



Purchasing Department
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<http://fiscal.gmu.edu/purchasing/>

AIR CHARTER SERVICES GMU-1801-22

This Contract entered on this 17th day of November, 2022 (Effective Date) by Powwow, LLC DBA Pass Charters hereinafter called "Contractor" (located at 6886 S. Services Dr. Waterford, MI 48327) and George Mason University hereinafter called "Mason," "University".

- I. **WITNESSETH** that the Contractor and Mason, in consideration of the mutual covenants, promises and agreement herein contained, agree as follows:
- II. **SCOPE OF CONTRACT:** The Contractor shall provide air charter services for the Intercollegiate Athletics (ICA) department of George Mason University as set forth in the Contract documents.
- III. **PERIOD OF CONTRACT:** One year from the Effective Date with four (4) successive one-year renewal options.
- IV. **PRICE SCHEDULE / NEGOTIATION SUMMARY:**
 - Mason will pay a booking/management fee of \$1,500 per round trip flight. This fee must be a separate line on all invoices. All other expenses shall be passed through to Mason at Contractor's cost, without any additional markup, including fuel and de-icing fees.
 - All invoices must be submitted by Contractor. Mason will not accept invoices directly from any airline or subcontractor.
 - No deposit is required by Mason. Contractor shall accept payment Net 20, after completion of flight or when a valid invoice is received at acctpay@gmu.edu, whichever is later. Invoices must reference the purchase order number that was issued to Contractor to be considered valid.
 - The following cancellation policy shall apply if Mason elects to cancel a flight:
 - 0% cancellation penalty upon signing/commitment and greater than 30 days prior to departure.
 - 10% cancellation penalty if cancelled 30 - 16 days prior to departure.
 - 25% cancellation penalty if cancelled 15 - 8 days prior to departure.
 - 50% cancellation penalty if cancelled 7 - 3 days prior to departure.
 - 75% cancellation penalty if cancelled less than 3 days prior to departure.
 - No cancellation penalty shall apply in cases where the previously booked aircraft is rebooked by another customer during any part of the previously scheduled dates of service.
- V. **CONTRACT ADMINISTRATION:** Jenny Everett, Senior Associate Athletic Director, Chief Financial Officer, Intercollegiate Athletics, shall serve as Contract Administrator for this Contract and shall use all powers under the Contract to enforce its faithful performance. The Contract Administrator shall determine the amount, quality and acceptability of work and shall decide all other questions in connection with the work. All direction and order from Mason shall be transmitted through the Contract Administrator, however, the Contract Administrator shall have no authority to approve changes which shall alter the concept or scope or change the basis for compensation.
- VI. **METHOD OF PAYMENT:** Option #2- To be paid in 20 days- Contractor is registered to be paid through Mason's ePayables credit card program. Invoices will be paid via credit card on the 20th day from receipt of a valid invoice.
- VII. **THE CONTRACT DOCUMENTS SHALL CONSIST OF (In order of precedence):**
 - A. This signed form;

- B. Negotiation response dated 9/26/22 including email responses on 10/13/22 & 10/19/22 (incorporated herein by reference);
- C. RFP No. GMU-1801-22, in its entirety (incorporated herein by reference);
- D. Contractor's proposal dated July 6, 2022 (incorporated herein by reference).

VIII. GOVERNING RULES: This Contract is governed by the provisions of the Restructured Higher Education Financial and Administrative Operations Act, Chapter 10 (§ [23.1-1000](#) et seq.) of Title 23.1 of the Code of Virginia, and the "Governing Rules" and the *Purchasing Manual for Institutions of Higher Education and their Vendors*. Documents may be viewed at: <https://vascupp.org>.

IX. CONTRACT PARTICIPATION: It is the intent of this Contract to allow for cooperative procurement. Accordingly, any public body, public or private health or educational institutions, or affiliated corporations may access this Contract if authorized by the Contractor.

Participation in this Contract is strictly voluntary. If authorized by the Contractor, the contract will be extended to the entities indicated above to purchase goods and services in accordance with contract terms. As a separate contractual relationship, the participating entity will place its own orders directly with the Contractor and shall fully and independently administer its use of the contract to include contractual disputes, invoicing and payments without direct administration from the University. No modification of this Contract or execution of a separate agreement is required to participate; however, the participating entity and the Contractor may modify the terms and conditions of the contract to accommodate specific governing laws, regulations, policies, and business goals required by the participating entity. Any such modification will apply solely between the participating entity and the Contractor.

The University may request the Contractor provide semi-annual usage reports for all entities accessing the Contract. The University shall not be held liable for any costs or damages incurred by any other participating entity as a result of any authorization by the Contractor to extend the Contract. It is understood and agreed that the University is not responsible for the acts or omissions of any entity and will not be considered in default of the contract no matter the circumstances.

Use of this Contract does not preclude any participating entity from using other contracts or competitive processes as needed.

X. STANDARD TERMS AND CONDITIONS:

- A. **APPLICABLE LAW AND CHOICE OF FORUM:** This Contract shall be construed, governed, and interpreted pursuant to the laws of the Commonwealth of Virginia. All disputes arising under this Contract shall be brought before an appropriate court in the Commonwealth of Virginia.
- B. **ANTI-DISCRIMINATION:** By entering into this Contract, Contractor certifies to the Commonwealth that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and §§ 9&10 of the *Governing Rules*. If Contractor is a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the Contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (*Governing Rules*, § 36).

In every contract over \$10,000 the provisions in 1. and 2. below apply:

- 1. During the performance of this Contract, the Contractor agrees as follows:
 - a. The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

- b. The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, will state that such Contractor is an equal opportunity employer.
 - c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting these requirements.
- 2. The Contractor will include the provisions of 1. above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or Contractor.
- C. ANTITRUST: By entering into a contract, the Contractor conveys, sells, assigns, and transfers to the Commonwealth of Virginia all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Commonwealth of Virginia under said contract.
- D. ASSIGNMENT: Neither party will assign or otherwise transfer its rights or obligations under this Contract without both parties' prior written consent. Any attempted assignment, transfer, or delegation without such consent is void.
- E. AUDIT: The Contractor shall retain all books, records, and other documents relative to this Contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. Mason, its authorized agents, and/or state auditors shall have full access to and the right to examine any of said materials during said period.
- F. AVAILABILITY OF FUNDS: It is understood and agreed between the parties herein that Mason shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this Contract.
- G. AUTHORIZED SIGNATURES: The signatory for each Party certifies that he or she is an authorized agent to sign on behalf such Party.
- H. BACKGROUND CHECKS: Contractor's employees (including subcontractors) performing services on any Mason campus must have successfully completed a criminal background check prior to the start of their work assignment/service. As stated in [Administrative Policy Number 2221 – Background Investigations](#), the criminal background investigation will normally include a review of the individual's records to include Social Security Number Search, Credit Report (if related to potential job duties), Criminal Records Search (any misdemeanor convictions and/or felony convictions are reported) in all states in which the employee has lived or worked over the past seven years, and the National Sex Offender Registry. In addition, the Global Watch list (maintained by the Office of Foreign Assets Control of The US Department of Treasury) should be reviewed. Signature on this Contract confirms your compliance with this requirement.
- I. CANCELLATION OF CONTRACT: Mason reserves the right to cancel this Contract, in part or in whole, without penalty, for any reason, upon 60 days written notice to the Contractor. Upon written notice of cancellation from Mason, Mason shall be fully released from any further obligation under the Contract and Contractor agrees to directly refund all payments, for services not already performed, to Mason, including any pre-paid deposits, within 14 days. In the event the initial Contract period is for more than 12 months, the resulting Contract may be terminated by either party, without penalty, after the initial 12 months of the Contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the Contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.
- J. CHANGES TO THE CONTRACT: Changes can be made to this Contract in any of the following ways:
 - 1. The parties may agree in writing to modify the scope of this Contract. An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of this Contract.
 - 2. Mason may order changes within the general scope of Contract at any time by written notice to Contractor. Changes within the scope of this Contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. Contractor shall comply with the notice upon receipt. Contractor shall be compensated for any additional costs incurred as the result of such order and shall give Mason a credit for any savings. Said

compensation shall be determined by one of the following methods:

- a. By mutual agreement between the parties in writing; or
- b. By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the contractor accounts for the number of units of work performed, subject to the Mason's right to audit Contractor's records and/or to determine the correct number of units independently; or
- c. By ordering Contractor to proceed with the work and keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the Contract. The same markup shall be used for determining a decrease in price as the result of savings realized. Contractor shall present Mason with all vouchers and records of expenses incurred and savings realized. Mason shall have the right to audit the records of Contractor as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to Mason within thirty (30) days from the date of receipt of the written order from Mason. If the Parties fail to agree on an amount of adjustment, the question of an increase or decrease in the contract price or time for performance shall be resolved in accordance with the procedures for resolving disputes provided by the Disputes Clause of this Contract or, if there is none, in accordance with the disputes provisions of the Commonwealth of Virginia Purchasing Manual for Institutions of Higher Education and Their Contractors. Neither the existence of a claim nor a dispute resolution process, litigation or any other provision of this Contract shall excuse the Contractor from promptly complying with the changes ordered by Mason or with the performance of the contract generally.

K. CLAIMS: Contractual claims, whether for money or other relief, shall be submitted in writing no later than 60 days after final payment. However, written notice of the Contractor's intention to file a claim shall be given at the time of the occurrence or beginning of the work upon which the claim is based. Nothing herein shall preclude a contract from requiring submission of an invoice for final payment within a certain time after completion and acceptance of the work or acceptance of the goods. Pendency of claims shall not delay payment of amounts agreed due in the final payment.

1. The firm must submit written claim to:
Chief Procurement Officer
George Mason University
4400 University Drive, MSN 3C5
Fairfax, VA 22030
2. The firm must submit any unresolved claim in writing no later than 60 days after final payment to the Chief Procurement Officer.
3. Upon receiving the written claim, the Chief Procurement Officer will review the written materials relating to the claim and will mail his or her decision to the firm within 60 days after receipt of the claim.
4. The firm may appeal the Chief Procurement Officer's decision in accordance with § 55 of the *Governing Rules*.

L. COLLECTION AND ATTORNEY'S FEES: The Contractor shall pay to Mason any reasonable attorney's fees or collection fees, at the maximum allowable rate permitted under Virginia law, incurred in enforcing this Contract or pursuing and collecting past-due amounts under this Contract.

M. COMPLIANCE: All goods and services provided to Mason shall be done so in accordance with any and all applicable local, state, federal, and international laws, regulations and/or requirements and any industry standards, including but not limited to: the Family Educational Rights and Privacy Act (FERPA), Health Insurance Portability and Accountability Act (HIPAA) and Health Information Technology for Economic and Clinical Health Act (HITECH), Government Data Collection and Dissemination Practices Act, Gramm-Leach-Bliley Financial Modernization Act (GLB), Payment Card Industry Data Security Standards (PCI-DSS), Americans with Disabilities Act (ADA), and Federal Export Administration Regulations. Any Contractor personnel visiting Mason facilities will comply with all applicable Mason policies regarding access to, use of,

and conduct within such facilities. Mason's policies can be found at <https://universitypolicy.gmu.edu/all-policies/> and any facility specific policies can be obtained from the facility manager.

- N. CONFIDENTIALITY OF PERSONALLY IDENTIFIABLE INFORMATION: The Contractor shall ensure that personally identifiable information ("PII") which is defined as any information that by itself or when combined with other information can be connected to a specific person and may include but is not limited to personal identifiers such as name, address, phone, date of birth, Social Security number, student or personal identification numbers, driver's license numbers, state or federal identification numbers, biometric information, religious or political affiliation, non-directory information, and any other information protected by state or federal privacy laws, will be collected and held confidential and in accordance with this Contract, during and following the term of this Contract, and will not be divulged without the individual's and Mason's written consent and only in accordance with federal law or the Code of Virginia.
- O. CONFLICT OF INTEREST: Contractor represents to Mason that its entering into this Contract with Mason and its performance through its agents, officers and employees does not and will not involve, contribute to nor create a conflict of interest prohibited by Virginia State and Local Government Conflict of Interests Act (Va. Code 2.2-3100 *et seq*), the Virginia Ethics in Public Contracting Act (§57 of the *Governing Rules*), the Virginia Governmental Frauds Act (Va. Code 18.2 – 498.1 *et seq*) or any other applicable law or regulation.
- P. DEBARMENT STATUS: As of the Effective Date, the Contractor certifies that it is not currently debarred by the Commonwealth of Virginia from submitting bids or proposals on contracts for the type of services covered by this Contract, nor is the Contractor an agent of any person or entity that is currently so debarred.
- Q. DEFAULT: In the case of failure to deliver goods or services in accordance with this Contract, Mason, after due oral or written notice, may procure them from other sources and hold Contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which Mason may have.
- R. DRUG-FREE WORKPLACE: Contractor has, and shall have in place during the performance of this Contract, a drug-free workplace policy (DFWP), which it provides in writing to all its employees, vendors, and subcontractors, and which specifically prohibits the following on company premises, during work-related activities, or while conducting company business: the sale, purchase, manufacture, dispensation, distribution possession, or use of any illegal drug under federal law (including marijuana). For purposes of this section, "drug-free workplace" covers all sites at which work is done by Contractor in connection with this Contract.
- S. ENTIRE CONTRACT: This Contract constitutes the entire understanding of the Parties with respect to the subject matter herein and supersedes all prior oral or written contracts with respect to the subject matter herein. This Contract can be modified or amended only by a writing signed by all of the Parties.
- T. FORCE MAJEURE: Mason shall be excused from any and all liability for failure or delay in performance of any obligation under this Contract resulting from any cause not within the reasonable control of Mason, which includes but is not limited to acts of God, fire, flood, explosion, earthquake, or other natural forces, war, civil unrest, accident, any strike or labor disturbance, travel restrictions, acts of government, disease, pandemic, or contagion, whether such cause is similar or dissimilar to any of the foregoing. Upon written notification from Mason that such cause has occurred, Contractor agrees no cancellation penalty shall apply.
- U. FUTURE GOODS AND SERVICES: Mason reserves the right to have Contractor provide additional goods and/or services that may be required by Mason during the term of this Contract. Any such goods and/or services will be provided by the Contractor under the same pricing, terms and conditions of this Contract. Such additional goods and/or services may include other products, components, accessories, subsystems or related services that are newly introduced during the term of the Contract. Such newly introduced additional goods and/or services will be provided to Mason at Favored Customer pricing, terms and conditions.
- V. IMMIGRATION REFORM AND CONTROL ACT OF 1986: By entering into this Contract Contractor certifies that they do not and will not during the performance of this Contract employ illegal alien workers or otherwise violate the provisions of the federal Immigration Reform and Control Act of 1986.
- W. INDEMNIFICATION: The Contractor shall indemnify, defend and hold the Commonwealth of Virginia, Mason, its successors, assigns and agents harmless from and against all damages, losses or expenses of every kind or character suffered or paid as a result of any and all claims, demands, suits, penalties, causes of action, proceedings, Judgments, administrative and judicial orders and liabilities (including reasonable counsel fees

incurred in any litigation or otherwise) assessed, incurred or sustained by or against the Commonwealth of Virginia, Mason, its successors, assigns arising in whole or in part out of the negligence or willful misconduct of the Contractor in performing its obligations hereunder, but in no event caused by the sole negligence of the Mason.

- X. INDEPENDENT CONTRACTOR: The Contractor is not an employee of Mason, but is engaged as an independent contractor. The Contractor shall indemnify and hold harmless the Commonwealth of Virginia, Mason, and its employees and agents, with respect to all withholding, Social Security, unemployment compensation and all other taxes or amounts of any kind relating to the Contractor's performance of this Contract. Nothing in this Contract shall be construed as authority for the Contractor to make commitments which will bind Mason or to otherwise act on behalf of Mason, except as Mason may expressly authorize in writing.
- Y. INFORMATION TECHNOLOGY ACCESS ACT: Computer and network security is of paramount concern at Mason. Mason wants to ensure that computer/network hardware and software does not compromise the security of its IT environment. Contractor agrees to use commercially reasonable measures in connection with any offering your company makes to avoid any known threat to the security of the IT environment at Mason.

All e-learning and information technology developed, purchased, upgraded or renewed by or for the use of Mason shall comply with all applicable University policies, Federal and State laws and regulations including but not limited to Section 508 of the Rehabilitation Act (29 U.S.C. 794d), the Information Technology Access Act, §§2.2-3500 through 2.2-3504 of the Code of Virginia, as amended, and all other regulations promulgated under Title II of The Americans with Disabilities Act which are applicable to all benefits, services, programs, and activities provided by or on behalf of the University. The Contractor shall also comply with the Web Content Accessibility Guidelines (WCAG) 2.0. For more information please visit <http://ati.gmu.edu>, under Policies and Procedures.

