



## **REQUEST FOR PROPOSALS (“RFP”) for**

### **On-Call Remote Technical Support Services for Websites**

**NOTICE:** Respondents must be registered as a Vendor on the San Diego County Regional Airport Authority’s website to receive addenda notices that may affect your proposal. To register visit: <http://www.san.org/business>.

<b><u>Business Category ID</u></b>	<b><u>Description</u></b>
51821	Application Service Providers
519000	Other Information Services
541511	Custom Computer Programming Services
541512	Computer Systems Design Services
541519	Other Computer Related Services

<b>Published Date:</b>	<b>October 17, 2025</b>
<b>Pre-Submittal Conference Date:</b> (Attendance is not mandatory)	<b>October 29, 2025</b>
<b>Deadline to Submit Written Questions:</b>	<b>October 31, 2025</b>
<b>Proposal Due Date:</b>	<b>November 14, 2025</b>

**Table of Contents**

	<b>Page #</b>
<b>Part 1. OPPORTUNITY.....</b>	<b>3</b>
<b>Part 2. PROPOSAL CONTENTS.....</b>	<b>4</b>
<b>Part 3. EVALUATION AND SELECTION PROCESS.....</b>	<b>5</b>
<b>Part 4. EVALUATION CRITERIA .....</b>	<b>5</b>
<b>Part 5. PROPOSAL SUBMISSION INSTRUCTIONS .....</b>	<b>6</b>
<b>Part 6. INQUIRIES .....</b>	<b>7</b>
<b>Part 7. SCHEDULE AND CONFERENCE LOCATION .....</b>	<b>7</b>
A. Pre-submittal Conference: (Attendance is not mandatory) .....	7
B. Questions – How to Submit and Due Date .....	7
C. Proposal Due Date and Time .....	8
D. Interviews .....	8
<b>Part 8. ATTACHMENTS .....</b>	<b>9</b>
Attachment A – Business Organization Statement .....	9
Attachment B – Declaration of Non-Collusion .....	10
Attachment C – Equal Employment Opportunity .....	11
Attachment D – Prime Respondent: Eligibility and Preference Verification Certificate .....	12
<b>Part 9. GENERAL INFORMATION.....</b>	<b>13</b>
A. Authority’s Reservation of Rights .....	13
B. Respondents’ Representation of Due Diligence .....	13
C. Best and Final Offer .....	13
D. Award of Proposals .....	13
E. Acknowledgement .....	13
F. Withdrawal .....	13
G. Protest Procedures .....	13
H. Confidentiality of Proposal .....	14
I. Indemnity and Cost.....	14
<b>Part 10. EQUAL OPPORTUNITY STATEMENTS.....</b>	<b>15</b>
<b>Part 11. DRAFT – CONTRACTOR AGREEMENT .....</b>	<b>16</b>

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY  
**On-Call Remote Technical Support Services for Websites RFP**

**Part 1. OPPORTUNITY**

- A. **Summary:** The San Diego County Regional Airport Authority ("Authority") seeks proposals from firms or individuals ("Respondent") to provide on-call remote technical support Services for a Wordpress Content Management System (CMS), or an equivalent system should the Authority implement another content management system in the future, as well as all applicable plug-ins used to support the Authority's Intranet and Internet websites at San Diego International Airport ("Airport"). A draft scope of work is posted in "Exhibit A" of the draft contractor agreement set forth below.
- B. **Agreement Term:** The Authority anticipates an agreement for three (3) years, with an option for two (2) one-year extensions, which may be exercised at the sole discretion of the President/CEO.
- C. **Proposal Validity:** Respondent's proposal shall remain valid for one hundred eighty (180) calendar days from the final date proposals are due for submission. By submission of a proposal, Respondents guarantee that their offer is firm for one hundred eighty (180) calendar days from the proposal due date. If an award is not made during that period, each Respondent shall automatically extend its offer for an additional one hundred twenty (120) days, unless Respondent indicates otherwise in writing to the Authority at least thirty (30) days prior to the last day of the original one hundred eighty (180) day validity period.
- D. **Minimum Qualifications:** The respondent is required to hold, at a minimum, the necessary and valid certifications and/or licenses for products and services as specified in the Scope of Work. Demonstrated hands-on experience with the referenced platform in a large public agency or major commercial airport setting is considered advantageous.

At a minimum, the selected Respondent shall have at least three (3) years of experience providing technical support for Web Content Management Systems (CMS), specifically WordPress, to organizations comparable in size or larger than the Authority. The Respondent must also possess expertise in database administration, system administration, software development, and supporting multiple organizations utilizing the same systems. Furthermore, the successful Respondent is required to demonstrate a comprehensive understanding of the following:

1. Basic principles, practices and techniques for troubleshooting security, website and Internet Information Services (IIS) web server issues in a Windows environment (current version Windows Server 2019) as well as a 3rd party hosted environment such as WPEngine.
  2. Structured Query Language (SQL) server (current version SQL Server 2019) and MySQL database development and administration experience.
  3. Ability to configure, update and troubleshoot WordPress CMS.
  4. Experience installing, troubleshooting and enhancing WordPress (or similar CMS) plug-ins third party modules to extend/enhance system capabilities.
  5. Software development knowledge and experience to customize WordPress (or similar CMS) third party modules plug-ins or to create custom software to fulfill business requirements.
- E. **Insurance Requirements:** Within fourteen (14) days of the Authority's award of the contractor agreement to the successful Respondent, said Respondent shall secure the types and amounts of Insurance set forth in "Exhibit C" of the draft contractor agreement. If the

## SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

successful Respondent is unable to secure the required insurance, the Authority reserves the right to revoke the award and award the agreement to the next highest ranked Respondent, to negotiate with any Respondent regarding the services that are the subject of this RFP, or to take any other action that is in the best interest of the Authority. Respondent is not required to provide proof of insurance with its proposal.

- F. **Prevailing Wage:** State prevailing wage rates may apply to work performed under this Agreement. State prevailing wage rates apply to all public works contracts as set forth in California Labor Code, including but not limited to §§1720, 1720.2, 1720.3, 1720.4 and 1771. Contractor is solely responsible to determine if state prevailing wage rates apply and, if applicable, pay such rates in accordance with all laws, ordinances, rules, and regulations.
- G. **Authority's Standard Agreement:** The successful Respondent must execute the Authority's contractor agreement. A draft version of the contractor agreement is attached as Part 11, below. The contractor agreement contains language which is standard to all Authority agreements and generally is not negotiable. Exceptions taken to the contractor agreement language may affect the responsiveness of a Respondent's proposal and prevent that Respondent from advancing in the evaluation process. Where a potential Respondent takes exception to contractor agreement language, the Respondent must provide the rationale supporting each exception, prepare and propose amended or substitute language, and submit such information as "Attachment E - Exceptions to Agreement" with its proposal. If a potential Respondent takes exception pursuant to the process outlined above, is informed by the Authority that the proposed amended or substitute language is unacceptable, and thereafter cannot accept the contractor agreement language, then it is recommended that the Respondent not participate in this RFP process.

### Part 2. PROPOSAL CONTENTS

Respondents are required to submit proposals in the manner described below. Proposals not submitted in the manner described herein may be considered non-responsive and be subject to rejection. The content of the proposal must be clear, concise, and organized to correlate with the following sections:

- A. **Proposal Page Limit:** The proposal shall be limited to a maximum of twenty-five (25) pages of text. The page count does not include: the Respondent's cover letter; Attachments A, B, C, D, and E if any, resumes, references, table of contents, and section/tab dividers.
- B. **Cover Letter:** Not to exceed two (2) pages and shall include the following:
1. Respondent Contact Information: Provide the name, title, telephone, and email of the personnel responsible for the primary communication with the Authority regarding Respondent's proposal;
  2. Understanding of Requested Services: Provide a brief statement indicating Respondent's clear understanding of and commitment to the provision of services as specified in this RFP;
  3. Potential Conflicts: Provide a brief statement as to whether Respondent and/or Respondent's partners, subcontractor(s), joint venture associates, or any other individual or entity of Respondent's team has any potential conflicts that may arise in the performance of the services requested in this RFP;
  4. Agreement Exception: Provide a brief statement indicating whether Respondent does or does not take exception to the Authority's draft contractor agreement as stated in Part 1, Section G in this RFP. If Respondent takes exception to the language in the draft contractor agreement Respondent must create an additional attachment labeled "Attachment E –

## SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

Exceptions to Agreement” and submit it with its proposal. Failure by Respondent to submit the statement described above or provide an “Attachment E” within Respondent’s proposal shall constitute acceptance of the language in the draft contractor agreement; and

5. **Subcontractors:** If the Respondent utilizes Subcontractors to perform the requested services, provide the Subcontractor name(s) and license types, if any.
- C. **Attachments:** Each proposal shall be submitted with the following completed attachments, blank copies of which are provided in this RFP package:
1. **Attachment A** – Business Organization Statement;
  2. **Attachment B** – Declaration of Non-Collusion;
  3. **Attachment C** – Equal Employment Opportunity (voluntary);
  4. **Attachment D** – Policy 5.12: Prime Contractor Eligibility and Preference Verification Certificate (if applicable); and
  5. **Attachment E** – Exceptions to Agreement, if needed, Respondent must create this attachment. See Part 1, Section G. Authority’s Standard Agreement, above for directions.
- D. **Detailed Description of Respondent’s Qualifications, Experience and Fees to perform the requested services:** Provide all information requested in Part 4 below entitled “Evaluation Criteria”. In providing the information, Respondent shall also address any additional information requested in Exhibit A and Exhibit B of the draft contractor agreement.
- E. **References:** Provide three (3) references and a description of projects you have worked on relative to the services requested in this RFP or similar projects performed within the last five (5) years. Include the following information as to each listed project: business name, contact name, title, address, phone, and email. It is the Respondent’s responsibility to validate the contact information for references. The Authority may request information from Respondent’s clients, government agencies, or any other available sources.

### Part 3. EVALUATION AND SELECTION PROCESS

This RFP process is being undertaken to enable the Authority to identify and recommend one finalist who has submitted a proposal to provide the services that are the subject matter of this RFP process. A preliminary review of the basic responsiveness of the proposal will be conducted to ensure all requirements of the RFP have been met.

**Evaluation Panel:** An evaluation panel (“Panel”) established by the Authority will evaluate the proposals and conduct interviews in accordance with Part 4, Evaluation Criteria. The Panel may consist of members from within and/or outside the Authority. The Panel may short-list Respondents for this RFP in an effort to identify the highest ranked Respondents, who may then be requested to interview with the Panel. Respondents may be requested by the Authority to provide supplemental information.

### Part 4. EVALUATION CRITERIA

- A. **Primary Staff:** The Respondent will provide US-based personnel who possess strong interpersonal communication abilities in addition to advanced technical expertise. References regarding the staff’s customer communication skills must be available upon request.

Provide an organizational chart delineating the proposed key personnel (including subcontractors) performing the requested services and their résumés describing the qualifications, capabilities, and experience of the proposed key personnel assigned to perform said services at the Airport to include a schedule of current projects and availability. Identify

## SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

with particularity the services that will be performed by Respondent and identify those services, if any, that will be performed by subcontractors, partners or others (“Subcontractors”).

