30 Hours	\$5,100
<b>Wireframes</b> - Simple, gray-box wireframes will suggest content hierarchy and high-level layout, guiding design and development efforts.	35 Hours	\$5,950
<b>Requirements Gathering</b> - Informed by collaborative discovery and the requirements in the Scope of Work, we'll create a prioritized list of requirements.	20 Hours	\$3,400

Exhibit B  
Cost Breakdown

<b>Technical Plan</b> - In collaboration with the development team, we'll document an effective technical approach for the project. This plan will cover content generation and entry, Drupal data structures, user roles & permissions, user workflows, define website features and technical approach, systems integrations, and inform content migration planning conducted in a future phase. This plan will be used to build a sprint plan for all development phases	15 Hours	\$2,550
<b>Scope Review</b> - Establish budget and timeline against the Technical Plan and backlog. This is a budget control checkpoint and will mitigate risk throughout development	5 Hours	\$850
<b>Responsive &amp; Accessible Design</b>		
<b>Design Exploration</b> - With research from the discovery phase in hand, and informed by your brand guidelines, this step focuses on establishing a foundation for the design, looking at typography, use of color and imagery, and specific user interface elements – outside the confines of specific layout.	25 Hours	\$4,250
<b>Design Direction</b> - We'll expand on the initial Design Exploration, establishing typographic scale, visual hierarchy, navigation patterns, and grid structure with full-fidelity page mockups for key pages in both desktop and mobile.	120 Hours	\$20,400
<b>Design System</b> - With design established, we will develop a design system and style guide that clearly documents design direction and provides a guideline for extending design throughout your website.	30 Hours	\$5,100
<b>Content Strategy</b>		
<b>Content Evaluation</b> - Evaluate the most engaged content on your site and your team's ability to produce new content. Perform a high-level analysis of existing content & taxonomy types, authoring workflows, content engagement, and alignment with overall project goals.	15 Hours	\$2,550
<b>ROT &amp; Gap Analysis</b> Identify ROT (Redundant, Outdated, Trivial) content that should be removed or replaced on the site. Perform a gap analysis to spot opportunities to add content that drives user engagement.	15 Hours	\$2,550
<b>Voice &amp; Tone</b> - Your team needs to speak in a uniform voice across multiple platforms, and your future website design needs to reinforce your message. We will establish a clear voice & tone with your team to create impactful and discoverable content, and will also provide design direction for future engagements.	15 Hours	\$2,550
<b>Content Style Guide</b> - Provide documentation to Authority producers so they can create discoverable, SEO-friendly, and accessible content that follows best practices for web publishing, speaks your users' language in the Authority's unique voice, and can be consistently repeated across your website and other digital channels.	35 Hours	\$5,950
<b>MVP Planning</b>		
<b>Production Planning</b> - With the design phase nearly finished, our teams will collaborate on the features and functionality that will provide the most value and impact to the Authority.	80 Hours	\$13,600
<b>Estimated Travel</b>	-	<b>\$4,000.00</b>
<b>Website Design Phase</b>	<b>Total</b>	<b>\$113,480.00</b>

Exhibit B  
Cost Breakdown

<b>Website Implementation Cost Breakdown</b>		
<b>Agile Development Sprints</b>		
<b>Planning -</b> At the outset of each sprint, each user story is clearly documented, along with estimates and acceptance criteria.	30 Hours	\$5,950
<b>Daily Standup -</b> We follow Agile Scrum methodologies and host daily standups to review yesterday's progress, confirm tickets on-deck for today, and identify any blockers.	24 Hours	\$4,080
<b>Cross-Functional Development -</b> Our team follows modern best practices for backend and frontend web development. More specifically, we adhere to community coding standards and follow SMACSS modular development guidelines for CSS.	1000 Hours	\$170,000
<b>QA / Testing -</b> Each ticket moves through two distinct QA stages in the workflow: one for internal review, another for client approval.	64 Hours	\$10,880
<b>Retrospectives -</b> Retros are an important component of Agile. We invite clients to fully participate in each retrospective, an open conversation about what worked well and what could be improved for each sprint.	15 Hours	\$2,550
<b>Automated Content Migration</b>		
<b>Content Migration Plan -</b> Together, we will go through each content source to determine what content can be migrated programmatically and what will need to be a manual process.	10 Hours	\$1,700
<b>Map Entities and Fields -</b> Following the Technical Plan created in an earlier phase, map data sources from Drupal 7 to new entities within Drupal 9.	15 Hours	\$2,550
<b>Automated Migration -</b> Migrate the database content stored in Drupal 7 as well as the files and images stored within Drupal 7 directories.	85 Hours	\$14,450
<b>Redirect Strategy -</b> Map URLs from the old site to their appropriate counterparts on the new site, then test for any persistent 404 errors. A successful redirect strategy will minimize impact on SEO and user experience (see <a href="http://aten.io/404s">aten.io/404s</a> for more information).	10 Hours	\$1,700
<b>Training &amp; Launch</b>		
<b>Launch Preparation -</b> Polish development features, crawl the site for 404 errors, and conduct final performance tests.	15 Hours	\$2,550
<b>Finalize Training Documentation -</b> Documentation in the form of inline help text, shared documents, and video capture will be created and shared with the Authority during all phases of development. In this phase, we will curate and organize documentation so it can be easily understood by content editors that only occasionally use the Drupal authoring interface.	20 Hours	\$3,400



Exhibit B  
Cost Breakdown

<b>Training Workshops -</b> Relevant Aten personnel will conduct training sessions to help so the Authority's core web team and regular content editors understand the new system well enough to provide training to future editors.	32 Hours	\$5,440
<b>Launch -</b> Final deployment to production and perform DNS switch. The team will be on standby for any urgent issues should they arise.	15 Hours	\$2,550
<b>Post Launch Production Support</b>		
<b>Continued Development -</b> As is indicated in the RFP, your team is aware that as this engagement matures and after your users provide post-launch feedback, it will become clear that new features and new integrations should be added to the platform. We will be available for continued development.	As Needed Estimated 30 Hours/month	Est. \$5,100/mo
<b>Dedicated Team -</b> Many agencies reassign projects from a "project team" to a "support team" at launch. The Aten team will remain stable from the pre-launch development phases to this post-launch support phase, and the same team will support and maintain your website and develop new features as needed.	-	
<b>Urgent Needs -</b> Immediate, on-demand access to development resources for urgent needs.	As Needed	
<b>Estimated Travel</b>	-	<b>\$4,000.00</b>
<b>Web Implementation Budget</b>	<b>Total</b>	<b>\$231,800</b>
Estimated ongoing support		<b>Est. \$5,100/Mo</b>
<b>Estimated Total</b>		
Website Redesign		<b>\$113,480</b>
Web Implementation Budget		<b>\$231,800</b>
		<b>\$345,280.00</b>
<b>Total with Estimated ongoing support</b>		
Web Design + Implementation		\$345,280
Annually with estimated 30 Hours/mo		\$61,200
		<b>\$406,480.00</b>

**Exhibit C**  
**Scrutinized Company Certification**

This certification is required pursuant to Florida Statute Section 287.135.

As of July 1, 2018, a company that, at the time a new contract/agreement or when entering into or renewing a contract/agreement for goods or services, is on the Scrutinized Companies that Boycott Israel List, created pursuant to Florida Statute Section 215.4725, or is engaged in a boycott of Israel, is ineligible for, and may not bid on, submit a proposal/response for, or enter into or renew a contract/agreement with an agency or local governmental entity for goods or services of **any amount**.

Additionally, as of July 1, 2018, a company that, at the time of a new contract/agreement or when entering into or renewing a contract/agreement for goods or services, is 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 Florida Statute Section 215.473, or has been engaged in business operations in Cuba or Syria, is ineligible for, and may not bid on, submit a proposal/response for, or enter into or renew a contract/agreement with an agency or local governmental entity for goods or services of **\$1 million or more**.

Company: \_\_\_\_\_ FID or EIN  
No.: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
I, \_\_\_\_\_ as a representative of

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certify and affirm that this company, nor any of its wholly owned subsidiaries, majority-owned subsidiaries, parent companies, or affiliates of such entities or business associations, is not on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, and is not engaged in business operations in Cuba or Syria if the resulting contract/agreement is for goods or services of \$1 million or more, and certify and affirm that this company, nor any of its wholly owned subsidiaries, majority-owned subsidiaries, parent companies, or affiliates of such entities or business associations, is not on the Scrutinized Companies that Boycott Israel List and is not engaged in a boycott of Israel if the resulting contract/agreement is for goods or services of any amount.

I understand and agree that the Authority may immediately terminate any contract resulting upon written notice if the undersigned entity (or any of those related entities as set out above) are found to have submitted a false certification or any of the following occur with respect to the company or a related entity: (i) it has been placed on the Scrutinized Companies that Boycott Israel List, or is engaged in a boycott of Israel, or (ii) for any contract for goods or services of \$1 million or more, it 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 it is found to have been engaged in business operations in Cuba or Syria.

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SIGNATURE

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TITLE

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PRINTED NAME

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DATE