- Z. INSURANCE: The Contractor at all times during this Contract, shall only hire airlines for charter that maintain Aircraft Liability Insurance for all owned, non-owned, leased or hired aircraft, including passenger coverage with respect to the services provided to Mason. The Contractor further certifies that all insurance is to be placed with insurers with a current reasonable A.M. Best's rating authorized to sell insurance in the Commonwealth of Virginia by the Virginia State Corporation Commission. Each of these policies must be written on a primary basis, non-contributory with any other insurance coverages and/or self-insurance carried by the Commonwealth of Virginia and George Mason University. The Commonwealth of Virginia and Mason shall be named as an additional insured. Waiver of subrogation will be favorable to the Commonwealth of Virginia and Mason. The Contractor shall ensure that any airline chartered under this Contract obtain and maintain the minimum insurance coverage set forth below. By requiring such minimum insurance, George Mason University shall not be deemed or construed to have assessed the risk that may be applicable to the Contractor or airline chartered. The Contractor or airline chartered shall assess its own risks and, if it deems appropriate and/or prudent, maintain higher limits and/or broader coverage. The Contractor or airline chartered is not relieved of any liability or other obligations assumes or pursuant to this Contract by reason of its failure to obtain or maintain insurance in sufficient amounts, duration, or types.
 - 1. Commercial General Liability Insurance written on ISO Form CG 00 01 or substitute form providing equivalent coverage on an occurrence form including but not limited to liability coverage for bodily injury, including death, personal and advertising injury, and property damage in an amount not less than \$1,000,000 per occurrence with \$2,000,000 aggregate for Products/Completed Operations on a per project/per location basis;
 - 2. Aircraft Liability Insurance with a combined single limit of one hundred fifty million (\$150,000,000) for third parties, passenger bodily injury, death and property damage resulting from each occurrence with no passenger sub limits;
 - 3. Workers Compensation Insurance in an amount not less than that prescribed by statutory limits with \$1,000,000 Employers Liability Limits and, as applicable by law;
 - 4. Commercial Automobile Liability Insurance per ISO coverage form CA0001 or its equivalent and including coverage for symbol "1" (any auto) for claims of bodily injury or property damage arising from the ownership, maintenance or use of any auto used in the performance of this Contract in an amount not less than \$1,000,000 per occurrence; and

5. An umbrella/excess policy on an occurrence basis in an amount not less than five million dollars (\$5,000,000) to apply over and above Commercial General Liability, Employer's Liability, Aircraft Liability and Commercial Automobile Liability Insurance.
- AA. INTELLECTUAL PROPERTY: Contractor warrants and represents that it will not violate or infringe any intellectual property right or any other personal or proprietary right and shall indemnify and hold harmless Mason against any claim of infringement of intellectual property rights which may arise under this Contract.
1. Unless expressly agreed to the contrary in writing, all goods, products, materials, documents, reports, writings, video images, photographs or papers of any nature including software or computer images prepared or provided by Contractor (or its subcontractors) for Mason will not be disclosed to any other person or entity without the written permission of Mason.
 2. Work Made for Hire. Contractor warrants to Mason that Mason will own all rights, title and interest in any and all intellectual property rights created in the performance or otherwise arising from the Contract and will have full ownership and beneficial use thereof, free and clear of claims of any nature by any third party including, without limitation, copyright or patent infringement claims. Contractor agrees to assign and hereby assigns all rights, title, and interest in any and all intellectual property created in the performance or otherwise arising from the Contract, and will execute any future assignments or other documents needed for Mason to document, register, or otherwise perfect such rights. Notwithstanding the foregoing, for research collaboration pursuant to subcontracts under sponsored research Contracts administered by the University's Office of Sponsored Programs, intellectual property rights will be governed by the terms of the grant or contract to Mason to the extent such grant or contract requires intellectual property terms to apply to subcontractors.
- BB. NON-DISCRIMINATION: All parties to this Contract agree to not discriminate on the basis of race, color, religion, national origin, sex, pregnancy, childbirth or related medical conditions, age (except where sex or age is a bona fide occupational qualification, marital status or disability).
- CC. PAYMENT TO SUBCONTRACTORS: The Contractor shall take the following actions upon receiving payment from Mason: (1) pay the subcontractor within seven days for the proportionate share of the total payment received from Mason attributable to the work performed by the subcontractor under that Contract; or (2) notify Mason and subcontractor within seven days, in writing, of its intention to withhold all or a part of the subcontractor's payment with the reason for nonpayment. b. If an individual contractor, provide social security number in order to receive payment. c. If a proprietorship, partnership or corporation provide Federal employer identification number. d. Pay interest to subcontractors on all amounts owed by the Contractor that remain unpaid after seven days following receipt by the Contractor of payment from the Institution for work performed by the subcontractor under that Contract, except for amounts withheld as allowed by prior notification. e. Accrue interest at no more than the rate of one percent per month. f. Include in each of its subcontracts a provision requiring each subcontractor to include or otherwise be subject to the same payment and interest requirements with respect to each lower-tier subcontractor.
- DD. PUBLICITY: The Contractor shall not use, in its external advertising, marketing programs or promotional efforts, any data, pictures, trademarks or other representation of Mason except on the specific written authorization in advance by Mason's designated representative.
- EE. REMEDIES: If the Contractor breaches this Contract, in addition to any other rights or remedies, Mason may terminate this Contract without prior notice.
- FF. RENEWAL OF CONTRACT: This Contract may be renewed by Mason for four (4) successive one-year renewal options under the terms and conditions of this Contract except as stated in 1. and 2. below. Price increases may be negotiated only at the time of renewal. Written notice of the University's intention to renew shall be given approximately 90 days prior to the expiration date of each contract period.
1. If the University elects to exercise the option to renew the Contract for an additional one-year period, the Contract price(s) for the additional one year shall not exceed the Contract price(s) of the original Contract increased/decreased by more than the percentage increase/decrease of the "services" category of the CPI-U section of the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available.
 2. If during any subsequent renewal periods, the University elects to exercise the option to renew the

Contract, the Contract price(s) for the subsequent renewal period shall not exceed the Contract price(s) of the previous renewal period increased/decreased by more than the percentage increase/decrease of the “services” category of the CPI-U section of the Consumer Price Index of the United States bureau of Labor Statistics for the latest twelve months for which statistics are available.

- GG. REPORTING OF CRIMES, ACCIDENTS, FIRES AND OTHER EMERGENCIES: Any Mason Employee, including contracted service providers, who is not a staff member in Counseling and Psychological Services (CAPS) or a pastoral counselor, functioning within the scope of that recognition, is considered a “Campus Security Authority (CSA).” CSAs must promptly report all crimes and other emergencies occurring on or near property owned or controlled by Mason to the Department of Police & Public Safety or local police and fire authorities by dialing 9-1-1. At the request of a victim or survivor, identifying information may be excluded from a report (e.g., names, initials, contact information, etc.). Please visit the following website for more information and training: <http://police.gmu.edu/clery-act-reporting/campus-security-authority-csa/>.”
- HH. RESPONSE TO LEGAL ORDERS, DEMANDS, OR REQUESTS FOR DATA: Except as otherwise expressly prohibited by law, Contractor will: i) immediately notify Mason of any subpoenas, warrants, or other legal orders, demands or requests received by Contractor seeking University Data; ii) consult with Mason regarding its response; iii) cooperate with Mason’s reasonable requests in connection with efforts by Mason to intervene and quash or modify the legal order, demand or request; and iv) upon Mason’s request, provide Mason with a copy of its response.
- If Mason receives a subpoena, warrant, or other legal order, demand (including request pursuant to the Virginia Freedom of Information Act) or request seeking University Data maintained by Contractor, Mason will promptly provide a copy to Contractor. Contractor will promptly supply Mason with copies of data required for Mason to respond, and will cooperate with Mason’s reasonable requests in connection with its response.
- II. SEVERABILITY: Should any portion of this Contract be declared invalid or unenforceable for any reason, such portion is deemed severable from the Contract and the remainder of this Contract shall remain fully valid and enforceable.
- JJ. SOVEREIGN IMMUNITY: Nothing in this Contract shall be deemed a waiver of the sovereign immunity of the Commonwealth of Virginia and of Mason.
- KK. SUBCONTRACTS: No portion of the work shall be subcontracted without prior written consent from Mason. In the event that the Contractor desires to subcontract some part of the work specified herein, the Contractor shall furnish Mason the names, qualifications and experience of their proposed subcontractors. The Contractor shall, however, remain fully liable and responsible for the work to be done by its subcontractor(s) and shall assure compliance with all requirements of this Contract. This paragraph applies to, but is not limited to, subcontractor(s) who process University Data.
- LL. SWaM CERTIFICATION: Contractor agrees to fully support the Commonwealth of Virginia and Mason’s efforts related to SWaM goals. Upon contract execution, Contractor (as determined by Mason and the Virginia Department of Small Business and Supplier Diversity) shall submit all required documents necessary to achieve SWaM certification to the Department of Small Business and Supplier Diversity within 90 days. If Contractor is currently SWaM certified, Contractor agrees to maintain their certification for the duration of the Contract and shall submit all required renewal documentation at least 30 days prior to existing SWaM expiration at <https://www.sbsd.virginia.gov/>.
- MM. UNIVERSITY DATA: University Data includes all Mason owned, controlled, or collected PII and any other information that is not intentionally made available by Mason on public websites, including but not limited to business, administrative and financial data, intellectual property, and patient, student and personnel data. Contractor agrees to the following regarding University Data it may collect or process as part of this Contract:
1. Contractor will use University Data only for the purpose of fulfilling its duties under the Contract and will not share such data with or disclose it to any third party without the prior written consent of Mason, except as required by the Contract or as otherwise required by law. University Data will only be processed by Contractor to the extent necessary to fulfill its responsibilities under the Contract or as otherwise directed by Mason.
 2. University Data, including any back-ups, will not be accessed, stored, or transferred outside the United States without prior written consent from Mason. Contractor will provide access to University Data

only to its employees and subcontractors who need to access the data to fulfill Contractor's obligations under the Contract. Contractor will ensure that employees who perform work under the Contract have read, understood, and received appropriate instruction as to how to comply with the data protection provisions of the Contract and to maintain the confidentiality of the University Data.

3. The parties agree that as between them, all rights including all intellectual property rights in and to University Data shall remain the exclusive property of Mason, and Contractor has a limited, nonexclusive license to use the University Data as provided in the Contract solely for the purpose of performing its obligations under the Contract. The Contract does not give a party any rights, implied or otherwise, to the other party's data, content, or intellectual property, except as expressly stated in the Contract.
4. Contractor will take reasonable measures, including audit trails, to protect University Data against deterioration or degradation of data quality and authenticity. Contractor shall be responsible for ensuring that University Data, per the Virginia Public Records Act, is preserved, maintained, and accessible throughout their lifecycle, including converting and migrating electronic data as often as necessary so that information is not lost due to hardware, software, or media obsolescence or deterioration.
5. Contractor shall notify Mason within three business days if it receives a request from an individual under any applicable law regarding PII about the individual, including but not limited to a request to view, access, delete, correct, or amend the information. Contractor shall not take any action regarding such a request except as directed by Mason.
6. If Contractor will have access to University Data that includes "education records" as defined under the Family Educational Rights and Privacy Act (FERPA), the Contractor acknowledges that for the purposes of the Contract it will be designated as a "school official" with "legitimate educational interests" in the University education records, as those terms have been defined under FERPA and its implementing regulations, and the Contractor agrees to abide by the limitations and requirements imposed on school officials. Contractor will use the education records only for the purpose of fulfilling its duties under the Contract for Mason's and its end user's benefit, and will not share such data with or disclose it to any third party except as provided for in the Contract, required by law, or authorized in writing by the University.
7. Mason may require that Mason and Contractor complete a Data Processing Addendum ("DPA"). If a DPA is completed, Contractor agrees that the information in the DPA is accurate. Contractor will only collect or process University Data that is identified in the DPA and will only handle that data (e.g., type of processing activities, storage, security, disclosure) as described in the DPA. If Contractor intends to do anything regarding University Data that is not reflected in the DPA, Contractor must request an amendment to the DPA and may not take the intended action until the amendment is approved and documented by Mason.

NN. UNIVERSITY DATA SECURITY: Data security is of paramount concern to Mason. Contractor will utilize, store and process University Data in a secure environment in accordance with commercial best practices, including appropriate administrative, physical, and technical safeguards, to secure such data from unauthorized access, disclosure, alteration, and use. Such measures will be no less protective than those used to secure Contractor's own data of a similar type, and in no event less than reasonable in view of the type and nature of the data involved. At a minimum, Contractor shall use industry-standard and up-to-date security tools and technologies such as anti-virus protections and intrusion detection methods to protect University Data.

1. Immediately upon becoming aware of circumstances that could have resulted in unauthorized access to or disclosure or use of University Data, Contractor will notify Mason, fully investigate the incident, and cooperate fully with Mason's investigation of and response to and remediation of the incident. Except as otherwise required by law, Contractor will not provide notice of the incident directly to individuals who's PII was involved, regulatory agencies, or other entities, without prior written permission from Mason.
2. Mason reserves the right in its sole discretion to perform audits of Contractor, at Mason's expense, to ensure compliance with all obligations regarding University Data. Contractor shall reasonably cooperate in the performance of such audits. Contractor will make available to Mason all information necessary to demonstrate compliance with its data processing obligations. Failure to adequately

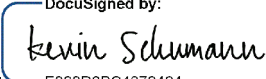
protect University Data or comply with the terms of this Contract with regard to University Data may be grounds to terminate this Contract.

- OO. UNIVERSITY DATA UPON TERMINATION OR EXPIRATION: Upon termination or expiration of the Contract, Contractor will ensure that all University Data are securely returned or destroyed as directed by Mason in its sole discretion within 180 days of the request being made. Transfer to Mason or a third party designated by Mason shall occur within a reasonable period of time, and without significant interruption in service. Contractor shall ensure that such transfer/migration uses facilities and methods that are compatible with the relevant systems of Mason or its transferee, and to the extent technologically feasible, that Mason will have reasonable access to University Data during the transition. In the event that Mason requests destruction of its data, Contractor agrees to destroy all data in its possession and in the possession of any subcontractors or agents to which the Contractor might have transferred University Data. Contractor agrees to provide documentation of data destruction to the University.

Contractor will notify the University of any impending cessation of its business and any contingency plans. This includes immediate transfer of any previously escrowed assets and University Data and providing Mason access to Contractor's facilities to remove and destroy Mason-owned assets and University Data. Contractor shall implement its exit plan and take all necessary actions to ensure a smooth transition of service with minimal disruption to Mason. Contractor will also provide a full inventory and configuration of servers, routers, other hardware, and software involved in service delivery along with supporting documentation, indicating which if any of these are owned by or dedicated to Mason. Contractor will work closely with its successor to ensure a successful transition to the new equipment, with minimal downtime and effect on Mason, all such work to be coordinated and performed in advance of the formal, final transition date.

- PP. UNIVERSITY REVIEW/APPROVAL: All goods, services, products, design, etc. produced by the Contractor for or on behalf of Mason are subject to Mason's review and approval.
- QQ. WAIVER: The failure of a party to enforce any provision in this Contract shall not be deemed to be a waiver of such right.

Powwow, LLC DBA Pass Charters


DocuSigned by:

E969D8BC4379464...
Signature

Name: Kevin Schumann

Title: Account Manager

Date: 11/21/2022

George Mason University

DocuSigned by:

E1DA89EA373640A...
Signature

Name: Clifford Shore

Title: Chief Procurement Officer

Date: 11/28/2022



Purchasing Department
4400 University Drive, Mailstop 3C5
Fairfax, VA 22030
Phone: 703.993.2580 | Fax: 703.993.2589
<http://fiscal.gmu.edu/purchasing/>

September 26, 2022

Mr. Kevin Schumann - kschumann@passcharters.com

Account Manager

Powwow, LLC DBA PASS Charters

6886 S. Service Dr.

Waterford, MI 48327

SUBJECT: Round 1 Negotiations, RFP GMU-1801-22, Air Charter Services

Dear Mr. Schumann:

We have reached the point in the evaluation process where we are ready to start negotiations/clarifications as provided for in Section XIII, B of the subject RFP. Therefore, we would appreciate your response to the following:

1. Mason understands exact pricing cannot be provided without specific operating parameters. Please provide pricing as a fixed fee over cost. i.e. provide the rate Mason will be charged for each flight over and above what is passed through from an airline. Specify if the rate is one way or round trip. **Fuel surcharge may occur for each flight. Fuel rate + live leg only for possible fuel surcharge. De-icing not included in final pricing. All other cost are included in final pricing.**
2. Please confirm any rebates, incentives, referrals or other financial inducements from the airline you are contracting with will be passed along to Mason prior to invoicing. **N/A**
3. Provide a sample invoice. Invoices should include the fee breakdown showing, at a minimum, the cost per flight passed through from the airline, any charges not quoted to Mason up front (i.e. de-icing, etc.), and Mason's fixed fee. **See attachment.**
4. Confirm Powwow LLC DBA PASS Charters will accept 100% payment after completion of flight or when a valid invoice is received at acctpay@gmu.edu, whichever is later. Invoices must reference the purchase order number that was issued to confirm service to be considered valid. **CONFIRMED**
5. Per section XV of Mason's RFP, please confirm how you would like to receive payment, if awarded a contract. All options are outlined below for reference. **OPTION 2**

Option #1- Payment to be mailed in 10 days- Mason will make payment to the vendor under 2%10 Net 30 payments terms. Invoices should be submitted via email to the designated Accounts Payable email address which is acctpay@gmu.edu.