If Respondent utilizes Subcontractors, it must provide a list of the Subcontractor’s name(s) and include its responsibilities, qualifications, experience and the major clients and projects it has worked on relative to the services requested of this RFP or similar projects.

- B. **Understanding of Services and Support:** Respondent should be able to demonstrate a proven customer support methodology, with references.

Provide case examples demonstrating Respondent’s ability to effectively support a website built using WordPress CMS, including but not limited to configuration, troubleshooting, updates, customizations and software enhancements.

- C. **Individual / Firm’s Experience.** Respondent must demonstrate the minimum qualifications per Part 1, Section D “Minimum Qualifications ” listed above.

1. Demonstrate additional experience beyond the minimum qualifications; and
2. Provide a list of consulting services Respondent is currently performing.

In the event Respondent has performed services at the Airport or for the Authority, provide the following information:

1. A brief description of the work performed and when;
2. A brief description of the project outcome (i.e. completed on-time, on-budget, or other);
3. Identify any challenges while performing services, if any, and describe the resolution; and
4. Name of the Authority personnel primary contact.

- D. **Work Plan.** Respondent shall describe its proposed approach/methodology on how Respondent will provide/respond to the Authority’s call for service identified in “Exhibit A – Scope of Work”. Describe Respondent’s approach used in the provision of similar services to other public agencies / airport clients.

- E. **Proposed Fees/Cost to Authority:** “Exhibit B” – “Compensation & Payment Schedule” must be completed and submitted with each proposal. “Exhibit B” is in the draft contractor agreement set forth below. Submit all proposed costs and fees associated with performing and completing the services and project requested in this RFP, including a description of each type of fee. (i.e., hourly rate, trip charge, monthly fixed, tax, etc.)

- F. **Policy 5.12.** This RFP is subject to Authority Policy 5.12 Preference to Small, Veteran Owned Small, and Local Businesses. A qualified business desiring consideration under the Policy must complete and submit with its proposal “Attachment D”.

### Part 5. PROPOSAL SUBMISSION INSTRUCTIONS

Respondents must be registered as a vendor on the Authority’s website to electronically submit proposals. Proposals not submitted in the manner described herein may be considered non-responsive and be subject to rejection. Proposals submitted to the Authority after the specified due date and time in the RFP shall be rejected as late. No late proposals will be accepted.

- A. **Electronic submission of proposal to Authority website:** Respondent shall submit their proposal electronically to the Authority’s online bid management website. Proposal must be packaged and submitted as a single PDF document (not to exceed 140 MB).

- B. **Confirmation Notice:** Upon a Respondent's successful submission of its documents, the Respondent will receive a confirmation number. It is recommended that the confirmation number be printed and retained for Respondent's records.

## Part 6. INQUIRIES

- A. **RFP/Addenda Questions:** If discrepancies or omissions are found by any Respondent or there is doubt as to the true meaning of any part of the RFP, a written request for clarification or interpretation must be submitted electronically utilizing the Authority's bid management website before the deadline set forth below in this RFP. Questions submitted after this time will not be considered. Any clarification or interpretation or change to the RFP will be by written addendum signed by an authorized representative of the Authority. The Authority is not responsible for any explanation, clarification, interpretation, or approval made or given in any manner except by written addendum. A copy of each addendum will be posted on the Authority's website. Any addenda so issued are to be considered a part of the RFP document.

**THE AUTHORITY, ITS OFFICERS, AGENTS, AND EMPLOYEES WILL NOT BE RESPONSIBLE FOR ANY ORAL INSTRUCTION, MODIFICATION, OR CLARIFICATION RELATED TO THIS RFP. RESPONDENTS SHALL NOT RELY UPON ORAL COMMUNICATIONS.**

All RFP related correspondence shall be emailed to Mary Woitkoski at: [mwoitkos@san.org](mailto:mwoitkos@san.org).

- B. **Other Communications:** Respondent who conduct or arrange for any communication not provided for in this RFP with the President/CEO, a Board member, any Authority employee or member of the Panel regarding this RFP may be disqualified.

## Part 7. SCHEDULE AND CONFERENCE LOCATION

- A. **Pre-submittal Conference: (Attendance is not mandatory).**

This conference will be broadcast via online meeting, with a dial-in option. The meeting is an opportunity for Respondents to listen to a brief overview of the solicitation document and procurement process. Respondents' questions must be submitted electronically utilizing the Authority's bid management website; they will not be addressed during this meeting. Respondents are not required to participate.

The meeting will begin at 9:30 a.m. on October 29, 2025 via Zoom at [zoom.us/join](https://zoom.us/join).

**Zoom Meeting ID:** 842 7734 5476

**Passcode:** 125775

**Direct access link:**

<https://us06web.zoom.us/j/84277345476?pwd=I9JP3IRJpKaxl8JBplsPE6rw7MjFRa.1&from=addon>

Alternatively, you can join by dial-in through these numbers:

+1-669-444-9171

+1-720-707-2699

- B. **Questions – How to Submit and Due Date**

**Questions or comments regarding this solicitation must be submitted electronically utilizing the Authority's bid management website.** Respondent must be a Prospective Bidder, by downloading the solicitation, to submit questions. Prospective Bidder shall click the "Q&A" tab in the bid opportunity, select "Ask a Question", then add each individual question, or upload a document with multiple questions. After the successful submission of question(s), the Prospective Bidder will receive a confirmation email.

## SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

Questions must be received no later than 2:00 p.m. on October 31, 2025. Responses from the Authority will be communicated via the Authority's bid management website in the "Documents" tab to all Prospective Bidders of this solicitation. Inquiries received after the date and time stated above will not be accepted. Questions will not be accepted via email.

**C. Proposal Due Date and Time**

Proposals must be received by 2:00 p.m. on November 14, 2025. Late proposals will be rejected.

**D. Interviews**

Interviews, if any, are anticipated during December 2025. Dates are subject to change.



Part 8. ATTACHMENTS

Attachment A – Business Organization Statement

Business (or Individual) Legal Name: (Exactly as it is to appear on the Agreement)

Name and Title: (of individual authorized to execute the Agreement on behalf of Respondent)

Agreement Mailing Address: City: State: Zip:

Telephone Number: Email:

Business Type, if applicable, include State where incorporated, (i.e., a California Corporation, a Nevada Limited Partnership, a Sole Proprietor, etc.).

If using a fictitious business name ("DBA") state name and provide evidence of Cal. Bus. & Prof. Code §17900 et seq.

Business Annual Gross Receipts: Age of Business: \_\_\_ Years \_\_\_ Months
a. [ ] Less than \$500,000 b. [ ] \$500,000 to \$1,000,000
c. [ ] \$1,000,000 to \$2,000,000 d. [ ] \$2,000,000 to \$5,000,000 e. [ ] Over \$5,000,000

Addenda: By my signature below I acknowledge receipt of all addenda, if any. Addenda are located in this RFQ's addenda section on the Authority's website. State the addenda number(s), if any, you have received:

Debarment: Have you or your firm ever been debarred from doing business with any government entity?
Yes \_\_\_ No \_\_\_

If the answer is "YES," please provide information regarding each debarment by listing on an attached paper the following information; (1) debaring government entity; (2) dates of debarment; and, (3) reason of debarment.

If Partnership, Partnership Name(s):

If Partnership, has it done business in California? \_\_\_ Yes \_\_\_ No

Is Partnership Agreement Recorded? \_\_\_ Yes \_\_\_ No

Partnership Information: Date Book Page County State

If Joint Venture, Joint Venture Name(s):

If Joint Venture, has it done business in California? \_\_\_ Yes \_\_\_ No

Is Joint Venture Agreement Recorded? \_\_\_ Yes \_\_\_ No

Joint Venture Information: Date Book Page County State

Signature:

Title:

Print Name:

Date:

**Attachment B – Declaration of Non-Collusion**

**DECLARATION OF NON-COLLUSION TO ACCOMPANY  
PROPOSAL (HEREINAFTER "Proposal")**

State of \_\_\_\_\_ )

County of \_\_\_\_\_ )

\_\_\_\_\_, being first duly sworn, deposes and states:  
Name of Declarant

That he/she is \_\_\_\_\_  
Title

of \_\_\_\_\_,  
Name of Respondent

and submits herewith the attached Proposal to the San Diego County Regional Airport Authority; that the Proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization or corporation; that the Proposal is genuine and not collusive or a sham; that the Respondent has not directly or indirectly induced or solicited any other Respondent to put in a false or sham Proposal, and has not directly or indirectly colluded, conspired, connived, or agreed with any Respondent or anyone else to put in a sham Proposal, or that anyone shall refrain from proposing; that the Respondent has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the Proposal price of the Respondent or any other Respondent, or to fix any overhead, profit, or cost element of the proposed price, or of that of any other Respondent, or to secure any advantage against the public body awarding the Agreement of anyone interested in the proposed Agreement; that all statements contained in the Proposal are true; and, further, that the Respondent has not, directly or indirectly, submitted his/her/its Proposal or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto; that Respondent has not paid, and will not pay, any fee to any corporation, partnership, company association, organization, or to any member or agent thereof, to effectuate a collusive or sham Proposal. Respondent further swears under penalty of perjury under the laws of the State of California that all information in the Proposal and this Declaration is true and correct.

Any person executing this declaration on behalf of a Respondent that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to executed, and does execute, this declaration on behalf of the Respondent.

Dated: \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature of Declarant

**Attachment C – Equal Employment Opportunity**

You may acquire the race / ethnic and gender information necessary for this report either by visual surveys of the work force, or from post-employment records as to the identity of employees. Eliciting information on the race / ethnic identity of an employee by direct inquiry is not encouraged. Submission of the following information is voluntary and will not affect any contracting decision.

A. **Corporate Work Force** refers to the number of persons employed by a corporation or business, including all departments or offices. All full-time and/or part-time employees must be reported.

Job Group	Male					Female					TOTAL
	White	Black	Hispanic	Asian Pacific	American Indian	White	Black	Hispanic	Asian Pacific	American Indian	
Officials / Managers											
Professional Office Staff											
Skilled / Unskilled Staff											
<b>TOTAL</b>											

B. **Project Work Force** refers to the number of persons employed by the corporation or business who are assigned to work pertaining to this RFP. All full-time and/or part-time employees must be reported.

Job Group	Male					Female					TOTAL
	White	Black	Hispanic	Asian Pacific	American Indian	White	Black	Hispanic	Asian Pacific	American Indian	
Officials / Managers											
Professional Office Staff											
Skilled / Unskilled Staff											
<b>TOTAL</b>											

Business Name: \_\_\_\_\_

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

Title: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Attachment D – Prime Respondent: Eligibility and Preference Verification Certificate**

**Certification of Eligibility for Preference.** The Authority is committed to maximizing opportunities for qualified certified small businesses, veteran owned small business, and local business to compete for and be awarded Authority contracts (Refer to Authority Policy 5.12).

**Total Allowable Preference.** The maximum allowable preference awarded shall not exceed two hundred thousand dollars or seven percent on any single response. For qualification based criteria, the use of the preference points shall be applied to determine which proposers shall be interviewed for final consideration and to determine the recommended final contract award.

---

**Eligibility as a Small Business.** Check the applicable statement and attach relevant evidence for verification.

- Enrolled in the Authority’s Bonding and Contract Financing Assistance Program which requires verification by Authority staff that the firm meets Small Business Administration (SBA) size standards. If applicable, state the date your business was enrolled in the Authority’s Bonding and Contract Financing Assistance Program (MM/DD/YYYY): \_\_\_\_\_.
- A business concern that is certified as a Disadvantaged Business Enterprise (DBE) by the California Unified Certification Program. Identify DBE Firm ID #: \_\_\_\_\_.
- Possesses a valid certification issued by an agency, approved by the Authority, which verifies the firm is within Small Business Administration (SBA) size standards. Approved certifying agencies can be found on the Small Business Development webpage: [www.san.org/smallbusiness](http://www.san.org/smallbusiness). If applicable, identify the:  
Small Business Certification Agency: \_\_\_\_\_, and  
Small Business Certification Number: \_\_\_\_\_
- Not eligible for consideration as a Certified Small Business.

---

**Eligibility as a Veteran Owned Small Business.** Check the applicable statement and attach relevant evidence for verification.

- A business concern that is certified as a Veteran Owned Small Business (VOSB) or Service Disabled Veteran Owned Small Business (SDVOSB).The Authority may consider a company eligible if it receives certifications both as a Veteran Owned Business and as a Small Business, by a reciprocal agency. Self-certifications or proof of service will not be accepted by the Authority.
- Not eligible for consideration as a VOSB or SDVOSB.

---

**Eligibility as a Local Business:** Check the applicable statement.

- Business concern qualifies as a local business, for firm submitted the Local Business Enterprise Affidavit of Eligibility form to the Authority and is enrolled in the Authority’s Local Business Enterprise Directory prior to the solicitation due date. (Form can be found at [www.san.org/smallbusiness](http://www.san.org/smallbusiness) under the Resources tab)
- Is eligible as a local business, but firm has not submitted the Local Business Enterprise Affidavit of Eligibility form and is not enrolled in the Authority’s Local Business Enterprise Directory.
- Not eligible for consideration as a Local Business.

---

Authority Policy 5.12 is applicable to this solicitation. Any business claiming to be eligible for preference shall so certify in writing. Businesses that qualify for the Authority’s preference must complete this “Attachment D” and submit it as a part of their solicitation response. Late submittals of “Attachment D” will not be considered. The Authority shall not be required to verify the accuracy of any such certifications. Any person or business falsely claiming eligibility under this section may be debarred in accordance with Authority Code, Articles 5.10 through 5.18. The Authority shall also have the right to terminate all or any part of any contract entered into where a preference was considered and later found to be false. By my signature below, I hereby certify under penalty of perjury that the above information is just and correct.

Business Name: \_\_\_\_\_ Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

**Part 9. GENERAL INFORMATION**

**A. Authority's Reservation of Rights**

There is no guarantee that a Respondent will be interviewed and no guarantee that those interviewed will be awarded an agreement. Authority reserves the right to award an agreement contingent upon the Respondent's satisfactory completion of all conditions. This RFP constitutes only an invitation to prepare and submit a proposal and is not a request for a competitive bid or statement of qualifications for services.

The President/CEO reserves the right to reject any and all proposals; to waive any informalities or irregularities in any proposal received; to waive any requirement of the RFP documents as to the submitting procedure; to revise the RFP prior to the time for final submission of written proposals or to revise the RFP documents at any time; to withdraw this RFP at any time; to extend the time for submittal of proposals; to conduct or not conduct interviews; to reschedule interviews scheduled; to recommend to the Board none, one or more than one Respondent for an award.

The Authority reserves the right to award one or more agreements on the basis of proposals submitted or to negotiate with the Respondent(s) found to offer the best proposal, at the Authority's option. By submission of its proposal, each Respondent agrees to be legally bound thereby if its proposal is accepted by the Authority. The Authority shall not be obligated to respond to any proposal submitted nor shall it be legally bound in any manner whatsoever by the receipt of any proposal.

"Exhibit A" – "Scope of Work" to the draft agreement attached to this RFP is a proposed scope of work for the agreement that the Authority intends to execute pursuant to this RFP process. Respondents should note that the Authority reserves the right to modify "Exhibit A" during agreement negotiations with the selected Respondent.

Any and all agreements arising out of a proposal submitted hereunder (including any negotiations that follow) shall not be binding on the Authority, its Board, officers, employees, or agents unless duly approved and executed by the Authority or as applicable by the Board, in accordance with the Authority's Policies and applicable laws.

**B. Respondents' Representation of Due Diligence**

The submission of a proposal shall be deemed a representation and certification by the Respondent that it has investigated all relevant conditions, facts,

circumstances, procedural requirements and aspects associated with this RFP, and that it has read, understands, and accepts the RFP as written.

**C. Best and Final Offer**

The Authority reserves the right to provide Respondents with an opportunity to submit a Best and Final Offer ("BAFO"). The BAFO process is an optional step in the evaluation and selection process. BAFO may be asked of all Respondents who submitted proposals, or only the top candidates. Respondents are not required to submit a BAFO and may respond by submitting a statement that their proposal remains as originally submitted.

The BAFO request will ask for specific information and have a deadline. Requested information may include a request to reduce costs, provide additional information, or clarify specific areas in their proposals. The BAFO request will state whether the BAFO will be considered as an additional evaluation criteria, or replace the scores on the original evaluation criteria. Neither the Respondent's rankings nor information on other proposals will be released during the BAFO process.

**D. Award of Proposals**

The award of an agreement may be made to the Respondent(s) who demonstrates, in the Authority's sole judgment, that it is best capable of and will meet or exceed the Authority's goals and objectives.

**E. Acknowledgement**

By submitting its proposal, Respondent acknowledges that the Authority has the right to make any inquiry or investigation that it deems appropriate to substantiate or supplement information, and authorizes the release to the Authority of any and all information sought in such inquiry or investigation.

**F. Withdrawal**

No proposal may be withdrawn after it has been submitted to the Authority unless the Respondent so requests by letter or facsimile and such request is received by the Authority before the time set for receiving proposals. No proposal may be withdrawn after the scheduled due date for a period of 180 calendar days.

**G. Protest Procedures**

All parties wishing to file a protest shall comply with the procedures set forth herein.

A protest relative to the solicitation process must be submitted in writing to the President/Chief

## SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

Executive Officer of the Authority and be received by the Authority on or before 4:00 p.m. of the 10th business day following notification to the Respondent of a recommendation to award the agreement to one or more other firms. The protest shall contain a full and complete statement specifying in detail the grounds of the protest and the facts in support thereof. All protests must be addressed to: Authority Procurement Department (Protest), 2417 McCain Road, San Diego, CA 92101. Three copies must be received at the same time the original protest is delivered. Complete copies must be addressed to: (1) Office of the General Counsel (Protest), (2) Procurement Manager (Protest), and (3) emailed to Procurement Manager at [contactprocurement@san.org](mailto:contactprocurement@san.org).

- 1) The protest document must contain a complete statement of the factual and legal basis for the protest.
- 2) The protest document must refer to the specific portion of the solicitation, or other applicable document that forms the basis for the protest.
- 3) The protest must include the name, address, and telephone number of the person representing the protesting party.
- 4) The party filing the protest must concurrently transmit a copy of the initial protest document and any attached documentation to all others with a direct financial interest who might be adversely affected by the outcome of the protest. Such parties shall include all other Respondents who appear to have a reasonable prospect of receiving an award depending on the outcome of the protest.
- 5) The Procurement Manager or his/her designee overseeing the RFP will issue a written decision on the protest within five (5) working days following receipt of the written protest.
- 6) If the protest is rejected, the party filing the protest has five (5) working days from the date of the Procurement Manager's written decision to file an appeal to the Director of Procurement using the same delivery instructions as above. The Director will issue a ruling with fifteen (15) working days following receipt of the written appeal. If the Director determines that the protest is frivolous, the party originating the protest may be determined to be irresponsible and that party may be determined to be ineligible for the award of future agreements.
- 7) The procedure and time limits set forth in this paragraph are mandatory and are the

Respondent's sole and exclusive remedy in the event of protest. Failure by a party originating a protest to comply with these procedures shall constitute a waiver of any right to further pursue the protest, including filing a government claim or legal proceeding.

### H. Confidentiality of Proposal

All documents submitted in connection with this RFP are subject to disclosure in accordance with the California Public Records Act ("CPRA") (Cal. Gov. Code §6250, *et seq.*) Proposals will remain confidential until the Authority has concluded negotiations with the successful Respondent but may be released before final approval by the awarding authority (see *Michaelis, Montanari & Johnson v. Superior Court* (2006) 38 Cal.4<sup>th</sup> 1065). Proposals will become the property of the Authority upon receipt. Should a Respondent assert that portions of its proposal are exempt from disclosure pursuant to the CPRA, Respondent must: (1) identify, in writing, all materials that the Respondent claims are exempt from disclosure; and (2) state the precise statutory basis upon which Respondent claims the material is exempt. General claims of exemption covering entire proposals or without asserting specific statutory authority will not be considered, and such proposals remain subject to disclosure by the Authority. The Respondent claiming an exemption under the CPRA must also agree and state in its proposal that, "*The Respondent agrees: (1) to indemnify and hold harmless the Authority and its Board, officers, officials, directors, employees, agents, and volunteers (collectively, "Indemnified Parties") from any claims, liability or damages, including reasonable attorney's fees and court costs, against the Indemnified Parties; and (2) to defend any actions brought against the Indemnified Parties for its refusal to disclose materials Respondent claims are exempt from production under the California Public Records Acts to any party.*" Notwithstanding Respondent's assertion that materials are exempt from production under the CPRA, the Authority retains absolute discretion to determine whether to disclose materials submitted by Respondent in response to the RFP and shall have no liability to Respondent for such disclosure.

### I. Indemnity and Cost

The Respondent agrees to defend, indemnify, and hold harmless the Authority and its Board, officers, officials, directors, employees, agents, and volunteers for any claims of copyright, patent or trademark infringement arising out of, caused directly or indirectly by the acts or omissions of the Respondent in relation to this RFP and the proposal.

# SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

Each party responding to this RFP shall bear all of its own costs and expenses, direct and indirect, associated with or related to any action taken in response to this RFP, and the Authority shall not be responsible in any manner for such costs and expenses. Proposals, including all drawings, plans, photos, and narrative material, shall become the property of the Authority upon receipt. The Authority shall have the right to copy, reproduce, publicize, or otherwise dispose of each proposal in any way that the Authority selects. The Authority shall be free to use as its own, without payment of any kind or liability therefore, any idea, scheme, technique, suggestions, layout, or plan received during its proposal process.

The San Diego County Regional Airport Authority is a recipient of federal funds issued by the Federal Aviation Administration. Code of Federal Regulations (“CFR”) 49, Part 23 and 26, requires the Authority to establish an overall disadvantaged business enterprise (“DBE”) goal for each federal fiscal year. A federal fiscal year is a twelve-month period commencing on October 1. The Authority has an existing Race-Neutral Disadvantaged Business Enterprise Program and requests that the Respondent support this Program.