The 10 day payment period begins the first business day after receipt of proper invoice or receipt of goods, whichever occurs last. [A paper check will be mailed on or before the 10th day.](#)

Option #2- To be paid in 20 days- The vendor may opt to be paid through our ePayables credit card program. The vendor shall submit an invoice and will be paid via credit card on the 20th day from receipt of a valid invoice. The vendor will incur standard credit card interchange fees through their processor. All invoices should be sent to:

George Mason University
Accounts Payable Department
4400 University Drive, Mailstop 3C1
Fairfax, Va. 22030
Voice: 703.993.2580 | Fax: 703.993.2589
e-mail: AcctPay@gmu.edu

Option#3- Net 30 Payment Terms- Vendor will enroll in Paymode-X where all payments will be made electronically to the vendor's bank account. For additional information or to sign up for electronic payments, go to <http://www.paymode.com/gmu>. There is no charge to the vendor for enrolling in this service.

6. If awarded a contract, do you acknowledge, agree and understand that all invoices must come from Powwow, LLC DBA PASS Charters? Mason will not accept invoices directly from the airline or any subcontractor. **AGREED.**
7. Do you agree to sign Mason's Standard Contract (Attachments B - Sample Contract), if awarded a contract? Any exceptions to Mason's Standard Contract must be noted in your negotiation response or they will not be considered. **AGREED.**
8. Do you agree to the following cancellation policy: **AGREED**
 - a. 0% cancellation penalty upon signing/commitment and greater than 30 days prior to departure.
 - b. 10% cancellation penalty if cancelled 30 - 16 days prior to departure.
 - c. 25% cancellation penalty if cancelled 15 - 8 days prior to departure.
 - d. 50% cancellation penalty if cancelled 7 - 3 days prior to departure.
 - e. 75% cancellation penalty if cancelled less than 3 days prior to departure.
9. Do you agree the cancellation penalty shall not apply in cases where the previously booked aircraft is rebooked by another customer during any part of the previously scheduled dates of service? **AGREED.**

Please advise if you have any questions or need clarification before responding.

Your email response on or before September 22, 2022 will be greatly appreciated.

Regards,



Erin Rauch, VCO, CUPO
Assistant Director | Purchasing
erauch@gmu.edu

From: Kevin Schumann
To: Erin Rauch
Subject: RE: Negotiations: GMU-1801-22, Air Charter Services - Pass Charters
Date: Wednesday, October 19, 2022 5:52:05 PM

Good afternoon Erin –

IS-BAO is a “standard” in the airline industry – not a certification but an approach (standard) to how the carrier works. Freight Runners and Breeze Airways (the two carriers we are using for MBB and WBB this season) have a SMS safety management system approach. IS-BAO is derived for intl. ops – however U.S. has similar approach which would be their SMS system.

Freight Runners and Breeze meet all other criteria listed as well.

Hope this email helps!

Regards,

Kevin Schumann
Account Manager


kschumann@passcharters.com
6886 South Service Dr.
Waterford, MI 48327
Cell: 248.762.4560
Fax 248.644.3316
www.passcharters.com

From: Erin Rauch [mailto:erauch@gmu.edu]
Sent: Wednesday, October 19, 2022 4:54 PM
To: Kevin Schumann <kschumann@passcharters.com>
Subject: RE: Negotiations: GMU-1801-22, Air Charter Services - Pass Charters

Hi Kevin,

We are wrapping things up and wanted to make sure you understand the specs that were outlined in the RFP and what Pass Charters would be agreeing to in the contract. How would you typically verify these items with the airline? I was able to find all the certificates on the airline’s website, but am not sure about the IS-BAO standard or captain and first officer items. Do you know how the highlighted items would be verified. To obtain an ATP cert, does the pilot need to meet those other requirements (the flight hours requirements below that line)?

Safety Requirement from RFP	Freight Runners
AR/GUS Platinum rating	Gold Rating - Okay
WYVERN Wingman PRO certification	Not held - Okay
Aviation Liability Insurance, Third Party Legal Liability, and Passenger Liability Insurance including AVN-52 with a combined singled limit not less than \$200 million dollars for any one accident or occurrence	\$150 Million - Okay
FAA 14 CFR Part 135 Air Carrier and Operating certificate.	Met - okay
Meet International Standard for Business Aircraft Operations (IS-BAO) safety standards;	
Captain:	
FAA Class 1 Medical Certificate	
Airline Transport Pilot (ATP) certification in appropriate category, class, and type	
Completed recurrent training within past 6 months in aircraft type to be used	
500 hours PIC time in aircraft type to be used with a minimum of 3500 hour total flight time	
50 hours flight time in past 90 days in aircraft type to be used	
Recurrent training completed within the past 12 months (training should be completed in a full motion-based simulator at a Part 142 transit center).	
First Officer:	
FAA Class II Medical Certificate	
Commercial Pilot Certificate in appropriate category, class, and type	
Employed as a full time pilot	
100 hours flight time in the aircraft type to be used with a minimum of 1500 hours total flight time	
50 hours flight time in the past 90 days in aircraft type to be used	
Current type rating for aircraft to be used.	

Thank you,

Erin Rauch, CPPB, VCO, CUPO
Assistant Director | Purchasing
George Mason University
erauch@gmu.edu | <https://fiscal.gmu.edu/purchasing/>

From: Kevin Schumann <kschumann@passcharters.com>
Sent: Thursday, October 13, 2022 6:50 PM
To: Erin Rauch <erauch@gmu.edu>
Subject: RE: Negotiations: GMU-1801-22, Air Charter Services - Pass Charters

Hi Erin –

After discussion; we can accept a \$1,500 per trip fee.

Unfortunately we cannot accept any sort of cap for fuel or de-icing. As mentioned, these numbers fluctuate too much to put any sort of pre-determined number on them.

Please let me know if I can provide any additional details here!

Regards,

Kevin Schumann
Account Manager



From: Erin Rauch [<mailto:erauch@gmu.edu>]
Sent: Tuesday, October 11, 2022 11:37 PM
To: Kevin Schumann <kschumann@passcharters.com>
Subject: RE: Negotiations: GMU-1801-22, Air Charter Services - Pass Charters

Hi Kevin,

We are trying to figure out a pricing structure for the contract and are open to suggestions. We understand the costs and fees the airline invoices to Pass Charters will vary and can't be predetermined in a contract, we are okay with this.

Is it possible to agree on a set fee per flight for your booking and management services that would be added to Mason's invoice with the costs that are passed through from the airline? For example, the invoice would have a breakdown similar to what I've outlined below:

Aircraft Services	
1/15/22 Providence, RI (PVD) - Washington, VA (IAD)	\$ 26,480
De-icing fee	\$ 10
Fuel surcharge	\$ 60
Booking Fee	\$ 1,500
Balance Due	\$ 28,050

Would you accept a set fee of \$1,500 per booking/round trip flight?

Thank you,

Erin Rauch, CPPB, VCO, CUPO
Assistant Director | Purchasing
George Mason University
erauch@gmu.edu | <https://fiscal.gmu.edu/purchasing/>

From: Kevin Schumann <kschumann@passcharters.com>
Sent: Wednesday, October 5, 2022 8:08 PM
To: Erin Rauch <erauch@gmu.edu>
Subject: RE: Negotiations: GMU-1801-22, Air Charter Services - Pass Charters

Good evening Erin –

Our management oversight, vendor selection, scheduling and dispatching, finance management on top of other various items is at 3%.

Regards,

Kevin Schumann
Account Manager



From: Erin Rauch [<mailto:erauch@gmu.edu>]
Sent: Wednesday, October 5, 2022 6:29 PM
To: Kevin Schumann <kschumann@passcharters.com>
Subject: RE: Negotiations: GMU-1801-22, Air Charter Services - Pass Charters

Hi Kevin,

We understand that there may be fuel surcharge, de-icing and other costs passed to you from the carrier. What fixed fee or fee schedule will you use, per flight, to cover your overhead and profit?

Thank you,

Erin Rauch, CPPB, VCO, CUPO
Assistant Director | Purchasing
George Mason University
erauch@gmu.edu | <https://fiscal.gmu.edu/purchasing/>

From: Kevin Schumann <kschumann@passcharters.com>
Sent: Monday, September 26, 2022 9:24 AM
To: Erin Rauch <erauch@gmu.edu>
Cc: James Russell <jruessell@gmu.edu>
Subject: RE: Negotiations: GMU-1801-22, Air Charter Services - Pass Charters

Good morning Erin –

Hope you had a great weekend and apologize for the delay in getting this back to you.

Attached is our completed negotiation letter.

Please let me know if there is anything else needed for this request!

Regards,

Kevin Schumann
Account Manager



kschumann@passcharters.com
6886 South Service Dr.
Waterford, MI 48327
Cell: 248.762.4560
Fax 248.644.3316
www.passcharters.com

From: Erin Rauch [<mailto:erauch@gmu.edu>]
Sent: Thursday, September 22, 2022 6:29 PM
To: Kevin Schumann <kschumann@passcharters.com>
Cc: James Russell <jrussell@gmu.edu>
Subject: RE: Negotiations: GMU-1801-22, Air Charter Services - Pass Charters
Importance: High

Hi Kevin,

I wanted to confirm you received my below email. Responses were requested for today.

Thank you,

Erin Rauch, CPPB, VCO, CUPO
Assistant Director | Purchasing
George Mason University
erauch@gmu.edu | <https://fiscal.gmu.edu/purchasing/>

From: Erin Rauch <erauch@gmu.edu>
Sent: Friday, September 16, 2022 12:12 PM
To: kschumann@passcharters.com
Subject: Negotiations: GMU-1801-22, Air Charter Services - Pass Charters
Importance: High

Good Afternoon,

Please see the attached letter for your response.

Thank you,

Erin Rauch, CPPB, VCO, CUPO
Assistant Director | Purchasing
George Mason University
DIRECT 703-993-2646 | MAIN 703-993-2580
erauch@gmu.edu | <https://fiscal.gmu.edu/purchasing/>



Purchasing Department
4400 University Drive, Mailstop 3C5
Fairfax, VA 22030
Voice: 703.993.2580 | Fax: 703.993.2589
<http://fiscal.gmu.edu/purchasing/>



REQUEST FOR PROPOSALS GMU-1801-22

ISSUE DATE: June 3, 2022

TITLE: Air Charter Services

PRIMARY PROCUREMENT OFFICER: Erin Rauch, Assistant Director, erauch@gmu.edu
SECONDARY PROCUREMENT OFFICER: James F. Russell, Director, jrussell@gmu.edu

QUESTIONS/INQUIRIES: E-mail all inquiries to both Procurement Officers listed above, no later than 4:00 PM Eastern Time (ET) on June 16, 2022. **All questions must be submitted in writing.** Responses to questions will be posted on the [Mason Purchasing Website](#) by 5:00 PM ET on June 21, 2022. Note: Questions must be submitted in WORD format. Also see section III. COMMUNICATION, herein.

PROPOSAL DUE DATE AND TIME: July 6, 2022 @ 2:00 PM ET. **SEE SECTION XII.A.1 FOR DETAILS ON ELECTRONIC PROPOSAL SUBMISSION.**

In Compliance With This Request For Proposal And To All The Conditions Imposed Therein And Hereby Incorporated By Reference, The Undersigned Offers And Agrees To Furnish The Goods/Services In Accordance With The Attached Signed Proposal Or As Mutually Agreed Upon By Subsequent Negotiations.

Name and Address of Firm:

Legal Name: _____

Date: _____

DBA: _____

Address: _____

By: _____

Signature

FEI/FIN No. _____

Name: _____

Fax No. _____

Title: _____

Email: _____

Telephone No. _____

SWaM Certified: Yes: _____ No: _____ (See Section VII. SWaM CERTIFICATION for complete details).

SWaM Certification Number: _____

This public body does not discriminate against faith-based organizations in accordance with the *Governing Rules*, § 36 or against a Bidder/Offeror because of race, religion, color, sex, national origin, age, disability, or any other prohibited by state law relating to discrimination in employment.

TABLE OF CONTENTS
GMU-1801-22

<u>SECTION</u>	<u>DESCRIPTION</u>	<u>PAGE</u>
I.	PURPOSE	3
II.	PURCHASING MANUAL/GOVERNING RULES	3
III.	COMMUNICATION	3
IV.	FINAL CONTRACT	3
V.	ADDITIONAL USERS	3
VI.	eVA BUSINESS-TO-GOVERNMENT VENDOR REGISTRATION	3
VII.	SWaM CERTIFICATION	3
VIII.	SMALL BUSINESS SUBCONTRACTING PLAN	3
IX.	PERIOD OF PERFORMANCE	4
X.	STATEMENT OF NEEDS	4
XI.	COST OF SERVICES	5
XII.	PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS	6
XIII.	INITIAL EVALUATION CRITERIA AND SUBSEQUENT AWARD	8
XIV.	CONTRACT ADMINISTRATION	9
XV.	PAYMENT TERMS/METHOD OF PAYMENT	9
XVI.	SOLICITATION TERMS AND CONDITIONS	9
XVII.	RFP SCHEDULE	10
ATTACHMENT A	SMALL BUSINESS SUBCONTRACTING PLAN	11
ATTACHMENT B	SAMPLE CONTRACT	13

- I. **PURPOSE:** The purpose of this Request for Proposal (RFP) is to solicit proposals to establish a contract through competitive negotiations with one or more qualified vendors to provide air charter services for George Mason University's Intercollegiate Athletics (ICA) department. George Mason University (herein after referred to as "Mason," or "University") is an educational institution and agency of the Commonwealth of Virginia.

Mason reserves the right to make one award or multiple awards as a result of this solicitation.

- II. **PURCHASING MANUAL/GOVERNING RULES:** This solicitation and any resulting contract shall be subject to the provisions of the Commonwealth of Virginia *Purchasing Manual for Institutions of Higher Education and their Vendor's*, and any revisions thereto, and the *Governing Rules*, which are hereby incorporated into this contract in their entirety. A copy of both documents is available for review at: <https://vascupp.org>

- III. **COMMUNICATION:** Communications regarding the Request For Proposals shall be formal from the date of issuance until a contract has been awarded. Unless otherwise instructed offerors are to communicate with only the Procurement Officers listed on the cover page. Offerors are not to communicate with any other employees of Mason.

- IV. **FINAL CONTRACT:** ATTACHMENT B to this solicitation is Mason's standard two-party contract. It is the intent of this solicitation to base the final contractual documents off of Mason's standard two-party contract and Mason's General Terms and Conditions. Any exceptions to our standard contract and General Terms and Conditions should be denoted in your RFP response. Other documents may be incorporated into the final contract, either by way of attachment or by reference, but in all cases this contract document and Mason's General Terms and Conditions shall jointly take precedence over all other documents and will govern the terms and conditions of the contract.

Contracts will only be issued to the FEI/FIN Number and Firm listed on the signed cover page submitted in your RFP response. Joint proposals will not be accepted.

- V. **ADDITIONAL USERS:** It is the intent of this solicitation and resulting contract(s) to allow for cooperative procurement. Accordingly, any public body, public or private health or educational institutions, or affiliated corporations may access any resulting contract if authorized by the contractor.

Participation in this cooperative procurement is strictly voluntary. If authorized by the Contractor(s), the resultant contract(s) will be extended to the entities indicated above to purchase goods and services in accordance with contract terms. As a separate contractual relationship, the participating entity will place its own orders directly with the Contractor(s) and shall fully and independently administer its use of the contract(s) to include contractual disputes, invoicing and payments without direct administration from the University. No modification of this contract or execution of a separate agreement is required to participate; however, the participating entity and the Contractor may modify the terms and conditions of the contract to accommodate specific governing laws, regulations, policies, and business goals required by the participating entity. Any such modification will apply solely between the participating entity and the contractor.

The University may require the Contractor provide semi-annual usage reports for all entities accessing the contract. The University shall not be held liable for any costs or damages incurred by any other participating entity as a result of any authorization by the Contractor to extend the contract. It is understood and agreed that the University is not responsible for the acts or omissions of any entity and will not be considered in default of the contract no matter the circumstances.

Use of the resulting contract(s) does not preclude any participating entity from using other contracts or competitive processes as needed.

- VI. **eVA BUSINESS-TO-GOVERNMENT VENDOR REGISTRATION:** The eVA Internet electronic procurement solution, website portal www.eVA.virginia.gov, streamlines and automates government purchasing activities in the Commonwealth. The eVA portal is the gateway for vendors to conduct business with state agencies and public bodies. All vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet eProcurement solution by completing the free eVA Vendor Registration. All bidders or offerors agree to self-register in eVA and pay the Vendor Transaction Fees prior to being awarded a contract. Registration instructions and transaction fees may be viewed at: <https://eva.virginia.gov/>

- VII. **SWaM CERTIFICATION:** Vendor agrees to fully support the Commonwealth of Virginia and Mason's efforts related to SWaM goals. Upon contract execution, eligible vendors (as determined by Mason and the Virginia Department of Small Business and Supplier Diversity) shall submit all required documents necessary to achieve SWaM certification to the Department of Small Business and Supplier Diversity within 90 days. Vendors currently SWaM certified agree to maintain their certification for the duration of the contract and shall submit all required renewal documentation at least

30 days prior to existing SWaM expiration. <https://www.sbsd.virginia.gov/>

VIII. SMALL BUSINESS SUBCONTRACTING PLAN: All potential offerors are required to fill out and submit Attachments A with their proposal.

Note: Invoices shall only be submitted to Mason by the entity awarded a contract. Subcontractors cannot submit invoices to Mason under any resulting contract.

IX. PERIOD OF PERFORMANCE: One (1) year from Effective Date of contract with four (4) successive one-year renewal options. (or as negotiated).

X. STATEMENT OF NEEDS: Mason is soliciting proposals from qualified contractors to provide on-demand aircraft charter services for its Men's and Women's Basketball teams. Mason anticipates contracting with one or more air charter operators or charter brokers. Contractor(s) must provide quality services and engage in business practices that ensure good service to Mason and an appropriate level of safety. Services will be for continental United States flights required to support the University's mission. All flights will originate and terminate near Fairfax, VA, unless specified otherwise by George Mason University. Typical months of service will be between November and March with an estimated range of 6-12 round-trip flights per year. Mason is seeking contractors that will provide the University with access to the services at cost-effective prices and permit all parties to reduce procurement and transaction costs and improve business processes. The information referenced in this RFP is an estimate only. Volume purchased under any agreement resulting from this RFP may involve more or less than the estimate provided. Mason does not represent, warrant or guaranty that Mason will purchase any particular dollar value or any particular quantity, and Mason specifically disclaims any such representations, warranties and guaranties.

A. General Requirements: The contractor shall meet the following requirements.

1. Services provided should include aircraft, fuel, pilots, and crew travel expenses.
2. All flights will originate and terminate near Fairfax, VA, unless specified otherwise by Mason.
3. Operations should be within a reasonable distance of the University's location, Fairfax VA.
4. Contractor shall be responsible for all flight scheduling, airport arrangements required, and must be familiar with all runway restrictions/codes of the indicated destinations.
5. The aircraft must be on-site for boarding one and a half (1:30) hours prior to scheduled departure time. However, the Contractor should take into consideration weather conditions that will affect transportation time frames and communicate this to the Mason contact in charge of the trip.
6. Mason will furnish Contractor with the number of passengers and the weights of passengers and cargo forty-eight (48) hours prior to the scheduled departure time.
7. Invoices for charter services should include the following information: Aircraft chartered (make, model, and ID #); Number of hours chartered; George Mason contract number and purchase order number; Per hour rate charged; Pilot time; layover time (if applicable); Total charges on the invoice. Invoices that are not complete may be returned un-paid.
8. In the event of mechanical malfunctions or breakdown, the Contractor shall be responsible for providing a replacement aircraft WITHIN REASONABLE TIME from the discovery of problems for Mason teams and personnel, so that they arrive at the scheduled event on time and return to Mason as scheduled with all services of this RFP provided. The cost of the replacement transportation, all mechanical repairs due to the breakdown shall be the contractor's responsibility. All FAA regulations must be complied with in case of delays or mechanical failures.
9. If Contractor is unable to provide aircraft for any of the charter flights listed in the Contract by the scheduled flight time due to mechanical malfunction or breakdown of the aircraft, and Contractor is unable to secure such non-performance within four (4) hours of the scheduled flight time, Mason at its election may secure air services or another mode of transportation from other transportation providers. In such event Mason shall have no liability to the Contractor for any damages, loss of profit, or any other costs or expenses. Contractor agrees to refund to Mason the whole or a prorated portion of the charter price paid for either the entire charter flight or that portion of it which was not provided.
10. If the Contractor cancels a charter flight, the Contractor agrees to refund to Mason the total charter price paid for the canceled charter flight. If the Contractor cancels only a portion of the charter flight, the Contractor agrees to refund to Mason that portion of a charter flight allocable to the canceled portion of the charter flight.
11. If Contractor cancels a charter flight due to aircraft availability, the Contractor shall refund Mason all monies previously paid by Mason for that charter flight and further shall reimburse Mason for all expenses and costs of securing substitute transportation which exceed the charter price of the canceled charter flight.

12. Mason reserves the right to make time changes in flight schedule within 48 hours of departure date with the understanding all changes are subject to availability of both aircraft and flight crews.
- B. Aircraft Requirements & Specifications: Contractor's aircraft meet the following requirements and specifications.
1. Powered by two (2) or more turbine powered engines;
 2. Pressurized aircraft;
 3. Equipped for flight into known icing conditions and equipped with weather radar in good working condition;
 4. Air conditioning and heating systems in excellent working condition;
 5. Restroom facility must be completely functioning and clean;
 6. Exterior and interior of aircraft should be in excellent condition;
 7. Seating requirements at 30 passengers;
 8. Must be in excellent mechanical condition with all systems in working order.
- C. Maintenance Specifications and Minimum Requirements.
1. Maintained under FAA Part 135 regulations (100-hour inspections). All charter aircraft provided for the scheduled trip must be in excellent condition and meet all U.S. Department of Transportation, Federal Aviation Administration, and safety regulations. It is the responsibility of the Contractor to be familiar and in compliance with these regulations.
 2. Any backup or subcontracted aircraft used must meet the same criteria as originally required within the RFP specifications.
 3. Reporting must include absence of FAA sanctions (past 5 years); acceptable aircraft accident history for entire organization (past 5 years); acceptable incident history for entire organization (past 5 years); safety ratings from third-party auditors. Any accidents, incidents, and/or violations must be reported upon occurrence. Contractor shall provide such reports as requested.
- D. Qualifications, Licensing and Certification Requirements: The contractor shall hold the following licenses and certifications and meet the following qualifications.
1. FAA 14 CFR Part 135 Air Carrier and Operating certificate.
 2. Meet International Standard for Business Aircraft Operations (IS-BAO) safety standards.
 3. Retain a full-time, FAA licensed staff to accommodate flight schedule. It is the Contractor's responsibility to determine the crew qualifications.
 4. Ability to provide verification of Aviation Research Group United States (ARGUS) Platinum rating and WYVERN Wingman PRO certification.
 5. Pilot Qualifications and Certification:
 - a. Captain: Hold valid FAA Class 1 Medical Certificate; Airline Transport Pilot (ATP) certification in appropriate category, class, and type; employed as a full time pilot; completed recurrent training within past 6 months in aircraft type to be used; 500 hours PIC time in aircraft type to be used with a minimum of 3500 hour total flight time; 50 hours flight time in past 90 days in aircraft type to be used; recurrent training completed within the past 12 months (training should be completed in a full motion-based simulator at a Part 142 transit center).
 - b. First Officer: Hold valid FAA Class II medical certificate; commercial pilot certificate in appropriate category, class, and type; employed as a full time pilot; 100 hours flight time in the aircraft type to be used with a minimum of 1500 hours total flight time; 50 hours flight time in the past 90 days in aircraft type to be used; current type rating for aircraft to be used.
 6. Insurance Requirements: Waiver of Subrogation in favor of George Mason University, the Commonwealth of Virginia, its officers, agents and employees, and Severability of Interest and insurance requirements specified below.
 - a. Full all-risk coverage including Full War Risk, Hijacking and similar perils;
 - b. Baggage and Cargo Liability insurance;
 - c. Aircraft hull insurance in an amount equal to the value of the aircraft;
 - d. For a 30 passenger capacity plane, Aviation Liability Insurance, Third Party Legal Liability, and Passenger Liability Insurance including AVN-52 with a combined singled limit not less than \$200 million dollars for any one accident or occurrence. Provide insurance limits by type of aircraft capacity for reference. George Mason must be named as an additional insured on the Certificate of Insurance.

XI. COST OF SERVICES: See section XII.B.5 below.

XII. PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS:

A. GENERAL REQUIREMENTS:

1. RFP Response: In order to be considered, Offerors must submit a complete response to Mason's Purchasing Office prior to the due date and time stated in this RFP. Offerors are required to submit one (1) signed copy of the entire proposal including all attachments and proprietary information. If the proposal contains proprietary information, then submit two (2) proposals must be submitted; one (1) with proprietary information included and one (1) with proprietary information removed (see also Item 2d below for further details). The Offeror shall make no other distribution of the proposals.

At the conclusion of the RFP process proposals with proprietary information removed (redacted versions) shall be provided to requestors in accordance with Virginia's Freedom of Information Act. Offerors will not be notified of the release of this information.

ELECTRONIC PROPOSAL SUBMISSION: Mason will only be accepting electronic proposal submissions for all current Request For Proposals and Invitation For Bids.

The following shall apply:

- a. You must submit your bid/proposal, and it must be received prior to the submission deadline, at both the primary and secondary procurement officer's email address as specified in the Bid/RFP.
 - b. The subject line of your email submission should read, "**RFP GMU-1801-22**" If you are sending multiple emails, please state so in the subject line with the wording, "This is email # _ of _ total"
 - c. The Offeror must ensure the proposals are delivered to the procurement officers' email inboxes, sufficiently in advance of the proposal deadline. **Plan Ahead: It is the Offeror's responsibility to ensure that electronic proposal submissions have sufficient time to make its way through any filters or email traffic. Mason recommends you submit your proposal the day prior to the due date.**
 - d. If your proposal contains proprietary information you must submit two proposals; one full proposal and one with proprietary information redacted (see 2.d. below).
 - e. While you may send your proposal in multiple emails, each email itself may only have one PDF attachment containing all supplemental information and attachments.
 - f. Each email may not be larger than 20MB.
 - g. All solicitation schedules are subject to change.
 - h. Go to Mason's Purchasing website for all updates and schedule changes. <https://fiscal.gmu.edu/purchasing/do-business-with-mason/view-current-solicitation-opportunities/>
2. Proposal Presentation:
 - a. Proposals shall be signed by an authorized representative of the Offeror. All information requested must be submitted. Failure to submit all information requested may result in your proposal being scored low.
 - b. Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirement of the RFP. Emphasis should be on completeness and clarity of content.
 - c. Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. Each paragraph in the proposal should reference the paragraph number corresponding section of the RFP. It is also helpful to cite

the paragraph number, sub letter and repeat the text of the requirement as it appears in the RFP. The proposal should contain a table of contents which cross references the RFP requirements. Information which the Offeror desires to present that does not fall within any of the requirement of the RFP should be inserted at the appropriate place or be attached at the end of the proposal and designated as additional material.

A WORD version of this RFP will be provided upon request.

- d. Except as provided, once an award is announced, all proposals submitted in response to this RFP will be open to inspection by any citizen, or interested person, firm or corporation, in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by a firm prior to or as part of its proposal will not be subject to public disclosure under the Virginia Freedom of Information Act only under the following circumstances: (1) the appropriate information is clearly identified by some distinct method such as highlighting or underlining; (2) only the specific words, figures, or paragraphs that constitute trade secrets or proprietary information are identified; and (3) a summary page is supplied immediately following the proposal title page that includes (a) the information to be protected, (b) the section(s)/page number(s) where this information is found in the proposal, and (c) a statement why protection is necessary for each section listed. The firm must also provide a separate attachment of the proposal with the trade secrets and/or proprietary information redacted. *If all of these requirements are not met, then the firm's entire proposal will be available for public inspection.*

IMPORTANT: A firm may not request that its entire proposal be treated as a trade secret or proprietary information, nor may a firm request that its pricing/fees be treated as a trade secret or proprietary information, or otherwise be deemed confidential. If after given a reasonable time, the Offeror refuses to withdraw the aforementioned designation, the proposal will be rejected.

3. Oral Presentation: Offerors who submit a proposal in response to this RFP **may be** required to give an oral presentation/demonstration of their proposal/product to Mason. This will provide an opportunity for the Offeror to clarify or elaborate on their proposal. Performance during oral presentations may affect the final award decision. If required, oral presentations will be scheduled at the appropriate time.

Mason will expect that the person or persons who will be working on the project to make the presentation so experience of the Offeror's staff can be evaluated prior to making selection. Oral presentations are an option of Mason and may or may not be conducted; therefore, it is imperative all proposals should be complete.

- B. SPECIFIC REQUIREMENTS: Proposals should be as thorough and detailed as possible to allow Mason to properly evaluate the Offeror's capabilities and approach toward providing the required services. Offerors should submit the following items as a complete proposal.

1. Procedural information:
 - a. Return signed cover page and all addenda, if any, signed and completed as required.
 - b. Return Attachment A - Small Business Subcontracting Plan.
 - c. State your payment preference in your proposal response. (See section XV.)
2. Qualifications and Experience: Describe your experience, qualifications and success in providing the services described in the Statement of Needs to include the following:
 - a. Company background/history.
 - b. Provide a statement addressing your safety record for the last ten (10) years.
 - c. Verification of Aviation Research Group United States (ARGUS) and WYVERN ratings.
 - d. Copy of Certificate of Insurance and address insurance requirements.
 - e. Copy of carrier or commercial operating FAA certificate
 - f. Carrier or commercial operating certificate number
 - g. FAA, FSDO, and principal operations inspector (POI) who oversees company's charter certification.
 - h. Limitations, if any, placed on the carter operation's operations specifications by the FAA.
 - i. Provide pilot qualifications and certifications.

- j. Safety ratings from third-party auditors.
3. Specific Plan (Methodology) for Providing Services: Explain your specific plans for providing the services outlined in the Statement of Needs including the following:
 - a. Information on how aircrafts are maintained.
 - b. Operational Location: Provide home locations and how this location will impact the services outlined in the Statement of Needs.
 - c. List of current fleet (Mason typically requires capacity for 30 passengers, but would like to see additional options). Include specifications for each aircraft.
 - d. Sample of Passenger Manifest Required Reporting and any associated time requirements for submittal (e.g., 48 hours prior to scheduled departure).
4. References: No fewer than four (4) recent references that demonstrates the Offeror's qualifications, preferably from other comparable higher education institutions your company is/has provided services with and that are similar in size and scope to that which has been described herein. Include a contact name, contact title, phone number, and email for each reference and indicate dates of service.
5. Proposed Pricing: Provide hourly rates for each type of aircraft in fleet and itemized rates for any additional costs, i.e. crew charges, landing fees, WiFi, overnight fees, one-way surcharge, repositioning, fuel, etc. Include any discounts available for early payment of invoices. Describe how fuel charges will be assessed if the price of fuel increases or decreases. Describe the Crew Duty Time policy, including how charges are assessed for trips that go beyond the crew flight/duty time. Outline your cancelation policy and any associated fees. Any potential costs to Mason must be included in your proposal response.
6. In your proposal response please address the following:
 - a. Are you and/or your subcontractor currently involved in litigation with any party?
 - b. Please list any investigation or action from any state, local, federal or other regulatory body (OSHA, IRS, DOL, etc.) related to your firm or any subcontractor in the last three years.
 - c. Please list all lawsuits that involved your firm or any subcontractor in the last three years.
 - d. In the past ten (10) years has your firm's name changed? If so please provide a reason for the change.