Questions regarding the Equal Opportunity Program Requirements – call 619-400-2568.

## **Part 10. EQUAL OPPORTUNITY STATEMENTS**

### **A. Equal Opportunity Contracting Statement**

All businesses, including those that meet the definition of socially and economically disadvantaged, as defined in 49 Code of Federal Regulations (“CFR”) Part 23 and 26, will be provided equal access to participate in the performance of all Authority and in DOT-assisted contracting and leasing opportunities. In the procurement of service and consulting agreements and the purchase of supplies, materials and equipment, the Authority's President/CEO or his or her designee shall be responsible for following all procedures required by (1) the Authority, (2) the San Diego County Regional Airport Authority Act, as amended from time to time, and (3) other applicable federal, state and local laws.

### **B. Equal Opportunity Requirements**

All companies interested in conducting business with the Authority shall not discriminate against any employee or applicant for employment, because of race, color, religion, gender, national origin, ancestry, physical or mental disability, veteran status, medical condition, marital status, age (40 years and older), sexual orientation, pregnancy or other non-job related criteria. Interested companies shall also take action to assure that applicants and employees are treated without regard to the same criteria listed above.

### **C. Small Business Development**

The Authority encourages small businesses to contact all potential prime contractors on the RFP mailing list if they are interested in participating in this process. The Authority discourages prime contractors from imposing limitations on small businesses on the number of other proposals they wish to participate in as subcontractors.

### **D. Disadvantaged Business Enterprise Program**

Part 11. DRAFT – CONTRACTOR AGREEMENT

Agreement **XXXXXXXX** between the  
San Diego County Regional Airport Authority  
And  
**BUSINESS NAME**  
For  
On-Call Remote Technical Support Services for Websites

DRAFT



**DRAFT - Contractor Agreement**

This Agreement is made by and between the SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY, and **NAME OF CONTRACTOR**, a **TYPE OF BUSINESS ENTITY**. The Parties agree:

1. **DEFINITIONS:** As used within this Agreement, the following terms shall have the meanings as set forth below:

Accounting Records: any and all documents relating to invoices, costs, payment, settlement, or supporting documentation of Contractor relating to this Agreement.

Agreement: this Service and Consulting Agreement including all exhibits and attachments and executed Task Authorizations.

Airport: the San Diego International Airport.

Audit Period: the period of time from commencement of the term of the Agreement to the third anniversary of the Authority's final payment under the terms of this Agreement.

Authority: the San Diego County Regional Airport Authority, a local governmental entity of regional government, acting through its President/CEO for purposes of this Agreement.

Compensation: all monetary consideration provided Contractor pursuant to this Agreement including fees and Reimbursable Expenses.

Contractor: **Name, Type of Business Entity**, and any officers, directors, employees, agents, or volunteers of Contractor.

Design Professional: any of the following professions:

- *Architects* licensed pursuant to Chapter 3 of Division 3 of the Business and Professions Code, and a business entity offering architectural services in accordance with that chapter;

- *Landscape Architects* licensed pursuant to Chapter 3.5 of Division 3 of the Business and Professions Code, and a business entity offering landscape architect services in accordance with that chapter;

- *Professional Engineers* registered pursuant to Chapter 7 of Division 3 of the Business and Professions Code, and a business entity offering professional engineering services in accordance with that chapter; and

- *Professional Land Surveyors* licensed pursuant to Chapter 15 of Division 3 of the Business and Professions Code, and a business entity offering professional land surveying services in accordance with that chapter.

DHS: the U. S. Department of Homeland Security.

Expenses: expenditures made by Contractor in the necessary and reasonable performance of this Agreement. Expenses include costs for travel, facilities, equipment, personnel, tools, and other materials. See "Reimbursable Expenses" below.

FAA: the Federal Aviation Administration.

Non-design Professional: all professions other than Design Professionals as defined above.

Parties: the Authority and Contractor collectively.

President/CEO: the President/CEO of San Diego County Regional Airport Authority or his/her designee.

## SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

**Proprietary Information:** all confidential, personal, proprietary and trade secret information and materials of the Authority, or of its Board, officers, employees, or of its suppliers, vendors or customers. Proprietary Information includes, without limitation, any: (a) information, ideas or materials of a technical or creative nature, such as designs and specifications, computer source and object code, and other materials and concepts relating to the Authority's intellectual property rights; (b) information, ideas or materials of a business nature, such as non-public financial information; information regarding profits, costs, marketing, purchasing, sales, customers, suppliers, contract terms, employees and salaries; development plans; business and financial plans and forecasts; (c) all personal property, including, without limitation, all books, manuals, records, reports, notes, contracts, lists, blueprints and other documents or materials, or copies thereof, received by Contractor in the course of Contractor's rendering of the Services to the Authority, including, without limitation, records and any other materials pertaining to the Work Product; and (d) information, ideas and opinions of a personal nature, such as the thoughts, impressions, personal histories and goals of Authority employees.

**Reimbursable Expenses:** those Expenses which are identified in "Exhibit B" to this Agreement as reimbursable by the Authority.

**Services:** all actions, assistance, and deliverables described in "Exhibit A" to this Agreement.

**SSI Information:** all documents, data, reports, drawings, specifications and other works, whether complete or incomplete, in oral, written, graphic or electronic form related to airport or airline security or contingency plans, security incident response plans, security directives, or any other such documents or materials protected by 49 CFR Part 1520, *et seq.*

**TSA:** the Transportation Security Administration, or any successor to the TSA.

**Work Product:** all documents, data, reports, drawings, specifications, and other works, including copies prepared by Contractor pursuant to this Agreement, whether complete or incomplete and whether in oral, written, graphic, or electronic form.

2. **TERM:** The term of this Agreement commences on **DATE** and ends **DATE** (the "Term"), with an option for Two (2) one-year extensions, which may be exercised at the sole discretion of the President/CEO.
3. **SCOPE OF WORK:** Subject to the terms and conditions set forth in this Agreement, Contractor shall provide the Authority with the Services set forth in "Exhibit A" entitled "Scope of Work", which is attached to and incorporated in this Agreement.
4. **COMPENSATION:**
  - A. **General:** Authority shall pay Contractor for the Services provided in accordance with the terms set forth in "Exhibit B", entitled "Compensation and Payment Schedule", which is attached to and incorporated in this Agreement. Authority shall make good faith efforts to pay Contractor all undisputed amounts within thirty (30) days of Authority's approval of Contractor's invoice submitted in accordance with Section 5 of this Agreement. The payments specified in "Exhibit B" shall be the only compensation to which Contractor shall be entitled under this Agreement. Authority has no obligation to expend the amount of monies designated as Maximum Amount Payable or to pay any amount in excess of the Maximum Amount Payable.
  - B. **No Guarantee of Compensation:** Should this Agreement be an "on-call" agreement, Authority makes no guarantee to Contractor as to the amount of Contractor-provided Services that will be requested by the Authority or the amount of compensation that will be provided Contractor pursuant to this Agreement. Under no circumstances, shall Contractor or any of its subcontractors be entitled to or compensated for any direct or indirect loss arising from or relating to Authority's failure to authorize performance of Services under this

## SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

Agreement. Said direct and indirect loss includes, but is not limited to, loss of expected profits, business overhead, loss of productivity, and loss of opportunity to work on other projects.

- C. **Staff Assignments:** Contractor agrees to assign only competent personnel to perform Services according to the reasonable and customary standards of training and experience in the relevant field. Where Services are provided on an hourly rate basis, Contractor agrees to use personnel with the lowest hourly rate to competently provide Services. Failure to assign competent personnel will constitute grounds for immediate termination and/or refusal to compensate Contractor for such Services.
  - D. **Staff Continuity:** Contractor will use its best efforts to ensure continuity of personnel assigned to perform Services. Contractor will obtain Authority's prior approval before reassigning any full-time staff.
  - E. **Expenses:** Unless expressly provided otherwise in "Exhibit B", Contractor shall bear all expenses required to perform Services pursuant to this Agreement.
5. **INVOICES:** Contractor shall submit monthly invoices, or at such other intervals as otherwise directed by Authority, describing the Services and Reimbursable Expenses for which payment is sought in accordance with Sections 3 and 4 of this Agreement. Invoices shall be in a form acceptable to the Authority and include the following:

### A. Documentation of Services:

- 1) Contractor shall submit monthly invoices that identify by name each person or persons who provided Services during the period covered by the invoice. Unless otherwise agreed to by the Authority, the invoice, below each person's name, will describe with specificity each task the person performed and the date(s) that the person performed the task. Following the description of each task performed, the invoice will list (i) the amount of time by date that the person expended on the task, (ii) the documents associated with the task that the individual prepared, (iii) the compensation requested for the tasks provided by the person, and (iv) the basis of calculation of the compensation. For each identified task, the invoice will identify the authorized Reimbursable Expenses incurred by the individual in performance of each task. Identification of Reimbursable Expenses will include the documentation specified below.
- 2) Contractor shall provide written notice to the Authority when the total compensation expended under the Agreement reaches 75% of the total compensation allowed. If requested in writing by the Authority, each invoice shall state the total compensation and expense for each task billed as of the date of the statement and provide a running total of all compensation and expenses invoiced from the beginning of the Agreement year in which Contractor began providing Services to the date of the current invoice.

### B. Documentation of Reimbursable Expenses:

- 1) Reimbursable Expenses, if any, for which Contractor may request reimbursement are set forth specifically in "Exhibit B".
- 2) Reimbursable Expenses under \$25.00: Contractor shall attempt in good faith to attach to each invoice all necessary documentation and receipts to support expenses under \$25.00.
- 3) Reimbursable Expenses over \$25.00: Contractor shall attach to each invoice, detailed, itemized receipts to support expenses over \$25.00. In no event will the Authority reimburse Contractor for expenses over \$25.00 that are not supported by necessary written detailed documentation with itemized receipts.