XIII. INITIAL EVALUATION CRITERIA AND SUBSEQUENT AWARD:

- A. INITIAL EVALUATION CRITERIA: Proposals shall be initially evaluated and ranked using the following criteria:

	<u>Description of Criteria</u>	<u>Maximum Point Value</u>
1.	Safety, Qualifications, & Experience	30
2.	Specific Plan (Methodology)	20
3.	References	10
4.	Price Offered	30
5.	Vendor is certified as a small, minority, or women-owned business (SWaM) with Virginia SBSD at the proposal due date & time.	10
Total Points Available:		<hr/> 100

- B. AWARD: **Following the initial scoring by the evaluation committee**, at least two or more top ranked offerors may be contacted for oral presentations/demonstrations or advanced directly to the negotiations stage. ***If oral presentations are conducted Mason will then determine, in its sole discretion, which vendors will advance to the negotiations phase.*** Negotiations shall then be conducted with each of the offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each offeror so selected, Mason shall select the offeror which, in its sole discretion has made the best proposal, and

shall award the contract to that offeror. When the terms and conditions of multiple awards are so provided in the Request for Proposal, awards may be made to more than one offeror. Should Mason determine in writing and in its sole discretion that only one offeror has made the best proposal, a contract may be negotiated and awarded to that offeror. Mason is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous (*Governing Rules §49.D.*).

- XIV. CONTRACT ADMINISTRATION:** Upon award of the contract, Mason shall designate, in writing, the name of the Contract Administrator who shall work with the contractor in formulating mutually acceptable plans and standards for the operations of this service. The Contract Administrator shall use all powers under the contract to enforce its faithful performance. The Contract Administrator shall determine the amount, quality and acceptability of work and shall decide all other questions in connection with the work. All direction and order from Mason shall be transmitted through the Contract Administrator, or their designee(s) however, the Contract Administrator shall have no authority to approve changes which shall alter the concept or scope of the work or change the basis for compensation to the contractor.

XV. PAYMENT TERMS / METHOD OF PAYMENT:

PLEASE NOTE: THE VENDOR MUST REFERENCE THE PURCHASE ORDER NUMBER ON ALL INVOICES SUBMITTED FOR PAYMENT.

Option #1- Payment to be mailed in 10 days-Mason will make payment to the vendor under 2%/10 Net 30 payment terms. Invoices should be submitted via email to the designated Accounts Payable email address which is acctpay@gmu.edu.

The 10-day payment period begins the first business day after receipt of proper invoice or receipt of goods, whichever occurs last. [A paper check will be mailed on or before the 10th day.](#)

Option #2- To be paid in 20 days. The vendor may opt to be paid through our Virtual Payables credit card program. The vendor shall submit an invoice and will be paid via credit card on the 20th day from receipt of a valid invoice. The vendor will incur standard credit card interchange fees through their processor. All invoices should be sent to:

George Mason University
Accounts Payable Department
4400 University Drive, Mailstop 3C1
Fairfax, VA 22030
Voice: 703.993.2580 | Fax: 703.993.2589
e-mail: AcctPay@gmu.edu

Option#3- Net 30 Payment Terms. Vendor will enroll in Paymode-X where all payments will be made electronically to the vendor's bank account. For additional information or to sign up for electronic payments, go to <http://www.paymode.com/gmu>. There is no charge to the vendor for enrolling in this service.

Please state your payment preference in your proposal response.

XVI. SOLICITATION TERMS AND CONDITIONS:

- A. GENERAL TERMS AND CONDITIONS – GEORGE MASON UNIVERSITY:
<http://fiscal.gmu.edu/purchasing/do-business-with-mason/view-current-solicitation-opportunities/>
- B. SPECIAL TERMS AND CONDITIONS (Also see ATTACHMENT B – SAMPLE CONTRACT which contains terms and conditions that will govern any resulting award).
 1. BEST AND FINAL OFFER (BAFO): At the conclusion of negotiations, the Offeror(s) may be asked to submit in writing, a best and final offer (BAFO). After the BAFO is submitted, no further negotiations shall be conducted with the Offeror(s).
 2. COMPLIANCE WITH LAW: (If Applicable): All goods and services provided to George Mason University shall be done so in accordance with any and all local, state and federal laws, regulations and/or requirements. This includes any applicable provisions of FERPA or the "Government Data Collection and Dissemination Practices Act" of the Commonwealth of Virginia.

3. CONFLICT OF INTEREST: By submitting a proposal the contractor warrants that he/she has fully complied with the Virginia Conflict of Interest Act; furthermore certifying that he/she is not currently an employee of the Commonwealth of Virginia.
4. OBLIGATION OF OFFEROR: It is the responsibility of each Offeror to inquire about and clarify any requirements of this solicitation that is not understood. Mason will not be bound by oral explanations as to the meaning of specifications or language contained in this solicitation. Therefore, all inquiries must be in writing and submitted as instructed on page 1 of this solicitation. By submitting a proposal, the Offeror covenants and agrees that they have satisfied themselves, from their own investigation of the conditions to be met, that they fully understand their obligation and that they will not make any claim for, or have right to cancellation or relief from this contract because of any misunderstanding or lack of information.
5. RFP DEBRIEFING: In accordance with §49 of the *Governing Rules* Mason is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous. However, upon request we will provide a scoring/ranking summary and the award justification memo from the evaluation committee. Formal debriefings are generally not offered.

XVII. RFP SCHEDULE (Subject to Change):

- Issue in eVA: 6/02/22
- Vendors submit questions by: 6/16/22 by 4:00 PM ET
- Post Question Responses: 6/21/22 by 5:00 PM ET
- Proposals Due: 7/06/22 @ 2:00 PM ET
- Proposals to Committee: 7/07/22
- Review and Score Proposals: 7/07/22 – 7/25/22
- Scores to Purchasing: 7/26/22
- Oral presentations (if necessary): TBD
- Negotiations/BAFO: Tentative Week of Aug 8th
- Award: TBD
- Contract Start Date: Tentative October 2022
-

ATTACHMENT A
SMALL BUSINESS SUBCONTRACTING PLAN
TO BE COMPLETED BY OFFEROR

Offerors must advise any portion of this contract that will be subcontracted. All potential offerors are required to include this document with their proposal in order to be considered responsive.

Small Business: "Small business (including micro)" means a business which holds a certification as such by the Virginia Department of Small Business and Supplier Diversity (DSBSD) on the due date and time for proposals. This shall also include DSBSD certified women- owned and minority-owned businesses and businesses with DSBSD service disabled veteran owned status when they also hold a DSBSD certification as a small business on the proposal due date. Currently, DSBSD offers small business certification and micro business designation to firms that qualify.

Certification applications are available through DSBSD online at www.SBSD.virginia.gov (Customer Service).

Offeror Name: _____

Preparer Name: _____ **Date:** _____

Who will be doing the work: ☐ **I plan to use subcontractors** ☐ **I plan to complete all work**

Instructions

A. If you are certified by the DSBSD as a micro/small business, complete Section A of this form.

B. If the "I plan to use subcontractors" box is checked, complete Section B of this form. For the proposal to be considered and the offeror to be declared responsive, the offeror shall identify the portions of the contract that will be subcontracted to any subcontractor, to include DSBSD certified small business for the initial contract period in relation to the offeror's total price for the initial contract period in Section B.

Section A

If your firm is certified by the DSBSD provide your certification number and the date of certification.

Certification Number: _____ Certification Date: _____

Section B

If the "I plan to use subcontractors" box is checked, populate the requested information below, per subcontractor to show your firm's plans for utilization of any subcontractor, to include DSBSD-certified small businesses, in the performance of this contract for the initial contract period in relation to the offeror's total price for the initial contract period. Certified small businesses include but are not limited to DSBSD-certified women-owned and minority-owned businesses and businesses with DSBSD service disabled veteran-owned status that have also received the DSBSD small business certification. Include plans to utilize small businesses as part of joint ventures, partnerships, subcontractors, suppliers, etc. It is important to note that these proposed participation will be incorporated into the subsequent contract and will be a requirement of the contract. Failure to obtain the proposed participation dollar value or percentages may result in breach of the contract.

Plans for Utilization of Any subcontractor, to include DSBSD-Certified Small Businesses, for this Procurement

Subcontract #1

Company Name: _____ SBSD Cert #: _____
Contact Name: _____ SBSD Certification: _____
Contact Phone: _____ Contact Email: _____
Value % or \$ (Initial Term): _____ Contact Address: _____
Description of Work: _____

Subcontract #2

Company Name: _____ SBSD Cert #: _____
Contact Name: _____ SBSD Certification: _____
Contact Phone: _____ Contact Email: _____
Value % or \$ (Initial Term): _____ Contact Address: _____
Description of Work: _____

Subcontract #3

Company Name: _____ SBSD Cert #: _____
Contact Name: _____ SBSD Certification: _____
Contact Phone: _____ Contact Email: _____
Value % or \$ (Initial Term): _____ Contact Address: _____
Description of Work: _____

Subcontract #4

Company Name: _____ SBSD Cert #: _____
Contact Name: _____ SBSD Certification: _____
Contact Phone: _____ Contact Email: _____
Value % or \$ (Initial Term): _____ Contact Address: _____
Description of Work: _____

Subcontract #5

Company Name: _____ SBSD Cert #: _____
Contact Name: _____ SBSD Certification: _____
Contact Phone: _____ Contact Email: _____
Value % or \$ (Initial Term): _____ Contact Address: _____
Description of Work: _____



Purchasing Department
4400 University Drive, Mailstop 3C5
Fairfax, VA 22030
Voice: 703.993.2580 | Fax: 703.993.2589
<http://fiscal.gmu.edu/purchasing/>

ATTACHMENT B – SAMPLE CONTRACT GMU-1801-22

Note: Other documents may be incorporated into this document, either by way of attachment or by reference, but in all cases this contract document shall take precedence over all other documents and will govern the terms and conditions of the contract.

This Contract entered on this ____ day of _____, 2022 (Effective Date) by _____ hereinafter called “Contractor” (located at _____) and George Mason University hereinafter called “Mason,” “University”.

- I. **WITNESSETH** that the Contractor and Mason, in consideration of the mutual covenants, promises and agreement herein contained, agree as follows:
- II. **SCOPE OF CONTRACT:** The Contractor shall provide _____ for the _____ of George Mason University as set forth in the Contract documents.
- III. **PERIOD OF CONTRACT:** One year from the Effective Date with four (4) successive one-year renewal options. (or as negotiated)
- IV. **PRICE SCHEDULE:** As negotiated
- V. **CONTRACT ADMINISTRATION:** _____ shall serve as Contract Administrator for this Contract and shall use all powers under the Contract to enforce its faithful performance. The Contract Administrator shall determine the amount, quality and acceptability of work and shall decide all other questions in connection with the work. All direction and order from Mason shall be transmitted through the Contract Administrator, however, the Contract Administrator shall have no authority to approve changes which shall alter the concept or scope or change the basis for compensation.
- VI. **METHOD OF PAYMENT:** As negotiated
- VII. **THE CONTRACT DOCUMENTS SHALL CONSIST OF (In order of precedence):**
 - A. This signed form;
 - B. Negotiation Responses dated XXXXX (incorporated herein by reference);
 - C. RFP No. GMU-XXXX-XX, in its entirety (incorporated herein by reference);
 - D. Contractor’s proposal dated XXXXXX (incorporated herein by reference).
- VIII. **GOVERNING RULES:** This Contract is governed by the provisions of the Restructured Higher Education Financial and Administrative Operations Act, Chapter 10 (§ [23.1-1000](#) et seq.) of Title 23.1 of the Code of Virginia, and the “Governing Rules” and the *Purchasing Manual for Institutions of Higher Education and their Vendors*. Documents may be viewed at: <https://vascupp.org>.
- IX. **CONTRACT PARTICIPATION:** *As negotiated.* It is the intent of this Contract to allow for cooperative procurement. Accordingly, any public body, public or private health or educational institutions, or affiliated corporations may access this Contract if authorized by the Contractor.

Participation in this Contract is strictly voluntary. If authorized by the Contractor, the contract will be extended to the entities indicated above to purchase goods and services in accordance with contract terms. As a separate contractual relationship, the participating entity will place its own orders directly with the Contractor and shall fully and independently administer its use of the contract to include contractual disputes, invoicing and payments without direct administration from the University. No modification of this Contract or execution of a separate agreement is required to participate; however, the participating entity and the Contractor may modify the terms and conditions of the contract to

accommodate specific governing laws, regulations, policies, and business goals required by the participating entity. Any such modification will apply solely between the participating entity and the Contractor.

The University may request the Contractor provide semi-annual usage reports for all entities accessing the Contract. The University shall not be held liable for any costs or damages incurred by any other participating entity as a result of any authorization by the Contractor to extend the Contract. It is understood and agreed that the University is not responsible for the acts or omissions of any entity and will not be considered in default of the contract no matter the circumstances.

Use of this Contract does not preclude any participating entity from using other contracts or competitive processes as needed.

X. STANDARD TERMS AND CONDITIONS:

- A. APPLICABLE LAW AND CHOICE OF FORUM: This Contract shall be construed, governed, and interpreted pursuant to the laws of the Commonwealth of Virginia. All disputes arising under this Contract shall be brought before an appropriate court in the Commonwealth of Virginia.
- B. ANTI-DISCRIMINATION: By entering into this Contract, Contractor certifies to the Commonwealth that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and §§ 9&10 of the *Governing Rules*. If Contractor is a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the Contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (*Governing Rules*, § 36).

In every contract over \$10,000 the provisions in 1. and 2. below apply:

1. During the performance of this Contract, the Contractor agrees as follows:
 - a. The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - b. The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, will state that such Contractor is an equal opportunity employer.
 - c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting these requirements.
 2. The Contractor will include the provisions of 1. above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or Contractor.
- C. ANTITRUST: By entering into a contract, the Contractor conveys, sells, assigns, and transfers to the Commonwealth of Virginia all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Commonwealth of Virginia under said contract.
- D. ASSIGNMENT: Neither party will assign or otherwise transfer its rights or obligations under this Contract without both parties' prior written consent. Any attempted assignment, transfer, or delegation without such consent is void.
- E. AUDIT: The Contractor shall retain all books, records, and other documents relative to this Contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. Mason,

its authorized agents, and/or state auditors shall have full access to and the right to examine any of said materials during said period.

- F. AVAILABILITY OF FUNDS: It is understood and agreed between the parties herein that Mason shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this Contract.
- G. AUTHORIZED SIGNATURES: The signatory for each Party certifies that he or she is an authorized agent to sign on behalf such Party.
- H. BACKGROUND CHECKS: Contractor's employees (including subcontractors) performing services on any Mason campus must have successfully completed a criminal background check prior to the start of their work assignment/service. As stated in [Administrative Policy Number 2221 – Background Investigations](#), the criminal background investigation will normally include a review of the individual's records to include Social Security Number Search, Credit Report (if related to potential job duties), Criminal Records Search (any misdemeanor convictions and/or felony convictions are reported) in all states in which the employee has lived or worked over the past seven years, and the National Sex Offender Registry. In addition, the Global Watch list (maintained by the Office of Foreign Assets Control of The US Department of Treasury) should be reviewed. Signature on this Contract confirms your compliance with this requirement.
- I. CANCELLATION OF CONTRACT: Mason reserves the right to cancel this Contract, in part or in whole, without penalty, for any reason, upon 60 days written notice to the Contractor. Upon written notice of cancellation from Mason, Mason shall be fully released from any further obligation under the Contract and Contractor agrees to directly refund all payments, for services not already performed, to Mason, including any pre-paid deposits, within 14 days. In the event the initial Contract period is for more than 12 months, the resulting Contract may be terminated by either party, without penalty, after the initial 12 months of the Contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the Contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.
- J. CHANGES TO THE CONTRACT: Changes can be made to this Contract in any of the following ways:
1. The parties may agree in writing to modify the scope of this Contract. An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of this Contract.
 2. Mason may order changes within the general scope of Contract at any time by written notice to Contractor. Changes within the scope of this Contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. Contractor shall comply with the notice upon receipt. Contractor shall be compensated for any additional costs incurred as the result of such order and shall give Mason a credit for any savings. Said compensation shall be determined by one of the following methods:
 - a. By mutual agreement between the parties in writing; or
 - b. By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the contractor accounts for the number of units of work performed, subject to the Mason's right to audit Contractor's records and/or to determine the correct number of units independently; or
 - c. By ordering Contractor to proceed with the work and keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the Contract. The same markup shall be used for determining a decrease in price as the result of savings realized. Contractor shall present Mason with all vouchers and records of expenses incurred and savings realized. Mason shall have the right to audit the records of Contractor as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to Mason within thirty (30) days from the date of receipt of the written order from Mason. If the Parties fail to agree on an amount of adjustment, the question of an increase or decrease in the contract price or time for performance shall be resolved in accordance with the procedures for resolving disputes provided by the Disputes Clause of this Contract or, if there is none, in accordance with the

disputes provisions of the Commonwealth of Virginia Purchasing Manual for Institutions of Higher Education and Their Contractors. Neither the existence of a claim nor a dispute resolution process, litigation or any other provision of this Contract shall excuse the Contractor from promptly complying with the changes ordered by Mason or with the performance of the contract generally.

- K. CLAIMS: Contractual claims, whether for money or other relief, shall be submitted in writing no later than 60 days after final payment. However, written notice of the Contractor's intention to file a claim shall be given at the time of the occurrence or beginning of the work upon which the claim is based. Nothing herein shall preclude a contract from requiring submission of an invoice for final payment within a certain time after completion and acceptance of the work or acceptance of the goods. Pendency of claims shall not delay payment of amounts agreed due in the final payment.
1. The firm must submit written claim to:
Chief Procurement Officer
George Mason University
4400 University Drive, MSN 3C5
Fairfax, VA 22030
 2. The firm must submit any unresolved claim in writing no later than 60 days after final payment to the Chief Procurement Officer.
 3. Upon receiving the written claim, the Chief Procurement Officer will review the written materials relating to the claim and will mail his or her decision to the firm within 60 days after receipt of the claim.
 4. The firm may appeal the Chief Procurement Officer's decision in accordance with § 55 of the *Governing Rules*.
- L. COLLECTION AND ATTORNEY'S FEES: The Contractor shall pay to Mason any reasonable attorney's fees or collection fees, at the maximum allowable rate permitted under Virginia law, incurred in enforcing this Contract or pursuing and collecting past-due amounts under this Contract.
- M. COMPLIANCE: All goods and services provided to Mason shall be done so in accordance with any and all applicable local, state, federal, and international laws, regulations and/or requirements and any industry standards, including but not limited to: the Family Educational Rights and Privacy Act (FERPA), Health Insurance Portability and Accountability Act (HIPAA) and Health Information Technology for Economic and Clinical Health Act (HITECH), Government Data Collection and Dissemination Practices Act, Gramm-Leach-Bliley Financial Modernization Act (GLB), Payment Card Industry Data Security Standards (PCI-DSS), Americans with Disabilities Act (ADA), and Federal Export Administration Regulations. Any Contractor personnel visiting Mason facilities will comply with all applicable Mason policies regarding access to, use of, and conduct within such facilities. Mason's policies can be found at <https://universitypolicy.gmu.edu/all-policies/> and any facility specific policies can be obtained from the facility manager.
- N. CONFIDENTIALITY OF PERSONALLY IDENTIFIABLE INFORMATION: The Contractor shall ensure that personally identifiable information ("PII") which is defined as any information that by itself or when combined with other information can be connected to a specific person and may include but is not limited to personal identifiers such as name, address, phone, date of birth, Social Security number, student or personal identification numbers, driver's license numbers, state or federal identification numbers, biometric information, religious or political affiliation, non-directory information, and any other information protected by state or federal privacy laws, will be collected and held confidential and in accordance with this Contract, during and following the term of this Contract, and will not be divulged without the individual's and Mason's written consent and only in accordance with federal law or the Code of Virginia.
- O. CONFLICT OF INTEREST: Contractor represents to Mason that its entering into this Contract with Mason and its performance through its agents, officers and employees does not and will not involve, contribute to nor create a conflict of interest prohibited by Virginia State and Local Government Conflict of Interests Act (Va. Code 2.2-3100 *et seq*), the Virginia Ethics in Public Contracting Act (§57 of the *Governing Rules*), the Virginia Governmental Frauds Act (Va. Code 18.2 – 498.1 *et seq*) or any other applicable law or regulation.
- P. DEBARMENT STATUS: As of the Effective Date, the Contractor certifies that it is not currently debarred by

the Commonwealth of Virginia from submitting bids or proposals on contracts for the type of services covered by this Contract, nor is the Contractor an agent of any person or entity that is currently so debarred.

- Q. **DEFAULT:** In the case of failure to deliver goods or services in accordance with this Contract, Mason, after due oral or written notice, may procure them from other sources and hold Contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which Mason may have.
- R. **DRUG-FREE WORKPLACE:** Contractor has, and shall have in place during the performance of this Contract, a drug-free workplace policy (DFWP), which it provides in writing to all its employees, vendors, and subcontractors, and which specifically prohibits the following on company premises, during work-related activities, or while conducting company business: the sale, purchase, manufacture, dispensation, distribution possession, or use of any illegal drug under federal law (including marijuana). For purposes of this section, “drug-free workplace” covers all sites at which work is done by Contractor in connection with this Contract.
- S. **ENTIRE CONTRACT:** This Contract constitutes the entire understanding of the Parties with respect to the subject matter herein and supersedes all prior oral or written contracts with respect to the subject matter herein. This Contract can be modified or amended only by a writing signed by all of the Parties.
- T. **EXPORT CONTROL:**
1. **Munitions Items:** If the Contractor is providing any items, data or services under this order that are controlled by the Department of State, Directorate of Defense Trade Controls, International Traffic in Arms Regulations (“ITAR”), or any items, technology or software controlled under the “600 series” classifications of the Bureau of Industry and Security’s Commerce Control List (“CCL”) (collectively, “Munitions Items”), prior to delivery, Contractor must:
 - A. notify Mason (by sending an email to export@gmu.edu), and
 - B. receive written authorization for shipment from Mason’s Director of Export Controls.

The notification provided by the Contractor must include the name of the Mason point of contact, identify and describe each ITAR or CCL-controlled commodity, provide the associated U.S. Munitions List (USML) category number(s) or Export Control Classification Number, and indicate whether or not the determination was reached as a result of a commodity jurisdiction determination, or self-classification process. The Contractor promises that if it fails to obtain the required written pre-authorization approval for shipment to Mason of any Munitions Item, it will reimburse Mason for any fines, legal costs and other fees imposed for any violation of export controls regarding the Munition Item that are reasonably related to the Contractor’s failure to provide notice or obtain Mason’s written pre-authorization.
 2. **Dual-Use Items:** If the Contractor is providing any dual-use items, technology or software under this order that are listed on the CCL in a series other than a “600 series”, Contractor must (i) include the Export Control Classification Number (ECCN) on the packing or other transmittal documentation traveling with the item(s) and, (ii) send a description of the item, its ECCN, and the name of the Mason point of contact to: export@gmu.edu.
- U. **FORCE MAJEURE:** Mason shall be excused from any and all liability for failure or delay in performance of any obligation under this Contract resulting from any cause not within the reasonable control of Mason, which includes but is not limited to acts of God, fire, flood, explosion, earthquake, or other natural forces, war, civil unrest, accident, any strike or labor disturbance, travel restrictions, acts of government, disease, pandemic, or contagion, whether such cause is similar or dissimilar to any of the foregoing. Upon written notification from Mason that such cause has occurred, Contractor agrees to directly refund all payments to Mason, for services not yet performed, including any pre-paid deposits within 14 days.
- V. **FUTURE GOODS AND SERVICES:** Mason reserves the right to have Contractor provide additional goods and/or services that may be required by Mason during the term of this Contract. Any such goods and/or services will be provided by the Contractor under the same pricing, terms and conditions of this Contract. Such additional goods and/or services may include other products, components, accessories, subsystems or related services that are newly introduced during the term of the Contract. Such newly introduced additional goods and/or services will be provided to Mason at Favored Customer pricing, terms and conditions.

- W. IMMIGRATION REFORM AND CONTROL ACT OF 1986: By entering into this Contract Contractor certifies that they do not and will not during the performance of this Contract employ illegal alien workers or otherwise violate the provisions of the federal Immigration Reform and Control Act of 1986.
- X. INDEMNIFICATION: The Contractor shall indemnify, defend and hold the Commonwealth of Virginia, Mason, its successors, assigns and agents harmless from and against all damages, losses or expenses of every kind or character suffered or paid as a result of any and all claims, demands, suits, penalties, causes of action, proceedings, Judgments, administrative and judicial orders and liabilities (including reasonable counsel fees incurred in any litigation or otherwise) assessed, incurred or sustained by or against the Commonwealth of Virginia, Mason, its successors, assigns arising in whole or in part out of the negligence or willful misconduct of the Contractor in performing its obligations hereunder, but in no event caused by the sole negligence of the Mason.
- Y. INDEPENDENT CONTRACTOR: The Contractor is not an employee of Mason, but is engaged as an independent contractor. The Contractor shall indemnify and hold harmless the Commonwealth of Virginia, Mason, and its employees and agents, with respect to all withholding, Social Security, unemployment compensation and all other taxes or amounts of any kind relating to the Contractor's performance of this Contract. Nothing in this Contract shall be construed as authority for the Contractor to make commitments which will bind Mason or to otherwise act on behalf of Mason, except as Mason may expressly authorize in writing.
- Z. INFORMATION TECHNOLOGY ACCESS ACT: Computer and network security is of paramount concern at Mason. Mason wants to ensure that computer/network hardware and software does not compromise the security of its IT environment. Contractor agrees to use commercially reasonable measures in connection with any offering your company makes to avoid any known threat to the security of the IT environment at Mason.

All e-learning and information technology developed, purchased, upgraded or renewed by or for the use of Mason shall comply with all applicable University policies, Federal and State laws and regulations including but not limited to Section 508 of the Rehabilitation Act (29 U.S.C. 794d), the Information Technology Access Act, §§2.2-3500 through 2.2-3504 of the Code of Virginia, as amended, and all other regulations promulgated under Title II of The Americans with Disabilities Act which are applicable to all benefits, services, programs, and activities provided by or on behalf of the University. The Contractor shall also comply with the Web Content Accessibility Guidelines (WCAG) 2.0. For more information please visit <http://ati.gmu.edu>, under Policies and Procedures.

- AA. INSURANCE: The Contractor at all times during this Contract, shall maintain Aircraft Liability Insurance for all owned, non-owned, leased or hired aircraft, including passenger coverage with respect to the services provided to Mason. The Contractor further certifies that all insurance is to be placed with insurers with a current reasonable A.M. Best's rating authorized to sell insurance in the Commonwealth of Virginia by the Virginia State Corporation Commission. Each of these policies must be written on a primary basis, non-contributory with any other insurance coverages and/or self-insurance carried by the Commonwealth of Virginia and George Mason University. The Commonwealth of Virginia and Mason shall be named as an additional insured. Waiver of subrogation will be favorable to the Commonwealth of Virginia and Mason.
1. Commercial General Liability Insurance written on ISO Form CG 00 01 or substitute form providing equivalent coverage on an occurrence form including but not limited to liability coverage for bodily injury, including death, personal and advertising injury, and property damage in an amount not less than \$1,000,000 per occurrence with \$2,000,000 aggregate for Products/Completed Operations on a per project/per location basis;
 2. Aircraft Liability Insurance with a combined single limit of two hundred million (\$200,000,000) for third parties, passenger bodily injury, death and property damage resulting from each occurrence with no passenger sub limits;
 3. Workers Compensation Insurance in an amount not less than that prescribed by statutory limits with \$1,000,000 Employers Liability Limits and, as applicable by law;
 4. Commercial Automobile Liability Insurance per ISO coverage form CA0001 or its equivalent and including coverage for symbol "1" (any auto) for claims of bodily injury or property damage arising from the ownership, maintenance or use of any auto used in the performance of this Contract in an

amount not less than \$1,000,000 per occurrence; and

5. An umbrella/excess policy on an occurrence basis in an amount not less than five million dollars (\$5,000,000) to apply over and above Commercial General Liability, Employer's Liability, Aircraft Liability and Commercial Automobile Liability Insurance.

BB. INTELLECTUAL PROPERTY: Contractor warrants and represents that it will not violate or infringe any intellectual property right or any other personal or proprietary right and shall indemnify and hold harmless Mason against any claim of infringement of intellectual property rights which may arise under this Contract.

1. Unless expressly agreed to the contrary in writing, all goods, products, materials, documents, reports, writings, video images, photographs or papers of any nature including software or computer images prepared or provided by Contractor (or its subcontractors) for Mason will not be disclosed to any other person or entity without the written permission of Mason.
2. Work Made for Hire. Contractor warrants to Mason that Mason will own all rights, title and interest in any and all intellectual property rights created in the performance or otherwise arising from the Contract and will have full ownership and beneficial use thereof, free and clear of claims of any nature by any third party including, without limitation, copyright or patent infringement claims. Contractor agrees to assign and hereby assigns all rights, title, and interest in any and all intellectual property created in the performance or otherwise arising from the Contract, and will execute any future assignments or other documents needed for Mason to document, register, or otherwise perfect such rights. Notwithstanding the foregoing, for research collaboration pursuant to subcontracts under sponsored research Contracts administered by the University's Office of Sponsored Programs, intellectual property rights will be governed by the terms of the grant or contract to Mason to the extent such grant or contract requires intellectual property terms to apply to subcontractors.

CC. NON-DISCRIMINATION: All parties to this Contract agree to not discriminate on the basis of race, color, religion, national origin, sex, pregnancy, childbirth or related medical conditions, age (except where sex or age is a bona fide occupational qualification, marital status or disability).

DD. PAYMENT TO SUBCONTRACTORS: The Contractor shall take the following actions upon receiving payment from Mason: (1) pay the subcontractor within seven days for the proportionate share of the total payment received from Mason attributable to the work performed by the subcontractor under that Contract; or (2) notify Mason and subcontractor within seven days, in writing, of its intention to withhold all or a part of the subcontractor's payment with the reason for nonpayment. b. If an individual contractor, provide social security number in order to receive payment. c. If a proprietorship, partnership or corporation provide Federal employer identification number. d. Pay interest to subcontractors on all amounts owed by the Contractor that remain unpaid after seven days following receipt by the Contractor of payment from the Institution for work performed by the subcontractor under that Contract, except for amounts withheld as allowed by prior notification. e. Accrue interest at no more than the rate of one percent per month. f. Include in each of its subcontracts a provision requiring each subcontractor to include or otherwise be subject to the same payment and interest requirements with respect to each lower-tier subcontractor.

EE. PUBLICITY: The Contractor shall not use, in its external advertising, marketing programs or promotional efforts, any data, pictures, trademarks or other representation of Mason except on the specific written authorization in advance by Mason's designated representative.

FF. REMEDIES: If the Contractor breaches this Contract, in addition to any other rights or remedies, Mason may terminate this Contract without prior notice.

GG. RENEWAL OF CONTRACT: This Contract may be renewed by Mason for four (4) successive one-year renewal options under the terms and conditions of this Contract except as stated in 1. and 2. below. Price increases may be negotiated only at the time of renewal. Written notice of the University's intention to renew shall be given approximately 90 days prior to the expiration date of each contract period.

1. If the University elects to exercise the option to renew the Contract for an additional one-year period, the Contract price(s) for the additional one year shall not exceed the Contract price(s) of the original Contract increased/decreased by more than the percentage increase/decrease of the "services" category of the CPI-U section of the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available.