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

C. **Declaration To Accompany Each Invoice:** Invoices submitted shall contain the following signed certification at the end of the billing statement:

**“I hereby certify under penalty of perjury that the above bill is just and correct according to the terms of the Agreement between Contractor and the Authority and that payment has not been received.**

**By: \_\_\_\_\_”**

D. **Invoice Address:** Unless otherwise agreed by the Parties, all invoices shall be sent to the Authority at the address specified below:

San Diego County Regional Airport Authority  
Accounts Payable  
P.O. Box 82776  
San Diego CA 92138-2776

6. **ACCOUNTING RECORDS:** During the Audit Period, the Contractor shall maintain an acceptable cost accounting system. The Contractor agrees to provide the Authority or any other authorized government entity, including but not limited to the FAA and the Comptroller General of the United States or any of their duly authorized representatives, access to any books, documents, papers and records of the Contractor which are pertinent to this Agreement for the purpose of making audit examination, excerpts and transcriptions. The Authority or any other authorized government entity, including but not limited to the FAA and the Comptroller General of the United States or any of their duly authorized representatives, may audit Contractor’s Accounting Records. Such audit(s) shall be conducted at reasonable times. Contractor shall maintain all Accounting Records for the entire length of the Audit Period, and shall fully cooperate with any such audit(s). Contractor shall maintain all records within the County of San Diego. If Contractor fails to maintain all records within the County of San Diego, Contractor agrees to reimburse Authority for reasonable expenses involved in traveling to the records storage site. Except as provided in this section, the cost of an audit shall be borne by the Authority. However, if the audit reveals a discrepancy of more than two percent between the Compensation requested by Contractor in accordance with this Agreement and the compensation determined by the audit, Contractor shall pay the cost of the audit as reasonably determined by the Authority.
7. **TIME IS OF THE ESSENCE:** Time is of the essence in this Agreement. If Contractor fails to competently perform Services within the time periods specified in “Exhibit A”, or, if no time periods are specified, within a reasonable time period, Authority may terminate this Agreement pursuant to the terms of this Agreement.
8. **ASSIGNMENT OR TRANSFER PROHIBITED:** This Agreement is a personal services agreement between the Parties. Contractor may not in any manner, by operation of law or otherwise, assign, hypothecate, encumber or transfer this Agreement or any of the rights, duties or obligations under this Agreement, in whole or in part, without the express, prior written consent of the Authority. Any attempted or purported assignment of any right or obligation pursuant to this Agreement, without such consent, shall be voidable at the sole discretion of Authority and grounds for termination pursuant to the terms of this Agreement.
9. **TERMINATION:**
- A. If the President/CEO, in his/her sole discretion, becomes dissatisfied with Contractor’s performance under this Agreement, the President/CEO may terminate this Agreement by giving written notice to Contractor. Such termination shall be effective immediately on delivery of such notice to Contractor.

## SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

- B. Any violation or breach of the terms of this Agreement by the Contractor or its subcontractors may result in the suspension or termination of this Agreement or such other action that may be necessary to enforce the rights of the parties to this Agreement. The Authority will provide Contractor written notice that describes the nature of the breach and corrective actions the Contractors must undertake in order to avoid termination of the Agreement. The Authority reserves the right to withhold payments to the Contractor until such time the Contractor corrects the breach or the Authority elects to terminate the Agreement pursuant to section C below. The Authority's notice will identify a specific date by which the Contractor must correct the breach. The Authority may proceed with termination of the Agreement if the Contractor fails to correct the breach by the deadline indicated in the Authority's notice.
  - C. In addition to any other rights and remedies allowed by law and this Agreement, either party may terminate this Agreement with or without cause by giving thirty (30) days prior written notice. Such termination shall be effective on the date specified in the written notice.
  - D. Contractor shall cease performing Services on the effective date of termination and Contractor shall have no further rights under this Agreement except as expressly provided herein. The Authority shall have all rights and remedies provided by law.
  - E. Upon termination of this Agreement, Contractor may be compensated in accordance with "Exhibit B" only for Services actually performed and accepted by Authority. Contractor shall not be entitled to any compensation for contractual damages, including, but not limited to expected lost profits, office overhead, loss of productivity, lost opportunity to work on other projects or any other consequential or incidental damages arising from the termination of this Agreement.
  - F. If the termination is due to the failure of the Contractor to fulfill the obligations, the Authority may take over the work and prosecute the same to completion by contract or otherwise. In such case, the Contractor shall be liable to the Authority for any additional cost occasioned to the Authority thereby. If, after notice of termination for failure to fulfill the obligations in this Agreement, it is determined that the Contractor had not so failed, the termination shall be deemed to have been effected for the convenience of the Authority. In such event, compensation to the Contractor shall be determined in accordance with subsection E, above
  - G. Upon termination of this Agreement, Contractor shall deliver immediately to the Authority all property belonging to the Authority, whether given to Contractor by the Authority or prepared by Contractor in the course of rendering the Services, including, but not limited to, all Work Product then in progress, including all material in Contractor's possession that contains Proprietary Information or SSI Information and any copies thereof, whether prepared by Contractor or others. Following termination, Contractor shall not retain any written or other tangible (including machine-readable) material containing any Proprietary Information or SSI Information.
  - H. The duties and obligations imposed by the terms and conditions of the Agreement and the rights and remedies available thereunder are in addition to, and not limitation of, any duties, obligations, rights and remedies otherwise imposed or available by law.
10. **PROPRIETARY INFORMATION & SSI INFORMATION OF AUTHORITY OR TSA:**
- A. **General:** Contractor's Services may involve access to and creation of Proprietary Information or SSI Information.
  - B. **Restrictions on Use and Disclosure:** During the term of this Agreement and thereafter, Contractor shall: (a) hold and use Proprietary Information or SSI Information in strict confidence and solely for the benefit of Authority and not for the benefit of Contractor or any third party; (b) not copy or use any Proprietary Information, except as necessary to perform

## SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

Services; and (c) not disclose or otherwise make available any Proprietary Information or SSI Information to any third party unless first authorized in writing by the Authority.

- C. **Restrictions on References to Authority:** Contractor shall not represent in any way that Authority endorses or supports Contractor or Contractor's activities without the prior written consent of Authority. Contractor is prohibited from making any representations regarding the relationship between Contractor and Authority without the prior written consent of Authority. Contractor shall not make any representations about Authority or use the Authority's name or the name of any of its Board Members, employees, or agents in documents or material generated by Contractor without the Authority's prior written consent.
- D. **Indemnity:** Contractor shall hold harmless and indemnify Authority for the payment of any civil penalties assessed on the Authority by the TSA or DHS because of Contractor's unauthorized release or divulging of any SSI Information.
11. **AUTHORITY OWNERSHIP OF SERVICES AND WORK PRODUCT:** Authority shall own all Services, including, but not limited to Work Product, prepared pursuant to this Agreement. Ownership includes all rights attendant to ownership, including rights of copyright, patent, and intellectual property rights. Contractor, at its own cost and expense, shall deliver all Work Product to Authority when requested by Authority. With prior written consent of Authority, Contractor may retain limited copies of Work Product, but only for purposes expressly authorized in Authority's consent. Work Product, including copies retained by Contractor, may not be shown to any other public or private person or entity unless expressly authorized in writing by Authority.
12. **INDEPENDENT CONTRACTOR:** Contractor is an independent contractor in the performance of this Agreement and shall act in an independent capacity and not as an officer or employee of the Authority. Contractor shall have no authority to act as an agent on behalf of the Authority unless specifically authorized to do so in writing. Authority shall have no liability for Contractor's actions and performance and assumes no responsibility for taxes, bonds, payments, or other commitments, implied or express, that may be made by or for Contractor. Contractor shall purchase all bonds and pay all taxes required for the performance of Services. Nothing contained in this Agreement shall be construed as creating a partnership or joint venture between Contractor and Authority or between Contractor and any other entity or party or cause Authority to be responsible in any way for the debts or obligations of Contractor or any other party or entity.
13. **SUBCONTRACTORS:** Contractor agrees that all of its subcontractors shall be subject to the prior written approval by the Authority. Contractor shall remain responsible to the Authority for any and all Services and obligations required under this Agreement, whether performed by Contractor or its subcontractor(s). Any subcontractor(s) employed by Contractor shall be independent contractors and not agents of the Authority. Contractor shall ensure its subcontracts and other agreements made pursuant to this Agreement with subcontractor(s) include all applicable requirements set forth by this Agreement, including, but not limited to, sections entitled: "Insurance Requirements", "Indemnification", and "Conformance with Rules and Regulations".
14. **INSURANCE REQUIREMENTS:**
- A. Contractor shall procure, at its expense, and keep in full force and effect at all times during the term of this Agreement, the types and amounts of insurance specified in "Exhibit C", entitled "Insurance Requirements for Contractor", which is attached hereto and incorporated by reference herein. The specified insurance shall include and insure Authority, its Board and all its officers, employees, and agents, their successors and assigns, as additional insureds, against the areas of risk associated with the Services as described in "Exhibit A" with respect to Contractor's acts or omissions in the performance of this Agreement, its

## SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

operations, use, and occupancy of the Airport, and other related functions performed by or on behalf of Contractor in, on or about Airport.

- B. Each specified insurance policy (other than Worker's Compensation and Employers' Liability and fire and extended coverages) shall contain a Severability of Interest (Cross Liability) clause which states, "It is agreed that the insurance afforded by this policy shall apply separately to each insured against whom a claim is made or suit is brought except with respect to the limits of the company's liability," and a Contractual Endorsement which shall state, "Such insurance as is afforded by this policy shall also apply to liability assumed by the insured under insured's Agreement with the Authority."
- C. All such insurance shall be primary and non-contributing with any other insurance held by Authority where liability arises out of or results from the acts or omissions of Contractor, its agents, employees, officers, assigns, or any person or entity acting for or on behalf of Contractor. Such policies may provide for reasonable deductibles and/or retentions acceptable to the President/CEO based upon the nature of Contractor's operations and the type of insurance involved.
- D. Authority shall have no liability for any premiums charged for such coverage(s). The inclusion of Authority, its Board and all its officers, employees, and agents, their successors and assigns, as insureds is not intended to, and shall not, make them, or any of them, a partner or joint venturer with Contractor in Contractor's operations at Airport or in the performance of this Agreement. In the event Contractor fails to furnish Authority with evidence of insurance and maintain the insurance as required, Authority upon ten (10) days prior written notice to comply, may, but shall not be required to, procure such insurance at the cost and expense of Contractor, and Contractor agrees to promptly reimburse Authority for the cost thereof plus fifteen (15%) percent for administrative overhead. Payment shall be made within thirty (30) days of invoice date.
- E. At least ten (10) days prior to the expiration date of the above policies, documentation showing that the insurance coverage has been renewed or extended shall be filed with Authority. If such coverage is canceled or reduced, Contractor shall, within fifteen (15) days of such cancellation or reduction of coverage, file with Authority evidence that the required insurance has been reinstated or provided through another insurance company or companies.
- F. Contractor shall provide proof of all required insurance and related requirements to Authority either by production of: the actual insurance policy(ies); or a Certificate of Insurance in a form acceptable to the Authority; or a broker's letter acceptable to the President/CEO in both form and content in the case of foreign insurance syndicates, or other written evidence of insurance acceptable to the President/CEO. The documents evidencing all required coverages shall be filed with Authority prior to Contractor performing Services or occupying the Airport. The documents shall contain (i) the applicable policy number, (ii) the inclusive dates of policy coverages, (iii) the insurance carrier's name, address and telephone number, (iv) shall bear an original signature of an authorized representative of said carrier, and (v) shall provide that such insurance shall not be subject to cancellation, reduction in coverage, or nonrenewal except after written notice by certified mail, return receipt requested, to the Authority at least thirty (30) days prior to the effective date thereof. Authority reserves the right to have submitted to it, upon request, all pertinent information about the agent, broker, and carrier providing such insurance.
- G. Authority and Contractor agree that the insurance policy limits specified herein shall be reviewed for adequacy annually throughout the term of this Agreement by the President/CEO who may, thereafter, require Contractor, on thirty (30) days prior written notice, to adjust the

## SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

amounts of insurance coverage to whatever reasonable amount said President/CEO deems to be adequate.

- H. All insurance policies required herein shall have a minimum Best financial rating of A minus 7.
- I. Submission of insurance from a non-California admitted carrier is subject to the provisions of California Insurance Code §§ 1760 through 1780, and any other regulations and/or directives from the State Department of Insurance or other regulatory board or agency. Contractor agrees, except where exempted, to provide Authority proof of said insurance by and through a surplus line broker licensed by the State of California at the address specified below:

San Diego County Regional Airport Authority  
Risk Management Department  
P.O. Box 82776  
San Diego, CA 92138-2776

### 15. **INDEMNIFICATION:**

- A. **Non-Design Professionals:** In addition to the provisions of the preceding section entitled “Insurance Requirements”, Contractor shall indemnify, hold harmless and defend the Authority, its Board, officers, directors, employees, agents and volunteers from and against all claims, damages, losses and expenses, including reasonable attorneys’ fees and court costs, arising out of, pertaining to, or relating to the performance of the Services described herein, caused by any act or omission of Contractor and/or any of its subcontractors, employees, agents, officers and directors, except where caused by the sole negligence or willful misconduct of the Authority.
- B. **Design Professionals:** Notwithstanding the provisions of the above, the following provision shall apply to Contractors that are Design Professionals when providing “design professional services” (as that term is defined under Civil Code section 2782.8) to the Authority. In addition to the requirements of the section entitled “Insurance Requirements”, to the fullest extent permitted by law, Contractor shall defend (with counsel of the Authority’s choosing), indemnify and hold the Authority, its Board, officers, directors, employees, agents, and volunteers, free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury of any kind, in law or equity, to property or persons, including wrongful death, in any manner arising out of, pertaining to, or incident to any acts, errors or omissions, or willful misconduct of Contractor, its officials, officers, employees, subcontractors, consultants or agents in connection with the performance of the Contractor’s Services, the project or this Agreement, including without limitation the payment of all damages, expert witness fees and attorney’s fees and other related costs and expenses. Contractor’s obligation to indemnify shall not be restricted to insurance proceeds, if any, received by Contractor, the Authority, its officials, officers, employees, agents, or volunteers. To the extent required by Civil Code section 2782.8, which is fully incorporated herein, Contractor’s obligations under the above indemnity shall be limited to claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Contractor, but shall not otherwise be reduced. If Contractor’s obligations to defend, indemnify, and/or hold harmless arise out of Contractor’s performance of “design professional services” (as defined under Civil Code section 2782.8), then upon Contractor obtaining a final adjudication that liability under a claim is caused by the comparative active negligence or willful misconduct of the Authority, Contractor’s obligations shall be reduced in proportion to the established comparative liability of the Authority and shall not exceed the Contractor’s proportionate percentage of fault.



16. **CONFORMANCE WITH RULES AND REGULATIONS:**

A. Contractor agrees to abide by any and all:

- 1) Applicable rules, regulations, resolutions, policies, codes, orders and restrictions which are now in force or which may be hereafter adopted by the Authority with respect to the operation of the Airport;
- 2) Orders, directives, or conditions issued, given or imposed by the President/CEO with respect to the use and operation of the Airport; and
- 3) Applicable laws, ordinances, statutes, rules, regulations, or orders of any federal, state, county, municipal or other governmental entity, exercising jurisdiction over the Airport.
- 4) Local, state, and federal health directives or orders, as well as the Authority's compliance programs as they relate to communicable diseases (e.g., COVID-19), as individuals enter the Airport, Authority workplaces and office locations.

B. Contractor acknowledges that it has reviewed and accepts the SDIA Security Instructions posted on the Authority's website at [www.san.org](http://www.san.org). If TSA imposes a fine or penalty on the Authority for Contractor's non-compliance with federal laws and or TSA rules and regulations, then Contractor shall reimburse and indemnify the Authority for the entire amount of the fine or penalty.

17. **PREVAILING WAGE:** State prevailing wage rates may apply to work performed under this Agreement. State prevailing wage rates apply to all public works contracts as set forth in California Labor Code, including but not limited to §§1720, 1720.2, 1720.3, 1720.4 and 1771. Contractor is solely responsible to determine if state prevailing wage rates apply and, if applicable, pay such rates in accordance with all laws, ordinances, rules, and regulations.

18. **BANKRUPTCY:** In the event Contractor commences a proceeding under the Federal Bankruptcy Act or is adjudicated bankrupt or insolvent, or a judicial sale is made of Contractor's interest under this Agreement, this Agreement shall at the option of the Authority immediately terminate and all rights of Contractor hereunder shall immediately cease and terminate. If during the term of this Agreement, Contractor files for bankruptcy protection, it covenants and agrees to serve the Authority with a copy of the court filing documents within five (5) days thereafter.

19. **LICENSES AND PERMITS:** Contractor shall possess all licenses, permits, qualifications, and approvals of whatever nature legally required for Contractor to perform the Services under this Agreement. Contractor represents and warrants that it, at its sole cost and expense, shall keep in effect at all times during the term of this Agreement any and all licenses, permits, and approvals that are required for Contractor to practice its profession and/or perform the Services.

20. **CONFLICT OF INTEREST:** Contractor is not now a party to, and during the term of this Agreement shall not enter into, any contract or agreement that will create a conflict of interest with its duties to the Authority under this Agreement.

21. **ENTIRE UNDERSTANDING:** This Agreement contains the entire agreement of the Parties and supersedes all prior negotiations, discussions, obligations, and rights of the Parties regarding this Agreement. Contractor acknowledges that there is no other written or oral understanding between the Parties. No modification, amendment, or alteration of this Agreement shall be valid or enforceable against the Authority unless it is in writing, properly approved and executed by all Parties.

22. **NON-DISCRIMINATION:** Contractor agrees at all times to fully comply with all laws prohibiting discrimination against any person or class of persons by reason of race, color, gender, religious creed, sex (including pregnancy or child birth), age, national origin, ancestry, sexual orientation, physical or mental disability, medical condition including genetic characteristics, veteran status,

## SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

marital status, family care status, or any other considerations made unlawful by federal, state or local law in performance of this Agreement. If the use provided for in this Agreement allows Contractor to offer accommodations or services to the public, such accommodations, or services shall be offered on fair and reasonable terms.

23. **PARTIAL INVALIDITY:** If any term, covenant, condition, or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder shall remain in full force and effect, and shall in no way be affected, impaired or invalidated.

24. **NOTICES:**

A. **Notice:** Any notice required or permitted by this Agreement shall be in writing and shall be delivered as follows with notice deemed given as indicated: (a) by personal delivery on the date that personal delivery is accomplished; (b) by overnight courier upon the date of signature verification of receipt; or (c) by certified or registered mail, return receipt requested, upon signature verification of receipt. Notice shall be sent to the addresses set forth below, or such other address as either party may specify in writing:

If to the Authority: President/CEO  
San Diego County Regional Airport Authority  
P. O. Box 82776  
San Diego, California 92138-2776

If to Contractor: **BUSINESS NAME**  
Attn: **NAME**  
**ADDRESS**  
**CITY, STATE AND ZIP CODE**

B. **Effectiveness:** Contractor agrees that Notice from the President/CEO shall be effective as to the Contractor as if it were executed by the Board or by Resolution of the Board.

25. **INTERPRETATION:**

A. **Section Headings:** Section headings in this Agreement are for the convenience and reference of the Parties, and do not define or limit the scope of any section or provision.

B. **Fair Meaning:** The language of this Agreement shall be construed according to its fair meaning, and not strictly for or against either Party.

C. **Two Constructions:** If any provision in this Agreement is capable of two constructions, one of which would render the provision void and the other of which would render the provision valid, then the provision shall have the meaning which renders it valid.

D. **Governing Law:** This Agreement and all of its terms and conditions shall be construed, interpreted and applied in accordance with, governed by, and enforced under the laws of the State of California.

E. **Venue:** Notwithstanding applicable provision of 28 U.S.C. § 1391 or of California Code of Civil Procedure § 394, the Parties agree that the venue in all matters arising out of this Agreement shall be the Superior Court of California, County of San Diego.

F. **Gender:** The use of any gender shall include all genders, and the use of any number shall be construed as the singular or the plural, all as the context may require.

G. **Integrated Agreement:** The Parties agree that this Agreement and any documents to which it refers contain the whole agreement between the Parties relating to the terms and conditions by which Contractor is to provide Services. The Parties further agree that this Agreement supersedes all previous understandings and agreements between the Parties regarding such terms and conditions. Each party to this Agreement acknowledges that, in

agreeing to enter into this Agreement, it has not relied on any representation, warranty, collateral contract or other assurance that is not set out in this Agreement or in any documents to which it refers, that was made before the execution of this Agreement. Each party waives all rights and remedies which, but for this provision, might otherwise be available to it in respect to any such representation, warranty, collateral contract or other assurance. However, nothing in this provision shall limit or exclude any liability for willful misconduct or fraud. The Parties further agree that no alteration or variation of the terms of this Agreement shall be valid unless made in writing and signed by the Parties.

H. **Other Agreements Not Affected:** Except as specifically stated herein, this Agreement and its terms, conditions, provisions and covenants shall not in any way change, amend, modify, alter, enlarge, impair or prejudice any of the rights, privileges, duties or obligations of either of the Parties under or by reason of any other agreement between the Parties.

26. **JOINT AND SEVERAL LIABILITY:** If Contractor is a limited liability company ("LLC"), partnership, or joint venture or is an entity comprised of more than one party or entity, the obligation imposed on Contractor under this Agreement shall be joint and several, and each member, general partner, joint venturer, party or entity of Contractor shall be jointly and severally liable for all obligations.
27. **WAIVER:** Waiver by either party of any breach by the other party of any one or more of the terms or conditions of this Agreement shall not be construed to be a waiver of any subsequent or other breach of the same or any other term or condition of this Agreement. Failure on the part of either party to require full and complete compliance by the other party with any of the terms or conditions of this Agreement shall not be construed as changing the terms or conditions or preventing full enforcement of other provisions to this Agreement.
28. **COST OF LITIGATION AND/OR ADMINISTRATIVE ACTIONS - ATTORNEY FEES:** If any action, whether an action in litigation or an administrative action, is brought by a party to this Agreement and arises out of or is traceable to any rights, privileges, or obligations bestowed by this Agreement, including but not limited to breach of any provision of this Agreement, the Parties agree that the prevailing party shall be entitled to and the non-prevailing party shall be bound to pay all reasonably incurred costs associated with the action. The Parties agree that all reasonably incurred costs associated with the action include, but are not limited to attorney fees, costs of legal research incurred in preparing documents filed with the court or administrative body, expert witness fees, and exhibits used in presenting the prevailing party's case to the court, jury or administrative body.
29. **AUTHORITY'S RIGHT TO CONTRACT WITH OTHERS:** The rights granted by the Authority under this Agreement are not exclusive, and Authority reserves the right to enter into other agreements covering the same or similar Services that are described in the Agreement.
30. **EFFECT OF DEBARMENT OF CONTRACTOR ON EXISTING CONTRACTS:** For the entire term of this Agreement, Authority reserves the right to immediately terminate this Agreement in the event that Contractor or any subcontractor is debarred from contracting or providing services by the Authority, the federal government, or by any other California governmental entity.
31. **PROHIBITION OF BENEFITS:** Contractor is familiar with the Authority's prohibition against receipt of benefits by Authority personnel as set forth in Authority Code §2.10. The Authority's Code is posted on the Authority website at [www.san.org](http://www.san.org). Contractor agrees not to offer any Authority personnel any benefit prohibited by said Code. The offer or giving of any benefit prohibited by the Authority Code shall constitute a material breach of this Agreement by Contractor. In addition to any other remedies the Authority may have in law or equity, Authority may terminate this Agreement for breach as provided herein.