2. If during any subsequent renewal periods, the University elects to exercise the option to renew the Contract, the Contract price(s) for the subsequent renewal period shall not exceed the Contract price(s) of the previous renewal period increased/decreased by more than the percentage increase/decrease of the “services” category of the CPI-U section of the Consumer Price Index of the United States bureau of Labor Statistics for the latest twelve months for which statistics are available.
- HH. REPORTING OF CRIMES, ACCIDENTS, FIRES AND OTHER EMERGENCIES: Any Mason Employee, including contracted service providers, who is not a staff member in Counseling and Psychological Services (CAPS) or a pastoral counselor, functioning within the scope of that recognition, is considered a “Campus Security Authority (CSA).” CSAs must promptly report all crimes and other emergencies occurring on or near property owned or controlled by Mason to the Department of Police & Public Safety or local police and fire authorities by dialing 9-1-1. At the request of a victim or survivor, identifying information may be excluded from a report (e.g., names, initials, contact information, etc.). Please visit the following website for more information and training: <http://police.gmu.edu/clery-act-reporting/campus-security-authority-csa/>.”
- II. RESPONSE TO LEGAL ORDERS, DEMANDS, OR REQUESTS FOR DATA: Except as otherwise expressly prohibited by law, Contractor will: i) immediately notify Mason of any subpoenas, warrants, or other legal orders, demands or requests received by Contractor seeking University Data; ii) consult with Mason regarding its response; iii) cooperate with Mason’s reasonable requests in connection with efforts by Mason to intervene and quash or modify the legal order, demand or request; and iv) upon Mason’s request, provide Mason with a copy of its response.
- If Mason receives a subpoena, warrant, or other legal order, demand (including request pursuant to the Virginia Freedom of Information Act) or request seeking University Data maintained by Contractor, Mason will promptly provide a copy to Contractor. Contractor will promptly supply Mason with copies of data required for Mason to respond, and will cooperate with Mason’s reasonable requests in connection with its response.
- JJ. SEVERABILITY: Should any portion of this Contract be declared invalid or unenforceable for any reason, such portion is deemed severable from the Contract and the remainder of this Contract shall remain fully valid and enforceable.
- KK. SOVEREIGN IMMUNITY: Nothing in this Contract shall be deemed a waiver of the sovereign immunity of the Commonwealth of Virginia and of Mason.
- LL. SUBCONTRACTS: No portion of the work shall be subcontracted without prior written consent from Mason. In the event that the Contractor desires to subcontract some part of the work specified herein, the Contractor shall furnish Mason the names, qualifications and experience of their proposed subcontractors. The Contractor shall, however, remain fully liable and responsible for the work to be done by its subcontractor(s) and shall assure compliance with all requirements of this Contract. This paragraph applies to, but is not limited to, subcontractor(s) who process University Data.
- MM. SWaM CERTIFICATION: Contractor agrees to fully support the Commonwealth of Virginia and Mason’s efforts related to SWaM goals. Upon contract execution, Contractor (as determined by Mason and the Virginia Department of Small Business and Supplier Diversity) shall submit all required documents necessary to achieve SWaM certification to the Department of Small Business and Supplier Diversity within 90 days. If Contractor is currently SWaM certified, Contractor agrees to maintain their certification for the duration of the Contract and shall submit all required renewal documentation at least 30 days prior to existing SWaM expiration at <https://www.sbsd.virginia.gov/>.
- NN. UNIVERSITY DATA: University Data includes all Mason owned, controlled, or collected PII and any other information that is not intentionally made available by Mason on public websites, including but not limited to business, administrative and financial data, intellectual property, and patient, student and personnel data. Contractor agrees to the following regarding University Data it may collect or process as part of this Contract:
1. Contractor will use University Data only for the purpose of fulfilling its duties under the Contract and will not share such data with or disclose it to any third party without the prior written consent of Mason, except as required by the Contract or as otherwise required by law. University Data will only be processed by Contractor to the extent necessary to fulfill its responsibilities under the Contract or as otherwise directed by Mason.

2. University Data, including any back-ups, will not be accessed, stored, or transferred outside the United States without prior written consent from Mason. Contractor will provide access to University Data only to its employees and subcontractors who need to access the data to fulfill Contractor's obligations under the Contract. Contractor will ensure that employees who perform work under the Contract have read, understood, and received appropriate instruction as to how to comply with the data protection provisions of the Contract and to maintain the confidentiality of the University Data.
3. The parties agree that as between them, all rights including all intellectual property rights in and to University Data shall remain the exclusive property of Mason, and Contractor has a limited, nonexclusive license to use the University Data as provided in the Contract solely for the purpose of performing its obligations under the Contract. The Contract does not give a party any rights, implied or otherwise, to the other party's data, content, or intellectual property, except as expressly stated in the Contract.
4. Contractor will take reasonable measures, including audit trails, to protect University Data against deterioration or degradation of data quality and authenticity. Contractor shall be responsible for ensuring that University Data, per the Virginia Public Records Act, is preserved, maintained, and accessible throughout their lifecycle, including converting and migrating electronic data as often as necessary so that information is not lost due to hardware, software, or media obsolescence or deterioration.
5. Contractor shall notify Mason within three business days if it receives a request from an individual under any applicable law regarding PII about the individual, including but not limited to a request to view, access, delete, correct, or amend the information. Contractor shall not take any action regarding such a request except as directed by Mason.
6. If Contractor will have access to University Data that includes "education records" as defined under the Family Educational Rights and Privacy Act (FERPA), the Contractor acknowledges that for the purposes of the Contract it will be designated as a "school official" with "legitimate educational interests" in the University education records, as those terms have been defined under FERPA and its implementing regulations, and the Contractor agrees to abide by the limitations and requirements imposed on school officials. Contractor will use the education records only for the purpose of fulfilling its duties under the Contract for Mason's and its end user's benefit, and will not share such data with or disclose it to any third party except as provided for in the Contract, required by law, or authorized in writing by the University.
7. Mason may require that Mason and Contractor complete a Data Processing Addendum ("DPA"). If a DPA is completed, Contractor agrees that the information in the DPA is accurate. Contractor will only collect or process University Data that is identified in the DPA and will only handle that data (e.g., type of processing activities, storage, security, disclosure) as described in the DPA. If Contractor intends to do anything regarding University Data that is not reflected in the DPA, Contractor must request an amendment to the DPA and may not take the intended action until the amendment is approved and documented by Mason.

OO. UNIVERSITY DATA SECURITY: Data security is of paramount concern to Mason. Contractor will utilize, store and process University Data in a secure environment in accordance with commercial best practices, including appropriate administrative, physical, and technical safeguards, to secure such data from unauthorized access, disclosure, alteration, and use. Such measures will be no less protective than those used to secure Contractor's own data of a similar type, and in no event less than reasonable in view of the type and nature of the data involved. At a minimum, Contractor shall use industry-standard and up-to-date security tools and technologies such as anti-virus protections and intrusion detection methods to protect University Data.

1. Immediately upon becoming aware of circumstances that could have resulted in unauthorized access to or disclosure or use of University Data, Contractor will notify Mason, fully investigate the incident, and cooperate fully with Mason's investigation of and response to and remediation of the incident. Except as otherwise required by law, Contractor will not provide notice of the incident directly to individuals who's PII was involved, regulatory agencies, or other entities, without prior written permission from Mason.
2. Mason reserves the right in its sole discretion to perform audits of Contractor, at Mason's expense, to ensure compliance with all obligations regarding University Data. Contractor shall reasonably

cooperate in the performance of such audits. Contractor will make available to Mason all information necessary to demonstrate compliance with its data processing obligations. Failure to adequately protect University Data or comply with the terms of this Contract with regard to University Data may be grounds to terminate this Contract.

PP. UNIVERSITY DATA UPON TERMINATION OR EXPIRATION: Upon termination or expiration of the Contract, Contractor will ensure that all University Data are securely returned or destroyed as directed by Mason in its sole discretion within 180 days of the request being made. Transfer to Mason or a third party designated by Mason shall occur within a reasonable period of time, and without significant interruption in service. Contractor shall ensure that such transfer/migration uses facilities and methods that are compatible with the relevant systems of Mason or its transferee, and to the extent technologically feasible, that Mason will have reasonable access to University Data during the transition. In the event that Mason requests destruction of its data, Contractor agrees to destroy all data in its possession and in the possession of any subcontractors or agents to which the Contractor might have transferred University Data. Contractor agrees to provide documentation of data destruction to the University.

Contractor will notify the University of any impending cessation of its business and any contingency plans. This includes immediate transfer of any previously escrowed assets and University Data and providing Mason access to Contractor's facilities to remove and destroy Mason-owned assets and University Data. Contractor shall implement its exit plan and take all necessary actions to ensure a smooth transition of service with minimal disruption to Mason. Contractor will also provide a full inventory and configuration of servers, routers, other hardware, and software involved in service delivery along with supporting documentation, indicating which if any of these are owned by or dedicated to Mason. Contractor will work closely with its successor to ensure a successful transition to the new equipment, with minimal downtime and effect on Mason, all such work to be coordinated and performed in advance of the formal, final transition date.

QQ. UNIVERSITY REVIEW/APPROVAL: All goods, services, products, design, etc. produced by the Contractor for or on behalf of Mason are subject to Mason's review and approval.

RR. WAIVER: The failure of a party to enforce any provision in this Contract shall not be deemed to be a waiver of such right.

Contractor Name

George Mason University

Signature

Signature

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____



6540 Highland Road
Suite 1
Waterford, MI 48327
Phone: (248) 282-5518
Fax: (248) 644-3316

July 6th, 2022

**George Mason University
4400 University Dr., MS 1D4
Fairfax, VA 22030**

Good afternoon,

Thank you for the opportunity to bid on your air charter requirements for George Mason's MBB 2022-2023 Season. PASS is committed to providing the right aircraft for the right price for GMU. PASS offers complete Athletic Team Travel Management solutions for your university's needs.

We are providing the response to your charter requests utilizing a Saab-2000 aircraft, operated by Freight Runners. Freight Runners is a certified FAA 121 Air Carrier and has been in business since 1985. Their fleet consists of 25 aircraft dedicated to college basketball.

We are available 24 hours a day, 7 days a week, and 365 days a year. Please do not hesitate to contact us with any questions or concerns!

Sincerely,

*Kevin Schumann
Account Manager, PASS Charters
248-762-4560
kschumann@passcharters.com*



6540 Highland Road
Suite 1
Waterford, MI 48327
Phone: (248) 282-5518
Fax: (248) 644-3316

ORGANIZATION, QUALIFICATIONS AND EXPERIENCE

- Our mission is to provide the right aircraft for the right price.
- PASS is an air travel management company, headquartered in Michigan, with over 30 years of experience in providing global air travel management services for both personal and corporate use. PASS manages air transportation services for Fortune 500 companies, global golf tournaments, and international and domestic corporate shuttle programs, on-demand private aircraft charter and sport travel management programs.
- PASS was established in April of 2004 out of Michigan. Our university clients include the University of Notre Dame, University of Alabama, Duke University and Indiana University, just to name a few. Along with university travel, we also provide chartering for the New Orleans Saints and Pelicans with other professional teams. PASS has supported the movements of collegiate team travel for over eleven years.
- Your account team is managed by the senior staff of PASS. Your key relationship contact is Kevin Schumann. Kevin is closely supported by the daily operations team managed by Steven Creasey. Our operators are supported by a dispatch staff, 24 hours a day, and 7 days a week. The operations team will be in communication with your school's point of contact throughout the duration of the trip.
- We are submitting our proposal utilizing the services of Freight Runners.
- Freight Runners operates as an air carrier and is authorized to conduct common carriage operations in accordance with the FAA specifications. We have an integrated communication/operating system to insure there is continual flights updates. We then communicate real time with a point of contact on the flight with GMU.
- PASS offers a comprehensive experience for our customers utilizing our new Client Login feature. The Client Login allows customers to access all of their trips through our website, and gives them oversight of where their plane is at all times. It also allows our customers to upload their passenger manifest directly onto the website, so that our operations team has access to it.
- For more information regarding our company and experience, visit www.passcharters.com



6540 Highland Road
Suite 1
Waterford, MI 48327
Phone: (248) 282-5518
Fax: (248) 644-3316

Freight Runners



Screening on campus available

30 Seats

Water, Gatorade, snacks included

Fully Enclosed Lavatory

Payload: 7,500 lbs.

*****On-flight Pass Charters Rep for each flight**

51' Seat Pitch

FINANCIAL INFORMATION: Freight Runners has an ARGUS rating of Platinum

FAILSAFE INFORMATION: Freight Runners has 25 aircraft in their fleet dedicated to college basketball, will reroute an aircraft within the hour in case of an emergency.

*****Aircraft and crew remain with team**



6540 Highland Road
Suite 1
Waterford, MI 48327
Phone: (248) 282-5518
Fax: (248) 644-3316

PASS Charters References- Basketball

1. University of Oregon

Josh Jamieson – MBB Director of Ops.

joshj@uoregon.edu

732-445-7818

2. University of Southern California

Michael Swets- Men's Basketball Ops.

swets@usc.edu

508-727-5710

3. Indiana University

Armond Hill – MBB Director of Admin.

rorvigp@missouri.edu

573-882-0702

4. New Orleans Saints/Pelicans

Mike Stanfield- V.P. of Sales

Mike.stanfield@pelicans.com

504-731-1770

5. University of Notre Dame

Scott Martin- Men's Basketball Director of Ops.

smarti10@nd.edu

574-631-6225

6. Virginia Tech

Stephanie Ball, Men's Basketball Director of Ops.

sballein@vt.edu

540-392-7383

7. University of Connecticut

Eric YOUNCOFSKI – MBB Basketball Ops

eric.youncofski@uconn.edu

860-486-2720

8. Seton Hall University

Jimmy O'Donnell- Senior Associate AD

Jimmy.odonnell@shu.edu

973-761-9725



6540 Highland Road
Suite 1
Waterford, MI 48327
Phone: (248) 282-5518
Fax: (248) 644-3316

PASS Charters References- Athletics

1. University of Alabama

Ellis Ponder- Football Director of Ops.

eponder@ia.ua.edu

205-542-1718

2. University of Southern California

John Digrado - Executive Senior Associate Athletic Director

digrado@usc.edu

213-740-4158

3. University of Oregon

William Blood – Associate Athletic Director

wblood@uoregon.edu

541-346-5539

4. University of Arkansas

Lacy Needham- Business Associate Athletic Director

ln003@uark.edu

479-575-7276

5. San Diego State University

Charles Lang - Executive Associate Athletic Director

clang@sdsu.edu

619-594-6296

6. Duke University

Jon Jackson – Deputy Director of Athletics/Men's Basketball

jon.jackson@duke.edu

919-684-2624

7. University of Minnesota

Tim McCleary, Associate AD

tmcclear@umn.edu

612-625-2524

8. New Orleans Saints

Derek Stamnos- Director of Operations

Derek.stamnos@saints.nfl.com

504-731-1770

A001 . Issuance and Applicability

HQ Control: 05/09/2003

HQ Revision: 02c

a. These operations specifications are issued to FREIGHT RUNNERS EXPRESS INC, whose principal base of operation is located at:

Primary Business Address:
1901 E. Layton Ave
Milwaukee, 53207

The holder of these operations specifications is the holder of Air Carrier Certificate Number KCQA493F and shall hereafter be referred to as the certificate holder. The certificate holder is authorized to conduct:

On Demand	operations in	Common carriage pursuant to Title 14 Code of Federal Regulations (CFR) Section	119.21(a)(5) and provided, at all times, the certificate holder has appropriate written economic authority issued by the Department of Transportation.
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The certificate holder shall conduct these kinds of operations in accordance with the specific authorizations, limitations, and procedures in these operations specifications and all appropriate Parts of the CFR.

b. These operations specifications are effective as of the "Date Approval is effective" listed in each paragraph and shall remain in effect as long as the certificate holder continues to meet the requirements of Part 119 as specified for certification.

c. The certificate holder is authorized to conduct the operations described in subparagraph a under the following other business names:

Air Charter Express

d. The certificate holder is authorized to conduct flights under 14 CFR Part 91 for crewmember training, maintenance tests, ferrying, re-positioning, and the carriage of company officials using the applicable authorizations in these operations specifications, without obtaining a Letter of Authorization, provided the flights are not conducted for compensation or hire and no charge of any kind is made for the conduct of the flights.

1. The Certificate Holder applies for the Operations in this paragraph.
2. Support information reference:
3. These Operations Specifications are approved by direction of the Administrator.



2012.01.14 13:34:11 Central Standard Time
Location: WebOPSS
Digitally signed by Wesley J Hakari,
Principal Operations Inspector (GL13)

4. Date Approval is effective: 01/16/2012 Amendment Number: 3
5. I hereby accept and receive the Operations Specifications in this paragraph.

Hammer, Patrick M., Chief Pilot

2012.01.05 16:29:03 Central Standard Time
Location: WebOPSS
Digitally signed by Patrick M Hammer on behalf of
Hammer, Patrick M., Chief Pilot

Date: 01/16/2012

AIG AEROSPACE INSURANCE SERVICES, INC.

CERTIFICATE OF INSURANCE

THIS IS TO CERTIFY TO:

THAT THE FOLLOWING POLICY/IES OF INSURANCE HAS/HAVE BEEN ISSUED TO: REEF
PARTNERS, LLC

1209 N ORANGE STREET WILMINGTON,
DE 19801

POLICY NO. GM 012829167-01

POLICY PERIOD: From April 15, 2022 to April 15, 2023

INSURANCE COMPANY NATIONAL UNION FIRE INSURANCE COMPANY OF PITTSBURGH, PA

Coverage only applies as indicated by a specific limit and deductible.

FAA Cert.	Year	Seats	Coverage N:	Not In-Motion	In-Motion/Ingestion	Number	Make & Model	Built	Crew	Deductibles	
										Pass	Insured Value
N604MB			Challenger 601		1992	2	10		\$1,600,000	NIL	NIL

Coverage A: \$100,000,000 Each Occurrence

Coverage X: \$50,000 Non-Crew Member Passenger \$50,000 Each Crew Member

Coverage Identified: **Coverage A:** Liability Coverage for **Scheduled Aircraft**, **Coverage N: Physical Damage** Coverage for **Scheduled Aircraft**, **Coverage X: Medical Expenses**

OTHER COVERAGES/CONDITIONS/REMARKS

ADDITIONAL INSURED, PRIMARY AND NON-CONTRIBUTORY, NOTICE OF CANCELLATION, WAIVER OF SUBROGATION SUBJECT TO FORM GLD1056 ATTACHED TO THIS POLICY.

PHYSICAL DAMAGE WAR COVERAGE SUBJECT TO FORM GLD426 ATTACHED TO THIS POLICY.

WAR LIABILITY COVERAGE SUBJECT TO FORM GLD52E ATTACHED TO THIS POLICY.

WAR LIABILITY \$50,000,000 EACH OCCURRENCE AND IN THE ANNUAL AGGREGATE.

A certificate of insurance is issued as a matter of information only and confers no rights upon the certificate holder. A certificate of insurance does not amend, extend, or alter the coverage, terms, exclusions, conditions, or other provisions afforded by the policies referenced therein.

If the policy referenced above is cancelled before the expiration date, notice of cancellation shall be provided to the certificate holder if such notice of cancellation has been included within this policy and/or endorsements attached thereto.

Certificate No. _____ 10

Date of April 21, 2022 IssueBy
(Authorized Representative)



GLD1463 (02/15)

Page 1 of 1



Purchasing Department
4400 University Drive, Mailstop 3C5
Fairfax, VA 22030
Voice: 703.993.2580 | Fax: 703.993.2589
<http://fiscal.gmu.edu/purchasing/>



REQUEST FOR PROPOSALS GMU-1801-22

ISSUE DATE: June 3, 2022

TITLE: Air Charter Services

PRIMARY PROCUREMENT OFFICER: Erin Rauch, Assistant Director, erauch@gmu.edu

SECONDARY PROCUREMENT OFFICER: James F. Russell, Director, jrussell@gmu.edu

QUESTIONS/INQUIRIES: E-mail all inquiries to both Procurement Officers listed above, no later than 4:00 PM Eastern Time (ET) on June 16, 2022. All questions must be submitted in writing. Responses to questions will be posted on the [Mason Purchasing Website](#) by 5:00 PM ET on June 21, 2022. Note: Questions must be submitted in WORD format. Also see section III. COMMUNICATION, herein.

PROPOSAL DUE DATE AND TIME: July 6, 2022 @ 2:00 PM ET. SEE SECTION XII.A.1 FOR DETAILS ON ELECTRONIC PROPOSAL SUBMISSION.

In Compliance With This Request For Proposal And To All The Conditions Imposed Therein And Hereby Incorporated By Reference, The Undersigned Offers And Agrees To Furnish The Goods/Services In Accordance With The Attached Signed Proposal Or As Mutually Agreed Upon By Subsequent Negotiations.

Name and Address of Firm:

Legal Name: Powwow, LLC

Date: July 6th, 2022

DBA: Pass Charters

Address: 6886 S. Service Dr. Waterford,
MI 48327

By: *Kevin Schumann*

Signature

FEI/FIN No32-0108448

Name: Kevin Schumann

No. _____

Telephone No. 248.762.4560

Fax:

248.644.3316

No: X

SWaM Certified: Yes: _____

Title: Account Manager

SWaM Certification Number: _____

Email: kschumann@passcharters.com

(See Section VII. SWaM CERTIFICATION for complete details).

- Scores to Purchasing: 7/26/22
- Oral presentations (if necessary): TBD
- Negotiations/BAFO: Tentative Week of Aug 8th
- Award: TBD
- Contract Start Date: Tentative October 2022
-

ATTACHMENT A
SMALL BUSINESS SUBCONTRACTING PLAN
TO BE COMPLETED BY OFFEROR

Offerors must advise any portion of this contract that will be subcontracted. All potential offerors are required to include this document with their proposal in order to be considered responsive.

Small Business: "Small business (including micro)" means a business which holds a certification as such by the Virginia Department of Small Business and Supplier Diversity (DSBSD) on the due date and time for proposals. This shall also include DSBSD certified women- owned and minority-owned businesses and businesses with DSBSD service disabled veteran owned status when they also hold a DSBSD certification as a small business on the proposal due date. Currently, DSBSD offers small business certification and micro business designation to firms that qualify.

Certification applications are available through DSBSD online at www.SBSD.virginia.gov (Customer Service).

Offeror Name: Pass = Charters

Preparer Name: Kevin Schumann

Who will be doing the work: ☐ I plan to use subcontractors ☒ I plan to complete all work – X

Instructions

- A. If you are certified by the DSBSD as a micro/small business, complete Section A of this form.
- B. If the "I plan to use subcontractors" box is checked, complete Section B of this form. For the proposal to be considered and the offeror to be declared responsive, the offeror shall identify the portions of the contract that will be subcontracted to any subcontractor, to include DSBSD certified small business for the initial contract period in relation to the offeror's total price for the initial contract period in Section B.

Section A

If your firm is certified by the DSBSD provide your certification number and the date of certification.

Certification Number: _____

Certification Date: _____

Section B

If the "I plan to use subcontractors" box is checked, populate the requested information below, per subcontractor to show your firm's plans for utilization of any subcontractor, to include DSBSD-certified small businesses, in the performance of this contract for the initial contract period in relation to the offeror's total price for the initial contract period. Certified small businesses include but are not limited to DSBSD-certified women-owned and minority-owned businesses and businesses with DSBSD service disabled veteran-owned status that have also received the DSBSD small business certification. Include plans to utilize small businesses as part of joint ventures, partnerships, subcontractors, suppliers, etc. It is important to note that these proposed participation will be incorporated into the subsequent contract and will be a requirement of the contract. Failure to obtain the proposed participation dollar value or percentages may result in breach of the contract.

Plans for Utilization of Any subcontractor, to include DSBSD-Certified Small Businesses, for this Procurement Subcontract #1



Company Information

Company Name: Freight Runners Express
Doing Business As: Air Charter Express
Address (Line 1): Milwaukee Mitchell Int'l Airport
Address (Line 2): 6024 S. Jasper Ave.
City/Locality: MILWAUKEE
State/Province: WI
Postal Code: 53207
Country: United States
Aircraft On Certificate: 26
Pilot(s) On File: 47

Certificate

Certificate #: KCQA493F
Certificate Date: 11/08/1985
AOC Date: 08/12/2022

Contact Information

Contact Name: Robert M. Sevier
Contact Phone: 414-744-5525
Contact Email: info@freightrunners.com

ARGUS Rating:



TripCHEQ

		ARGUS Trip Status: GREEN Valid for 24 Hours 08/12/2022 15:13:54Z ID: L211053
Arrangements Provided By: Agent: ARGUS Agent Contact:		Broker Trip Status: GREEN Valid for 24 Hours
Flight Summary: Flight: Departure Date:		
Operator: Certificate Holder: ARGUS Air, Inc. Contact: Certificate: ARGUSPBC ARGUS Rating: Gold <small>The operator meets the current ARGUS Gold Rating requirements including, but not limited to, maintaining complete, current, and accurate data in the ARGUS TripCHEQ system suitable for producing an ARGUS TripCHEQ report.</small>		
Pilot In Command (PIC): Joe Test Pilot Certificate Type: ATP Total Flight Time: 7894 Total PIC: 4561 PIC Time In Type: 1001		Second In Command (SIC): John Doe Certificate Type: ATP Total Flight Time: 3012 Total PIC: 789 PIC Time In Type: 101
Aircraft: Aircraft Registration: NCHEQ Type: CESSNA 560XL Year: 1992 Insurance Amount: \$1M		
Trip Status Remarks:		
<small>ARGUS is not liable for any damage, loss, or injury to any person or property arising from the use of the ARGUS TripCHEQ system. ARGUS is not liable for any damage, loss, or injury to any person or property arising from the use of the ARGUS TripCHEQ system. ARGUS is not liable for any damage, loss, or injury to any person or property arising from the use of the ARGUS TripCHEQ system.</small>		

Be sure to request a TripCHEQ for every flight.

- Full vetted data for operators, brokers, aircraft and crews
- Your safety and security boarding pass for charters
- Verification that your trip meets your standards

CERTIFICATE OF INSURANCE

This is to certify that the following policies, subject to the terms, conditions, limitations and endorsements contained therein, and during their effective period, have been issued by the insurance companies listed below. NOTE: The inclusion of persons or entities as "Insureds" only applies to that person's or entities' contingent liability arising out of the operations of the Named Insured, which are the subject of coverage under a policy or policies referenced herein, unless otherwise noted.

CERTIFICATE HOLDER:

To Whom It May Concern

NAMED INSURED:

*Freight Runners Express, Inc., &
Freight Runners Express, Inc., dba
Air Charter Express
6024 South Jasper Avenue
Milwaukee, WI 53207*

COVERAGE: *Aircraft Liability*

AIRCRAFT: *All aircraft owned and/or operated by the Named Insured as reported to the underwriters for Charter Use. See Schedule A for list of aircraft.*

LIMITS OF LIABILITY: *\$150,000,000 Combined Single Limit*

GEOGRAPHICAL LIMITS: *Worldwide*

POLICY PERIOD: *12:01 A.M. October 01, 2021 to 12:01 A.M. October 01, 2022*

INSURERS & POLICY NUMBERS:

*QBE Insurance Corporation – Policy #100009637
Allianz Global Risks US Insurance – Policy #A2AL000914021AM
Starr Indemnity & Liability – Policy #SASICOM60065021-09
XL Insurance America, Inc. – Policy #UA0009451AV21A
Great American Insurance Group – Policy #QSE770656-00
Falls Lake National Insurance Co. – Policy #ACQG FL-00264-02*

ADDITIONAL AGREEMENTS:

Charter Customers are included as an Additional Insured with respect to liability arising out of the operations of the Named Insured.

The subscribing insurers' obligations under contracts of insurance to which they subscribe are several and not joint and are limited solely to the extent of their individual subscriptions. The subscribing insurers are not responsible for the subscription of any co-subscribing insurer who for any reason does not satisfy all or part of its obligations.

As respects each Certificate Holder(s) respective interests, this Certificate of Insurance shall automatically terminate upon the earlier of: (i) Policy expiration; (ii) Cancellation of the policies prior to policy expiration, as notified to the Certificate Holder(s) as required herein; (iii) agreed termination of the Contract(s); and/or in the case of physical damage insurance relating to those Certificate Holder(s) who have insurable interest in the Equipment as of the date of issuance of this Certificate of Insurance: agreed termination of the Named Insured's and/or the Certificate Holder(s) insurable interest in the Equipment. This Certificate of Insurance is issued as a summary of the insurances under the policies noted above and confers no rights upon the Certificate Holder(s) as regards the insurances other than those provided by the policies. The undersigned has been authorized by the above insurers to issue this certificate on their behalf and is not an insurer and has no liability of any sort under the above policies as an insurer as a result of this certification.

*Certificate Number: 4
Date of Issue: September 22, 2021*

Authorized Representative
Aviation Risk Management Associates, Inc.

Schedule A of Passenger Aircraft & Liability

<i>Liability Limits</i>	<i>Aircraft</i>
<i>\$150,000,000 Combined Single Limit</i>	<i>1999 Embraer EMB-120ER, N121CZ 1999 Embraer EMB-120ER, N127CZ 1999 Embraer EMB-120ER, N128HL 1994 Saab 2000, N508FR</i>

CERTIFICATE OF INSURANCE

This is to certify that the following policies, subject to the terms, conditions, limitations and endorsements contained therein, and during their effective period, have been issued by the insurance companies listed below, each for their own percentage and not one for the other. NOTE: The inclusion of persons or entities as "Insureds" only applies to that person's or entities' contingent liability arising out of the operations of the Named Insured, which are the subject of coverage under a policy or policies referenced herein, unless otherwise noted.

CERTIFICATE HOLDER:

To Whom It May Concern

NAMED INSURED:

Freight Runners Express, Inc. &
Freight Runners Express, Inc. dba
Air Charter Express
6024 South Jasper Avenue
Milwaukee, WI 53207

COVERAGE:

1. Aircraft Liability including War Risks
2. Aircraft Cargo Liability
3. Comprehensive Aviation General Liability

AIRCRAFT:

All Aircraft, Owned or Operated by the Named Insured under Part 135 of the Federal Air Regulations for Cargo Operations, as reported to underwriters.

LIMITS OF LIABILITY:

1. Aircraft Liability :Not less than \$5,000,000 Single Limit Bodily Injury & Property Damage Subject to \$500,000 Per Passenger, Each Occurrence
2. Aircraft Cargo Liability: \$500,000 Each Occurrence
3. Comprehensive Aviation General Liability: \$1,000,000 Each Occurrence,

GEOGRAPHICAL LIMITS:

Worldwide

POLICY PERIOD:

12:01 A.M. October 01, 2021 to 12:01 A.M. October 01, 2022

INSURERS & POLICY NUMBERS:

1. Allianz Global Risk #A4GA000656321AM / Starr Indemnity & Liability Company #1000225825-6, QBE Insurance Corporation #QAVC000595
2. Allianz Global Risk #A4GA000656321AM / Starr Indemnity & Liability Company #1000225825-6, QBE Insurance Corporation #QAVC000595
3. Allianz Global Risk #A4GA000656521AM / Starr Indemnity & Liability Company #1000225825-6, QBE Insurance Corporation #100041310

ADDITIONAL AGREEMENTS:

Charter Customers is included as an Additional Insured on the Aircraft Liability Policy, with respect to the operations of the Named Insured.

This policy won't cover the certificate holder for any claims arising out of any aircraft product manufactures, sold, handled, or distributed by the certificate holder.

The subscribing insurers' obligations under contracts of insurance to which they subscribe are several and not joint and are limited solely to the extent of their individual subscriptions. The subscribing insurers are not responsible for the subscription of any co-subscribing insurer who for any reason does not satisfy all or part of its obligations.

As respects each Certificate Holder(s) respective interests, this Certificate of Insurance shall automatically terminate upon the earlier of: (i) Policy expiration; (ii) Cancellation of the policies prior to policy expiration, as notified to the Certificate Holder(s) as required herein; (iii) agreed termination of the Contract(s); and/or in the case of physical damage insurance relating to those Certificate Holder(s) who have insurable interest in the Equipment as of the date of issuance of this Certificate of Insurance: agreed termination of the Named Insured's and/or the Certificate Holder(s) insurable interest in the Equipment. This Certificate of Insurance is issued as a summary of the insurances under the policies noted above and confers no rights upon the Certificate Holder(s) as regards the insurances other than those provided by the policies. The undersigned has been authorized by the above insurers to issue this certificate on their behalf and is not an insurer and has no liability of any sort under the above policies as an insurer as a result of this certification.

Certificate Number: 14
Date of Issue: September 10, 2021

April Myers
Authorized Representative
Aviation Risk Management Associates, Inc.

D085 . Aircraft Listing

HQ Control: 02/06/1998

HQ Revision: 02a

- a. The certificate holder is authorized to conduct operations under **14 CFR Part 135** using the aircraft identified on this operations specification.

Registration No.	Serial No.	Aircraft M/M/S
N191CZ	UB-59	BE-1900-C
N192CZ	UC-118	BE-1900-C
N193CZ	UC-73	BE-1900-C
N109CZ	U-109	BE-99-99
N199CZ	U-30	BE-99-99
N299CZ	U-74	BE-99-99
N399CZ	U-91	BE-99-99
N699CZ	U-10	BE-99-99
N799CZ	U-68	BE-99-99
N499CZ	U-81	BE-99-A
N599CZ	U-89	BE-99-A
N899CZ	U-96	BE-99-A
N999CZ	U-116	BE-99-A
N120HL	120.111	EMB-120-ER
N121CZ	120.350	EMB-120-ER
N122HL	120.271	EMB-120-ER
N124HL	120.284	EMB-120-ER
N125CZ	120.290	EMB-120-ER
N126CZ	120.308	EMB-120-ER
N127CZ	120.353	EMB-120-ER
N128HL	120.351	EMB-120-ER
N129CZ	120.270	EMB-120-ER
N506FR	2000-006	SAAB-2000-2000
N508FR	2000-008	SAAB-2000-2000
N542FR	2000-042	SAAB-2000-2000
N680PA	2000-020	SAAB-2000-2000

1. The Certificate Holder applies for the Operations in this paragraph.
2. These Operations Specifications are approved by direction of the Administrator.



Digitally signed by Michael J Pieczynski, Principal Maintenance Inspector (GL13)

[1] SUPPORT INFO: Addition of N542FR

[2] EFFECTIVE DATE: 8/12/2022, [3] AMENDMENT #: 47

DATE: 2022.08.15 06:31:15 -05:00

3. I hereby accept and receive the Operations Specifications in this paragraph.

Digitally signed by Patrick M Hammer, President

[1] SUPPORT INFO: Add N542FR, S/N 2000-042

DATE: 2022.08.12 13:44:29 -05:00