32. **FEDERAL AVIATION ADMINISTRATION (FAA) REGULATIONS:** During the performance of this Agreement, the Contractor, for itself, its assignees, successors in interest and subcontractors (hereinafter referred to as the "Contractor") agrees to the current requirements of the FAA, which are subject to change by the FAA and will be communicated to the Contractor accordingly, as follows:

A. **CIVIL RIGHTS – GENERAL** (49 U.S.C. § 47123).

- 1) In all its activities within the scope of its airport program, the Contractor agrees to comply with pertinent statutes, Executive Orders and such rules as identified in Title VI List of Pertinent Nondiscrimination Acts and Authorities to ensure that no person shall, on the grounds of race, color, national origin (including limited English proficiency), creed, sex (including sexual orientation and gender identity), age, or disability be excluded from participating in any activity conducted with or benefiting from Federal assistance.
- 2) This provision binds the Contractor and any subcontractor from the bid solicitation period through the completion of the contract. This provision is in addition to that required of the Title VI of the Civil Rights Act of 1964.

B. **CIVIL RIGHTS – TITLE VI.**

- 1) Title VI Solicitation Notice. The Authority, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders or offerors that it will affirmatively ensure that for any contract entered into pursuant to this advertisement, airport concession disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and no business will be discriminated against on the grounds of race, color, national origin (including limited English proficiency), creed, sex (including sexual orientation and gender identity), age, or disability in consideration for an award.
- 2) Title VI Clauses for Compliance with Nondiscrimination Requirements. During the performance of this contract, the Contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "Contractor") agrees as follows:
  - a) Compliance with Regulations: The Contractor (hereinafter includes consultants) will comply with the Title VI List of Pertinent Nondiscrimination Acts and Authorities, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
  - b) Non-discrimination: The Contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, national origin (including limited English proficiency), creed, sex (including sexual orientation and gender identity), age, or disability in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor will not participate directly or indirectly in the discrimination prohibited by the Nondiscrimination Acts and Authorities, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR part 21.
  - c) Solicitations for Subcontracts, Including Procurements of Materials and Equipment: In all solicitations, either by competitive bidding, or negotiation made by the Contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the Contractor of the Contractor's obligations under this contract and the

## SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

Nondiscrimination Acts and Authorities on the grounds of race, color, or national origin.

- d) Information and Reports: The Contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Authority or the Federal Aviation Administration to be pertinent to ascertain compliance with such Nondiscrimination Acts and Authorities and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the Contractor will so certify to the Authority or the Federal Aviation Administration, as appropriate, and will set forth what efforts it has made to obtain the information.
  - e) Sanctions for Noncompliance: In the event of a contractor's noncompliance with the Non-discrimination provisions of this contract, the Authority will impose such contract sanctions as it or the Federal Aviation Administration may determine to be appropriate, including, but not limited to:
    - (1) Withholding payments to the Contractor under the contract until the Contractor complies; and/or
    - (2) Cancelling, terminating, or suspending a contract, in whole or in part.
  - f) Incorporation of Provisions: The Contractor will include the provisions of paragraphs a) through f) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The Contractor will take action with respect to any subcontract or procurement as the Authority or the Federal Aviation Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the Contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the Contractor may request the Authority to enter into any litigation to protect the interests of the Authority. In addition, the Contractor may request the United States to enter into the litigation to protect the interests of the United States.
- 3) Title VI List of Pertinent Nondiscrimination Acts and Authorities. During the performance of this contract, the Contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "Contractor") agrees to comply with the following non-discrimination statutes and authorities, including but not limited to:
- a) 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);
  - b) 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);
  - c) 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);
  - d) 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) (Nondiscrimination on the Basis of Disability in Programs or Activities Receiving Federal Financial Assistance);
  - e) The Age Discrimination Act of 1975, as amended (42 U.S.C. § 6101 *et seq.*) (prohibits discrimination on the basis of age);

## SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

- f) Airport and Airway Improvement Act of 1982 (49 U.S.C. § 47123), as amended (prohibits discrimination based on race, creed, color, national origin, or sex);
  - g) The Civil Rights Restoration Act of 1987 (PL 100-259) (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);
  - h) Titles II and III of the Americans with Disabilities Act of 1990 (42 USC § 12101, *et seq.*) (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) as implemented by U.S. Department of Transportation regulations at 49 CFR parts 37 and 38;
  - i) The Federal Aviation Administration’s Nondiscrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex); and
  - j) Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. §1681, *et seq.*).
- C. **FEDERAL FAIR LABOR STANDARDS ACT.** (29 USC §201, *et seq.*; 2 CFR §200.430). All contracts and subcontracts that result from this solicitation incorporate by reference the provisions of 29 CFR part 201, *et seq.*, the Federal Fair Labor Standards Act (“FLSA”), with the same force and effect as if given in full text. The FLSA sets minimum wage, overtime pay, recordkeeping, and child labor standards for full and part time workers. The Contractor has full responsibility to monitor compliance to the referenced statute or regulation. The Contractor must address any claims or disputes that arise from this requirement directly with the U.S. Department of Labor – Wage and Hour Division.
- D. **OCCUPATIONAL SAFETY AND HEALTH ACT OF 1970.** (29 CFR Part 1910). All contracts and subcontracts that result from this solicitation incorporate by reference the requirements of 29 CFR Part 1910 with the same force and effect as if given in full text. The Contractor must provide a work environment that is free from recognized hazards that may cause death or serious physical harm to the employee. The Contractor retains full responsibility to monitor its compliance and their subcontractor’s compliance with the applicable requirements of the Occupational Safety Health Act of 1970 (29 CFR Part 1910). The Contractor must address any claims or disputes that pertain to a referenced requirement directly with the U.S. Department of Labor-Occupational Safety and Health Administration.
- E. **AIRPORT DEVELOPMENT:** The Authority reserves the right to further develop or improve the landing area as it sees fit, regardless of the desires or views of Contractor and without interference or hindrance.
- F. **REPAIR OF AIRPORT:** The Authority reserves the right, but shall not be obligated to Contractor, to maintain and keep the landing area and all its facilities in repair as well as the right to direct and control all activities of Contractor in this regard.
- G. **SUBORDINATION:** This Agreement shall be subordinate to the provisions and requirements of any existing or future agreement between the Authority and the United States, relative to the development, operation, or maintenance of the Airport.
- H. **RIGHT OF AIR NAVIGATION:** The Authority reserves for itself, its successors, and assigns, for the use and benefit of the public, a right of flight for the passage of aircraft in the airspace above the surface of the premises herein covered by this Agreement. This public right of

## SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

flight shall include the right to cause any noise inherent in the operation of any aircraft used for navigation or flight through the airspace or landing at, taking off from or operation on the Airport.

- I. **14 CFR Part 77:** Contractor agrees to comply with the notification and review requirements covered in Part 77 of the Federal Aviation Regulations in the event future construction, modification or alteration of any present or future building or structure is planned for the premises related to this Agreement.
- J. **OBSTRUCTIONS:** Contractor, by accepting this Agreement, expressly agrees for itself, its successors, and assigns that it will not erect nor permit the erection of any structure or object nor permit the growth of any tree on Authority land above the mean sea level elevation of fifty (50) feet. In the event the aforesaid covenants are breached, the Authority reserves the right to remove the offending structure or object and cut the offending tree, all of which shall be at the expense of Contractor.
- K. **NO INTERFERENCE:** Contractor agrees for itself, its successors and assigns that it will not make use of Authority premises in any manner which might interfere with the landing and taking off of aircraft or otherwise constitute a hazard. In the event the aforesaid covenant is breached, the Authority reserves the right to cause the abatement of such interference at the expense of Contractor.
- L. **EXCLUSIVE RIGHTS:** It is understood and agreed that nothing herein contained shall be construed to grant or authorize the granting of an exclusive right within the meaning of § 308a of the Federal Aviation Act of 1958 (49 U.S.C. § 40103; P.L. 103-272; 108 STAT. 1102, and as it may be amended in the future).

**33. SIGNATURES:**

- A. **Signature of Parties:** It is an express condition of this Agreement that it shall not be complete or effective until signed by Authority and by Contractor.
- B. **Counterparts:** This Agreement may be executed in one or more counterparts, each of which shall be deemed an original and all of which shall be taken together and deemed to be one instrument.

<p><b>APPROVED AS TO FORM</b></p> <hr/> <p>Signature</p> <hr/> <p>Name</p> <hr/> <p>Title</p> <hr/> <p>Date: _____</p>	<p><b>SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY</b></p> <hr/> <p>Signature</p> <hr/> <p>Kimberly J. Becker</p> <hr/> <p>Name</p> <hr/> <p>President/CEO</p> <hr/> <p>Title</p> <hr/> <p>Date: _____</p>
--	---

**CONTRACTOR:** \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

By my signature above, I, hereby certify under penalty of perjury under the laws of the State of California, that I am an officer or employee of the organization with authority to bind and obligate the organization.

**If your corporation has a seal, please affix below:**



**EXHIBIT A – SCOPE OF WORK**

**A-1. Purpose:** The Authority is entering into this Agreement to obtain Services needed for on-call remote technical support services for a Wordpress Content Management System (“CMS”), or an equivalent system should the Authority implement another content management system in the future, as well as all applicable plug-ins used to support the Authority’s Intranet and Internet websites.

**A-2. Scope of Contractor’s Responsibilities, Contractor-Provided Services and Contractor-Provided Deliverables.** In accordance with and at the direction and approval of the Authority, Contractor shall provide the following Services.

**A. Conditions Associated with Provision of Services.** The following standards shall govern the provision of all Services provided by Contractor:

1. Contractor’s Personnel. Prior to performing Services, Contractor shall provide to the Authority for review and approval in a format acceptable to the Authority the identity and qualifications of Contractor’s personnel performing Services pursuant to this Agreement. In the event the Authority, at its sole discretion and at any time during the Term of this Agreement, is dissatisfied with Contractor’s personnel’s work performance, upon receiving written or verbal notification from Authority, Contractor shall replace such personnel prior to the next scheduled day to perform Services.
2. Contact Personnel and Telephone Number. Within five (5) business days of the Agreement execution and prior to performing Services, Contractor shall submit to the Authority, in a format acceptable to the Authority, a list containing telephone number(s) and personnel names of individuals authorized to provide Services on behalf of Contractor. Contractor shall continuously maintain and update said list during the Term of the Agreement. Contractor shall provide a telephone number that is staffed between the hours of 6:00 a.m. and 6:00 p.m. PST, Monday through Friday, excluding Federal Holidays, by personnel capable of providing the required level of Services or response.

**B. Specified Services.** At the direction of the Authority, Contractor shall provide the Authority with technical and development support for all versions of WordPress (or similar CMS) content management system which includes, but is not limited to:

1. Technical support and third party modules including setup/installation, upgrades, configurations, troubleshooting, security, performance tuning and other related issues;
2. Software development support (front and backend) including troubleshooting of new/existing code, custom software design and implementation, customization of Wordpress (or similar CMS) third party modules and other development related issues;
3. Database support including development, configuration, troubleshooting, backups, optimization and other database related issues;
4. Server support including configuration, troubleshooting, optimization and other server related issues;
5. Over the phone and/or web conference based training for Wordpress (or similar CMS) software/third party modules or to review code, database or server issues. Contractor shall develop and deliver to the Authority the associated written training materials;
6. Documentation of all software development and technical support issues. Contractor shall deliver all documentation to the Authority within 30 days;

## SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

7. Consulting with Wordpress (or similar CMS) or third-party module developers as necessary to resolve support or development issues;
8. Application Programming Interfaces (API) Development including Design, Implementation, Documentation, Testing, Versioning and Security.
9. Support services shall be available 6:00 a.m. and 6:00 p.m. PST, Monday through Friday, excluding Federal Holidays. Contractor shall confirm Authority's request for service to Authority via email, within one hour of receipt.

**C. Additional Services:** If and when Authority requests Contractor to provide services in addition to those specified above, Contractor shall develop a work plan detailing the specific tasks to be completed and providing a detailed not-to-exceed budget for performing such tasks. Contractor shall not perform any Additional Services until Authority has issued a written notice-to-proceed with the execution of the work plan. Contractor will not be authorized to perform or invoice Authority for any work not specifically authorized in the Authority's notice-to-proceed.

### **D. Task Authorization Process and Content:**

#### 1. Task Authorization Process.

- a. When a work task is identified, the Authority will issue a request for proposal, in a format acceptable to both Parties, to the Contractor. Such request for proposal will include the task to be performed, any additional Services to be performed, and a specified date for which the task must be accomplished no later than. Within five (5) working days after Contractor's receipt of Authority's request for proposal, or at a duration agreed to by both Parties, Contractor shall submit its responding proposal to the Authority. Contractor's proposal shall include, but not be limited to, a comprehensive proposed scope of Services, a listing of deliverables to be provided, a proposed milestone schedule, and a proposed fee schedule in a format acceptable by the Authority.
- b. After receipt of Contractor's proposal, the Authority may reject the proposal, accept the proposal, or negotiate the elements of the task, as appropriate, to establish a clear, mutual agreement of the Services to be performed, deliverables to be provided, schedule of performance, and the fee to be paid for the Services associated with the task. At the Authority's sole discretion, it shall issue a Task Authorization ("TA") to Contractor, which shall include the documentation of the accepted scope of Services, schedule, and fee. A sample TA is generally depicted in "Schedule A". Before commencing any Services, a formal TA must be executed by the Parties. The TA shall constitute the Authority's notice to proceed, subject to Contractor's written acceptance and agreement to proceed immediately with the Services. After Contractor's receipt of the TA, Contractor shall submit said written acceptance and agreement to Authority within two (2) working days, or at a duration agreed to by both Parties.
- c. Contractor shall execute the Services to be performed in accordance with each TA. Contractor shall perform Services set forth in the TA to the Authority's complete satisfaction. As requested by the Authority, Contractor shall keep the Authority informed of the progress of such Services. Contractor expressly agrees that the terms and conditions set forth in this Agreement are incorporated into each TA and that all TAs issued by the Authority and signed by both Parties are incorporated into this Agreement fully by this reference.

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

2. Approval of Task Authorizations. TAs shall be signed by the Contractor, or the Contractor's designated representative, and the Authority's Director, Information & Technology Services, or his or her designated representatives, before Contractor performs any Services.
3. Changes in the Services. All changes to the Services described in a TA shall be negotiated before any Service begins. All changes to the Services shall be included in a written amendment to the TA. The amendment to the TA shall be signed by both Parties. There shall be no performance of Services described in the amendment to the TA until such time as the amendment to the TA has been signed by both the Authority and the Contractor.

[THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK]

**SCHEDULE A – TASK AUTHORIZATION SAMPLE**

**Task Authorization - SAMPLE**

**Date**

[Contact]  
[Company Name]  
[Address]  
[City, State Zip]

Dear [Mr./Mrs.]:

Ref: On-Call Remote Technical Support Services for Websites  
(Agreement No. [\_\_\_\_\_])

Task Authorization (TA) No. [\_\_\_\_\_]

Pursuant to the terms and conditions of the referenced On-Call Remote Technical Support Services for Websites Agreement, this is your authorization to perform the work described in the attached Attachment A. The work shall be completed by [date].

The total [not-to-exceed] amount for this Task Authorization is [\$\_\_\_\_\_], which comprises [fixed] [hourly-based] fees pursuant to your proposal dated [date].

Subject to your written acceptance and agreement of this Task Authorization, you are to immediately proceed with the work under this LTP. The Authority will deduct \$200 for each calendar day the work remains incomplete beyond [date].

All liaisons with the Authority for this task authorization shall be through the Information & Technology Specialist contract owner, xxxxxxxxxxx (xxx) 400-xxxx, unless you are otherwise directed in writing.

Sincerely,

XXXXXX, Title  
Information & Technology Services

Accepted:

\_\_\_\_\_ [Date] \_\_\_\_\_  
[Contact], [Title]

**EXHIBIT B – COMPENSATION & PAYMENT SCHEDULE**

**B-1. Compensation for Services:**

A. **Specified Services:** Contractor shall be compensated for the performance of Specified Services identified in “Exhibit A”. Contractor shall be paid upon completion, to Authority’s satisfaction, of all Specified Services set forth in “Exhibit A” of this Agreement on an hourly rate basis.

Contractor shall only charge Authority for the periods of time that Contractor is actually providing Services to the Authority. The hourly rates shall be prorated to the closest fifteen (15) minute increment for time performing Services taking less than any full hour increment. During the entire Term of the Agreement, Contractor’s hourly rates are set forth below:

<b>Position</b> (Please insert title below)	<b>Standard Support Hours</b> 6:00 am - 6:00 pm PST, Monday through Friday Hourly Rate	<b>Non-Standard Support Hours</b> 6:01 pm – 5:59 am PST, Saturday, Sunday and Holidays Hourly Rate
Front End Developer/Designer	\$	\$
Back End Developer	\$	\$
Position 3	\$	\$
Position 4	\$	\$
Position 5	\$	\$

B. **For Additional Services.** Contractor’s compensation for Additional Services shall be as mutually agreed to by the Parties prior to Contractor providing Additional Services.

**B-2. Reimbursable Expenses:** None.

**B-3. Total Amount Payable:** The total amount payable under this Agreement shall not exceed (\$TBD).

[THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK]

**EXHIBIT C – INSURANCE REQUIREMENTS FOR CONTRACTOR**

Contractor shall at all times during the Term of this Agreement maintain, at its expense, the following minimum levels, and types of insurance:

- C-1. Commercial General Liability:** (including, without limitation, Contractual Liability, Personal and Advertising Injury, and Products/Completed Operations coverage's written on an "occurrence," not "claims made" basis): in the amount of one million dollars (\$1,000,000) each occurrence and in the aggregate.
- a) The Commercial General Liability policy shall be endorsed to include the Authority, its agents, officers and employees as an additional insured.
  - b) The coverage provided to the Authority, as an additional insured, shall be primary and noncontributory.
  - c) Such coverage shall include a waiver of subrogation endorsement in favor of the Authority.
- C-2. Worker's Compensation and Employer's Liability:** In the amounts required by law in the State in which the Services contemplated under this agreement are to be performed, but not less than one million dollars (\$1,000,000) for Employer's Liability. Such coverage shall include a waiver of subrogation endorsement in favor of Authority.
- C-3. Professional Liability/Technology Errors and Omissions Insurance:** Contractor shall provide coverage in the amount of one million dollars (\$1,000,000) per claim. If the policy maintains a policy aggregate, such aggregate shall not be less than twice the per claim limit. Coverage shall include liability arising from errors, omissions, or negligent acts in rendering or failing to render computer or information technology services and technology products. Coverage for violation of software copyright should be included. Technology services should cover liabilities, and claim expenses arising from acts, errors and omissions, in rendering or failing to render all services in the provision of all products in the performance of the Services, including the failure of products to perform the intended function or serve the intended purpose. Services insured, at a minimum, include (1) systems analysis, (2) systems programming, (3) data processing, (4) systems integrations, (5) outsourcing including outsourcing development and design (6) system design, consulting, development and modification, (7) training services related to computer software or hardware, (8) management, repair maintenance of computer products, networks and systems, (9) marketing, selling, servicing, distributing, installing and maintaining computer hardware or software, (10) data entry, modification, verification, maintenance, storage, retrieval or preparing of data output, and any other services provided by the Contractor. If coverage is on a claims-made basis, coverage shall be maintained throughout the term of the agreement and continuously for three (3) years thereafter without lapse, or provide evidence of a three-year extended claims reporting period endorsement.

[THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK]

**EXHIBIT D – CYBERSECURITY REQUIREMENTS FOR TECHNOLOGY SERVICES**

**A. Security Sensitive Information**

Contractor is responsible for compliance with all laws and regulations relating to Sensitive Security Information (SSI). SSI is information that if publicly released, would be detrimental to transportation security as defined by Federal regulation 49 C.F.R. part 1520. Although SSI is not classified information, there are specific procedures for protecting, sharing, and destroying SSI. SSI regulations mandate specific requirements for handling SSI, including the following:

- Lock Up All SSI: Store SSI in a secure container such as a locked file cabinet or drawer (as defined by Federal regulation 49 C.F.R. part 1520.9 (a)(1)).
- When No Longer Needed, Destroy SSI: Destruction of SSI must be complete to preclude recognition or reconstruction of the information (as defined by Federal regulation 49 C.F.R. part 1520.19).
- Mark SSI: The regulation requires that even when only a small portion of a paper document contains SSI, every page of the document must be marked with the SSI header and footer shown at left (as defined by Federal regulation 49 C.F.R. part 1520.13). Alteration of the footer is not authorized.

**B. Records Management**

The Contractor shall destroy/purge records and information as requested by the Authority. A record as defined by the Authority is any recorded information, regardless of medium or characteristic, made or received and retained by an organization in pursuance of legal obligations or in the transaction of business.

**C. Account/Access Control**

Contractor will adhere to the below best practices for user account and access control:

- Default and shared usernames are not allowed.
- Hardware authentication settings (such as passwords) must be changed from their factory default values.
- Password must be a minimum of 12 characters and include special characters. Accounts that have elevated access or permissions will require a 25 character password with special characters.
- Passwords must be changed every 90 days.
- The Contractor shall protect passwords, including not storing passwords in clear text and not hardcoding passwords into software or scripts.
- The Contractor shall configure each account to operate using the principle of least privilege. This includes operating system permissions, file access, user accounts, and application-to-application communications.
- All management and configuration interfaces are to be secured using multi-factor authentication for administrative access.

[THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK]