



HILLSBOROUGH COUNTY AVIATION AUTHORITY

SUPPLEMENTAL CONTRACT FOR INFORMATION

TECHNOLOGY RESEARCH AND ADVISORY SERVICES

Parties And Addresses:

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HILLSBOROUGH COUNTY AVIATION AUTHORITY
SUPPLEMENTAL CONTRACT FOR INFORMATION TECHNOLOGY RESEARCH AND
ADVISORY SERVICES

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- A - GSA Contract No. GS-35F-298GA
- B - Sample Service Proposal
- C - Authority Policy P412 - Travel, Business Development and Working Meals Expenses
- D - Scrutinized Company Certification
- E - Affidavit of Compliance with Anti-Human Trafficking Laws

1. INTRODUCTION

This Supplemental Contract for Information Technology Research and Advisory Services (Supplemental Contract) is made and entered into this 2nd day of April, 2026 between the Hillsborough County Aviation Authority, an independent special district under the laws of the State of Florida whose post office address is Post Office Box 22287, Tampa, Florida 33622 (Authority), and Info-Tech Research Group, Inc., a Delaware corporation authorized to do business in the State of Florida, (Company), (collectively hereinafter referred to as the Party or Parties).

The following terms and conditions contained in this Supplemental Contract are hereby incorporated in and made a part of GSA Contract No. GS-35F-298GA (GSA Contract), which is attached hereto as Exhibit A. In the event of any conflict(s) among the terms and conditions contained in this Supplemental Contract and the GSA Contract, this Supplemental Contract shall control.

For and in consideration of the mutual covenants hereof, the Parties do hereby agree as follows:

2. DEFINITIONS

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

2.1 Accounts Payable

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

2.2 Airport

Tampa International Airport.

2.3 Artificial Intelligence (AI)

Any machine learning, deep learning, or other automated systems that use algorithms to learn from and make predictions or decisions based on data.

2.4 Authority Data

All data, including any drawings, specifications, reports, Authority Confidential Information, and any other information provided by Authority to Company, otherwise received by Company, or generated by Authority or Company for purposes relating to this Supplemental Contract, including related metadata.

2.5 Board

The Hillsborough County Aviation Authority Board of Directors.

2.6 CEO

The Hillsborough County Aviation Authority Chief Executive Officer.

2.7 Confidential Information

Includes all scientific, technical, financial, business and other information, all manufacturing,

marketing, sales and distribution data, all scientific and test data, documents, methods, techniques, formulations, operations, know-how, experience, skills, intellectual property, trade secrets, computer programs and systems, processes, practices, ideas, inventions, designs, samples, plans, and drawings that would otherwise be a trade secret.

2.8 Days

Unless otherwise stated, means calendar days.

2.9 Exhibits

Exhibits are attached to this Supplemental Contract and are hereby incorporated and made a part of this Supplemental Contract. Based on the needs of Authority, the Exhibits may be modified from time to time by letter to Company without formal amendment to this Supplemental Contract.

2.10 FAA

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

2.11 GSA

General Services Administration.

2.12 Information Technology (IT) Infrastructure

Hardware, software, networks, data centers, and facilities that support the delivery of IT services and enable the operation of an organization's information systems.

2.13 ITS

Authority Information Technology Services Department.

2.14 Personnel

Individuals who are directly employed or contracted by Company to perform the Services at the Airport.

2.15 Service Proposal

The form mutually agreed upon by Authority and Company to document the specific products, Services, pricing, and other relevant detail under this Supplemental Contract, a copy of which is attached hereto and incorporated herein as Exhibit B.

2.16 Services

The activities, tasks, functions, or work to be performed by Company under this Supplemental Contract, including any labor, expertise, or effort required to fulfill the scope of work, as specified in the Service Proposal.

2.17 TSA

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

2.18 Vice President of Information Technology

Authority contract person responsible for the Authority ITS Department.

2.19 Vice President of Procurement

Authority contact person responsible for the Authority Procurement Department.

3. SCOPE OF SERVICES

3.1 Service Proposal

- A. Prior to the onset of Services to be provided, Company and Authority will outline each task involved, establish a schedule for completing each task, detail the associated costs, and include the names, titles, responsibilities, and resumes of Company's Personnel that will be assigned to the task as shown in Exhibit B, Sample Service Proposal.
- B. Upon agreement between the Parties to the scope of the Service Proposal, Authority will issue a Purchase Order to Company to perform the specific items agreed to under the Service Proposal. Purchase Order(s) will be issued for each Service Proposal and serve as authorization for Company to provide the Services consistent with the terms of this Supplemental Contract. The Service Proposal schedule may go beyond the termination date of this Supplemental Contract if necessary to complete the Service Proposal tasks. Company will make its best efforts to ensure that each task in the Service Proposal is completed on budget and on time according to the agreed-upon work schedule.
- C. In the event of any conflict between this Supplemental Contract and a Service Proposal, the terms of this Supplemental Contract shall prevail.
- D. Any Purchase Order issued during the effective period of this Supplemental Contract and not completed within such period shall be completed by the Company within the time specified in the Service Proposal. This Supplemental Contract shall govern the Company's and Authority's rights and obligations with respect to the Service Proposal to the same extent as if the Service Proposal were completed during the effective period of this Supplemental Contract.

4. TERM

4.1 Effective Date

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

4.2 Term

This Supplemental Contract will begin on April 2, 2026 and continue through March 16, 2027 ("Initial Term"), unless terminated earlier as provided herein or extended as provided in the Subsection entitled Renewal Options (such Initial Term, plus any such Renewal Term, referred to as "Term").

4.3 Renewal Options

If Company is not in default of any terms of this Supplemental Contract, if Company has performed all the terms, covenants and conditions herein contained, and if similar renewal options have been exercised by GSA under the GSA Contract, this Supplemental Contract may be renewed at the terms and conditions stated hereunder (but subject to updated pricing, if applicable) for one (1), three (3) year period subsequent to the end of the Initial Term (each additional term hereinafter referred to as ("Renewal Term") upon written approval by the CEO. Such renewal will be effective by letter without formal amendment to this Supplemental Contract. If all such Renewal Terms are approved by the Authority, this Supplemental Contract will have a final termination date of March 16, 2030.

4.4 Early Termination

Either Party may terminate this Supplemental Contract, without cause, by giving thirty (30) Days written notice to the other Party. However, Company may not cancel this Supplemental Contract, without Authority approval, until all existing projects are completed, unless required by legal or ethical rules. Authority does not guarantee work or any amount of work to Company during the Term of this Supplemental Contract.

5. FEES AND PAYMENTS

5.1 Not-to-Exceed

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

5.2 Payment

Authority will pay Company in accordance with an executed Service Proposal by Company and Authority. Any travel costs preapproved by Authority will be paid in accordance with Exhibit C, Authority Policy P412 - Travel, Business Development, and Working Meals Expenses.

5.3 Invoices

Invoices required by this Supplemental Contract will be created and submitted by Company to Authority Finance Department via email to Payables@TampaAirport.com in a form acceptable to Authority and will include at a minimum the invoice date, invoice amount, dates of Services, and Purchase Order number.

5.4 Payment Method

Company will receive electronic payments via Automated Clearing House (ACH), ePayables, or Purchasing Card (PCard). Authority reserves the right to modify the electronic payment methods and processes at any time. Company may change its selected electronic payment method during the Term of this Supplemental Contract in coordination with Accounts Payable.

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

5.5 Payment When Services Are Terminated at the Convenience of Authority

In the event of termination of this Supplemental Contract for the convenience of Authority, Authority will compensate Company as listed below; however, in no event shall Company be entitled to any damages or remedies for wrongful termination.

- A. All Services performed prior to the effective date of termination; and
- B. Expenses incurred by Company in effecting the termination of this Supplemental Contract as approved in advance in writing by Authority.

6. TAXES

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

Company will pay the taxes, fees, or assessments reflected in a notice Company receives from the Authority within thirty (30) Days after Company's receipt of that notice or within the time period prescribed in the tax bill. Authority will attempt to cause the taxing authority to send the applicable tax bills directly to Company and Company will remit payment directly to the taxing authority, in such instance. Company may reserve the right to contest such taxes, fees, or assessments and withhold payment upon written notice to Authority of its intent to do so, so long as the nonpayment does not result in a lien against the real property or any improvements thereon or a direct liability on the part of Authority.

7. OWNERSHIP OF DOCUMENTS

All documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, software, or other material, regardless of the physical form or characteristics, made by Company or its employees incident to, or in the course of, Services to Authority will be and remain the property of Authority, except for Company's original and unaltered research materials made accessible to Authority over Company's website. With respect to such research materials, Authority is granted a limited, non-exclusive license to access and use such materials solely for Authority's bona fide internal use, and Company retains all intellectual property rights therein.

8. QUALITY ASSURANCE

Company will be solely responsible for the quality of all Services furnished by Company, its employees and/or its subcontractors under this Supplemental Contract. All Services furnished by Company, its employees and/or its subcontractors must be performed in accordance with industry standard, in a timely manner, and must be fit and suitable for the purposes intended by Authority. Company's Services and deliverables must conform with all applicable Federal and State laws, regulations and ordinances.

9. NON-EXCLUSIVE RIGHTS

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

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

10. DATA SECURITY

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

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

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

11. USE OF ARTIFICIAL INTELLIGENCE

11.1 Any use of AI including, but not limited to generative AI, via platforms, tools, and software must be consistent with Authority Policies, Standard Procedures, Rules and Regulations and applicable laws.

11.2 To maintain the security of Authority Data and IT Infrastructure, Company is prohibited from attempting to gain access to unapproved AI applications when using Authority Data. To avoid potential data leaks or security incidents, Company is prohibited from inputting, uploading, or otherwise integrating any Authority Data into AI without the prior written consent of the Authority following Company's request for approval to use AI. Examples of uses that are prohibited unless the Authority grants prior written consent include, but are not limited to, design, planning, decision making and on-site operations.

11.3 Company acknowledges and agrees that any Authority Data obtained using AI technology is the property of the Authority, and the Company shall not use such data for any purpose other than to provide Services to the Authority. Specifically, the Company shall not use Authority Data as training data for any AI models or algorithms that will be used by any third-party organization or individual outside of the Company, without the express written consent of the Authority. The Company shall take reasonable measures to ensure that Authority Data is not inadvertently used as training data for any third-party AI models or algorithms and shall promptly notify the Authority in the event of any unauthorized use or disclosure of Authority Data.

11.4 Company's request for approval to use AI must be submitted in writing and contain the following:

- A. The specific Authority Data to be used;
- B. The purpose and intended use of the AI;
- C. The potential benefits and risks associated with using the AI;
- D. The measures in place to ensure data security and confidentiality;
- E. The mechanisms in place for ensuring compliance with applicable laws including, but not limited to, data privacy and data protection laws; and
- F. A dataflow diagram which illustrates the flow of data within the Services as well as detailed identification of data sources, data stores, data processing, networks and AI utilized.

11.5 Authority shall have sole and absolute discretion to approve or deny the use of AI for any aspect of the Services.

11.6 To maintain the confidentiality of Authority Data, Company must only share information with approved Personnel and must not input sensitive security information into AI systems. Company should not input Authority IP into non-approved generative AI applications or enter personally identifiable information for Authority employees, customers, or other third-parties into any non-approved AI application. Company should contact the Vice President of Information Technology Services if it is unsure whether it should input certain information.

11.7 Company must implement robust security measures to protect Authority Data from unauthorized access, use or disclosure. This includes, but is not limited to, encryption of data in both transit and at rest; access controls limiting data access to authorized Personnel only; and regular security audits and assessments.

11.8 To maintain transparency and protect the Authority from claims against copyright infringement and/or theft of intellectual property, all AI generated content must be cited and reviewed when used for Authority purposes. At a minimum, a footnote stating “This content generated with the assistance of AI” should exist on any document or work product created with the assistance of AI. Company should clearly attribute any output to the AI application that created the output through a footnote or other means visible to any reader or user. Company should also maintain a record of AI use that can be shared with authorized Authority personnel upon request. The Company will provide the Authority with regular reports detailing any use of AI involving Authority Data including any incidents of unauthorized access or breaches. Company must be able to demonstrate that AI has controlled bias and third-party infringement mitigation in place.

11.9 Company should not use AI applications to create text, audio, or visual content for purposes of committing fraud or to misrepresent an individual’s identity.

11.10 Company is fully liable for any damages arising out of use of AI and Authority Data.

11.11 Upon termination of this Supplemental Contract, and upon the Authority’s written request, Company agrees to return all Authority Data to the Authority and securely destroy any copies in its possession, including those stored in any AI or other databases.

11.12 Company shall ensure that all uses of AI adhere to recognized ethical standards guidance, such as the IEEE Global Initiative on Ethics of Autonomous and Intelligent Systems. Company will promote fairness, transparency, and accountability while avoiding bias and discrimination in AI applications.

12. REPRESENTATIONS AND CONDUCT

12.1 Representations

As a condition of this Supplemental Contract, Company represents and warrants that:

- A. Company possesses the necessary qualifications, resources, and competence to fulfill the requirements included in this Supplemental Contract.
- B. Any subcontractors engaged by Company will also meet these qualifications and be approved by Authority prior to carrying out work.

12.2 Conduct

- A. Company shall supply all the resources and perform its obligations in a diligent, professional, and efficient manner.
- B. Company ensures that all Services meet quality standards and comply with this Supplemental Contract.
- C. Company shall adhere to all security practices as directed by the Authority.

- D. If required, Company may have certain limited access to Authority IT Infrastructure but only if Company obtains the prior written permission of Authority and complies with any restrictions or prohibitions or any other terms and conditions which are set out by Authority.

13. DEFAULT, REMEDIES, AND TERMINATION RIGHTS

13.1 Events of Default

The following events will be deemed events of default (each an “Event of Default”) by the Company:

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

13.2 Authority Remedies

In the event of any of the foregoing Events of Default enumerated in this Article, and following ten (10) Days’ notice by Authority and Company's failure to cure, Authority, at its election, may exercise any one or more of the following options or remedies, the exercise of any of which will not be deemed to preclude the exercise of any other remedy herein listed or otherwise provided by statute or general law:

- A. Terminate Company's rights under this Supplemental Contract and, in accordance with law, Company will remain liable for all payments or other sums due under this Supplemental Contract and for all damages suffered by Authority because of Company's

breach of any of the covenants of this Supplemental Contract; or

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

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

13.3 Company's Remedies

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

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

13.4 Continuing Responsibilities of Company

Notwithstanding the occurrence of any Event of Default, Company will remain liable to Authority for all payments payable hereunder and for all preceding breaches of this Supplemental Contract. Furthermore, unless Authority elects to cancel this Supplemental Contract, Company will remain liable for and promptly pay any and all payments accruing hereunder until termination of this

14. INDEMNIFICATION

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

- A. presence on, use or occupancy of Authority property;
- B. acts, omissions, negligence (including professional negligence and malpractice), errors, recklessness, intentional wrongful conduct, activities, or operations;
- C. any breach of the terms of this Supplemental Contract;
- D. performance, non-performance or purported performance of this Supplemental Contract;
- E. violation of any law, regulation, rule, order, decree, ordinance, Federal Directive or Federal Circular;
- F. infringement of any patent, copyright, trademark, trade dress or trade secret rights; and/or
- G. contamination of the soil, groundwater, surface water, storm water, air or the environment by fuel, gas, chemicals or any other substance deemed by the Environmental Protection Agency or other regulatory agency to be an environmental contaminant

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

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

- A. presence on, use or occupancy of Authority property;
- B. acts, omissions, negligence (including professional negligence and malpractice), errors, recklessness, intentional wrongful conduct, activities, or operations;
- C. any breach of the terms of this Supplemental Contract;
- D. performance, non-performance or purported performance of this Supplemental

Contract;

- E. violation of any law, regulation, rule, order, decree, ordinance, Federal Directive, Federal Circular or ordinance; and/or
- F. infringement of any patent, copyright, trademark, trade dress or trade secret rights;
- G. contamination of the soil, groundwater, surface water, stormwater, air or the environment by fuel, gas, chemicals or any other substance deemed by the Environmental Protection agency or other regulatory agency to be an environmental contaminant

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

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

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

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

14.6 In addition to the requirements stated above, to the extent required by FDOT Public Transportation Grant Agreement and to the fullest extent permitted by law, the Company shall indemnify and hold harmless the State of Florida, FDOT, including the FDOT's officers and

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

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

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

14.9 If the above Paragraphs 14.1 – 14.8 or any part of Paragraphs 14.1 – 14.8 are deemed to conflict in any way with any law, the Paragraph or part of the Paragraph will be considered modified by such law to remedy the conflict.

14.10 Limitation of Liability. Except for Company's indemnification obligations under this Article related to: (1) breach of confidentiality; (2) third party intellectual property infringement; (3) bodily injury and property damage; and (4) gross negligence or willful misconduct, to the fullest extent permissible by applicable law and notwithstanding anything to the contrary in this Supplemental Contract, the aggregate liability of Company to Authority for any claims arising out of or relating to this Supplemental Contract, whether in contract, tort (including negligence), or otherwise, shall not exceed Two Million Dollars (US\$2,000,000). The Parties acknowledge that Company set its prices and entered into this Supplemental Contract in reliance on this limitation.

15. ACCOUNTING RECORDS/AUDIT REQUIREMENTS

15.1 Books and Records

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

15.2 Authority Right to Perform Audits, Inspections, or Attestation Engagements

At any time or times during the Term of this Supplemental Contract or within five years after the end of this Supplemental Contract, the Authority or any duly authorized representative of the Authority, have the right to initiate and perform audits, inspections or attestation engagements

over Company's records for the purpose of determining payment eligibility under this Supplemental Contract or over selected operations performed by Company under this Supplemental Contract for the purpose of determining compliance with this Supplemental Contract.

Access will be granted to all of Company's records directly pertinent to this Supplemental Contract or any Service Proposal, as well as records of parent, affiliate and subsidiary companies and any subconsultants or subcontractors directly pertinent to this Supplemental Contract or any Service Proposal. If the records are kept at locations other than the Airport, Company will arrange for said records to be brought to a location convenient to the Authority or will provide records electronically in a computer-readable format acceptable to the Authority at no additional cost to conduct the engagement as set forth in this Article.

Company agrees to deliver or provide access to all records directly pertinent to this Supplemental Contract requested by the Authority within fourteen (14) Days of the request at the initiation of the engagement and to deliver or provide access to all other records directly pertinent to this Supplemental Contract requested during the engagement within seven (7) Days of each request. Company will be in material breach of this Supplemental Contract if Company fails to provide requested records in accordance with this Article and Company will be responsible for the cost of the audit as determined by the Authority.

Authority has the right during the engagement to interview Company's employees, subconsultants, and subcontractors, and to retain copies of any and all records directly pertinent to this Supplemental Contract as needed to support auditor workpapers.

If as a result of any engagement it is determined that Company has overcharged Authority, Company will re-pay Authority for such overcharge and Authority may assess interest at the Federal Reserve Bank of New York (FRBNY) prime rate on the overcharge from the date the overcharge occurred.

Approvals granted outside of the internal audit function for any Services included or not included in this Supplemental Contract do not act as a waiver or limitation of the Authority's right to perform engagements.

The Company will notify the Authority no later than seven (7) Days after receiving knowledge of any findings or observations pertaining to this Supplemental Contract from any other audit, inspection or attestation engagement and will provide Authority a copy of any audit documents or reports so received.

Company agrees to comply with Section 20.055(5), Florida Statutes, and to incorporate in all subcontracts the obligation to comply with Section 20.055(5), Florida Statutes. Company will include a provision providing Authority the same access to business records at the subconsultant and subcontractor level in all of its subconsultant and subcontractor agreements executed related to this Supplemental Contract.

16. INSURANCE

Company must maintain the following limits and coverages uninterrupted or amended through the Term of this Supplemental Contract. In the event the Company becomes in default of the following requirements, the Authority reserves the right to take whatever actions deemed necessary to protect its interests. Required liability policies other than Workers' Compensation/Employer's Liability and Professional Liability will provide that the Authority, members of the Authority's governing body, and the Authority's officers, volunteers, agents, and employees are included as additional insureds.

Company agrees the required insurance shall be primary and not contributory to any other valid and collectible insurance the Authority may possess, including any self-insured retention or deductible amount, and that any other insurance shall be considered excess insurance only.

16.1 Required Coverage - Minimum Limits

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

16.2 Commercial General Liability Insurance

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

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

16.3 Workers' Compensation and Employer's Liability Insurance

The minimum limits of insurance are:

Part One:	"Statutory"
Part Two:	
Each Accident	\$1,000,000

Disease – Policy Limit	\$1,000,000
Disease – Each Employee	\$1,000,000

16.4 Business Automobile Liability Insurance

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

Each Occurrence – Bodily Injury and Property Damage Combined	\$1,000,000
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16.5 Professional Liability Insurance

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

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

16.6 Waiver of Subrogation

Company, for itself and on behalf of its insurers, to the fullest extent permitted by law without voiding the insurance required by this Supplemental Contract, waives all rights against the Authority, members of Authority’s governing body and the Authority’s officers, volunteers, agents, and employees, for damages or loss to the extent covered and paid for by any insurance maintained by the Company.

16.7 Incident Notification

The Company will promptly notify the Airport Operations Center (AOC) of all incidents involving bodily injury or property damage, and as soon as practicable after discovery of an actual or reasonably suspected data breach, security breach, ransomware (data theft), or an extortion threat occurring on Authority-owned property, tenant-owned property or third-party property.

16.8 Customer Claims, Issues, or Complaints

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

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

16.9 Conditions of Acceptance

The insurance maintained by Company must conform at all times with Authority Standard Procedure S250.06, Contractual Insurance Terms and Conditions, which may be amended from time to time and which can be provided upon request.

17. COMPLIANCE WITH NON-DISCRIMINATION REQUIREMENTS

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

17.1 Compliance with Regulations. Company (hereinafter includes consultants) will comply with the Title VI List of Pertinent Nondiscrimination Acts and Authorities, as they may be amended from time to time, which are herein incorporated by reference and made a part of this Supplemental Contract.

17.2 Nondiscrimination. Company, with regard to the work performed by it during this Supplemental Contract, will not discriminate on the grounds of race, color, national origin, creed, sex, age, or disability in the selection and retention of subcontractors, including procurements of materials and leases of equipment. Company will not participate directly or indirectly in the discrimination prohibited by the Nondiscrimination Acts and Authorities, including employment practices when the Supplemental Contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21. During the performance of this Supplemental Contract, Company, for itself, its assignees, and successors in interest agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

- A. Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252) (prohibits discrimination on the basis of race, color, national origin);
- B. 49 CFR part 21 (Non-discrimination In Federally-Assisted Programs of The Department of Transportation—Effectuation of Title VI of The Civil Rights Act of 1964) including amendments thereto;
- C. The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601) (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- D. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794 *et seq.*), as amended (prohibits discrimination on the basis of disability); and 49 CFR part 27 (Nondiscrimination on the Basis of Disability in Programs or Activities Receiving Federal Financial Assistance);
- E. The Age Discrimination Act of 1975, as amended (42 U.S.C. § 6101 *et seq.*) (prohibits discrimination on the basis of age);
- F. Airport and Airway Improvement Act of 1982 (49 U.S.C. § 47123), as amended (prohibits discrimination based on race, creed, color, national origin, or sex);
- G. The Civil Rights Restoration Act of 1987 (P.L. 100-259) (broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition

of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);

- H. Titles II and III of the Americans with Disabilities Act of 1990 (42 U.S.C. § 12101, et seq), (prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities) as implemented by U.S. Department of Transportation regulations at 49 CFR parts 37 and 38; and
- I. Title IX of the Education Amendments of 1972, as amended, which prohibits Company from discriminating because of sex in education programs or activities (20 U.S.C., 1681 et seq).

17.3 Solicitations for Subcontracts, including Procurements of Materials and Equipment. In all solicitations, either by competitive bidding or negotiation made by the Company for work to be performed under a subcontract, including procurement of materials, or leases of equipment, each potential subcontractor or supplier will be notified by Company of company’s obligations under this Supplemental Contract and the Nondiscrimination Acts and Authorities on the grounds of race, color, or national origin.

17.4 Information and Reports. Company will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Authority or the FAA to be pertinent to ascertain compliance with such Nondiscrimination Acts and Authorities and instructions. Where any information required of Company is in the exclusive possession of another who fails or refuses to furnish this information, Company will so certify to the Authority or the FAA, as appropriate, and will set forth what efforts it has made to obtain the information.

17.5 Sanctions for Noncompliance. In the event of Company’s noncompliance with the nondiscrimination provisions of this Supplemental Contract, the Authority will impose such contract sanctions as it or the FAA may determine to be appropriate, including, but not limited to:

- A. withholding payments to Company under this Supplemental Contract until Company complies; and/or
- B. canceling, terminating, or suspending this Supplemental Contract, in whole or in part.

17.6 Incorporation of Provisions. Company will include the provisions above in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations, and directives issued pursuant thereto. Company will take action with respect to any subcontract or procurement as Authority or the FAA may direct as a means of enforcing such provisions, including sanctions for non-compliance. Provided, that if the Company becomes involved in or is threatened with litigation with a subcontractor or supplier because of such direction, Company may request Authority to enter into any litigation to protect the

interests of Authority. In addition, Company may request the United States to enter into the litigation to protect the interests of the United States.

18. AUTHORITY APPROVALS

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

19. DISPUTE RESOLUTION

19.1 Claims and Disputes

- A. A claim is a written demand or assertion by one of the Parties seeking, as a matter of right, an adjustment or interpretation of this Supplemental Contract, payment of money, extension of time, or other relief with respect to the terms of this Supplemental Contract. The term claim also includes other matters in question between Authority and Company arising out of or relating to this Supplemental Contract. The responsibility to substantiate claims will rest with the party making the claim.
- B. If for any reason Company deems that additional cost or Supplemental Contract time is due to Company for work not clearly provided for in this Supplemental Contract, or previously authorized changes in the work, Company will notify Authority in writing of its intention to claim such additional cost or Supplemental Contract time. Company will give Authority the opportunity to keep strict account of actual cost and/or time associated with the claim. The failure to give proper notice as required herein will constitute a waiver of said claim.
- C. Written notice of intention to claim must be made within ten (10) Days after Company first recognizes the condition giving rise to the claim or before the work begins on which Company bases the claim, whichever is earlier.
- D. When the work on which the claim is based has been completed, Company will, within ten (10) Days, submit Company's written claim to Authority. Such claim by Company, and the fact that Authority has kept strict account of the actual cost and/or time associated with the claim, will not in any way be construed as proving or substantiating the validity of the claim.
- E. Pending final resolution of a claim, unless otherwise agreed in writing, Company will proceed diligently with performance of this Supplemental Contract and maintain effective progress to complete the work within the time(s) set forth in this Supplemental Contract.
- F. The making of final payment for this Supplemental Contract may constitute a waiver of all claims by Authority except those arising from:
 - 1. Claims, security interests or encumbrances arising out of this Supplemental Contract and unsettled;

2. Failure of the work to comply with the requirements of this Supplemental Contract;
3. Terms of special warranties required by this Supplemental Contract; and
4. Latent defects.

19.2 Resolution of Claims and Disputes

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

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

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

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

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

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

Authority. Such mediation shall occur in Hillsborough County, Florida.

C. Any action initiated by either party associated with a claim or dispute will be brought in accordance with the Applicable Law and Venue Article below.

20. WAIVER OF CLAIMS

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

21. LAWS, REGULATIONS, ORDINANCES, AND RULES

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

22. COMPLIANCE WITH CHAPTER 119, FLORIDA STATUTES PUBLIC RECORDS LAW

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

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

22.1. Keep and maintain public records required by the Authority in order to perform the Services contemplated by this Supplemental Contract.

22.2. Upon request from the Authority custodian of public records, provide the Authority with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Fla. Stat. or as otherwise provided by applicable law.

22.3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by applicable law for the duration of the Term of this Supplemental Contract and following completion of the Term of this Supplemental Contract.

22.4. Upon completion of the Term of this Supplemental Contract, keep and maintain public records required by the Authority to perform the Services. The Company shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the Authority, upon request from the Authority custodian of public records, in a format that is compatible with the information technology systems of the Authority.

The Authority maintains its records in electronic form in accordance with the State of Florida records retention schedules. As a result, the paper original version of this document (to the extent it exists) will be scanned and stored electronically as the authoritative record copy as part of the Authority's record management process. Once that occurs, the paper original version of this document will be destroyed.

23. CONTRACT MADE IN FLORIDA

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

24. NOTICES AND COMMUNICATIONS

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

TO AUTHORITY:
(MAIL DELIVERY)

OR

(HAND DELIVERY)
HILLSBOROUGH COUNTY AVIATION
AUTHORITY

HILLSBOROUGH COUNTY AVIATION
AUTHORITY
TAMPA INTERNATIONAL AIRPORT
P.O. BOX 22287
TAMPA, FLORIDA 33622-2287
ATTN: CHIEF EXECUTIVE OFFICER

5411 SKYCENTER DRIVE
SUITE 500
TAMPA, FLORIDA 33607-1470
ATTN: CHIEF EXECUTIVE OFFICER

TO Company:

(MAIL DELIVERY)
INFO-TECH RESEARCH GROUP, INC.
3960 HOWARD HUGHES PARKWAY
SUITE 500
LAS VEGAS, NEVADA 89169
ATTN:

OR (EMAIL)
INFO-TECH RESEARCH GROUP, INC.
3960 HOWARD HUGHES PARKWAY
SUITE 500
LAS VEGAS, NEVADA 89169
ATTN: LEGAL DEPT
LEGAL@INFOTECH.COM

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

If notice is sent through a mail system, a verifiable tracking documentation such as a certified return receipt or overnight mail tracking receipt is required. Company will notify Authority in writing within ten (10) Days following any change in Company's name, Company's address and/or Company's representative indicated above.

25. SUBORDINATION OF CONTRACT

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

26. SUBORDINATION TO TRUST AGREEMENT

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

27. ASSIGNMENT AND SUBCONTRACTING

Company will not assign, subcontract, sublease, or license this Supplemental Contract without the prior written consent of Authority. Any purported assignment or sublease of this Supplemental Contract without the prior written consent of the Authority shall be void ab initio and of no effect. Such consent may be withheld at the sole discretion of Authority. If assignment, subcontract, sublease, or license is approved, Company will be solely responsible for ensuring that its assignee, subcontractor, sublessee, or licensee perform pursuant to and in compliance with the terms of this Supplemental Contract.

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

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

28. APPLICABLE LAW AND VENUE

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

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

29. SCRUTINIZED COMPANIES

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

This Supplemental Contract will be terminated in accordance with Florida Statute Section 287.135 if it is found that Supplemental Contract submitted a false Scrutinized Company Certification as provided in Florida Statute Section 287.135(5), has been placed on the Scrutinized Companies with Activities in Sudan List, has been engaged in business operations in Cuba or Syria, or has been placed on a list created pursuant to Florida Statute Section 215.743 relating to scrutinized active business operations in Iran.

30. ANTI-HUMAN TRAFFICKING LAWS

Company is required to complete Exhibit E, Affidavit of Compliance with Anti-Human Trafficking

Laws, at the time this Supplemental Contract is executed and to complete a new Exhibit F for each renewal option period, if any.

This Supplemental Contract will be terminated in accordance with Florida Statute Section 787.06 if it is found that Company submitted a false Affidavit of Compliance with Anti-Human Trafficking Laws as provided in Florida Statute Section 787.06 (14).

31. RELATIONSHIP OF PARTIES

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

32. RIGHT TO AMEND

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

33. TIME IS OF THE ESSENCE

Time is of the essence of this Supplemental Contract.

34. WAIVERS

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

35. AMERICANS WITH DISABILITIES ACT

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

36. E-VERIFY REQUIREMENT

In accordance with the State of Florida, Office of the Governor, Executive Order Number 11-116 (Verification of Employment Status) and Fla. Stat. Section 448.095 the Company, and any subcontractor thereof, is obligated to register with and use the Department of Homeland Security's E-Verify system to verify the work authorization status of all new employees of the Company or subcontractor. If the Company enters into a contract with a subcontractor, the Company must require the subcontractor to provide an affidavit stating that the subcontractor uses the E-Verify system and does not employ, contract with, or subcontract with an unauthorized alien.

37. FAA APPROVAL

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

38. AGENT FOR SERVICE OF PROCESS

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

39. INVALIDITY OF CLAUSES

The invalidity of any part, portion, sentence, article, paragraph, provision, or clause of this Supplemental Contract will not have the effect of invalidating any other part, portion, sentence,

article, paragraph, provision, or clause of this Supplemental Contract, and the remainder of this Supplemental Contract will be valid and enforced to the fullest extent permitted by law.

40. SEVERABILITY

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

41. HEADINGS

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

42. PUBLIC ENTITY CRIME

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

43. ORGANIZATION AND AUTHORITY TO ENTER INTO CONTRACT

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

44. CONTRACT CHANGES

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

- A. a change in the Scope of Services, if any;
- B. a change of the Supplemental Contract amount, fees, hourly rates or other costs, if any;
- C. a change of the basis of payment, if any;
- D. a change in Supplemental Contract time, if any; and
- E. changes to the terms and conditions of this Supplemental Contract.

44.1 Claim for Payment

Any claim for payment for changes in the Services that is not covered by written change order or amendment or other written instrument signed by the Parties hereto will be rejected by Authority. Company acknowledges and agrees that Company will not be entitled to payment for

changes in the Services unless such revised Services are specifically authorized in writing by Authority in advance. The terms of this Article may not be waived by Authority unless such waiver is in writing and makes specific reference to this Article.

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

44.2 Right to Carry Out the Services

If Company defaults or neglects to carry out the Services in accordance with the Supplemental Contract documents and fails within seven (7) Days after receipt of written notice from Authority to begin and prosecute correction of such default or neglect with diligence and promptness, Authority may, without prejudice to other remedies Authority may have, correct such deficiencies. In such case an appropriate change order will be issued deducting from payments then or thereafter due Company the cost of correcting such deficiencies, including compensation for another Company's or Authority's additional services and expenses made necessary by such default, neglect or failure. If payments then or thereafter due Company are not sufficient to cover such amounts, Company will pay the difference to Authority.

45. COMPLETE CONTRACT

This Supplemental Contract represents the complete understanding between the Parties, and any prior contracts, agreements, or representations, whether written or verbal, are hereby superseded. This Supplemental Contract may subsequently be amended only by written instrument signed by the Parties hereto unless provided otherwise within the terms and conditions of this Supplemental Contract.

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IN WITNESS WHEREOF, the Parties hereto have set their hands and corporate seals on this 2nd day of April, 2026.

HILLSBOROUGH COUNTY AVIATION AUTHORITY

ATTEST:

Jane Castor, Secretary

BY:

Arthur F. Diehl III, Chairman

Address: PO Box 22287
Tampa, FL 33622

Address: PO Box 22287
Tampa, FL 33622

LEGAL FORM APPROVED:

WITNESS:

Signature

BY:

David Scott Knight, Assistant General Counsel

Printed Name

HILLSBOROUGH COUNTY AVIATION AUTHORITY

STATE OF FLORIDA

COUNTY OF HILLSBOROUGH

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online authorization, this ____ day of April, 2026, by Arthur F. Diehl III, in the capacity of Chairman, and by Jane Castor in the capacity of Secretary, for Hillsborough County Aviation Authority, a public body corporate under the laws of the State of Florida, on its behalf.

Stamp or Seal of Notary

Signature of Notary

Print, Type, or Stamp Commissioned Name of Notary

Personally Known OR Produced Identification

Type of Identification Produced

INFO-TECH RESEARCH GROUP, INC.

Signed in the Presence of:

BY:

Signature

Witness

Title

Printed Name

Printed Name

Witness

Printed Address

Printed Name

City/State/Zip

INFO-TECH RESEARCH GROUP, INC.

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this ____ day of _____, 2026, by _____ as

(Name of person)

_____, for _____.

(type of authority)

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

Stamp or Seal of Notary

Signature of Notary

Print, Type, or Stamp Commissioned Name of Notary

Personally Known OR Produced Identification

Type of Identification Produced



U.S. General Services
Administration

Federal Acquisition Service Authorized Federal Supply Schedule FSS Price List

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!®, a menu-driven database system. The INTERNET address GSA Advantage!® is: GSAAvantage.gov.

SCHEDULE	Multiple Award Schedule (MAS)
LARGE CATEGORY	Information Technology
SUBCATEGORY	IT Services, IT Software
SPECIAL ITEM NUMBER (SIN)	511210 Software Licenses 54151S Information Technology Professional Services OLM Order Level Materials
FCS/PSC CODE	DA01 IT and Telecom - Business Application/Application Development Support Services (Labor) 7A21 IT and Telecom - Business Application Software (Perpetual License Software)
CONTRACT NUMBER	GS-35F-298GA
PERIOD COVERED BY CONTRACT	March 17, 2017 to March 16, 2027

Pricelist current through Modification PS-0075 2 December 2025.

For more information on ordering on ordering go to the following website: <https://www.gsa.gov/schedules>.



Info-Tech Research Group Inc.

3960 Howard Hughes Parkway, Suite 500, Las Vegas, Nevada 89169 | 1-888-670-8889, 702-446-3782 (Fax) | www.infotech.com

Business size: Large Business

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Customer Information

1	Awarded Special Item Number (SIN)	SIN 511210 Software Licenses SIN 54151S Information Technology Professional Services OLM Order Level Materials *Eligible for Cooperative Purchasing and Disaster Recovery
2	Maximum order	\$500,000.00
3	Minimum order	\$100.00
4	Geographic coverage (delivery area)	Domestic delivery within 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and US territories. Domestic delivery also includes a port or consolidation point, within the aforementioned areas, for orders received from overseas activities.
5	Point(s) of production	London, Ontario, CANADA
6	Discount from list prices or statement of net price	GSA prices represent net price with discount included. To view and order from the complete catalog of products available under this GSA Schedule, please search under our contract number at the GSA Advantage! website.
7	Quantity discounts	None
8	Prompt payment terms	0%, Net 30 days Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.
9	Foreign items	All offerings are of Canadian origin.
10a	Time of delivery	1-day ARO
10b	Expedited delivery	Not applicable
10c	Overnight and 2-day delivery	Not applicable
10d	Urgent requirements	Not applicable
11	FOB point(s)	FOB destination
12a	Ordering addresses	Info-Tech Research Group Inc. 3960 Howard Hughes Parkway, Suite 500 Las Vegas, Nevada 89169

12b	Ordering procedures	See Federal Acquisition Regulation (FAR) 8.405-3.
13	Payment address	Info-Tech Research Group Inc. 3960 Howard Hughes Parkway, Suite 500 Las Vegas, Nevada 89169
14	Warranty provision	Refer to GSA Approved Terms of Use and Privacy Policy
15	Export packing charges	Not covered on contract
16	Terms and conditions of rental, maintenance, and repair (if applicable)	Not applicable
17	Terms and conditions of installation (if applicable)	Not applicable
18a	Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable)	Not applicable
18b	Terms and conditions for any other services (if applicable)	Not applicable
19	List of service and distribution points	
20	List of participating dealers	Not applicable
21	Preventive maintenance	Not applicable
22a	Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants)	Not applicable
22b	If applicable, indicate that Section 508 compliance information is available on Information Technology (ICT) products and services and show where full details can be found (e.g., contractor's website or other location). The ICT standards can be found at: www.Section508.gov/ .	Not applicable
23	Unique Entity Identifier (UEI) number	DUNS: 79692602 SAM UEI: NBLT8K2SA48
24	Notification regarding registration in System for Award Management (SAM) database	Info-Tech Research Group is registered in SAM.gov.

About Info-Tech Research Group (Info-Tech or ITRG)

About Us

Info-Tech Research Group ("Info-Tech" or "ITRG") is a full-service IT research, advisory, and professional services firm, founded in 1997, with over 700 full-time employees.

Over 40,000 members from around the globe rely on Info-Tech's practical approach and best-in-class research and services to help them navigate their complex IT and business issues.

Our IT research, advisory, and consulting services include technology-based business research, industry-specific reporting, best-practice methodologies, benchmarking, and market analysis research.

Additionally, Info-Tech's HR research and advisory division, McLean & Company, is the trusted partner of HR and leadership professionals around the world. Our unparalleled offering includes full-service assessments, practical action plans, impactful training, and more.

Our Approach

Info-Tech offers a practical approach to complex IT, HR, and business issues. Our consultants, including veteran

environment is unique, and one size does not fit all.

ITRG Advantage

The following describes how Info-Tech provides unmatched services via our subscription offerings:

- Research publications that are practical and built to execute on projects.
- A research taxonomy that is connected and provides comprehensive coverage.
- Content format that is visual and built upon framework-driven content.

IT professionals and CXOs, work side by side with you and your team in a cooperative approach that delivers results and provides you with the tools you need for continued success.

Our Memberships

Info-Tech's membership options provide services tailored for each role and member, ensuring clients pay only for services they are using. Our desire is to exceed expectations in delivering business value through the optimal execution of IT strategies, governance, project management, applications, infrastructure, security, business intelligence, and various other IT- and HR-related disciplines.

How We'll Work With You

Info-Tech's team of in-house analysts are available to support you with your top issues, including process improvement and project management on technical issues as well as strategic and management issues. We work with our clients as subject matter experts, developers, collaborators, and partners, connecting with individuals at their pace, not ours. We understand that each working

- Analyst calls are structured to be a series of calls to complete key initiatives.
- Contract Review Services offer thorough contract assessments where the member always retains the savings.
- Executive services are outcome driven based upon personalized relationships.
- Our unique Concierge Services are high-impact, one-day consulting engagements.
- Benchmarking services are powerful diagnostic tools based on real data and included within memberships.
- Our Workshops are five-day facilitated engagements to solve our members' biggest issues/most-pressing projects and initiatives.
- Membership terms are designed to maximize usage and value.

ITRG's GSA Offering

ITRG's current GSA offering consists of the following:

- **Service Levels** include advisory services, research content, and digital experiences.
- **Consulting** provides expert practitioners and advisors to effectively outsource IT initiatives or projects with the knowledge, skills, and tools to deliver quality-driven value.
- **Software Licenses** – myPolicies is an online policy management and administration software that streamlines the creation, approval, distribution, and monitoring of corporate policies, procedures, and forms.

GSA Offering – Service Levels (SIN 54151S)

F26 Pricing

SIN	MFR Part No.	Product Group	Product Name	Product Description	Discount Price Offered to GSA (Including IFF)
54151S	26-009	Executive & Leadership Service Levels	CIO Counselor Membership	Service Delivery: • A designated Executive Counselor for guidance on strategic IT priorities • 4 onsite/virtual working sessions • A custom key initiative plan Advisory Services: • Choice of IT spend and staffing benchmarking or an online workshop membership • Project success assurance (1 Key Project) • Unlimited access to Analyst Calls, IT Contract Reviews, Concierge Services and Rapid Application Software Selection Events: • Leadership Summit and Info-Tech LIVE Research: • Unlimited access to research including counselor resource center, core IT research library, tools & templates, and AI Marketplace Digital Experiences: • Unlimited access to Info-Tech Academy, Online Learning Events, Diagnostic benchmarking programs, and virtual industry roundtable meetings	\$97,632.24
54151S	26-008	Executive & Leadership Service Levels	Executive Counselor Membership	Service Delivery: • A designated Executive Counselor for guidance on strategic IT priorities • 2 onsite/virtual working sessions • A custom key initiative plan Advisory Services: • Unlimited access to Analyst Calls, IT Contract Reviews, Concierge Services and Rapid Application Software Selection Events: • Info-Tech LIVE Research: • Unlimited access to research including counselor resource center, core IT research library, tools & templates, and AI Marketplace Digital Experiences: • Access to Info-Tech Academy, Online Learning Events, Diagnostic benchmarking programs, and virtual industry roundtable meetings	\$72,267.00

F26 Pricing

54151S	26-007	Executive & Leadership Service Levels	Counselor Membership	Service Delivery: • A designated Executive Counselor for guidance on strategic IT priorities • A custom key initiative plan Advisory Services: • Unlimited access to Analyst Calls, IT Contract Reviews, and Rapid Application Software Selection Events: • Info-Tech LIVE Research: • Unlimited access to research including counselor resource center, core IT research library, tools & templates, and AI Marketplace Digital Experiences: • Access to Info-Tech Academy, Online Learning Events, Diagnostic benchmarking programs, and virtual industry roundtable meetings	\$56,952.14
54151S	26-005	Executive & Leadership Service Levels	Advisory Membership	Service Delivery: • A designated Account Manager • A custom key initiative plan Advisory Services: • Unlimited access to Analyst Calls, and one Rapid Application Software Selection engagement Events: • Info-Tech LIVE Research: • Unlimited access to research including core IT research library, tools & templates, and AI Marketplace Digital Experiences: • Access to Info-Tech Academy, Online Learning Events, Diagnostic benchmarking programs, and virtual industry roundtable meetings	\$30,629.72
54151S	26-004	Small Enterprise Service Levels & Add Ons	Small Enterprise Advisory Membership	Service Delivery: • A designated Account Manager • A custom key initiative plan Advisory Services: • Choice of one: IT Contract Review, IT Vendor Price Benchmarking, or IT Vendor Negotiation engagement • Unlimited access to Analyst Calls, and one Rapid Application Software Selection engagement Research: • Unlimited access to research including core IT research library, tools & templates, and AI Marketplace Digital Experiences: • Access to Info-Tech Academy, Online Learning Events, Diagnostic benchmarking programs, and virtual industry roundtable meetings Only available to Small Enterprise Size Segmentation	\$19,622.17

F26 Pricing

54151S	26-005-APP	Team Service Level & Add Ons	Domain Advisory Membership - Applications	Service Delivery: - A designated Account Manager Advisory Services: - Unlimited access to Analyst Calls within the Applications Domain of Research Research: - Unlimited access to research including core IT research library, tools & templates, and AI Marketplace Digital Experiences: - Access to Info-Tech Academy, Online Learning Events, Diagnostic benchmarking programs related to the Applications Domain, and virtual industry roundtable meetings	\$15,314.86
54151S	26-005-DA	Team Service Level & Add Ons	Domain Advisory Membership - Data & Analytics	Service Delivery: - A designated Account Manager Advisory Services: - Unlimited access to Analyst Calls within the Data & Analytics Domain of Research Research: - Unlimited access to research including core IT research library, tools & templates, and AI Marketplace Digital Experiences: - Access to Info-Tech Academy, Online Learning Events, Diagnostic benchmarking programs related to the Data & Analytics Domain, and virtual industry roundtable meetings	\$15,314.86
54151S	26-005-EA	Team Service Level & Add Ons	Domain Advisory Membership - Enterprise Architecture	Service Delivery: - A designated Account Manager Advisory Services: - Unlimited access to Analyst Calls within the Enterprise Architecture Domain of Research Research: - Unlimited access to research including core IT research library, tools & templates, and AI Marketplace Digital Experiences: - Access to Info-Tech Academy, Online Learning Events, Diagnostic benchmarking programs related to the Enterprise Architecture Domain, and virtual industry roundtable meetings	\$15,314.86
54151S	26-005-INF	Team Service Level & Add Ons	Domain Advisory Membership - Infrastructure & Operations	Service Delivery: - A designated Account Manager Advisory Services: - Unlimited access to Analyst Calls within the Infrastructure & Operations Domain of Research Research: - Unlimited access to research including core IT research library, tools & templates, and AI Marketplace Digital Experiences: - Access to Info-Tech Academy, Online Learning Events, Diagnostic benchmarking programs related to the Infrastructure & Operations Domain, and virtual industry roundtable meetings	\$15,314.86

F26 Pricing

54151S	26-005-PPM	Team Service Level & Add Ons	Domain Advisory Membership - PPM	Service Delivery: - A designated Account Manager Advisory Services: - Unlimited access to Analyst Calls within the Project & Portfolio Management Domain of Research Research: - Unlimited access to research including core IT research library, tools & templates, and AI Marketplace Digital Experiences: - Access to Info-Tech Academy, Online Learning Events, Diagnostic benchmarking programs related to the Project & Portfolio Management Domain, and virtual industry roundtable meetings	\$15,314.86
54151S	26-005-SEC	Team Service Level & Add Ons	Domain Advisory Membership - Security	Service Delivery: - A designated Account Manager Advisory Services: - Unlimited access to Analyst Calls within the Security Domain of Research Research: - Unlimited access to research including core IT research library, tools & templates, and AI Marketplace Digital Experiences: - Access to Info-Tech Academy, Online Learning Events, Diagnostic benchmarking programs related to the Security Domain, and virtual industry roundtable meetings	\$15,314.86
54151S	26-004-APP	Team Service Level & Add Ons	SE Domain Advisory Membership - Applications	Service Delivery: - A designated Account Manager Advisory Services: - Unlimited access to Analyst Calls within the Applications Domain of Research Research: - Unlimited access to research including core IT research library, tools & templates, and AI Marketplace Digital Experiences: - Access to Info-Tech Academy, Online Learning Events, Diagnostic benchmarking programs related to the Applications Domain, and virtual industry roundtable meetings"	\$11,007.56
54151S	26-004-DA	Team Service Level & Add Ons	SE Domain Advisory Membership - Data & Analytics	Service Delivery: - A designated Account Manager Advisory Services: - Unlimited access to Analyst Calls within the Data & Analytics Domain of Research Research: - Unlimited access to research including core IT research library, tools & templates, and AI Marketplace Digital Experiences: - Access to Info-Tech Academy, Online Learning Events, Diagnostic benchmarking programs related to the Data & Analytics Domain, and virtual industry roundtable meetings	\$11,007.56

F26 Pricing

54151S	26-004-EA	Team Service Level & Add Ons	SE Domain Advisory Membership - Enterprise Architecture	Service Delivery: - A designated Account Manager Advisory Services: - Unlimited access to Analyst Calls within the Enterprise Architecture Domain of Research Research: - Unlimited access to research including core IT research library, tools & templates, and AI Marketplace Digital Experiences: - Access to Info-Tech Academy, Online Learning Events, Diagnostic benchmarking programs related to the Enterprise Architecture Domain, and virtual industry roundtable meetings	\$11,007.56
54151S	26-004-INF	Team Service Level & Add Ons	SE Domain Advisory Membership - Infrastructure & Operations	Service Delivery: - A designated Account Manager Advisory Services: - Unlimited access to Analyst Calls within the Infrastructure & Operations Domain of Research Research: - Unlimited access to research including core IT research library, tools & templates, and AI Marketplace Digital Experiences: - Access to Info-Tech Academy, Online Learning Events, Diagnostic benchmarking programs related to the Infrastructure & Operations Domain, and virtual industry roundtable meetings	\$11,007.56
54151S	26-004-PPM	Team Service Level & Add Ons	SE Domain Advisory Membership - PPM	Service Delivery: - A designated Account Manager Advisory Services: - Unlimited access to Analyst Calls within the Project & Portfolio Management Domain of Research Research: - Unlimited access to research including core IT research library, tools & templates, and AI Marketplace Digital Experiences: - Access to Info-Tech Academy, Online Learning Events, Diagnostic benchmarking programs related to the Project & Portfolio Management Domain, and virtual industry roundtable meetings	\$11,007.56
54151S	26-004-SEC	Team Service Level & Add Ons	SE Domain Advisory Membership - Security	Service Delivery: - A designated Account Manager Advisory Services: - Unlimited access to Analyst Calls within the Security Domain of Research Research: - Unlimited access to research including core IT research library, tools & templates, and AI Marketplace Digital Experiences: - Access to Info-Tech Academy, Online Learning Events, Diagnostic benchmarking programs related to the Security Domain, and virtual industry roundtable meetings	\$11,007.56

F26 Pricing

54151S	26-101	Team Service Levels & Add Ons	Team Membership	Service Delivery: - A designated Account Manager Research: - Unlimited access to research including core IT research library, tools & templates, and AI Marketplace Digital Experiences: - Access to Info-Tech Academy and Online Learning Events including Leadership Masterclasses and IT Management Accelerators	\$4,977.33
54151S	26-010	Team Service Levels & Add Ons	Technical Counselor Membership	Service Delivery: - A designated IT-role specific Technical Counselor for guidance on maturing domain-specific practices 2 onsite/virtual working sessions - A custom key initiative plan Advisory Services: - Unlimited access to Analyst Calls, IT Contract Reviews, Concierge Services and Rapid Application Software Selection Events: - Info-Tech LIVE Research: - Unlimited access to research including counselor resource center, core IT research library, tools & templates, and AI Marketplace Digital Experiences: - Access to Info-Tech Academy, Online Learning Events, Diagnostic benchmarking programs, and virtual industry roundtable meetings"	\$72,267.00
54151S	26-010-SEC	In-Depth Technical Advisory & Research	Technical Counselor Membership - Security	Service Delivery: - A designated Security Technical Counselor for guidance on maturing Security practices and growing as an IT Security Leader 2 onsite/virtual working sessions - A custom key initiative plan Advisory Services: - Unlimited access to Analyst Calls, IT Contract Reviews, Concierge Services and Rapid Application Software Selection Events: - Info-Tech LIVE Research: - Unlimited access to research including counselor resource center, core IT research library, tools & templates, and AI Marketplace Digital Experiences: - Access to Info-Tech Academy, Online Learning Events, Diagnostic benchmarking programs, and virtual industry roundtable meetings"	\$72,267.00

F26 Pricing

54151S	26-010-INF	In-Depth Technical Advisory & Research	Technical Counselor Membership - Infrastructure	Service Delivery: • A designated Infrastructure Technical Counselor for guidance on maturing Infrastructure practices and growing as an Infrastructure & Operations Leader • 2 onsite/virtual working sessions • A custom key initiative plan Advisory Services: • Unlimited access to Analyst Calls, IT Contract Reviews, Concierge Services and Rapid Application Software Selection Events: • Info-Tech LIVE Research: • Unlimited access to research including counselor resource center, core IT research library, tools & templates, and AI Marketplace Digital Experiences: • Access to Info-Tech Academy, Online Learning Events, Diagnostic benchmarking programs, and virtual industry roundtable meetings	\$72,267.00
54151S	26-010-APP	In-Depth Technical Advisory & Research	Technical Counselor Membership - Applications	Service Delivery: • A designated Applications Technical Counselor for guidance on maturing Applications practices and growing as an Applications Leader • 2 onsite/virtual working sessions • A custom key initiative plan Advisory Services: • Unlimited access to Analyst Calls, IT Contract Reviews, Concierge Services and Rapid Application Software Selection Events: • Info-Tech LIVE Research: • Unlimited access to research including counselor resource center, core IT research library, tools & templates, and AI Marketplace Digital Experiences: • Access to Info-Tech Academy, Online Learning Events, Diagnostic benchmarking programs, and virtual industry roundtable meetings	\$72,267.00

F26 Pricing

54151S	26-010-EA	In-Depth Technical Advisory & Research	Technical Counselor Membership - Enterprise Architecture	Service Delivery: • A designated Enterprise Architecture Technical Counselor for guidance on maturing Enterprise Architecture practices • 2 onsite/virtual working sessions • A custom key initiative plan Advisory Services: • Unlimited access to Analyst Calls, IT Contract Reviews, Concierge Services and Rapid Application Software Selection Events: • Info-Tech LIVE Research: • Unlimited access to research including counselor resource center, core IT research library, tools & templates, and AI Marketplace Digital Experiences: • Access to Info-Tech Academy, Online Learning Events, Diagnostic benchmarking programs, and virtual industry roundtable meetings	\$72,267.00
54151S	26-010-PMO	In-Depth Technical Advisory & Research	Technical Counselor Membership - PMO	Service Delivery: • A designated PMO Technical Counselor for guidance on maturing Project Management Office practices and growing as a PMO Leader • 2 onsite/virtual working sessions • A custom key initiative plan Advisory Services: • Unlimited access to Analyst Calls, IT Contract Reviews, Concierge Services and Rapid Application Software Selection Events: • Info-Tech LIVE Research: • Unlimited access to research including counselor resource center, core IT research library, tools & templates, and AI Marketplace Digital Experiences: • Access to Info-Tech Academy, Online Learning Events, Diagnostic benchmarking programs, and virtual industry roundtable meetings	\$72,267.00

F26 Pricing

54151S	26-010-DA	In-Depth Technical Advisory & Research	Technical Counselor Membership - Data & Analytics	Service Delivery: • A designated Data & Analytics Technical Counselor for guidance on maturing Data & Analytics practices and growing as a Data & Analytics Leader • 2 onsite/virtual working sessions • A custom key initiative plan Advisory Services: • Unlimited access to Analyst Calls, IT Contract Reviews, Concierge Services and Rapid Application Software Selection Events: • Info-Tech LIVE Research: • Unlimited access to research including counselor resource center, core IT research library, tools & templates, and AI Marketplace Digital Experiences: • Access to Info-Tech Academy, Online Learning Events, Diagnostic benchmarking programs, and virtual industry roundtable meetings"	\$72,267.00
54151S	26-010-AI	In-Depth Technical Advisory & Research	Technical Counselor Membership - AI	Service Delivery: • A designated AI Technical Counselor for guidance on maturing AI practices and growing as an AI Leader • 2 onsite/virtual working sessions • A custom key initiative plan Advisory Services: • Unlimited access to Analyst Calls, IT Contract Reviews, Concierge Services and Rapid Application Software Selection Events: • Info-Tech LIVE Research: • Unlimited access to research including counselor resource center, core IT research library, tools & templates, and AI Marketplace Digital Experiences: • Access to Info-Tech Academy, Online Learning Events, Diagnostic benchmarking programs, and virtual industry roundtable meetings	\$72,267.00
54151S	26-012	In-Depth Technical Advisory & Research	HIPO Technology Advisory Membership (x10)	HIPO = High Potential. This is a package of 10 seats. HIPO Memberships require 1 counselor membership or above. These memberships are sold to high-potential IT staff in a member organization to give them exposure to our content as well as analysts. This membership is not for executives in the IT department. Key Membership Features: • Unlimited access to analysts for IT Management & Governance Process related topics • Unrestricted access to all IT project and process research methodologies, including tools and templates • Unlimited software selection content and reports • Access to Info-Tech Academy • Access to Virtual Industry Roundtable Meetings	\$86,146.10

F26 Pricing

54151S	26-103	In-Depth Technical Advisory & Research	HIPO Technology Team Membership (x10)	HIPO = High Potential. This is a package of 10 seats. The HIPO Memberships require 1 Counselor membership or above. These memberships are sold to high-potential IT staff in the member organization to give them exposure to our content as well as analysts. This membership is not for executives in the IT department. Key Membership Features: • Unrestricted access to all IT project and process research methodologies • Unlimited access to our library of tools and templates • Access to the Info-Tech Academy online eLearning platform • Unlimited software selection content & reports • Online learning events	\$30,629.72
54151S	26-104	In-Depth Technical Advisory & Research	Enterprise HIPO Technology Team Membership (x50)	HIPO = High Potential. This is a package of 50 seats. The HIPO Memberships require 1 Counselor membership or above. These memberships are sold to high-potential IT staff in the member organization to give them exposure to our content as well as analysts. This membership is not for executives in the IT department. Key Membership Features: • Unrestricted access to all IT project and process research methodologies • Unlimited access to our library of tools and templates • Access to the Info-Tech Academy online eLearning platform • Unlimited software selection content & reports • Online learning events	\$86,337.53
	WSHOP26-001	In-Depth Technical Advisory & Research	Small Enterprise Workshop Membership	• 3-Day Analyst-Facilitated Workshop to help you complete your most critical project. Choose from a select catalog of workshops designed for the Small Enterprise. • Delivery: Online only • Purchase: Annual subscription • Only applicable to Small Enterprise Size Segmentation"	\$15,984.89
	WSHOP26-002	Small Enterprise Service Levels & Add Ons	Small Enterprise Online Workshop (Standalone)	• 3-Day Analyst-Facilitated Workshop to help you complete your most critical project. Choose from a select catalog of workshops designed for the Small Enterprise. • Delivery: Online only • Purchase: One-time • Only applicable to Small Enterprise Size Segmentation	\$17,707.81
	WSHOP26-005	Small Enterprise Service Levels & Add Ons	Online Workshop Membership	• 5 Day Online Workshop to solve your most pressing problem • Expert facilitators help you complete a key initiative, work through critical project deliverables, and train your team • Follows the rigorous methodology of our blueprints • Delivery: Online • Purchase: Annual subscription	\$27,758.19

F26 Pricing

	WSHOP26-006	Workshop Add-Ons	Online Workshop (Standalone)	• 5 Day Online Workshop to solve your most pressing problem • Expert facilitators help you complete a key initiative, work through critical project deliverables, and train your team • Follows the rigorous methodology of our blueprints • Delivery: Online • Purchase: One-time	\$31,586.90
	WSHOP26-007	Workshop Add-Ons	Onsite Workshop Membership	• 5 Day Onsite Workshop for 1 facilitator to solve your most pressing problem • Expert facilitators help you complete a key initiative, work through critical project deliverables, and train your team • Follows the rigorous methodology of our blueprints • Excludes Travel • Delivery: Onsite • Purchase: Annual subscription	\$32,544.08
	WSHOP26-008	Workshop Add-Ons	Onsite Workshop (Standalone)	• 5 Day Onsite Workshop for 1 facilitator to solve your most pressing problem • Expert facilitators help you complete a key initiative, work through critical project deliverables, and train your team • Follows the rigorous methodology of our blueprints • Excludes Travel • Delivery: Onsite • Purchase: One-time	\$36,372.80
	WSHOP26-003	Workshop Add-Ons	Enterprise Online Workshop Membership	• 5 Day Workshop tailored to solve your most pressing problem. • 7 Days of effective effort by Info Tech Adapt your workshop to help you achieve critical goals unique to your organization. • Expert facilitators help you complete a key initiative, work through critical project deliverables, and train your team • Delivery: Online • Purchase: Annual subscription	\$46,901.76
	WSHOP26-004	Workshop Add-Ons	Enterprise Online Workshop (Standalone)	• 5 Day Workshop tailored to solve your most pressing problem. • 7 Days of effective effort by Info Tech Adapt your workshop to help you achieve critical goals unique to your organization. • Expert facilitators help you complete a key initiative, work through critical project deliverables, and train your team • Delivery: Online • Purchase: One-time	\$52,644.84
	WSHOP26-015	Workshop Add-Ons	Enterprise Onsite Workshop Membership	• 5 Day Workshop tailored to solve your most pressing problem. • 7 Days of effective effort by Info Tech Adapt your workshop to help you achieve critical goals unique to your organization. • Expert facilitators help you complete a key initiative, work through critical project deliverables, and train your team • Delivery: Onsite, Excludes Travel • Purchase: Annual Subscription	\$51,687.66

F26 Pricing

	WSHOP26-016	Workshop Add-Ons	Enterprise Onsite Workshop (Standalone)	• 5 Day Workshop tailored to solve your most pressing problem. • 7 Days of effective effort by Info Tech • Adapt your workshop to help you achieve critical goals unique to your organization. • Expert facilitators help you complete a key initiative, work through critical project deliverables, and train your team • Delivery: Onsite, Excludes Travel • Purchase: One-time	\$57,430.73
	26-030	Team Service Levels & Add Ons	Concierge Services	Unlimited Access to the full suite of Concierge Services featuring 20+ high-impact IT advisory experiences that support IT leaders in key IT document reviews, IT assessments, designing effective stakeholder presentations, and more.	\$27,758.19
	26-044	Team Service Levels & Add Ons	SE Concierge Services	Unlimited Access to 5 high-impact IT advisory experiences under our Concierge Services offering with access to: • Custom Vendor Landscape • Security Policy Assessment • App. Portfolio Snapshot • IT DRP Maturity Assessment • Exploit your ITSM ticket data	\$15,984.89
	26-035	Team Service Levels & Add Ons	Industry Research & Advisory	Unrestricted Access to Industry-Specific Research Content for all seat holders Unlimited Access to Industry Experts and Advisory Services Tailored to Your Industry Designed to support members in their industry-specific top priorities and ongoing digital transformation efforts, industry coverage includes: • Casinos, Gambling & Lottery • Construction • Higher Education • K-12 Education • Financial Services • Government – Canadian • Government – Federal & Defense • Government – Local & Municipalities • Government - State • Health Insurance • Hotels, Resorts & Hospitality • Insurance – Life, P&C Insurance • Manufacturing – Durable Goods • Manufacturing – Non-Durable Goods • Oil & Gas Operations • Professional & Technology Services • Professional Associations & Not-for-Profits • Retail • Sports Entertainment • Transportation & Logistics • Utilities	\$27,758.19

F26 Pricing

	26-036	Small Enterprise Service Levels & Add Ons	Small Enterprise Industry Research & Advisory	Unrestricted Access to Industry-Specific Research Content for all seat holders Unlimited Access to Industry Experts and Advisory Services Tailored to Your Industry Designed to support members in their industry-specific top priorities and ongoing digital transformation efforts, industry coverage includes: • Casinos, Gambling & Lottery • Construction • Higher Education • K-12 Education • Financial Services • Government – Canadian • Government – Federal & Defense • Government – Local & Municipalities • Government - State • Health Insurance • Hotels, Resorts & Hospitality • Insurance – Life, P&C Insurance • Manufacturing – Durable Goods • Manufacturing – Non-Durable Goods • Oil & Gas Operations • Professional & Technology Services • Professional Associations & Not-for-Profits • Retail • Sports Entertainment • Transportation & Logistics • Utilities	\$8,614.61
	WSHOP26-011	IT Financial Management Add-Ons	Online IT Spend & Staffing Benchmarking Membership	Info-Tech experts accurately map your IT spend and staffing, providing full transparency into business consumption of IT through a comprehensive report detailing your IT spend and staffing along four perspectives: Expense, Service, Business, and Innovation. Service covers: • Public institutions with budgets under \$1 billion or commercial organizations with revenues under \$1 billion in revenue • Spending information from a single general ledger extract • Benchmarking of IT spend and staffing against your industry peers • Detailed review of your results and recommendations on optimization	\$27,758.19

F26 Pricing

	WSHOP26-013	IT Financial Management Add-Ons	Online IT Spend & Staffing Benchmarking (Standalone)	Info-Tech experts accurately map your IT spend and staffing, providing full transparency into business consumption of IT through a comprehensive report detailing your IT spend and staffing along four perspectives: Expense, Service, Business, and Innovation. Service covers: - Public institutions with budgets under \$1 billion or commercial organizations with revenues under \$1 billion in revenue - Spending information from a single general ledger extract - Benchmarking of IT spend and staffing against your industry peers - Detailed review of your results and recommendations on optimization	\$31,586.90
	WSHOP26-012	IT Financial Management Add-Ons	Enterprise Online IT Spend & Staffing Benchmarking Membership	- Info-Tech experts accurately map your IT spend and staffing, providing full transparency into business consumption of IT - Info-Tech will cover spending information from a single general ledger extract - Service covers commercial organizations with revenues over \$1 billion in revenue or public institutions with budgets over \$1 billion - Benchmarking of IT spend and staffing against your industry peers - Detailed review of your results and recommendations on optimization - Comprehensive report detailing your IT spend and staffing along four perspectives: Expense, Service, Business, and Innovation	\$46,901.76
	WSHOP26-014	IT Financial Management Add-Ons	Enterprise Online IT Spend & Staffing Benchmarking (Standalone)	- Info-Tech experts accurately map your IT spend and staffing, providing full transparency into business consumption of IT - Info-Tech will cover spending information from a single general ledger extract - Service covers commercial organizations with revenues over \$1 billion in revenue or public institutions with budgets over \$1 billion - Benchmarking of IT spend and staffing against your industry peers - Detailed review of your results and recommendations on optimization - Comprehensive report detailing your IT spend and staffing along four perspectives: Expense, Service, Business, and Innovation"	\$52,644.84
	WSHOP26-021	Project Oversight Add-Ons	Project Success Assurance Membership	Project oversight to support success of a critical project. Work with an Info-Tech Advisor who will: - Review your critical project's health using Info-Tech's Sixteen-Point Project Inspection Framework across the lifecycle of the project. - Review and improve key project documentation. - Deliver a Critical Project Review Report that provides assurance and guidance for project success. - Delivery: Online - Purchase: Annual Subscription	\$27,758.19

F26 Pricing

	WSHOP26-022	Project Oversight Add-Ons	Project Success Assurance (Standalone)	Project oversight to support success of a critical project. Work with an Info-Tech Advisor who will: - Review your critical project's health using Info-Tech's Sixteen-Point Project Inspection Framework across the lifecycle of the project. - Review and improve key project documentation. - Deliver a Critical Project Review Report that provides assurance and guidance for project success. - Delivery: Online - Purchase: One-Time	\$31,586.90
	26-046	In-Depth Technical Advisory & Research Add-On	Technical Counselor 2-Day Add-On Membership	Add 2 additional onsite or virtual working sessions to your Technical Counselor Membership	\$15,984.89
	26-045	In-Depth Technical Advisory & Research Add-On	Technical Counselor 2-Day Add-On (Standalone)	Add 2 additional onsite or virtual working sessions to your Technical Counselor Membership	\$17,707.81
	WSHOP26-010	IT Financial Management Add-Ons	Upgrade: Online to Onsite Workshop Membership	Upgrade an online workshop membership to an onsite workshop membership. Excludes Travel.	\$4,785.89
	WSHOP26-009	Workshop Add-Ons	Upgrade: Online to Onsite Workshop Upgrade (Standalone)	Upgrade a standalone online workshop to a standalone onsite workshop. Excludes Travel.	\$4,785.89
	WSHOP26-023	Workshop Add-Ons	Upgrade: Standard to Enterprise Workshop Membership	Upgrade a standard online or onsite workshop to an Enterprise-level workshop.	\$19,143.58
	WSHOP26-024	Workshop Add-Ons	Upgrade: Standard to Enterprise Workshop (Standalone)	Upgrade a standard online or onsite workshop to an Enterprise-level workshop.	\$21,057.93
	26-047	Training & Development Add-Ons	Upgrade: Standard to Enterprise Team Membership	Upgrade a Standard Team Annual Training & Development credit to an Enterprise Team credit.	\$19,143.58

F26 Pricing

	26-048	Training & Development Add-Ons	Upgrade: Standard to Enterprise Team (Standalone)	Upgrade a Standard Team Annual Training & Development credit to an Enterprise Team credit.	\$21,057.93
	26T-100	Training & Development Add-Ons	5-Day IT Management Accelerator	Access to an online, facilitator-led 5-day, role-specific training program to help you systematically improve your IT department. We offer programs across seven key disciplines: • CIO • Apps • Infrastructure • Security • Data • AI • Project Management	\$4,115.87
	26-040	Event Add-Ons	Leadership Summit	Three-day immersive experience to develop a comprehensive enterprise IT Key Initiative Plan. Attendees will learn the secrets to becoming a great CIO and start their 12-step journey toward systematically improving IT performance.	\$5,264.48
	26-041	Event Add-Ons	Leadership Summit Membership	Three-day immersive experience to build, review and expand your yearly IT Key Initiative Plan. Attendees will build on CIO best practices and progress on their 12-step journey towards systematically improving IT performance.	\$5,264.48
	26-042	Core Membership Add-On	AI and Innovation Board Presentation	An engaging keynote presentation provided by an AI expert to drive consensus across IT and business stakeholders on the opportunities and risks of an AI transformation. Includes a rapid assessment of the organization's readiness to embark on an AI transformation.	\$25,843.83
	26-043	Core Membership Add-On	Annual IT Department Assessment	Annual IT Department Assessment is a structured approach to improving the performance of your IT organization across 12 domains. Available within Core Memberships as a substitutional option for Leadership Summit and Leadership Summit Membership. Requires a Counselor Membership if purchased as an Add-on.	\$10,528.97
	26-051	Training & Development Add-Ons	Cybersecurity Workforce Development - Analysts	A 6-month expert-facilitated development program to develop critical cybersecurity skills missing within IT organizations through a combination of live virtual lectures, practical exercises, and cyber range labs. Analyst program track features: • Personalized Development Plan • Development Scorecard • Up to 5 practical deliverables customizable to operational use • Focus on tactical cybersecurity implementation Delivery: Online, quarterly start dates	\$9,380.35

F26 Pricing

	26-050	Training & Development Add-Ons	Cybersecurity Workforce Development - Leaders	A 6-month expert-facilitated development program to develop critical cybersecurity skills missing within IT organizations through a combination of live virtual lectures, practical exercises, and cyber range labs. Leader program track features: • Personalized Development Plan • Development Scorecard • Up to 5 practical deliverables customizable to operational use with hands-on support • Focus on strategic cybersecurity business alignment, program management, and governance • 1:1 Coaching with a dedicated Cybersecurity Advisor • Security Leadership Playbook to become a world-class CISO • Custom Key Initiative Plan for maturing a security program • Delivery: Online, quarterly start dates	\$27,758.19
	26-052	Training & Development Add-Ons	Cybersecurity Workforce Development - Private Cohort	A 6-month expert-facilitated development program to develop critical cybersecurity skills missing within IT organizations through a combination of live virtual lectures, practical exercises, and cyber range labs. Includes 5 Analyst seats, 2 Leader seats. The Private Cohort offers the following for all registered learners: • Personalized Development Plan • Development Scorecard • Up to 5 practical deliverables customizable to operational use • Focus on tactical cybersecurity implementation Additional seats of either track can be added at 5% discount. • Delivery: Online	\$107,539.04
	26-054	Training & Development Add-Ons	AI Workforce Development - AI Practitioner	• Comprehensive Curriculum delivered in a blended learning approach with live facilitator learning sessions on fundamental AI topics over 3 months (tri-annual start dates) • Personal Development Plan tailored to the learner's distinct competencies and learning objectives • Access to AI Virtual Labs: Learn how to configure, train, and customize AI solutions to implement common use cases • Practical deliverables including an AI Proof of Value framework and Coding Notebooks	\$5,025.19
	26-053	Training & Development Add-Ons	AI Workforce Development - IT Leader	• Includes all features of the AI Practitioner offering plus: One-on-One coaching with an expert AI advisor over the course of the program • A focus on one strategic capstone project with practical deliverables, customizable to operational use	\$15,075.57
	AI26BE-001	Training & Development Add-Ons	AI Workforce Development - AI Team	Bundle of 1 IT Leader and 3 AI Practitioner seats. Includes shared private coaching and support across the team.	\$27,758.19

F26 Pricing

	26T-002	Training & Development Add-Ons	Management Fundamentals - Individual Participant	Access for one participant to Info-Tech's 12-week Peer-Blended Management Fundamentals Online Training Course.	\$3,350.13
	26T-003	Training & Development Add-Ons	Women Leading IT - Individual Participant	Access for one participant to Info-Tech's 12-week Peer-Blended Women Leading IT Online Training Course.	\$3,350.13
	26T-101	Training & Development Add-Ons	Annual Training & Development - Small Team	- Annual Training & Development provides access to a variety of offerings from the Info-Tech catalog of online training and development programs. Register a set number of individuals for one of any of Info-Tech's current training & development programs (including topics such as Cybersecurity Workforce Development, AI Workforce Development, Management Fundamentals, and more). Allowable registrants vary by program. - Delivery: Online - Purchase: Annual subscription	\$15,984.89
	26T-102	Training & Development Add-Ons	Annual Training & Development - Standard Team	- Annual Training & Development provides access to a variety of offerings from the Info-Tech catalog of online training and development programs. Register a set number of individuals for one of any of Info-Tech's current training & development programs (including topics such as Cybersecurity Workforce Development, AI Workforce Development, Management Fundamentals, and more). Allowable registrants vary by program. - Delivery: Online - Purchase: Annual subscription	\$27,758.19
	26T-103	Training & Development Add-Ons	Annual Training & Development - Enterprise Team	- Annual Training & Development provides access to a variety of offerings from the Info-Tech catalog of online training and development programs. Register a set number of individuals for one of any of Info-Tech's current training & development programs (including topics such as Cybersecurity Workforce Development, AI Workforce Development, Management Fundamentals, and more). Allowable registrants vary by program. - Delivery: Online - Purchase: Annual subscription	\$46,901.76
	E26-002	Higher Education Resource Membership	Campus Resource Membership (1 to 4,999 Student FTE)	Web access to Info-Tech research for all students and faculty of a college or university with 1 to 4,999 Student Full-Time Equivalent	\$21,057.93
	E26-003	Higher Education Resource Membership	Campus Resource Membership (5,000 to 14,999 Student FTE)	Web access to Info-Tech research for all students and faculty of a college or university with 5,000 to 14,999 Student Full-Time Equivalent	\$42,115.87

F26 Pricing

	E26-004	Higher Education Resource Membership	Campus Resource Membership (15,000 to 29,999 Student FTE)	Web access to Info-Tech research for all students and faculty of a college or university with 15,000 to 29,999 Student Full-Time Equivalent	\$63,173.80
	E26-005	Higher Education Resource Membership	Campus Resource Membership (30,000+ Student FTE)	Web access to Info-Tech research for all students and faculty of a college or university with 30,000+ Student Full-Time Equivalent	\$84,231.74
	E26-001	Higher Education Resource Membership	Campus Resource Membership (Community College)	Web access to Info-Tech research for all students and faculty of a community college	\$21,057.93
	E26-006	Higher Education Resource Membership	Program Resource Membership (1 to 999 Student FTE)	Web access to Info-Tech research for a subset of students and faculty with 1 to 999 student Full-Time Equivalent at a higher education institution	\$23,929.47
	E26-007	Higher Education Resource Membership	Program Resource Membership (1,000 to 1,999 Student FTE)	Web access to Info-Tech research for a subset of students and faculty with 1,000 to 1,999 student Full-Time Equivalent at a higher education institution	\$43,073.05
	E26-008	Higher Education Resource Membership	Program Resource Membership (2,000 to 3,499 Student FTE)	Web access to Info-Tech research for a subset of students and faculty with 2,000 to 3,499 student Full-Time Equivalent at a higher education institution	\$67,002.52
	E26-009	Higher Education Resource Membership	Program Resource Membership (3,500 to 5,000 Student FTE)	Web access to Info-Tech research for a subset of students and faculty with 3,500 to 5,000 student Full-Time Equivalent at a higher education institution	\$76,574.31

F26 Pricing

	C26BM-002G	Core Membership Promotions	Intro Core Membership - 2-Seat	Minimum Package includes 1 Counselor Membership (or above) and 1 Advisory Membership (or above). Option to Upgrade Counselor Membership in base package at 15% discount off list price. Upgrade or add additional products at 5% discount. Included in your Intro Core Membership: • One Leadership Summit Pass (Year 1 only) • IT Vendor Price Benchmarking for 1 contract • IT Vendor Negotiation Assistance for 1 contract Up to 2 Reference Seats available as add-on. Availability Restrictions apply: Available to client accounts with only Advisory Memberships on account, single seat accounts, or net new clients.	\$67,481.11
	C26BM-003G	Core Membership Promotions	Intro Core Membership - 3-Seat	Minimum Package includes 1 Counselor Membership (or above) and 2 Advisory Memberships (or above). Option to Upgrade Counselor Membership in base package at 15% discount off list price. Upgrade or add additional products at 5% discount. Included in your Intro Core Membership: • Annual Leadership Summit Pass • Unlimited IT Vendor Price Benchmarking • IT Vendor Negotiation Assistance for 2 contracts • Preferential pricing on Industry Research & Advisory Add-On available at 50% discount Up to 3 Reference Seats available as add-on.	\$95,239.29
	C26BM-004G	Core Membership Promotions	Intro Core Membership - 4-Seat	Minimum Package includes 1 Counselor Membership (or above) and 3 Advisory Memberships (or above). Upgrade Counselor Membership in base package at 15% discount off list price. Upgrade or add additional products at 5% discount Included in your Intro Core Membership: • Annual Leadership Summit Pass • Unlimited IT Vendor Price Benchmarking • IT Vendor Negotiation Assistance for 3 contracts • Select up to 1 complimentary add-on, one of either: Industry Access or Annual Training & Development - Small Team Credit • 50% off first Onsite Workshop Membership Up to 3 Reference Seats available as add-on.	\$122,997.48

F26 Pricing

	C26BM-005G	Core Membership Promotions	Intro Core Membership - 5-Seat	Minimum Package includes 1 Counselor Membership (or above) and 4 Advisory Memberships (or above). Option to Upgrade Counselor Membership in base package at 15% discount off list price. Upgrade or add additional products at 5% discount. Included in your Intro Core Membership: • Annual Leadership Summit Pass • Unlimited IT Vendor Price Benchmarking • IT Vendor Negotiation Assistance for 4 contracts • Select up to 2 complimentary add-on's, up to one each of the following: Industry Access, Annual Training & Development • Small Team Credit, or Onsite Workshop Membership Up to 4 Reference Seats available as add-on.	\$150,755.67
	C26BME-002G	Core Membership Promotions	Core Membership - 2-Seats	Minimum Package includes 2 Counselor Membership (or above). Option to Upgrade first 2 Counselor Memberships in base package at 15% discount off list price. Upgrade or add additional products at 5% discount. Included in your 2-Seat Core Membership: • One Leadership Summit Pass (Year 1 only) + One annually recurring Leadership Summit Membership (Option: Annual IT Department Assessment) • Unlimited IT Vendor Price Benchmarking • IT Vendor Negotiation Assistance for 2 contracts • Industry Access available at 50% discount Up to 4 Reference Seats available as add-on.	\$88,539.04
	C26BME-004G	Core Membership Promotions	Core Membership - 4-Seats	Minimum Package includes 2 Counselor Memberships (or above) and 2 Advisory Memberships (or above). Upgrade first 2 Counselor Memberships at 15% discount off list price. Upgrade or add additional products at 5% discount. Included in your 4-Seat Core Membership: • One Leadership Summit Pass (Year 1 only) + One annual Leadership Summit Membership (Option: Annual IT Department Assessment) • Unlimited IT Vendor Price Benchmarking • IT Vendor Negotiation Assistance for 4 contracts • Select up to 2 complimentary add-on's from a pre-defined list • 50% off first Onsite Workshop Membership Up to 8 Reference Seats available as add-on.	\$143,576.83

F26 Pricing

	C26BME-006G	Core Membership Promotions	Core Membership - 6-Seats	Minimum Package includes 3 Counselor Seats (or above) and 3 Advisory Seats (or above). Upgrade first 2 Counselor Memberships at 15% discount off list price. Upgrade or add additional products at 5% discount. Included in your 6-Seat Core Membership: • One Leadership Summit Pass (Year 1 only) + One annual Leadership Summit Membership (Option: Annual IT Department Assessment) • Unlimited IT Vendor Price Benchmarking • IT Vendor Negotiation Assistance for 6 contracts • Select up to 3 complimentary add-on's, up to one each from a pre-defined list Up to 12 Reference Seats available as add-on.	\$223,979.85
	C26BME-008G	Core Membership Promotions	Core Membership - 8-Seats	Minimum Package includes 4 Counselor Memberships (or above) and 4 Advisory Memberships (or above). Upgrade first 2 Counselor Memberships at 15% discount off list price. Upgrade or add additional products at 5% discount. Included in your 8-Seat Core Membership: • One Leadership Summit Pass (Year 1 only) + One annual Leadership Summit Membership (Option: Annual IT Department Assessment) • Unlimited IT Vendor Price Benchmarking • IT Vendor Negotiation Assistance for 8 contracts • Select up to 4 complimentary add-on's, up to one each from a pre-defined list Up to 16 Reference Seats available as add-on.	\$298,639.80
	C26BME-010G	Core Membership Promotions	Core Membership - 10-Seats	Minimum Package includes 5 Counselor Memberships (or above) and 5 Advisory Memberships (or above). Upgrade first 2 Counselor Memberships at 15% discount off list price. Upgrade or add additional products at 5% discount. Included in your 10-Seat Core Membership: • One Leadership Summit Pass (Year 1 only) + One annual Leadership Summit Membership (Option: Annual IT Department Assessment) • Unlimited IT Vendor Price Benchmarking • IT Vendor Negotiation Assistance for 10 contracts • All pre-defined complimentary add-on's are available for inclusion (limit 1 per item) Up to 20 Reference Seats available as add-on.	\$376,649.87

F26 Pricing

	C26BS-000G	Core Membership Promotions	SE Core Membership - Basic	Minimum Package includes 1 SE Advisory Membership and 1 Team Membership (or above) Add or upgrade additional products at 5% discount	\$22,015.11
	C26BS-004G	Core Membership Promotions	SE Core Membership - Intro	A 2-Seat package of SE Advisory Membership, including 1 Reference membership	\$33,692.70
	C26BS-001G	Core Membership Promotions	SE Core Membership - 1-Seat	Minimum Package includes 1 Counselor Membership (or above) and 1 Advisory Membership (or above) Option to Upgrade Counselor Membership in base package at 15% discount off list price. Upgrade or add additional products at 5% discount Included in your Intro Core Membership: • One Leadership Summit Pass (Year 1 only) • IT Vendor Price Benchmarking for 1 contract • IT Vendor Negotiation Assistance for 1 contract Up to 2 Reference Seats available as add-on. Availability Restrictions apply: Available to client accounts with only Advisory Memberships on account, single seat accounts, or net new clients.	\$48,816.12
	C26BS-002G	Core Membership Promotions	SE Core Membership - 2-Seat	Minimum Package includes 1 Counselor Membership (or above), 1 SE Advisory Membership (or above), and Industry Research & Advisory Access. Upgrade Counselor Membership in base package at 15% discount off list price. Upgrade or add additional products at 5% discount. Included in your 2-Seat SE Core Membership: • One annual Leadership Summit Membership (Option: Annual IT Department Assessment) • Two IT Leadership Training Credits that can be used toward either Management Fundamentals or Women Leading IT 12-week peer blended programs • Unlimited IT Vendor Price Benchmarking • IT Vendor Negotiation Assistance for 3 contracts Up to 4 Reference Seats available as add-on.	\$65,566.75

F26 Pricing

	C26BS-003G	Core Membership Promotions	SE Core Membership - 3-Seat	Minimum Package includes 1 Counselor Membership (or above), 2 SE Advisory Memberships (or above), and Industry Research & Advisory Access. Upgrade first Counselor Memberships in base package at 15% discount off list price. Upgrade or add additional products at 5% discount. Included in your 2-Seat SE Core Membership: • One annual Leadership Summit Membership (Option: Annual IT Department Assessment) • Three IT Leadership Training Credits that can be used toward either Management Fundamentals or Women Leading IT 12-week peer blended programs • Complimentary Premium Add-On: AI & Innovation Board Presentation • Unlimited IT Vendor Price Benchmarking • IT Vendor Negotiation Assistance for 4 contracts Up to 6 Reference Seats available as add-on.	\$83,753.15
	26-009-LEG	Executive & Leadership Service Levels	Legacy CIO Counselor Membership	Available for Renewal Only for Existing Members on CIO Counselor Membership purchased prior August 1, 2024. Key Membership Features: • A designated Executive Counselor to help you reach your goals and excel as a leader • 4 onsite/virtual counselor working sessions • IT Spend & Staffing Benchmarking against industry peers (Online) • IT Cost Analysis & Optimization roadmap focused on optimizing your IT Spending & Staffing (Onsite) • Unlimited IT Vendor Price Benchmarking • IT Vendor Negotiation Assistance for 4 contracts • Two Info-Tech LIVE tickets PLUS: All features of the Executive Counselor Membership are included	\$97,632.24
	26-008-LEG	Executive & Leadership Service Levels	Legacy Executive Counselor Membership	Available for Renewal Only for Existing Members on Executive Counselor Membership purchased prior August 1, 2024. Key Membership Features: • A designated Executive Counselor to help you reach your goals and excel as a leader • 2 Onsite/Virtual Counselor working sessions • IT Spend & Staffing Benchmarking against industry peers (Online) • Unlimited IT Vendor Price Benchmarking • IT Vendor Negotiation Assistance for 3 contracts • Unlimited Access to Concierge Services • One Info Tech LIVE Ticket • 360 Personal Evaluation & Coaching Program • Access to Industry Analysts & Research PLUS: All features of the Counselor Membership are included.	\$71,788.41

F26 Pricing

	26-010-LEG	Executive & Leadership Service Levels	Legacy Technical Counselor Membership	Available for Renewal Only for Existing Members on Technical Counselor Membership purchased prior August 1, 2024. Key Membership Features: • IT role-specific professional development program with a designated Technical Counselor • 2 Onsite/Virtual Counselor Working Sessions • Unlimited IT Vendor Price Benchmarking • IT Vendor Negotiation Assistance for 3 Contracts • Unlimited Contract Review Service • Unlimited Access to Concierge Services • One Info Tech LIVE Ticket • 360 Personal Evaluation & Coaching Program • Access to Industry Research & Advisory PLUS: All features of the Counselor Membership are included	\$71,788.41
	26-007-LEG	Executive & Leadership Service Levels	Legacy Counselor Membership	Available for Renewal Only for Existing Members on Counselor Membership purchased prior August 1, 2024. Key Membership Features: • A designated Executive Counselor to help you reach your goals and excel as a leader • Unlimited IT Vendor Price Benchmarking • IT Vendor Negotiation Assistance for 2 contracts • Unlimited Contract Review Service • Unlimited Software Selection Engagements • One Info-Tech LIVE Ticket PLUS: All features of the Advisory Membership are included.	\$56,473.55

Available Promotions & Size Segmentation Definition

ITRG offers to GSA the following additional quantity/volume discounts and concessions.

Standard Quantity/Volume Discounts	Info-Tech Research Group offers the following discounts for bundle purchases to GSA eligible ordering activities.
	10-Seat Core Membership (Product Code: C26BME-010G) Base Package of 5 Counselor Memberships and 5 Advisory Memberships available starting at \$376,649.87 USD before upgrades or add-ons: • Option to Upgrade first 2 Counselor Memberships at 15% discount off list price • Upgrade or add additional products at 5% discount Included in your 10-Seat Core Membership: • One Leadership Summit Pass (Year 1 only) + One annually recurring Leadership Summit Membership (Option: Annual IT Department Assessment) • Unlimited IT Vendor Price Benchmarking • IT Vendor Negotiation Assistance for 10 contracts • Complimentary Premium Add-On's included: Industry Access, IT Spend & Staffing Benchmarking, AI & Innovation Board Presentation, Annual Training & Development Credits, and 1 Onsite Workshop. Up to 20 Reference Seats available as part of the promotion. Higher Education Institutions have the option to include Campus Resource Membership for 30,000+ FTE Students with purchase of this package.
	8-Seat Core Membership (Product Code: C26BME-008G) Base Package of 4 Counselor Memberships and 4 Advisory Memberships available starting at \$298,639.80 USD before upgrades or add-ons: • Option to Upgrade first 2 Counselor Memberships at 15% discount off list price • Upgrade or add additional products at 5% discount Included in your 8-Seat Core Membership: • One Leadership Summit Pass (Year 1 only) + One annually recurring Leadership Summit Membership (Option: Annual IT Department Assessment) • Unlimited IT Vendor Price Benchmarking • IT Vendor Negotiation Assistance for 8 contracts • Select up to 4 complimentary Premium Add-On's, up to one of each of the following: Industry Access, IT Spend & Staffing Benchmarking, AI & Innovation Board Presentation, Annual Training & Development Credits, or Onsite Workshop) Up to 16 Reference Seats available as part of the promotion. Higher Education Institutions have the option to include Campus Resource Membership for 30,000+ FTE Students with purchase of this package.
	6-Seat Core Membership (Product Code: C26BME-006G) Base Package of 3 Counselor Memberships and 3 Advisory Memberships available starting at \$223,979.85 USD before upgrades or add-ons: • Option to Upgrade first 2 Counselor Memberships at 15% discount off list price • Upgrade or add additional products at 5% discount Included in your 6-Seat Core Membership: • One Leadership Summit Pass (Year 1 only) + One annually recurring Leadership Summit Membership (Option: Annual IT Department Assessment) • Unlimited IT Vendor Price Benchmarking • IT Vendor Negotiation Assistance for 6 contracts • Select up to 3 complimentary Premium Add-On's, up to one of each of the following: Industry Access, IT Spend & Staffing Benchmarking, AI & Innovation Board Presentation, Annual Training & Development Credits, or Onsite Workshop) Up to 12 Reference Seats available as part of the promotion. Higher Education Institutions have the option to include a Campus Resource Membership for 30,000+ FTE Students with purchase of this package.

Standard Quantity/ Volume Discounts	4-Seat Core Membership (Product Code: C26BME-004G) Base Package of 2 Counselor Memberships and 2 Advisory Memberships available starting at \$143,576.83 USD before upgrades or add-on's: • Option to Upgrade first 2 Counselor Memberships at 15% discount off list price • Upgrade or add additional products at 5% discount Included in your 4-Seat Core Membership: • One Leadership Summit Pass (Year 1 only) + One annually recurring Leadership Summit Membership (Option: Annual IT Department Assessment) • Unlimited IT Vendor Price Benchmarking • IT Vendor Negotiation Assistance for 4 contracts • Select up to 2 complimentary Premium Add-On's, up to one of each of the following: Industry Access, IT Spend & Staffing Benchmarking, AI & Innovation Board Presentation, or Annual Training & Development Credits) • First Onsite Workshop purchase available at 50% discount Up to 8 Reference Seats available as part of the promotion. Higher Education Institutions have the option to include a Campus Resource Membership for 30,000+ FTE Students with purchase of this package.
	2-Seat Core Membership (Product Code: C26BME-002G) Base Package of 2 Counselor Memberships available starting at \$88,539.04 USD before upgrades or add-on's: • Option to Upgrade first 2 Counselor Memberships in base package at 15% discount off list price • Upgrade or add additional products at 5% discount Included in your 2-Seat Core Membership: • One Leadership Summit Pass (Year 1 only) + One annually recurring Leadership Summit Membership (Option: Annual IT Department Assessment) • Unlimited IT Vendor Price Benchmarking • IT Vendor Negotiation Assistance for 2 contracts • Industry Access available at 50% discount Up to 4 Reference Seats available as part of the promotion. Higher Education Institutions have the option to include a Campus Resource Membership for 15,000 – 29,999 FTE Students with purchase of this package.
	2-Seat Intro Core Membership (Product Code: C26BM-002G) Base Package of 1 Counselor Membership and 1 Advisory Membership available starting at \$67,481.11 USD before upgrades or add-on's: • Option to Upgrade Counselor Membership in base package at 15% discount off list price • Upgrade or add additional products at 5% discount Included in your Intro Core Membership: • One Leadership Summit Pass (Year 1 only) • IT Vendor Price Benchmarking for 1 contract • IT Vendor Negotiation Assistance for 1 contract Up to 2 Reference Seats available as part of the promotion. Higher Education Institutions have the option to include a Campus Resource Membership for 5,000 – 14,999 FTE Students with purchase of this package.

Standard Quantity/ Volume Discounts	3-Seat Intro Core Membership (Product Code: C26BM-003G) Base Package of 1 Counselor Membership and 2 Advisory Memberships available starting at \$95,239.29 USD before upgrades or add-ons: • Option to Upgrade Counselor Membership in base package at 15% discount off list price • Upgrade or add additional products at 5% discount Included in your Intro Core Membership: • Annual Leadership Summit Pass • Unlimited IT Vendor Price Benchmarking • IT Vendor Negotiation Assistance for 2 contracts • Preferential pricing on Industry Research & Advisory Add-On available at 50% discount Up to 3 Reference Seats available as part of the promotion. Higher Education Institutions have the option to include a Campus Resource Membership for 15,000 – 29,999 FTE Students with purchase of this package.
	4-Seat Intro Core Membership (Product Code: C26BM-004G) Base Package of 1 Counselor Membership and 3 Advisory Memberships available starting at \$122,997.48 USD before upgrades or add-ons: • Option to Upgrade Counselor Membership in base package at 15% discount off list price • Upgrade or add additional products at 5% discount Included in your Intro Core Membership: • Annual Leadership Summit Pass • Unlimited IT Vendor Price Benchmarking • IT Vendor Negotiation Assistance for 3 contracts • Select up to 1 complimentary add-on, one of either: Industry Access or Annual Training & Development - Small Team Credit • 50% off first Onsite Workshop Membership Up to 4 Reference Seats available as part of the promotion Higher Education Institutions have the option to include a Campus Resource Membership for 30,000+ FTE Students with purchase of this package.
	5-Seat Intro Core Membership (Product Code: C26BM-005G) Base Package of 1 Counselor Membership and 4 Advisory Memberships available starting at \$150,755.67 USD before upgrades or add-ons: • Option to Upgrade Counselor Membership in base package at 15% discount off list price • Upgrade or add additional products at 5% discount Included in your Intro Core Membership: • Annual Leadership Summit Pass • Unlimited IT Vendor Price Benchmarking • IT Vendor Negotiation Assistance for 4 contracts • Select up to 2 complimentary add-on's, up to one each of the following: Industry Access, Annual Training & Development - Small Team Credit, or Onsite Workshop Membership Up to 5 Reference Seats available as part of the promotion Higher Education Institutions have the option to include a Campus Resource Membership for 30,000+ FTE Students with purchase of this package.

Small Enterprise Quantity / Volume Discounts Only Available to buyers within the Small Enterprise Size	SE 3-Seat Core Membership (Product Code: C26BS-003G) Base Package of 1 Counselor Membership, 2 SE Advisory Memberships, and Industry Research & Advisory Access available starting at \$83,753.15 USD before upgrades or add-on's: • Option to Upgrade first Counselor Memberships in base package at 15% discount off list price • Upgrade or add additional products at 5% discount Included in your 3-Seat SE Core Membership: • One annually recurring Leadership Summit Membership (Option: Annual IT Department Assessment) • Three IT Leadership Training Credits that can be used toward either Management Fundamentals or Women Leading IT 12-week peer blended programs • Complimentary Premium Add-On: AI & Innovation Board Presentation • Unlimited IT Vendor Price Benchmarking • IT Vendor Negotiation Assistance for 4 contracts Up to 6 Reference Seats available as part of the promotion Higher Education Institutions have the option to include a Campus Resource Membership for 5,000-14,999 FTE Students with purchase of this package.
	SE 2-Seat Core Membership (Product Code: C26BS-002G) Base Package of 1 Counselor Membership, 1 SE Advisory Membership, and Industry Research & Advisory Access available starting at \$65,566.75 USD before upgrades or add-on's: • Option to Upgrade Counselor Membership in base package at 15% discount off list price • Upgrade or add additional products at 5% discount Included in your 2-Seat SE Core Membership: • One annually recurring Leadership Summit Membership (Option: Annual IT Department Assessment) • Two IT Leadership Training Credits that can be used toward either Management Fundamentals or Women Leading IT 12-week peer blended programs • Unlimited IT Vendor Price Benchmarking • IT Vendor Negotiation Assistance for 3 contracts Up to 4 Reference Seats available as part of the promotion Higher Education Institutions have the option to include a Campus Resource Membership for 5,000-14,999 FTE Students with purchase of this package.
	SE 1-Seat Core Membership (Product Code: C26BS-001G) Base Package of 1 Counselor Membership, 1 Team Membership, and Industry Research & Advisory Access available starting at \$48,816.12 USD before upgrades or add-on's: • Option to Upgrade Counselor Membership in base package at 15% discount off list price • Upgrade or add additional products at 5% discount Included in your 1-Seat SE Core Membership: • One Leadership Summit Pass • IT Vendor Price Benchmarking for 2 contracts • IT Vendor Negotiation Assistance for 2 contracts Up to 1 Reference Seat available as part of the promotion Higher Education Institutions have the option to include a Campus Resource Membership for 1-4,999 FTE Students or a Community College with purchase of this package.
	Intro SE Core Membership (Product Code: C26BS-004G) Base Package of 2 SE Advisory Memberships available starting at \$33,692.70 USD before upgrades or add-on's. Upgrade or add additional products at 5% discount. Up to 1 Reference Seat available as part of the promotion Higher Education Institutions have the option to include a Campus Resource Membership for 1-4,999 FTE Students or a Community College with purchase of this package.
	Basic SE Core Membership (Product Code: C26BS-000G) Base Package of 1 SE Advisory Membership and 1 Team Membership available starting at \$22,015.11 USD before upgrades or add-on's. Add or upgrade additional products at 5% discount. Higher Education Institutions have the option to include a Campus Resource Membership for 1-4,999 FTE Students or a Community College with purchase of this package.

Other Discounts / Concessions	Info-Tech Research Group offers the following discounts for bundle purchases to GSA eligible ordering activities.
	Multi-Year Discount Additional Discounts, ranging from 3% - 6%, offered on GSA approved prices for procuring service level memberships for multiple years. The multi-year discounts are cumulative on the other discounts offered.
	SE Non-Advisory Upgrade (available to current ITRG GSA buyers): Any SE accounts currently without Advisory/Analyst access can be sold an SE Advisory Membership for \$14,300 USD (inclusive of IFF). Cannot be combined with Quantity / Volume discounts. Can be combined with multi-year commitment discounts.

Size Segmentation Definition

Pricing	Size	City Population	County Population	Higher Education Student Population
Small Enterprise Pricing	Small Enterprise	0 to 75K Pop.	0 to 250K Pop.	0 to 5K FTE Students
Standard Pricing	Medium/Large	Over 75K Pop.	Over 250K Pop.	Over 5K FTE Students
	Enterprise	Over 450K Pop.	Over 700K Pop.	Over 30K FTE Students

Membership Features

	CIO Counselor Membership	Executive / Technical Counselor Membership	Counselor Membership	Advisory Membership	Add-on Only		
					Domain Advisory Membership	Team Membership	Reference Membership
Service Delivery							
Designated Executive Counselor	✓	✓	✓				
Onsite or Virtual Counselor Working Sessions	4/Year	2/Year					
Custom Key Initiative Plan	✓	✓	✓	✓			
Advisory Services							
IT Spend & Staffing Benchmarking – Online*	✓						
Project Success Assurance	✓						
Annual Leadership Summit Membership	✓						
Concierge Services	✓	✓					
Counselor Resource Center	✓	✓	✓				
IT Contract Reviews	Unlimited	Unlimited	Unlimited				
Software Selection as a Service	Unlimited	Unlimited	Unlimited	1/Year			
Analyst Calls	Unlimited	Unlimited	Unlimited	Unlimited	One Domain Only		
Info-Tech LIVE Conference Ticket	1 Ticket	1 Ticket	1 Ticket	1 Ticket			
Research Content							
Core Research	✓	✓	✓	✓	✓	✓	✓
AI Marketplace	✓	✓	✓	✓	✓	✓	✓
Software Selection Content	✓	✓	✓	✓	✓	✓	✓
Digital Experiences							
IT Diagnostics	✓	✓	✓	✓	One Domain Only		
Industry Roundtables - Virtual	✓	✓	✓	✓			
Online Learning Events	✓	✓	✓	✓	✓	✓	
Info-Tech Academy Training Platform	✓	✓	✓	✓	✓	✓	✓

* Standard offering included covers commercial organizations with revenues under \$1 billion in revenue or public institutions with budgets under \$1 billion. This offering can be substituted for 1 standard online workshop.

Membership Features

	Add-on Only, Counselor Required		
	Role-based Technical Counselor Membership	HIPO Technology Advisory Membership	HIPO Technology Team Membership
Service Delivery			
Designated Executive Counselor	✓		
Onsite or Virtual Counselor Working Sessions*	2/year		
Custom Key Initiative Plan	✓	✓	
Advisory Services			
Concierge Services	✓		
Counselor Resource Center	✓		
Software Selection as a Service	Unlimited		
Analyst Calls	Unlimited	IT Process Related Calls (M&G Framework)	
Info-Tech LIVE Conference Ticket	1 Ticket	1 Ticket	
Research Content			
Core Research	✓	✓	✓
Software Selection Content	✓	✓	✓
Digital Experiences			
IT Diagnostics	✓		
Industry Roundtables - Virtual	✓		
Online Learning Events	✓		
Info-Tech Academy Training Platform	✓	✓	✓
Info-Tech Academy Training Platform	✓	✓	✓

*Option to add 2 additional onsite or virtual working sessions to Technical Counselor for additional fee.

SE Membership Features

	CIO Counselor Membership	Executive/ Technical Counselor Membership	Counselor Membership	SE Advisory Membership	SE Domain Advisory Membership	Team Membership
Service Delivery						
Designated Executive Counselor	✓	✓	✓			
Onsite or Virtual Counselor Working Sessions	4/Year	2/Year				
Custom Key Initiative Plan	✓	✓	✓	✓		
Advisory Services						
IT Spend & Staffing Benchmarking – Online*	✓					
Project Success Assurance	✓					
Annual Leadership Summit Membership	✓					
Concierge Services	✓	✓				
Counselor Research Center	✓	✓	✓			
IT Contract Reviews	Unlimited	Unlimited	Unlimited	1 Contract/Year (or Price Benchmarking & Negotiation for 1 Contract)		
Software Selection as a Service	Unlimited	Unlimited	Unlimited	1/Year		
Analyst Calls	Unlimited	Unlimited	Unlimited	Unlimited	One Domain Only	
Info-Tech LIVE Conference Ticket	1 Ticket	1 Ticket	1 Ticket			
Research Content						
Core Research	✓	✓	✓	✓	✓	✓
AI Marketplace	✓	✓	✓	✓	✓	✓
Software Selection Content	✓	✓	✓	✓	✓	✓
Digital Experiences						
Info-Tech Academy Training Platform	✓	✓	✓	✓	✓	✓
Online Learning Events	✓	✓	✓	✓	✓	✓
IT Diagnostic Programs	✓	✓	✓	✓	One Domain Only	
Industry Roundtables - Virtual	✓	✓	✓	✓		

* Standard offering included covers commercial organizations with revenues under \$1 billion in revenue or public institutions with budgets under \$1 billion. This offerings can be substituted individually for 1 standard workshop.

Product & Feature Definitions

Service Delivery	
Designated Executive Counselor	Members receive personalized and confidential one-on-one support from a seasoned IT executive to achieve their personal/organizational goals, grow as a leader, and prepare for the next chapter of their career.
Onsite or Virtual Counselor Working Sessions	The Executive Counselor will work closely with the member throughout the year, including hosting deep-dive sessions with the goal of identifying and addressing the member's top professional, organizational and personal challenges, in addition presenting relevant research and conducting working sessions.
Custom Key Initiative Plan	A fully customized plan of the member's top three to five initiatives mapped to all relevant Info-Tech content and experiences to assist with execution and to ensure success.
Advisory Services	
IT Spend & Staffing Benchmarking – Online	An online service where Info-Tech experts accurately map and benchmark your IT spend and staffing against industry peers to build a comprehensive report detailing IT spend and staffing along four perspectives: Expense, Service, Business, and Innovation. Pre-requisite for IT Cost Analysis & Optimization.
Project Success Assurance	An over the phone advisory engagement offering up to 40-hours in project oversight support against a client's single capstone or critical project initiative across 12-18 months.
Annual Leadership Summit Pass	An immersive 3-ay experience tailored for Counselor members to build a comprehensive enterprise IT Key Initiative Plan and participate in valuable sessions on succeeding as a CIO and senior IT leader today. The annual membership pass invites members to make this a regular part of their Info-Tech experience in systematically improving their IT performance.
Concierge Services	A powerful set of over 20 high-impact, single-day consulting engagements designed to be delivered online or onsite.
Counselor Resource Center	A resource center providing exclusive strategic resources for executive members.
Software Selection as a Service	Five advisory calls over a five-week period to accelerate and improve the member's software selection process.
IT Contract Review Service	Access to our IT contracts experts who will conduct a business review of the Terms & Conditions and provide a comprehensive written summary of feedback.
Analyst Calls	Unlimited phone access to our team of subject matter experts to guide members through their most challenging technology projects. An analyst from the team who wrote the research works with the member at key project milestones to advise, coach, and offer insight.
Info-Tech LIVE Conference Ticket	Access to Info-Tech's premier conference experience with insightful keynotes, practical breakout sessions, and one-on-one analyst experiences
Research Content	
Core Research	Access to the core research domains of the Info-Tech website including Technology Project Research, IT Process Research, People & Leadership Research, Tolls & Templates Library, and more.
Technology Project Research	Over 450 do-it-yourself project blueprints to help our members save time and money when executing their most-critical IT initiatives.
IT Process Research	A comprehensive and connected set of 45 project methodologies and best practices for improving and optimizing core IT processes.
People & Leadership Research	Strategies on how to lead teams effectively and resources proven to help you become a better manager.
Tools & Templates Library	Members save time creating critical IT documents and project deliverables with our massive, ready-to-deploy library of over 1,000 tools and templates.
AI Marketplace	A comprehensive research-driven category map of AI vendors organized by use cases, functions, industries, and expected ROI. The AI Marketplace features AI landscape categories, AI use case research, case studies, and thought leader interviews across hundreds of AI vendors.
Software Selection Content	SoftwareReviews vendor evaluations and rankings reports that aggregate feedback from real IT professionals and business leaders.
Digital Experiences	
Info-Tech Academy Training Platform	An online learning management platform with 100+ hours of video content, 50+ quizzes, and 9 certification programs.
Online Learning Events	Access to one 5-day IT Management Accelerator Training Session and unlimited access to Leadership Masterclasses, a live facilitated online leadership training series focused on improving decision-making and people-management skills for leaders and high-potential staff.
IT Diagnostic Programs	Over 20 pre-built survey programs to ask business and IT stakeholders insightful questions and convert their responses into reports that help IT departments make critical decisions.
Industry Roundtable – Virtual	Access to monthly virtual industry roundtable discussions and peer networking to explore common challenges, share best practices, and help shape our industry research agenda

CIO Counselor Membership

The CIO Counselor is our premier membership designed to help CIOs in larger, complex organizations deliver results and improve their effectiveness as a leader. It includes all available content and services and is the best way to experience Info-Tech.

Service Delivery

Designated Executive Counselor

Members receive personalized and confidential one-on-one support from a seasoned IT executive to achieve their personal/organizational goals, grow as a leader, and prepare for the next chapter of their career.

Also Includes:

- Four Onsite/Virtual Counselor Working Sessions
- Custom Key Initiative Plan
- Designated Account Manager

Research Content

Project Blueprints

Over 450 step-by-step project methodologies to help members execute technology projects and improve core IT processes.

Tools & Templates Library

Over 1,000 ready-to-deploy tools and templates to save members time creating critical IT documents and project deliverables.

Software Selection Content

SoftwareReviews' vendor evaluations and rankings reports that aggregate feedback from real IT professionals and business leaders.

People & Leadership Research

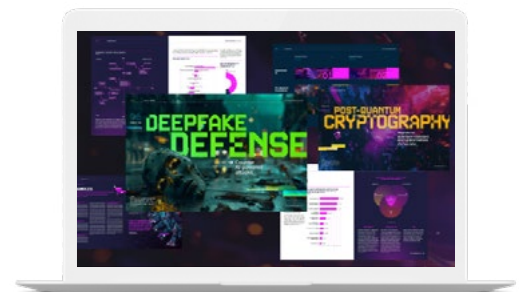
Strategies on how to lead teams effectively and resources proven to help you become a better manager.

Also Includes:

- IT Process Research



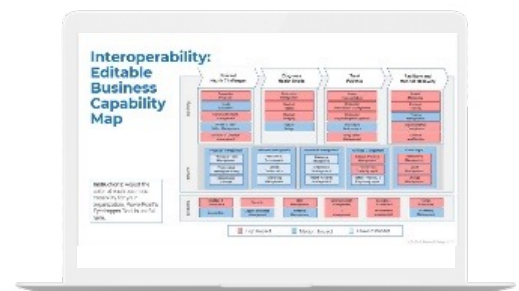
Sample Key Initiative Plan



Sample Trends Report



Sample Diagnostic Report



Sample Industry Content

CIO Counselor Membership

Advisory Services

IT Spend & Staffing Benchmarking – Online

Info-Tech experts accurately map and benchmark your IT spend and staffing against industry peers to build a comprehensive report detailing IT spend and staffing along four perspectives: Expense, Service, Business, and Innovation.

Project Success Assurance

An Info-Tech Advisory will provide assurance, guidance, and course-correction recommendations that will improve the probability of success for your critical project, regardless of the type of project, the project management methodology, or the current state of your project.

Concierge Services

A powerful set of pre-scoped advisory experiences designed to provide practical, tailored solutions and deliverables to real pain points experienced by IT Leaders from performing a Document Review on an IT Strategy to Optimizing your AWS Bill.

Unlimited Analyst Calls

Unlimited phone access to our team of subject matter experts to guide you through your most challenging technology projects. An analyst from the team who wrote the research works with you at key project milestones to advise, coach, and offer insight.

Also Includes:

- Software Selection as a Service
- Contract Review Service
- One Info-Tech LIVE Ticket

Digital Experiences

IT Diagnostic Programs

Over 20 prebuilt survey programs to ask business and IT stakeholders insightful questions and convert their responses into reports that help IT departments make critical decisions.

Also Includes:

- Info-Tech Academy Training Platform
- IT Metrics Dashboard
- Virtual Industry Roundtables
- Access to Online Learning Events



Sample
Diagnostic
Report

Executive Counselor Membership

The Executive Counselor is one of our top memberships, designed to help CIOs and IT leaders deliver value, achieve goals, and improve and grow the contributions of IT. It includes all People & Leadership content required to manage the department and develop as a leader.

Service Delivery

Designated Executive Counselor

Members receive personalized and confidential one-on-one support from a seasoned IT executive to achieve their personal/organizational goals, grow as a leader, and prepare for the next chapter of their career.

Also Includes:

- 2 Onsite or Virtual Counselor Working Sessions
- Custom Key Initiative Plan
- Designated Account Manager

Research Content

Project Blueprints

Over 450 step-by-step project methodologies to help members execute technology projects and improve core IT processes.

Tools & Templates Library

Over 1,000 ready-to-deploy tools and templates to save members time creating critical IT documents and project deliverables.

Software Selection Content

SoftwareReviews' vendor evaluations and rankings reports that aggregate feedback from real IT professionals and business leaders.

People & Leadership Research

Strategies on how to lead teams effectively and resources proven to help you become a better manager.

Also Includes:

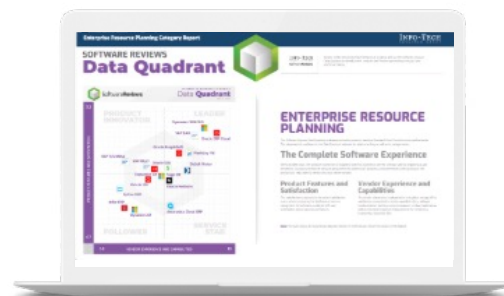
- IT Process Research



Sample Key Initiative Plan



Sample Template



Sample Data Quadrant Report

Executive Counselor Membership

Advisory Services

Concierge Services

A powerful set of pre-scoped advisory experiences designed to provide practical, tailored solutions and deliverables to real pain points experienced by IT Leaders from performing a Document Review on an IT Strategy to Optimizing your AWS Bill.

IT Contract Review Services

Access to our IT contracts experts who will conduct a business review of the Terms & Conditions and provide a comprehensive written summary of feedback.

Software Selection as a Service

Five advisory calls over a five-week period to accelerate and improve the member's software selection process.

Unlimited Analyst Calls

Unlimited phone access to our team of subject matter experts to guide you through your most challenging technology projects. An analyst from the team who wrote the research works with you at key project milestones to advise, coach, and offer insight.

Also Includes:

- One Info-Tech LIVE Ticket

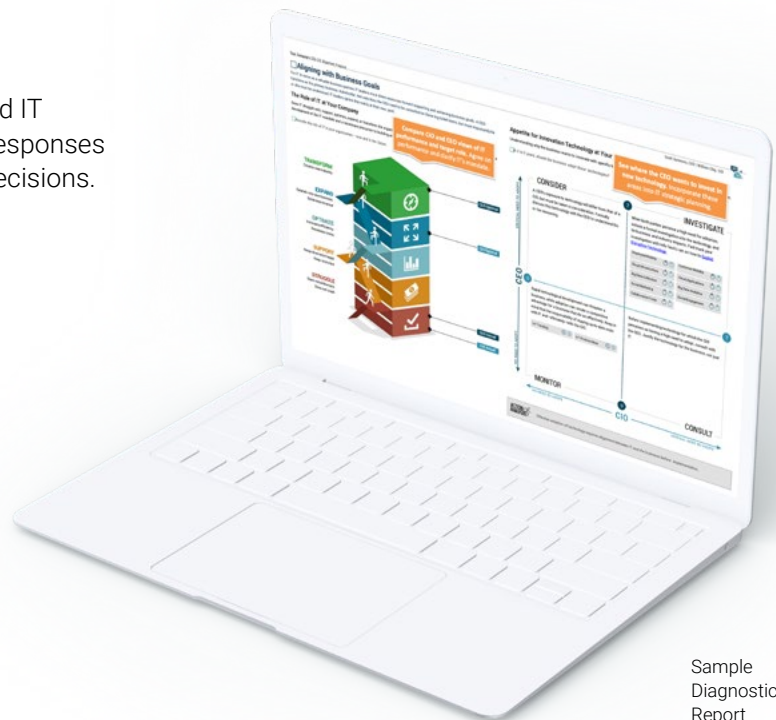
Digital Experiences

IT Diagnostic Programs

Over 20 prebuilt survey programs to ask business and IT stakeholders insightful questions and convert their responses into reports that help IT departments make critical decisions.

Also Includes:

- Info-Tech Academy Training Platform
- IT Metrics Dashboard
- Virtual Industry Roundtables
- Access to Online Learning Events



Sample
Diagnostic
Report

Technical Counselor Membership

The Technical Counselor is designed to help IT leaders deliver value, achieve goals, and improve and grow the contributions of IT with a focus on technical excellence. It also includes all People & Leadership content required to manage a team and develop as a leader.

Service Delivery

Designated Technical Counselor

Members receive personalized and confidential one-on-one support from a seasoned IT executive to enhance their technical expertise, achieve their goals, and prepare for the next chapter of their career.

Also Includes:

- Two Onsite or Virtual Counselor Working Sessions
- Custom Key Initiative Plan
- Designated Account Manager

Research Content

Project Blueprints

Over 450 step-by-step project methodologies to help members execute technology projects and improve core IT processes.

Tools & Templates Library

Over 1,000 ready-to-deploy tools and templates to save members time creating critical IT documents and project deliverables.

Software Selection Content

SoftwareReviews' vendor evaluations and rankings reports that aggregate feedback from real IT professionals and business leaders.

People & Leadership Research

Strategies on how to lead teams effectively and resources proven to help you become a better manager.

Also Includes:

- IT Process Research

Technical Domains

Applications

Infrastructure & Operations

Security

Data & Analytics

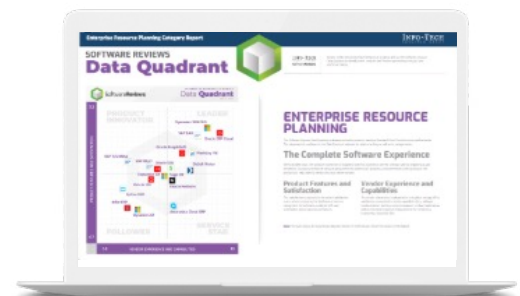
Enterprise Architecture

Privacy

PMO

Vendor Management

Service Management



Sample Data Quadrant Report

Technical Counselor Membership

Advisory Services

Concierge Services

A powerful set of pre-scoped advisory experiences designed to provide practical, tailored solutions and deliverables to real pain points experienced by IT Leaders from performing a Document Review on an IT Strategy to Optimizing your AWS Bill.

IT Contract Review Services

Access to our IT contracts experts who will conduct a business review of the Terms & Conditions and provide a comprehensive written summary of feedback.

Software Selection as a Service

Five advisory calls over a five-week period to accelerate and improve the member's software selection process.

Unlimited Analyst Calls

Unlimited phone access to our team of subject matter experts to guide you through your most challenging technology projects. An analyst from the team who wrote the research works with the member at key project milestones to advise, coach, and offer insight.

Also Includes:

One Info-Tech LIVE Ticket

Digital Experiences

IT Diagnostic Programs

Over 20 prebuilt survey programs to ask business and IT stakeholders insightful questions and convert their responses into reports that help IT departments make critical decisions.

Also Includes:

- Info-Tech Academy Training Platform
- IT Metrics Dashboard
- Virtual Industry Roundtables
- Access to Online Learning Events



Sample
Diagnostic
Report

Counselor Membership

The Counselor Membership is designed to improve the maturity of IT and develop CIOs and IT leaders with expert guidance complemented by robust services, research, tools, and resources. It includes our most popular content and services to execute key initiatives.

Service Delivery

Designated Executive Counselor

Members receive personalized and confidential one-on-one support from a seasoned IT executive to achieve their personal/organizational goals, grow as a leader, and prepare for the next chapter of their career.

Also Includes:

- Custom Key Initiative Plan
- Designated Account Manager

Research Content

Project Blueprints

Over 450 step-by-step project methodologies to help members execute technology projects and improve core IT processes.

Tools & Templates Library

Over 1,000 ready-to-deploy tools and templates to save members time creating critical IT documents and project deliverables.

Software Selection Content

SoftwareReviews' vendor evaluations and rankings reports that aggregate feedback from real IT professionals and business leaders.

People & Leadership Research

Strategies on how to lead teams effectively and resources proven to help you become a better manager.

Also Includes:

- IT Process Research



Sample Key Initiative Plan



Sample Template



Sample Emotional Footprint

Counselor Membership

Advisory Services

Contract Review Services

Access to our IT contracts experts, who will conduct a business review of the Terms & Conditions and provide a comprehensive written summary of feedback.

Software Selection as a Service

Five advisory calls over a five-week period to accelerate and improve the member's software selection process.

Unlimited Analyst Calls

Unlimited phone access to our team of subject matter experts to guide you through your most challenging technology projects. An analyst from the team who wrote the research works with you at key project milestones to advise, coach, and offer insight.

One Info-Tech LIVE Ticket

One ticket to Info-Tech LIVE, a world-class event that brings together more than 2,000 IT executives, thought leaders, industry analysts, and technology experts to explore the future of technology and innovation.

Digital Experiences

IT Diagnostic Programs

Over 20 prebuilt survey programs to ask business and IT stakeholders insightful questions and convert their responses into reports that help IT departments make critical decisions.

Industry Roundtable – Virtual

Access to monthly virtual industry roundtable discussions and peer networking to explore common challenges, share best practices, and help shape our industry research agenda.

Info-Tech Academy Training Platform

An online learning management platform with 100+ hours of video content, 50+ quizzes, and 9 certification programs.

Also Includes:

- IT Metrics Dashboard
- Access to Online Learning Events



Sample
Diagnostic
Report

Advisory Membership

The Advisory Membership is designed to help IT leaders and managers complete projects and improve processes by leveraging our team of expert analysts and world-class research. It includes our basic content and services and is a great way for IT employees to experience and leverage the core services of Info-Tech.

Service Delivery

Custom Key Initiative Plan

We work with you to identify your top priorities and tailor our services to drive your key initiatives. This ensures a guided and aligned approach to make the most of your Info-Tech membership.

Also Includes:

- Designated Account Manager

Research Content

Project Blueprints

Over 450 step-by-step project methodologies to help members execute technology projects and improve core IT processes.

Tools & Templates Library

Over 1,000 ready-to-deploy tools and templates to save members time creating critical IT documents and project deliverables.

Software Selection Content

SoftwareReviews' vendor evaluations and rankings reports that aggregate feedback from real IT professionals and business leaders.

People & Leadership Research

Strategies on how to lead teams effectively and resources proven to help you become a better manager.

Also Includes:

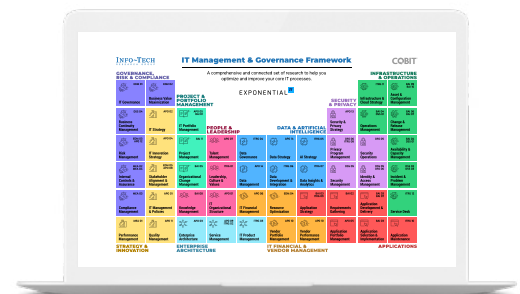
- IT Process Research



Sample Key Initiative Plan



Sample Template



IT Management & Governance Framework

Advisory Membership

Advisory Services

Software Selection as a Service (1/year)

Five advisory calls over a five-week period to accelerate and improve the member's software selection process.

Unlimited Analyst Calls

Unlimited phone access to our team of subject matter experts to guide you through your most challenging technology projects. An analyst from the team who wrote the research works with you at key project milestones to advise, coach, and offer insight.

One Info-Tech LIVE Ticket

One ticket to Info-Tech LIVE, a world-class event that brings together more than 2,000 IT executives, thought leaders, industry analysts, and technology experts to explore the future of technology and innovation.

Digital Experiences

IT Diagnostic Programs

Over 20 prebuilt survey programs to ask business and IT stakeholders insightful questions and convert their responses into reports that help IT departments make critical decisions.

Info-Tech Academy Training Platform

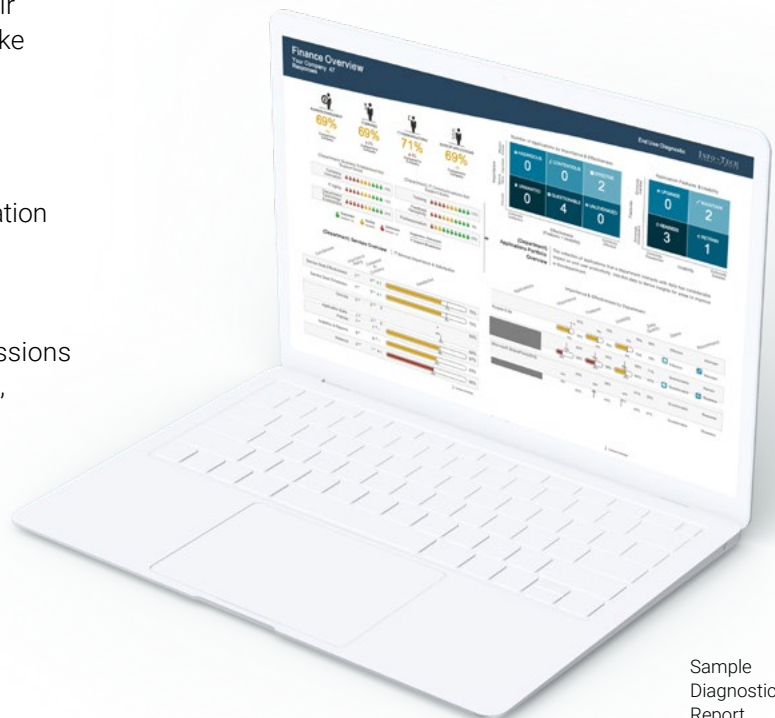
An online learning management platform with 100+ hours of video content, 50+ quizzes, and nine certification programs.

Industry Roundtable – Virtual

Access to monthly virtual industry roundtable discussions and peer networking to explore common challenges, share best practices, and help shape our industry research agenda.

Also Includes:

- IT Metrics Dashboard
- Access to Online Learning Events



Sample
Diagnostic
Report

SE Advisory Membership

The SE Advisory Membership is designed to help IT leaders and managers complete projects and improve processes by leveraging our team of expert analysts and world-class research. It includes our basic content and services and is a great way for IT employees to experience and leverage the core services of Info-Tech.

Service Delivery

Custom Key Initiative Plan

We work with you to identify your top priorities and tailor our services to drive your key initiatives. This ensures a guided and aligned approach to make the most of your Info-Tech membership.

Also Includes:

- Designated Account Manager

Research Content

Project Blueprints

Over 450 step-by-step project methodologies to help members execute technology projects and improve core IT processes.

Tools & Templates Library

Over 1,000 ready-to-deploy tools and templates to save members time creating critical IT documents and project deliverables.

Software Selection Content

SoftwareReviews' vendor evaluations and rankings reports that aggregate feedback from real IT professionals and business leaders.

People & Leadership Research

Strategies on how to lead teams effectively and resources proven to help you become a better manager.

Also Includes:

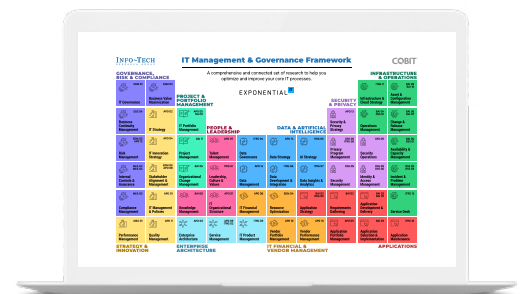
- IT Process Research



Sample Key Initiative Plan



Sample Template



IT Management & Governance Framework

SE Advisory Membership

Advisory Services

Software Selection as a Service (1/year)

Five advisory calls over a five-week period to accelerate and improve the member's software selection process.

Unlimited Analyst Calls

Unlimited phone access to our team of subject matter experts to guide you through your most challenging technology projects. An analyst from the team who wrote the research works with you at key project milestones to advise, coach, and offer insight.

Contract Review + Price Benchmarking & Negotiation (1/year)

Access to our IT contracts experts who will conduct a business review of the terms & conditions as well as exclusive negotiation intelligence to achieve best in circumstance deals on \$1M+ contract value covering 40+ major IT Vendors.

Digital Experiences

IT Diagnostic Programs

Over 20 prebuilt survey programs to ask business and IT stakeholders insightful questions and convert their responses into reports that help IT departments make critical decisions.

Info-Tech Academy Training Platform

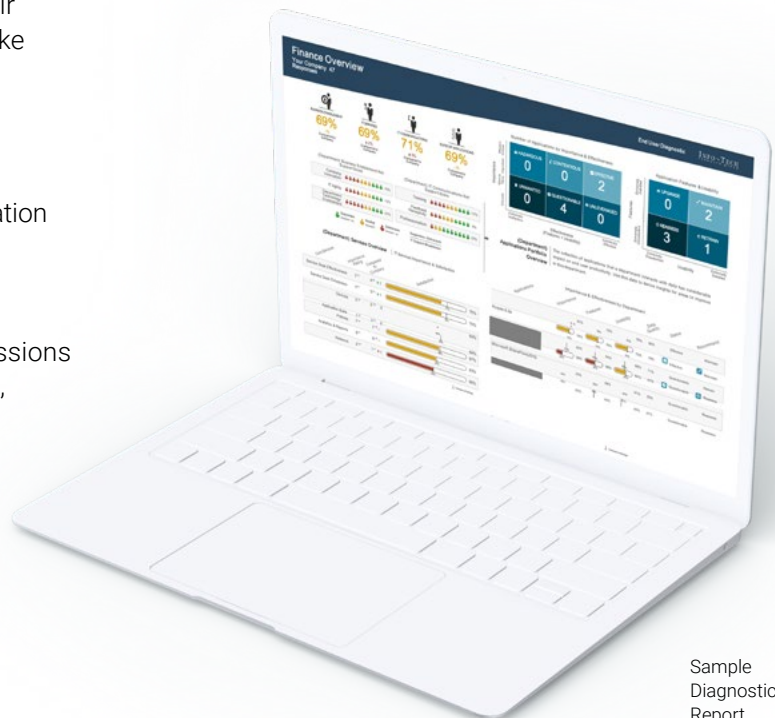
An online learning management platform with 100+ hours of video content, 50+ quizzes, and nine certification programs.

Industry Roundtable – Virtual

Access to monthly virtual industry roundtable discussions and peer networking to explore common challenges, share best practices, and help shape our industry research agenda.

Also Includes:

- IT Metrics Dashboard
- Access to Online Learning Events



Sample
Diagnostic
Report

Domain Advisory Membership

The Domain Advisory membership is designed to help IT managers within a select domain complete projects and improve processes by leveraging our team of expert analysts and world-class research. It includes our basic content and services and is a great way for IT employees to experience analyst expertise and leverage the core services

Service Delivery

Account Manager

Your Account Manager will ensure you get the most value from your membership by helping you understand your entitlements and the resources that you can leverage to help you excel in your role.

Research Content

Project Blueprints

Over 450 step-by-step project methodologies to help members execute technology projects and improve core IT processes.

Tools & Templates Library

Over 1,000 ready-to-deploy tools and templates to save members time creating critical IT documents and project deliverables.

Software Selection Content

SoftwareReviews' vendor evaluations and rankings reports that aggregate feedback from real IT professionals and business leaders.

People & Leadership Research

Strategies on how to lead teams effectively and resources proven to help you become a better manager.

IT Process Research

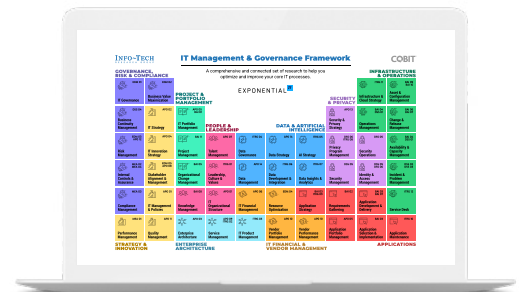
A comprehensive and connected set of 45 project methodologies and best practices for improving and optimizing core IT processes.



Sample Key Initiative Plan



Sample Template



IT Management & Governance Framework

Domain Advisory Membership

Advisory Services

Unlimited Domain-Specific Analyst Calls

Unlimited phone access to our team of subject matter experts within a select domain to guide you through your most challenging technology projects. An analyst from the team who wrote the research works with the member at key project milestones to advise, coach, and offer insight.

Available Domains

Applications
Infrastructure & Operations
Security
Data & Analytics
Enterprise Architecture
Project & Portfolio Management

Digital Experiences

Domain-Specific IT Diagnostic Programs

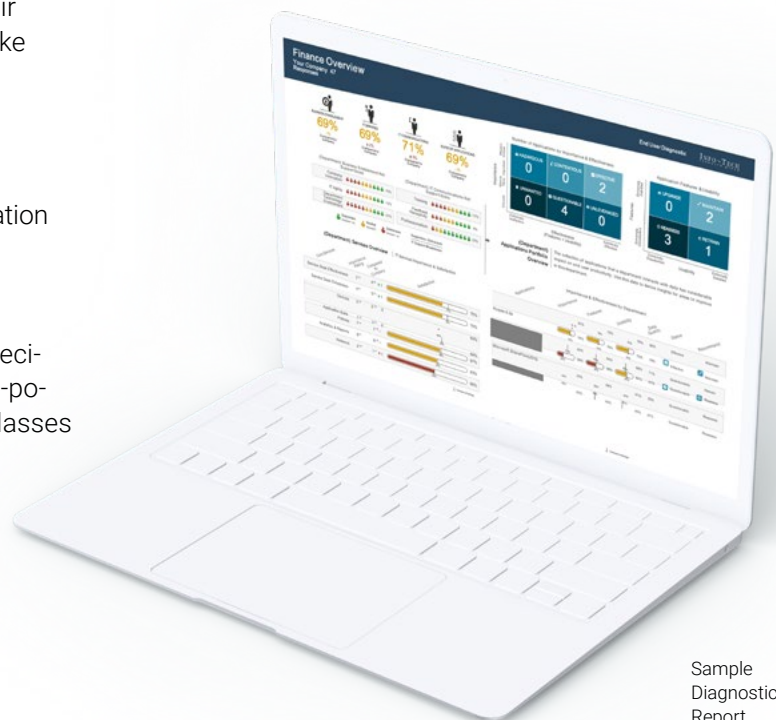
Leverage prebuilt survey programs to ask business and IT stakeholders insightful questions and convert their responses into reports that help IT departments make critical decisions.

Info-Tech Academy Training Platform

An online learning management platform with 100+ hours of video content, 50+ quizzes, and nine certification programs.

Online Learning Events

Online leadership programs focused on improving decision-making and people-management skills for high-potential staff, includes access to Leadership Masterclasses and Management Accelerators.



Sample
Diagnostic
Report

Team Membership

The Team Membership is our basic membership designed to help IT managers and employees execute on projects and improve processes with world-class research, tools, and templates. It includes the core research product and is a great way to become familiar with Info-Tech.

Service Delivery

Account Manager

Your Account Manager will ensure you get the most value from your membership by helping you understand your entitlements and the resources you can leverage to help you excel in your role.

Research Content

Project Blueprints

Over 450 step-by-step project methodologies to help members execute technology projects and improve core IT processes.

Tools & Templates Library

Over 1,000 ready-to-deploy tools and templates to save members time creating critical IT documents and project deliverables.

People & Leadership Research

Strategies on how to lead teams effectively and resources proven to help you become a better manager.

IT Process Research

A comprehensive and connected set of 45 project methodologies and best practices for improving and optimizing core IT processes.

Software Selection Content

SoftwareReviews' vendor evaluations and rankings reports that aggregate feedback from real IT professionals and business leaders.



Sample Video



Sample Template



Sample Blueprint

Team Membership

Digital Experiences

Online Learning Events

Online leadership programs focused on improving decision-making and people-management skills for high-potential staff, includes access to Leadership Masterclasses and Management Playbooks.

Info-Tech Academy Training Platform

An online learning management platform with 100+ hours of video content, 50+ quizzes, and nine certification programs.



Info-Tech
Academy
Training
Platform

HIPO Technology Advisory Membership

The HIPO Technology Advisory Membership is designed for high-potential IT staff as they complete projects and improve processes by leveraging our team of expert analysts and world-class research. It includes our basic content and services within our IT Process related research areas (M&G Framework) and is a great way for IT employees to experience and leverage the core services of

Service Delivery

Custom Key Initiative Plan

A fully customized plan of the member's top three to five initiatives mapped to all relevant Info-Tech content and experiences to assist with execution and to ensure success.

Also Includes:

- Designated Account Manager

Research Content

IT Process Research

A comprehensive and connected set of 45 project methodologies and best practices for improving and optimizing core IT processes.

Tools & Templates Library

Over 200 ready-to-deploy tools and templates to save members time creating critical IT documents and project deliverables.

Software Selection Content

SoftwareReviews' vendor evaluations and rankings reports that aggregate feedback from real IT professionals and business leaders.

People & Leadership Research

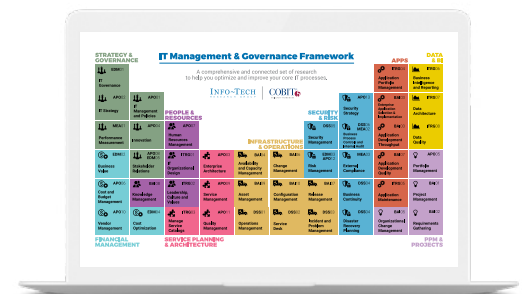
Strategies on how to lead teams effectively and resources proven to help you become a better manager.



Sample Key Initiative Plan



Sample Template



IT Management & Governance Framework

HIPO Technology Advisory Membership

Advisory Services

Unlimited Analyst Calls (M&G Framework topics only)

Unlimited phone access to our team of subject matter experts to guide you through your most challenging technology projects. An analyst from the team who wrote the research works with you at key project milestones to advise, coach, and offer insight.

Also Includes:

- One Info-Tech LIVE Ticket

Digital Experiences

Info-Tech Academy Training Platform

An online learning management platform with 100+ hours of video content, 50+ quizzes, and nine certification programs.



Sample
Diagnostic
Report

HIPO Technology Team Membership

The HIPO Technology Team Membership is designed to help high-potential IT staff execute on projects and improve processes with world-class research, tools, and templates. It includes the core research products within our IT Process related research (M&G Framework) and is a great way to become familiar with Info-Tech.

Service Delivery

Account Manager

Your Account Manager will ensure you get the most value from your membership by helping you understand your entitlements and the resources you can leverage to help you excel in your role.

Research Content

IT Process Research

A comprehensive and connected set of 45 project methodologies and best practices for improving and optimizing core IT processes.

Tools & Templates Library

Over 200 ready-to-deploy tools and templates to save members time creating critical IT documents and project deliverables.

Software Selection Content

SoftwareReviews' vendor evaluations and rankings reports that aggregate feedback from real IT professionals and business leaders.

People & Leadership Research

Strategies on how to lead teams effectively and resources proven to help you become a better manager.



Sample Video



Sample Template



Sample Blueprint

HIPO Technology Team Membership

Digital Experiences

Leadership Development Program

An online or in-person leadership program focused on improving decision-making and people-management skills for high-potential staff.

Info-Tech Academy Training Platform

An online learning management platform with 100+ hours of video content, 50+ quizzes, and nine certification programs.



Info-Tech
Academy
Training
Platform

Workshops

Info-Tech Workshops are one-week collaborative problem-solving engagements that result in a practical and actionable deliverable.

- With methodologies built to scale, our Workshops fit organizations of all sizes and industries.
- We engage the right people at the right time to ensure we're making the most of your team's time.
- Nearly every blueprint has a Workshop option. With over 100 unique topics, the choice is yours.

Info-Tech's Top-Rated Member Experience With an Average Rating of 9.4/10

All Time – Top 20 Most Delivered

- Build a Business-Aligned IT Strategy
- Build an Information Security Strategy
- Standardize the Service Desk
- Create a Right-Sized Disaster Recovery Plan
- Develop a PPM Strategy
- Create a Data Management Roadmap
- Cloud Strategy and Action Plan
- Establish Data Governance
- Tailor IT Project Management Processes to Fit Your Projects
- Design and Build a User-Facing Service Catalog
- Develop a Business Continuity Plan
- Create a Service Management Roadmap
- Optimize Change Management
- Improve Requirements Gathering
- Implement Agile Practices That Work
- Design an Enterprise Architecture Strategy
- Drive Real Business Value with an HRIS Strategy
- Improve IT Governance to Drive Results
- Build a Reporting and Analytics Strategy (BI Strategy)
- Build the Business by Building an Infrastructure Roadmap

What Do Our Members Say?

Workshops are consistently our top-rated member experience.

"This was an awesome workshop! [Extremely valuable for our team](#). We walked away with tangible artifacts, a clear roadmap for next steps, and areas to further discuss/deep dive into. Our workshop facilitator did an excellent job ensuring my needs (as company leader) were addressed in pre-meetings – and then performed a superb job engaging everyone and keeping the flow moving. [My first real virtual workshop over multiple days \(COVID-19\) and it was a huge success](#). Will look to book [a workshop] again for future areas of interest."

"Info-Tech's project team was organized and thoroughly professional. They were proactive, adaptable, and worked diligently to understand our expectations. [I was very impressed with the team and the quality of the delivered outputs.](#)"

Onsite delivery available for additional charge.

Enterprise Workshops

Info-Tech Enterprise Workshops are one-week customizable workshops designed specifically for our Enterprise level clients that result in a practical, actionable, and boardroom-ready deliverable.

Enterprise Workshops build on our proven Workshop program through four key added benefits:

Customizable to Address Your Most Pressing Problems

Using Info-Tech research and frameworks as the foundation, Enterprise Workshops allow for greater customization to ensure the engagement is scoped and delivered to the appropriate depth and breadth of your needs to address your most pressing problems.

Tailored to Your Unique Needs

Enterprise Workshops are delivered in one week but leverage seven dedicated days of effective effort by Info-Tech. We work with you to ensure the pre- and post-work performed by our experienced Workshop facilitators meets the unique needs of your organization.

Aligned to Your Industry

Enterprise Workshops provide you with a subject matter expert as well as an Industry specialist to ensure that the workshop deliverable is tailored for your business and industry.

Complete With a Boardroom-Ready Deliverable

Your final deliverable will include a boardroom-ready executive presentation, which can be presented by one of Info-Tech's expert facilitators upon request.

Top 10 Most Delivered Workshops (Enterprise Clients):

Build a Business-Aligned IT Strategy

Standardize the Service Desk

Create a Right-Sized DRP

Establish Data Governance

Build an Information Security Strategy

Create a Data Management Roadmap

Develop a PPM Strategy

Cloud Strategy and Action Plan

Improve IT Governance to Drive Results

IT Organizational Design

Small Enterprise Workshops

Info-Tech SE Workshops are three-day collaborative problem-solving engagements that result in a practical and actionable deliverable.

SE Workshops are designed specifically for small and emerging enterprises.

Leverage the Expertise of Experienced Facilitators

Learn from open discussion as workshop facilitators navigate and lead conversations with stakeholders, the business, and IT.

Aligned to Your Department's Goals & Needs

Workshops are tailored to your goals so we can apply the right best practices to get you where you need to be.

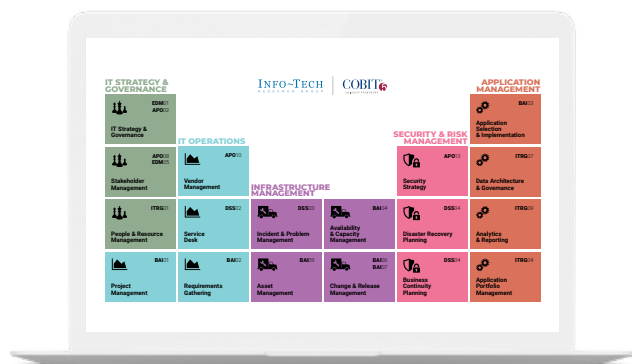
Optimize Limited Resources

Apply frameworks and methodologies that will get the most from your department.

Made to Match Your Maturity

Workshops meet you where you are at to apply a right-sized, best-practice approach to progress your organization.

Info-Tech's SE Workshop Catalog covers key components of the **SE Management & Governance Framework**.



Sample Topics From the SE Workshop Catalog

CIO

Strategy & Governance

- Build a Business-Aligned IT Strategy
- Redesign Your IT Organizational Structure

IT Operations

- Create a Service Management Roadmap
- Jump Start Your Vendor Management Initiative

Applications

Application Management

- Application Portfolio Management Foundations

PMO

IT Operations

- Develop a PPM Strategy

Data

Application Management

- Build a Robust and Comprehensive Data Strategy

Infrastructure & Operations

Infrastructure Management

- Define Your Cloud Vision
- Document Your Cloud Strategy

Information Security

Security & Risk Management

- Create a Right-Sized Disaster Recovery Plan
- Develop a Business Continuity Plan
- Build an Information Security Strategy

Concierge Services

Our Concierge Services are accelerated, pre-scoped consulting engagements designed to be delivered online or onsite.

Valuable Experiences Tailored to Your Needs

Every Concierge Service is built to provide practical, custom solutions to real pain points experienced by IT leaders.

Our Analysts Do the Heavy Lifting

With minimal time commitment on your part, our subject matter experts will lead the service and produce all final deliverables.

Get Tangible Results Fast

From the initial booking to the final handoff, these engagements can be completed in a matter of days – not weeks!

Highly Polished Deliverables

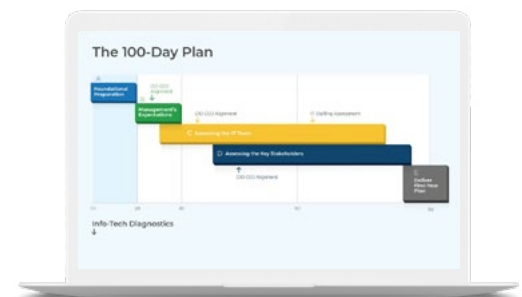
You'll leave each Concierge Service with a set of visually stunning client deliverables you will be excited to share with your boss.

What do our members say?

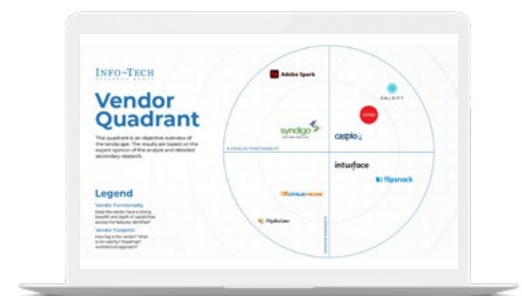
"The best part is having an independent point of view from experienced consultants that help us enhance and fine-tune our deliverables in a way that meets best standards and practices."



Sample from IT Strategy Visualization Service



Sample from First 100 Days as CIO



Sample from Custom Vendor Landscape

Small Enterprise Concierge Services

Pre-scoped, premium advisory engagements for organizations that value straightforward delivery and quick results.

Custom Vendor Landscape

Skip the guesswork: quickly understand a software marketplace based on secondary research.

IT DRP Maturity Assessment

Save time and money by identifying gaps and right-sizing your disaster recovery plan.

Security Policy Review

Review security requirements to identify gaps in the policy suite.

Exploit your ITSM Ticket Data

Analyze ticket data to drive timeliness and effectiveness into your service desk processes.

App Portfolio Snapshot

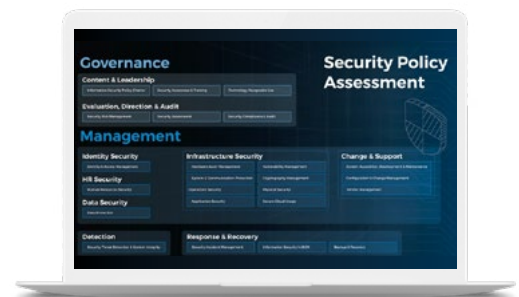
Make the case for application portfolio transformation.

What do our members say?

"This [custom vendor landscape] was an excellent engagement. We were able to find a few products that could potentially deliver our needs. It sped up the procurement process by several weeks or more."

Ab Dosil, Executive Director
ITBC Energy Regulator

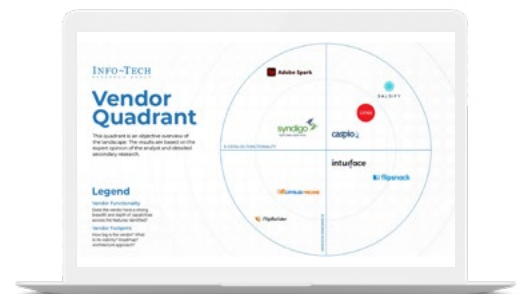
10/10 rating | 5 Days of Time Saved



Security Policy Assessment framework



IT DRP Maturity Assessment model



Sample from Custom Vendor Landscape

Industry Research & Advisory Services

Info-Tech's Industry Research & Advisory program aims to build alignment between IT leaders and the business they serve. It adds a layer of industry insight and research depth that better meets IT and business leaders where they are in their specific context within their specific industry.

Research Content

Industry-Specific Research

In-depth, industry-specific research content and advisory service that includes benchmarking reports, trend analysis, technology evaluations, and reference architectures.

Advisory Services

Unlimited Analyst Calls With Industry Analysts

Unlimited phone access to our team of industry experts to guide you through your most challenging initiatives and strategic considerations.

Executive Peer Group Discussions

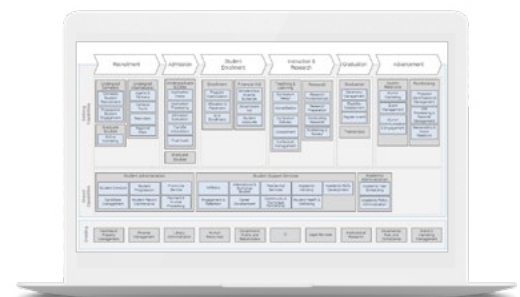
Join IT leaders discussing pertinent topics within their respective industries to validate their approaches with their peers. Focus on gaining insight, networking, and building strong connections among a consistent group of attendees.

Linking Business & IT Value Maps

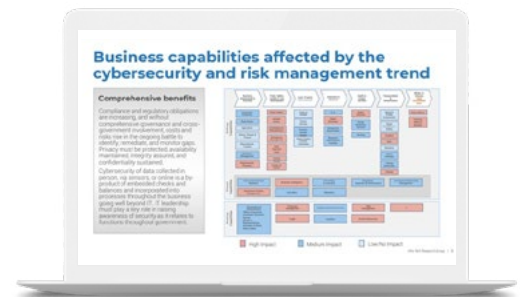
Draw clear connections between the business' strategic objectives and IT programs and initiatives. This is a crucial exercise in demonstrating the role of IT and positioning IT as a business partner.

Digital Transformation

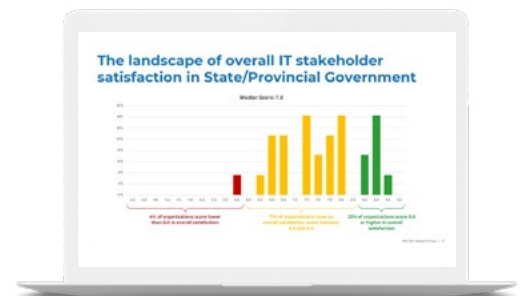
Form a solid understanding of your industry's value streams, unique capabilities, and business and technology trends to be able to lead and deliver on digital transformation initiatives.



Sample Reference Architecture



Sample Trend Analysis



Sample IT Satisfaction Benchmarking Report Excerpt

Small Enterprise Industry Research & Advisory Services

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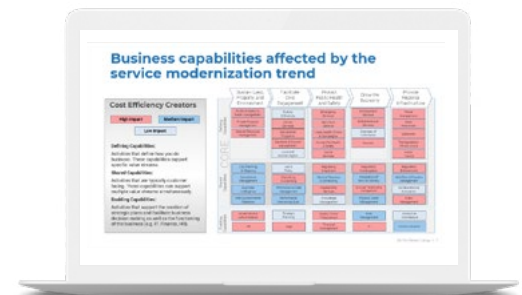
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Digital Transformation

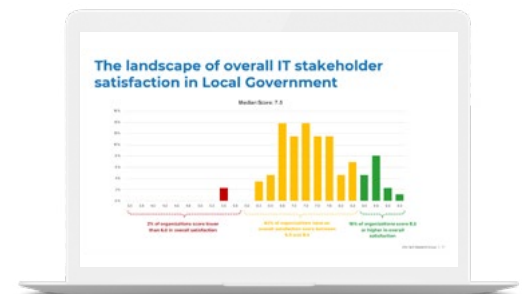
Form a solid understanding of your industry's value streams, unique capabilities, and business and technology trends to be able to lead and deliver on digital transformation initiatives.



Sample Reference Architecture



Sample Trend Analysis



Sample IT Satisfaction Benchmarking Report Excerpt

IT Spend & Staffing Benchmarking

Map, analyze, and communicate your IT spending and staffing to showcase IT's value to the business.

- 1 Provide full transparency into how IT funds are allocated to support the business.**
- 2 Build a platform for dialogue with the business about IT investment and cost optimization.**
- 3 Gain insights by comparing your IT vendor and staff spending against industry peers.**

A framework and approach to provide transparency

Map how your IT spend is allocated across four stakeholder views, aligned to their priorities: expense, service, business, and innovation.

Visualize which initiatives your IT human resources support with a complete staff map.

Reporting and Recommendations

Review your resource allocation and optimization options with ongoing discussions with Info-Tech experts.

Optimize spending and staffing with clear recommendations and next steps.

Benchmarking with industry peers

Compare your spending and staffing to others in your industry with a benchmarking report.

Access to Info-Tech experts to discuss your results.

The IT Spend and Staffing Benchmarking service aligns your spending data with Info-Tech's IT Financial Management (ITFM) benchmarking thought model and provides recommendations on spend optimization.

9.7/10

Overall satisfaction

119% ROI

Clear-cut return on your investment

25 days saved

understanding the bigger financial picture

Project Success Assurance

Info-Tech's Project Success Assurance Service is a cost-effective approach that can help supplement internal governance practices and increase stakeholder confidence in project outcomes.

16-Point Best Practice Inspection Framework

Our approach is based around a practical, tactical end-to-end project inspection framework that can be applied to your project regardless of project management approach.

Collaborative Project Review

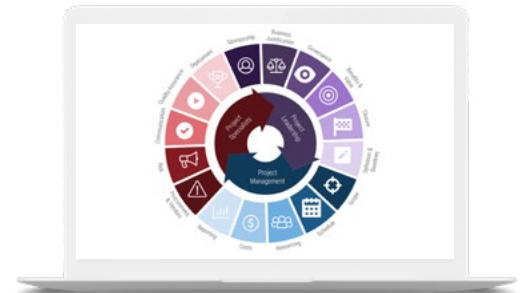
Leverage industry best practices and practitioner-based insights by working collaboratively with our project management advisors and Industry SMEs.

Ongoing Project Health Assessment & Documentation Support

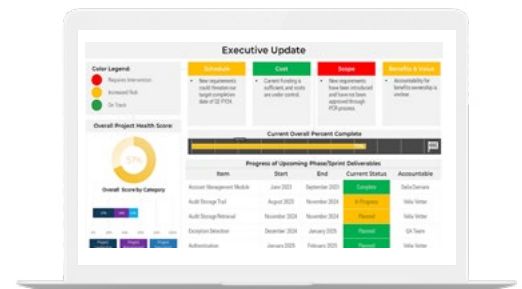
A hands-on approach that involves working together with our experts, and leveraging our vast library of project deliverables, to improve the quality and effectiveness of your project documentation.

Right-Sized to your needs

Right-sized to client availability of time and support required. Offering up to 40 hours of over-the-phone support for your critical priority project.



Info-Tech's Sixteen-Point Project Review Framework is based on extensive research and practical application, complementing industry standards such as those offered by PMI, ISACA, IIBA, CMI, and Prosci.



A sample of A boardroom-ready project health.

A sample of health indicators for each of the components in our 16-Point Inspection Framework .

Events

Info-Tech LIVE

LIVE is Info-Tech's flagship annual conference that brings together more than 2,500 IT executives, thought leaders, industry analysts, and technology experts to explore the future of technology and innovation.

Info-Tech LIVE is a must-attend event for technology leaders.

- Immerse yourself to embrace disruption, challenge traditional thinking, and fuel innovation.
- Gain valuable insights into the latest trends, emerging technologies, and best practices.
- Explore fresh perspectives and forge valuable connections with 2,500+ technology leaders.

Leadership Summits

An exclusive 3-Day experience to kickstart value from your Info-Tech membership.

Curated for IT leaders

- Your Enterprise CKIP, with guidance from our seasoned advisors and counselors, will help you address your major pain points and deliver on your key objectives in the next 12-18 months.
- Sessions will be led by highly experienced IT leaders who have walked in your shoes and helped build highly successful IT departments.
- You'll get key information for IT leaders to succeed from our research spanning decades, succinctly, and discuss what the latest advancements in technology mean for IT.

60+

Breakout and Workshop Sessions

80+

Lightning Rounds

700+

Analyst Discussions

50+

Feature and Technology Keynotes

60+

Industry Roundtables and Panels

+Unlimited

Peer-to-Peer Networking Opportunities

Learn

A three-day exclusive learning experience for counselor members.

Apply

Build or enhance your Custom Key Initiative Plan (CKIP) and work through other key plans and solutions.

Connect

Collaborate with IT leaders and peers throughout the three days and through dedicated networking events.

Cybersecurity Workforce Development – Analyst

A six-month expert-facilitated training program to develop critical cybersecurity skills missing within IT organizations through a combination of live virtual lectures, practical exercises, and cyber range labs. Registered learners produce deliverables for immediate application to real business needs and objectives of the client organization.

Develop critical cybersecurity skills missing within your team and organization through:

- Standardized curriculum with flexible projects tailored to business needs
- Realistic cyber range scenarios
- Ready-to-deploy security deliverables
- Real assurance of skill development

Sample program deliverables include:

- Vulnerability Assessment & Remediation Plan
- Threat & Risk Assessment Report
- Security Risk Register
- Data Classification Scheme
- Baseline Configuration Standard aligned with security policy
- Security Incident Response Runbook

Analyst program track features:

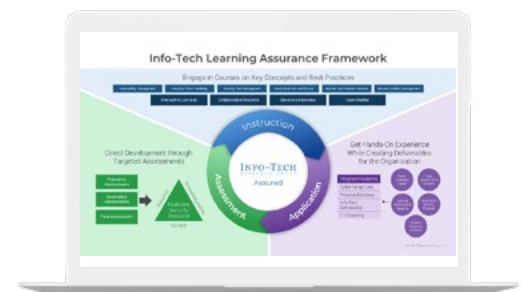
- Personalized Development Plan
- Development Scorecard
- Up to five practical deliverables customizable to operational use
- Focus on tactical cybersecurity implementation

Program Features:

- Live facilitated sessions
- Security analysts and leaders
- Average of 65 hours over six months
- Certificate and CPE credits



High-Level Program Overview



Info-Tech Learning Assurance Framework

Cybersecurity Workforce Development – Leader

A six-month expert-facilitated training program to develop critical cybersecurity skills missing within IT organizations through a combination of live virtual lectures, practical exercises, and cyber range labs. Registered learners produce deliverables for immediate application to real business needs and objectives of the client organization.

Develop critical cybersecurity skills missing within your team and organization through:

- Standardized curriculum with flexible projects tailored to business needs
- Realistic cyber range scenarios
- Ready-to-deploy security deliverables
- Real assurance of skill development

Sample program deliverables include:

- Vulnerability Assessment & Remediation Plan
- Threat & Risk Assessment Report
- Security Risk Register
- Data Classification Scheme
- Baseline Configuration Standard aligned with security policy
- Security Incident Response Runbook

Leader program track features:

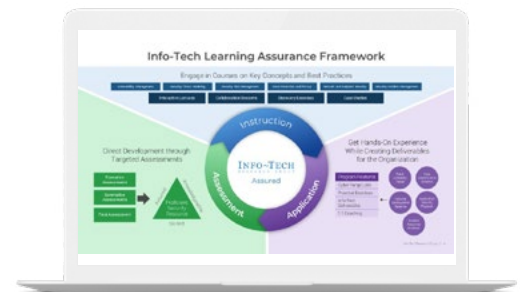
- Personalized Development Plan
- Development Scorecard
- Up to five practical deliverables customizable to operational use with hands-on support
- Focus on strategic cybersecurity business alignment, program management, and governance
- 1:1 Coaching with a dedicated Cybersecurity Advisor
- Security Leadership Playbook to become a world-class CISO
- Custom Key Initiative Plan for maturing a security program

Program Features:

- Live facilitated sessions
- Security analysts and leaders
- Average of 65 hours over six months
- Certificate and CPE credits



High-Level Program Overview



Info-Tech Learning Assurance Framework

AI Workforce Development – Leader

A 12-week AI training program designed to help IT leaders and practitioners gain essential business and technical skills to support the responsible, reliable, and effective adoption of AI for their organizations.

Train your internal team to close your AI skill gaps and build AI Competency through:

- Standardized Curriculum with Flexible Projects Tailored to Organizational Needs
- AI Virtual Labs
- Ready-to-Deploy Deliverables
- Real Assurance of Skill Development

Sample Program Deliverables include:

- Proof of Value Framework
- AI Vision & Strategy
- AI Implementation Roadmap

IT Leader Program Track features:

- Live facilitator learning sessions on fundamental topics
- AI Sandbox lab environment access
- One capstone project with practical deliverables, customizable to operational use.
- Personalized Development Plan
- Development Scorecard
- 1:1 Coaching with expert AI Advisor
- Recommended for, but not limited to, roles such as CTO, CIO, CDO, CISO, Director of IT, Head of IT, and more.

Program Features:

- Live facilitated sessions
- IT Practitioners and Leaders
- Access to expert AI Advisors
- Info-Tech Certification



AI Workforce Development – Practitioner

A 12-week AI training program designed to help IT leaders and practitioners gain essential business and technical skills to support the responsible, reliable, and effective adoption of AI for their organizations.

Train your internal team to close your AI skill gaps and build AI Competency through:

- Standardized Curriculum with Flexible Projects Tailored to Organizational Needs
- AI Virtual Labs
- Ready-to-Deploy Deliverables
- Real Assurance of Skill Development

Sample Program Deliverable includes:

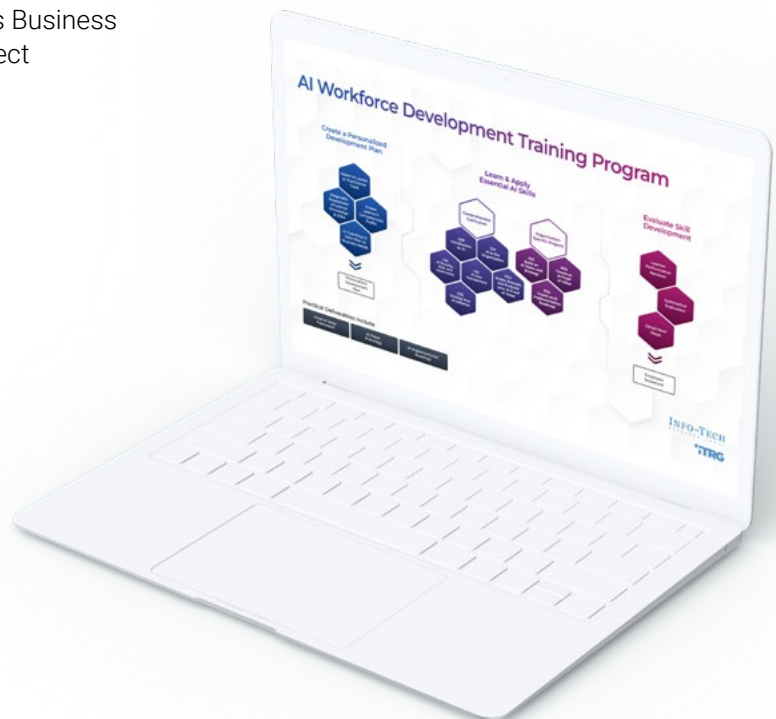
- Proof of Value Framework

Practitioner Program Track features:

- Live facilitator learning sessions on fundamental topics
- AI Sandbox lab environment access
- Personalized Development Plan
- Development Scorecard
- Recommended for, but not limited to, roles such as Business Analysts, Solution Architects, Data Architects, Project Managers, and more.

Program Features:

- Live facilitated sessions
- IT Practitioners and Leaders
- Access to expert AI Advisors
- Info-Tech Certification



Management Fundamentals

Info-Tech's 12-week Management Fundamentals Program integrates eLearning, engaging online community events, and facilitated discussions into one impactful experience. This flexible setup allows managers to learn from any location, apply tactics, and receive peer feedback with the full support of Info-Tech's skilled facilitators.

Our learning approach focuses on three key elements:

Learn

Flexible eLearning and facilitated session backed by research, tailored to what IT managers need to know to lead in a changing world.

Apply

Practical training you can apply within 24 hours, reinforced with ongoing community events.

Connect

Opportunities to network with other new managers and learn from each other's experiences.



Program Break Down:

Weeks 1-3: Team Management

- Communicate effectively and build high-performing teams
- Manage performance
- Give effective feedback and coaching

Weeks 4-6: People Development

- Delegate and distribute leadership and create accountability
- Navigate difficult conversations and conflict
- Provide meaningful recognition

Weeks 7-9: Personal Leadership Development

- Master the management mindset
- Build key resilience behaviors
- Craft a compelling leadership brand

Weeks 10-12: Learning Reinforcement

- Complete guided exercises and holistic check-in on final week
- Receive a certificate of completion

Program Features:

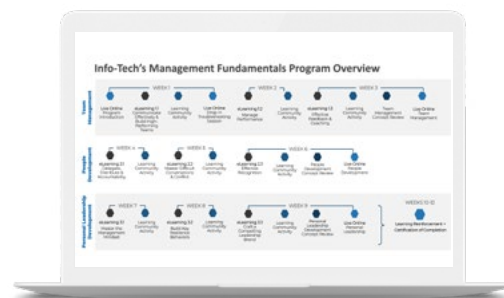
- 12-weeks
- Designed for new and emerging managers
- 17.5 hours of self-directed and facilitated learning
- Enterprise and peer-blended programs available
- Certificate and PDU credit eligible

The Info-Tech Difference:

• Practical Training you Use:

Learn management approaches that enable you to excel in your role with activities you can apply immediately.

- **Blended Approach:** Flexible eLearning and instructor led interactive sessions and assignments, spaced over a 12-week period to provide adequate time to apply each concept.
- **Research Based:** Material that is backed in research and tailored to what IT managers need to successfully lead their teams.
- **Learning Community:** Embed behavior change through interactive activities designed to help participants network, share best practices and learn from peers.



Program Overview

Women Leading IT

This 12-week program empowers women in all their diversity to architect their career journey by building skills, confidence, and key relationships needed to succeed and thrive in the dynamic world of IT. The program merges leadership training, peer networking, and career planning into a singular, impactful experience.

Our goal is for every participant to emerge from this program with a clear vision for their own career, an actionable roadmap to get there, and an expanded professional network.

Our learning approach focuses on three key elements:

Learn: Flexible eLearning and facilitated sessions backed by research and career development best practices.

Apply: Practical exercises and deliverables you can leverage within 24 hours.

Connect: Opportunities to network with other women in IT and learn from each other's experiences.

Learning Outcomes:

- Plan for intentional career progression in IT that challenges and excites you.
- Build a leadership brand aligned with your values and vision.
- Learn strategies to influence change and overcome bias.
- Leave self-doubt behind by getting clear on your strengths and the value you provide.
- Build a community of support and mentorship to excel in your career and open new opportunities for growth.
- Develop an actionable roadmap to apply these skills and ensure sponsor support at your organization.

Program Features:

- 12-weeks
- Designed for senior-level individual contributors and leaders of IT
- 17.5 hours of self-directed and facilitated learning
- Enterprise and peer-blended programs available
- Certificate and PDU credit eligible

Testimonials

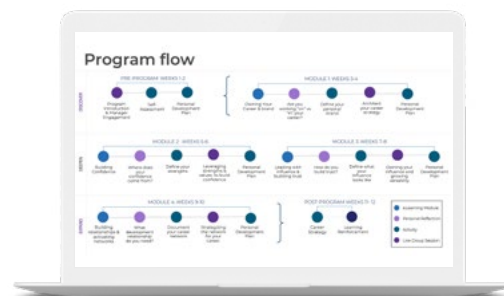
"I hope that in addition to my own development I can bring some of these ideas to the other women in my organization and encourage them to participate in this or similar workshops."

"Connecting with other women in tech-related fields - I haven't had the opportunity to do that before and I was surprised at how empowering that was."

"Leaving with something that can be incorporated immediately is fabulous. Today I will be more intentional about recognizing symptoms of imposter syndrome."



Sample Research



Program Overview

Higher Education SSO Memberships

We equip Higher Education institutions with an in-depth, unrestricted resource that makes technology topics easier to teach, more exciting to learn, and prepares students for success in their future careers. There are two membership options to choose from:

Campus Resource Membership

A Campus Resource Membership provides campus-wide single sign-on (SSO) access to Info-Tech Research Group's website and content for all faculty, students, and non-IT staff.

Program Resource Membership

A Program Resource Membership provides exclusive single sign-on (SSO) access to Info-Tech Research Group's website and content for faculty, students, and non-IT staff within a selected program(s), such as IT, Law, or MBA.

Students can:

- **Learn** from visually engaging, road-tested methodologies
- **Interact** with tools that can be used for projects and assignments that are leveraged by technology professionals every day
- **Apply** theory that translates to reality with real-world deliverables

Faculty can:

- **Leverage** pre-written content, frameworks, and thought models developed by expert analysts for creating engaging lectures
- **Create** assignments using real-world deliverables, built in the programs your students will be using in their future jobs
- **Stay Up-to-Date** on the latest technologies and trends with our technology and trend reports

Key Implementation Requirements:

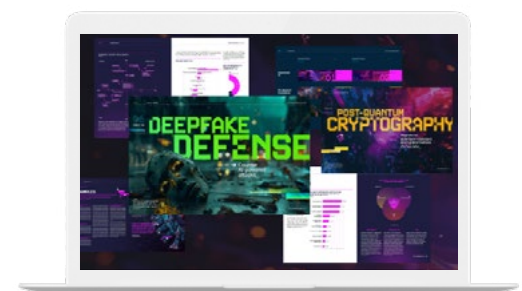
- **Technology:** Clients must have SAML capability for single sign-on authentication. Ensure the involvement of a technical contact from your organization to work with Info-Tech to complete the setup.
- **People:** Ensure that a member of your team familiarizes themselves with the product so that staff and faculty can effectively leverage its capabilities.

Key Benefits of a Higher Education SSO Solution:

- Create a flexible online learning environment that is easy to navigate with anytime access.
- Prepare students for their careers by exposing best-practice guides, tools, and templates used by real-world professionals.
- Facilitate innovative teaching methods through assignments that mirror real-world scenarios



Sample Research



Sample Tech Trends

GSA Offering – Consulting (SIN 54151S)

Info-Tech Research Group is a full-service professional IT research, advisory, and professional services firm founded in 1997, with approximately 700 full-time employees throughout North America. Our services include technology-based business research, industry-specific reporting, best-practice methodologies, benchmarking, and market analysis research. Info-Tech offers a practical approach to complex technology and business issues.

Our consulting services provide you with expert practitioners and advisors throughout the duration of your engagement, enabling you to effectively outsource your IT initiative or project to those with the knowledge, skills, and tools to deliver quality-driven value. Info-Tech Consulting Services blends the insights of our more than 30,000 members with the market-approved talents and methodologies of our consulting staff to bring your organization a unique, powerful, and holistic professional services offering.

Leveraging the deep knowledge of our renowned research firm, our management consultants build practical, tactical, and actionable roadmaps for IT departments to harness the power of technology. Whether resolving complex issues

or accelerating projects, our custom engagements drive measurable results, not only in the next three to six months but also in the years beyond.

With decades of IT consulting experience, our principals have introduced cultures of innovation across various industries in public and private sectors, empowering IT professionals to execute and accelerate strategic initiatives that drive value for their organization at any stage.

As part of the world's fastest-growing IT research firm, our consultants are backed by a team of subject matter experts who have made careers of studying the nuances of IT, together spending 70,000 hours annually researching best practices, benchmarks, and trends across numerous industries.

Info-Tech Research Group Consulting – Scope

Info-Tech's Scope of Work is defined broadly by the following strategic and high-value activities:

CIO Services

Info-Tech can provide the client with advisory services pertaining to Strategy, Transformation, and Governance to build a forward-looking organization. Through its Strategy practice, Info-Tech can support leaders and executive teams by analyzing the client's current state of initiatives and processes, identifying key organizational priorities, and building a forward-oriented, business-aligned strategy. Info-Tech can also provide transformation support and support the client through times of change by outlining a future-oriented digital delivery model and aligned business models. Lastly, Info-Tech CIO Services also provides Governance advisory, which includes improving decision making and building alignment through process improvement, business-IT alignment, and policy management.

Data and Analytics/AI

Info-Tech can provide the client with analysis and recommendations for developing data and analytics/Bi/AI strategies, governance, assessment/benchmarking, system selections, applied research, operating models, business cases, and implementation roadmaps/plans to better meet business objectives. Info-Tech can also assist the client with optimizing data management capabilities, including helping the client to mature data quality, metadata management, primary/reference data, data architecture, data modeling, data warehousing, and data integration. Info-Tech can provide advanced analytics/Bi/AI capabilities to the client to enable better business insight and more effective decision making.

Infrastructure

Info-Tech can provide the client with the development of IT Infrastructure services working to develop an IT infrastructure strategy that is right for the client's needs. This includes IT cloud strategies, designs, roadmaps and selection

services for infrastructure solutions encompassing private/public/hybrid cloud services, data center migrations, secure remote work/unified communications, and business continuity planning and disaster recovery planning program management. Info-Tech can also assist with the complete IT infrastructure lifecycle from design to implementation, enabling the successful adoption of selected solutions.

Security

Info-Tech's cybersecurity-certified consultants, engineers, and analysts provide a vendor-agnostic and holistic approach to identifying, managing, and remediating organizational risk. Our cybersecurity practice introduces operational stability, data privacy, and digital brand protection. Using industry-recognized frameworks and best practices, our consultants deliver repeatable, affordable, and goals-orientated solutions that meet the most complex enterprise requirements. Info-Tech's core teams and partners are considered subject matter experts who have attained the highest industry certifications.

Independent Verification & Validation

Info-Tech can provide a variety of implementation/technical oversight and Independent Verification & Validation (IV&V) services. Using an adaptable methodology developed for the UN and vetted through public and private clients, our goal is to help ensure the success of your project. We holistically evaluate the management areas (program management, team structure, risk management, staffing levels, etc.), major technical areas (development methodologies, quality assurance, data migration management, etc.), and major communication areas (OCM, knowledge transfer, stakeholder management, etc.) to help the project meet its budgetary, scope, and timeline goals. We can adapt the methodology across virtually all moderate to large IT project types.

Vendor Management and Selection

Info-Tech can provide the client with Vendor advisory

services including Vendor Management, Requirements Gathering, and Vendor Selection and Benchmarking. Info-Tech Vendor services can build a vendor strategy for the client through interviews and analysis and identify recommendations to optimize or develop a Vendor Management program. Through its Requirements and Selection service, Info-Tech can support teams by building the case for change, evaluating key capabilities required, documenting functional and non-functional requirements aligned with the client's needs, and using our strategic selection framework to assist the client during the vendor selection phase. Additionally, Info-Tech also offers Market Assessment and Benchmarking services to assess the client's market/solution landscape and benchmarking in terms of capabilities and spend.

enterprise application strategies, roadmaps, and selection services for solutions including ERP, HCM/HRIS, CRM/CXM, and most other business applications. This includes developing solution requirements, RFPs/RFQs, vendor validation, and solution/implementation partner recommendations. Info-Tech can also assist with implementation activities such as risk and change management, project management, business process design, and testing/training support to enable successful implementation and adoption of selected solutions. Additionally, Info-Tech can assist in the rationalization of your application portfolios and deliver a roadmap to achieve savings.

Enterprise Applications

Info-Tech can provide the client with the development of

Item No.	GSA Schedule Labor Category	Minimum Education	Minimum Experience	Labor Category Description
1	Vice President	Master's	12 years	Information Technology Professional who is a top-tier executive responsible for IT strategy, growth, and client success. Leads major client relationships, oversees engagements, and ensures delivery excellence. Leads large business process and IT transformation programs. Represents the firm in industry forums, develops thought leadership, and mentors senior leaders. Combines strategic vision and operational oversight to shape corporate direction and deliver transformative outcomes and value to clients. Key Responsibilities: • Primary contact with client executives and a domain subject matter expert • Manage multiple projects and programs, resulting in delivery success • Oversee major accounts, account planning and ensure delivery excellence across engagements. • Drive revenue growth through strategic partnerships and market expansion. • Ensure governance, compliance, and risk management. • Set vision and strategic direction for IT professional services offerings. • Establish organizational standards for advisory, compliance, and stakeholder engagement. • Influence industry positioning and thought leadership through research and publications. • Manage executive client relationships, shaping long-term technology roadmaps. • Oversee financial performance and resource allocation for IT professional consulting practice. • Drive growth initiatives, including service expansion and strategic partnerships.
2	Vice President 2	Master's	14 years	
3	Vice President 3	Master's	16 years	

4	Director	Bachelor's	12 years	Information Technology Professional providing expert, independent IT services and leadership; plans, organizes, directs, and coordinates activities and resources to achieve client and firm objectives. Oversees multiple IT projects, ensures quality delivery, and drives business growth. Key Responsibilities: • Define engagement strategies and oversee delivery across multiple accounts and programs. • Lead large-scale transformation initiatives and technology programs. • Perform quality reviews and set quality standards • Develop go-to-market strategies and manage P&L for assigned portfolio. • Serve as trusted advisor to senior client executives. • Drive innovation and ensure compliance with industry standards. • Deep knowledge and domain subject matter expertise • Define strategic approach for IT advisory services within the organization. • Oversee portfolio-level governance, ensuring compliance and risk mitigation across engagements. • Build and maintain executive-level client relationships, influencing technology strategy. • Drive innovation and best practice adoption in IT professional services. • Lead knowledge management programs, including training and capability development.
5	Director 2	Bachelor's	14 years	
6	Director 3	Bachelor's	16 years	

7	Senior Manager	Bachelor's	10 years	Information Technology Professional operating independently on high-visibility or mission-critical aspects of a program, managing large, complex IT projects and client relationships. Combines strategic leadership, subject matter expertise, and business development capabilities with a focus on delivering high-risk, high-visibility IT solutions. Key Responsibilities: • Lead large-scale business process and technology programs, often involving multiple information technology projects and cross-functional teams. • Define engagement scope, develop work plans, and manage financial and time commitments. • Serve as trusted advisor to senior executives, shaping strategies and driving client thinking. • Conduct research, synthesize insights, and deliver actionable recommendations. • Facilitate executive meetings, ensure team collaboration, and foster innovation. • Drive business development efforts and mentor/coach consultants. • Direct IT project analysis and advisory activities, ensuring strategic alignment with client objectives. • Lead risk management and governance frameworks for IT service delivery. • Oversee change management and communication strategies for complex IT initiatives. • Manage multi-project coordination, across IT solutions, ensuring consistency in methodology and quality. • Provide thought leadership on emerging technologies and market trends. • Develop and enforce standards for documentation, compliance, and stakeholder engagement.
8	Senior Manager 2	Bachelor's	12 years	
9	Senior Manager 3	Bachelor's	14 years	

10	Manager	Bachelor's	8 years	Information Technology Professional managing day-to-day delivery of IT consulting engagements, ensuring quality outcomes and adherence to timelines and budgets. Acts as a key liaison between clients and project teams, providing leadership on execution and supporting business development efforts. Key Responsibilities: • Oversee multiple project workstreams and coordinate team activities. • Manage client relationships, serving as primary point of contact. • Develop project plans, budgets, and resource allocations. • Ensure compliance with contractual and regulatory requirements. • Provide quality assurance for deliverables, mentor/coach team members. • Resource management, assigning direct work for the project team • Leverage expertise to complete deliverables, inspecting for quality • Conduct market research, analyze findings and develop insights • Lead interview sessions and team analytical thinking • Oversee requirements management and documentation quality across IT projects. • Manage stakeholder engagement, ensuring alignment between business and technical teams. • Lead quality assurance planning and compliance activities. • Coordinate knowledge management efforts, including lessons learned and training materials. • Drive project coordination, including resource planning, scheduling, and budget tracking. • Serve as a primary liaison for client communication and issue resolution.
11	Manager 2	Bachelor's	10 years	
12	Manager 3	Bachelor's	12 years	

13	Senior Consultant	Bachelor's	5 years	Information Technology Professional providing support in delivering consulting and technology solutions to clients. Combines structured analysis, strategic insight, and hands-on execution to address complex business and technology challenges. Contribute to workstreams and solution design and engage directly with clients to ensure successful outcomes. Key Responsibilities: • Lead discrete IT workstreams and manage junior team members. • Perform advanced analysis and develop recommendations for client challenges. • Create communication plans, facilitate workshops, interviews, and stakeholder meetings. • Support project management activities including scheduling and risk tracking. • Develop deliverables, analyze data, determine findings while completing assignments across various domains • Develop feasibility studies, cost-benefit analyses, and impact assessments for IT initiatives. • Provide advisory input on technology trends and industry best practices. • Support risk identification and compliance reviews for IT governance. • Mentor junior consultants on documentation standards and analysis techniques.
14	Senior Consultant 2	Bachelor's	7 years	
15	Senior Consultant 3	Bachelor's	9 years	

16	Consultant	Bachelor's	2 years	Information Technology Professional supporting IT project delivery under supervision. Focuses on research, analysis, and execution of defined task. Provides analytical and advisory support to client projects, contributing to quality deliverables. This role combines research, data analysis, client engagement to address business, technology, and market challenges. Emphasis is placed on communication, collaboration, and problem-solving to ensure alignment with client objectives and industry best practices. Key Responsibilities: • Conduct data collection, research, and analysis to support project objectives. • Prepare reports, presentations, and documentation for client deliverables. • Assist in requirements gathering and documentation of functional/non-functional requirements. • Prepare process maps, workflow diagrams, and traceability matrices under guidance. • Draft status reports and presentation materials for client deliverables. • Perform market and technology research to inform project recommendations. • Collaborate with team members to ensure timely completion of tasks. • Support risk assessment, compliance reviews, and quality assurance activities related to IT services. • Collaborate with team members and client personnel to ensure timely completion of tasks and alignment with project goals. • Contribute to knowledge management efforts by documenting lessons learned and best practices. • Provide advisory input on emerging technologies, industry trends, and strategic considerations impacting IT service delivery.
17	Consultant 2	Bachelor's	4 years	
18	Consultant 3	Bachelor's	6 years	

Service Contract Labor Standards: The Service Contract Labor Standards (SCLS), formerly known as the Service Contract Act (SCA), is applicable to this contract as it applies to the entire Multiple Award Schedule (MAS) and all services provided. While no specific labor categories have been identified as being subject to SCLS/SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCLS/SCA eligible labor categories. If and / or when the contractor adds SCLS/SCA labor categories to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCLS/SCA matrix identifying the GSA labor category titles, the occupational code, SCLS/SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.

Criteria for Experience/Education Substitutions Methodology

A college degree is a valuable asset and communicates the caliber of the employee. Info-Tech Research Group (ITRG) has a standard commercial practice of allowing education to be substituted for years of experience as shown in our Education Substitution Methodology (e.g. a bachelor's degree may be substituted for 4 years of required experience with a high school diploma). Through ITRG's years of experience with observing employee development, ITRG has determined that a beginner with a college degree is most likely to perform the work requirements to meet the quality assurance standards of the company.

ITRG has also found that actual on-the-job training (performing a job under the tutelage of a senior-level experienced manager) is an exceptionally valuable way to teach an employee how to perform a job that meets the

high-quality standards expected by clients. ITRG has found that a non-degreed employee after 4 years of specific experience in a position begins to perform at the same level as a degreed individual. Therefore, ITRG also has a standard commercial practice of allowing experience to be substituted for education as shown in our Experience Substitution Methodology (e.g. high school diploma + 4 years' additional experience equals bachelor's degree).

Experience Substitutions

- High school diploma + 2 years' additional experience - Trade/vocational school or technical training or military training in relevant field	Equals	Associate degree
- Associate degree + 2 years' additional experience - High school diploma + 4 years' additional experience - High school diploma + professional or industry-standard technical certification in a relevant field (e.g. Digital Video Engineering Professional, Microsoft Certified Solutions Expert, Certified Information Professional, Adobe Certified Associate, Certified Meeting Professional)	Equals	Bachelor's degree
- Bachelor's degree + 2 years' additional experience - High school diploma + professional license (e.g. Project Management Professional [PMP], Strategic Communication Management Professional)	Equals	Master's degree
Master's degree + 3 years' additional experience	Equals	PhD

Experience Substitutions

A PhD may be substituted for 3 years of required experience with a master's degree or 5 years of required experience with a bachelor's degree.

A master's degree may be substituted for 2 years of required experience with a bachelor's degree.

A bachelor's degree may be substituted for 4 years of required experience with a high school diploma.

An associate degree may be substituted for 2 years of required experience with a high school diploma.

A professional certification in a relevant field may be substituted for 4 years of required experience with a high school diploma.

GSA Offering – Consulting (GSA Rates)

SIN	Labor Category	GSA Price (including IFF)
54151S	Vice President	\$363.92
54151S	Vice President 2	\$370.50
54151S	Vice President 3	\$385.54
54151S	Director	\$311.72
54151S	Director 2	\$316.43
54151S	Director 3	\$330.61
54151S	Senior Manager	\$259.22
54151S	Senior Manager 2	\$285.78
54151S	Senior Manager 3	\$296.78
54151S	Manager	\$208.68
54151S	Manager 2	\$225.69
54151S	Manager 3	\$245.40
54151S	Senior Consultant	\$177.08
54151S	Senior Consultant 2	\$185.69
54151S	Senior Consultant 3	\$195.26
54151S	Consultant	\$156.81
54151S	Consultant 2	\$162.47
54151S	Consultant 3	\$170.03

Service Level Details

Accessing Info-Tech Services

Our Services include an easy-to-administrate access model that will allow maximum access by IT team members. Each Research Member is assigned a username and password and receives a new user tour upon registration.

Our services are provided via the web and are supported on the following web browsers:

- Chrome 55+
- Edge 12+
- Firefox 52+
- Safari 10+
- IE 11+

It is possible that our web-based services will run without issue on older software; however, we do not currently actively test using browser versions older than those listed above.

All online downloads are available in either MS Office or PDF formats and may also be available in compressed ZIP archives of the same formats.

We have clients in a wide variety of locations and time zones, and we accommodate them based on the times that are common to our respective time zones.

Analysts are available at their earliest opportunity, but due to the amount of preparation involved, a minimum of 24 hours lead time is required. Generally, if there are no travel complications, analysts are available within 2-3 business days of the request.

Dedicated Account Management

Info-Tech will provide members (license/seat holders) with an Account Manager who will be the main point of contact for all IT research & advisory service requirements.

These requirements include (but are not limited to):

- Onboarding all new members via teleconference.
- Creation and delivery of a Key Initiative Plan to align Info-Tech resources to the user's specific requirements and needs based on role and upcoming technology

projects.

- Handle all basic service requests (adding/deleting members, sending documents, answering all membership questions, sending usage reports, renewal duties, etc.).
- Book advisory services for members such as analyst calls, Guided Implementation calls, Workshop requests, contract review calls, data-driven diagnostic benchmarking programs, etc.
- Scheduled touchpoint to ensure maximum usage by the members.

Info-Tech's Account Manager will be one dedicated person supported by a team. Users will also have access to Info-Tech's entire bench of research analysts and subject matter experts to guide them through technology projects via their advisory services access. It is important to note that while the Account Manager will be one dedicated person, members will have access to hundreds of IT experts through their account manager and membership subscription services.

All these management services are included within the overall services offered to Info-Tech members. Please note it is Info-Tech's mission to ensure our services are used, not just read. We will work with your team tirelessly to ensure all named members get the absolute most out of their membership and drive year-over-year services to provide ongoing and dedicated support to project success and sustainability.

Info-Tech has self-serve options in terms of booking calls, diagnostic programs, requesting research, etc. on our site that the members will all have access to. However, the dedicated Counselors and account management team will have developed project and technology plans to drive the membership services unique to the specific needs of the various members and shape the research and project assistance over a 12-month span. Info-Tech's dedicated account manager will also work with non-named users via the named users for training program access and shared research and advisory service inclusion access.

Info-Tech GSA Approved Terms of Use

Exhibit A

This document states the terms and conditions under which you may use this website and the Services, which are the property of Info-Tech Research Group Inc., ("Info-Tech"). Executing this Agreement or the accompanying purchase order in writing constitutes acceptance of these terms and conditions.

1. General Use Restrictions

Info-Tech services, advice, materials, products, websites and network (collectively the "Services") are to be used for the User's (meaning a named individual user that uses the publicly available Services, or is authorized by Info-Tech in a service agreement to use the Services that require paid access) use and benefit only pursuant to the terms and limitations of the paid subscription and may not be disclosed, disseminated or distributed to any other party, except as Info-Tech otherwise agrees in writing. The User will not circumvent any encryption or otherwise gain access to Services for which the User has not been expressly granted the appropriate rights of access.

The User will not use the Services for or knowingly transmit to Info-Tech or upload to any Info-Tech site or network any illegal, improper or unacceptable material or use them for illegal, improper or unacceptable practices including without limitation the dissemination of any defamatory, fraudulent, infringing, abusive, lewd, obscene or pornographic material, viruses, Trojan horses, time bombs, worms, or other harmful code designed to interrupt, destroy, or limit the function of any software, hardware or communications equipment, unsolicited mass email or other internet-based advertising campaigns, privacy breaches, denial of use attacks, spoofing, or impersonation.

2. Copyright

The Services are © Info-Tech Research Group Inc. All rights reserved.

The Services are owned by and copyrighted by Info-Tech and other parties and may contain trademarks of Info-Tech or others. They are protected by Canadian, U.S. and international copyright and trademark laws and conventions.

User may use the Services solely for their own information purposes pursuant to the terms and limitations of the paid subscription. The User may download any of the Service's tools or templates for their individual use, but may not distribute any articles, tools, templates or blueprints internally, subject to the exceptions below.

Info-Tech is proud of and believes in the value of the Services it provides to Users. Info-Tech also appreciates referrals that Users generate by forwarding articles, tools and templates downloaded from the Services to non-Users. Info-Tech encourages Users to forward copies of individual articles, tools, templates and blueprints contained in the Services to colleagues and others who may be interested. Info-Tech's Services in order for the recipient to evaluate Info-Tech's Services ("Evaluation Copy"), provided all copyright, trademark and other notices are not altered

or removed. For greater certainty, Users may forward Evaluation Copies of articles, tools, templates and blueprints contained in the Services to other non-User individuals both internal and external to the User's organization strictly for the purpose of the recipient's evaluation of Info-Tech's Services and not for any other purpose or use.

User acknowledges and agrees that they will forward Evaluation Copies to non-Users for the sole purpose of the recipient non-User's evaluation of Info-Tech's Services. Info-Tech reserves the right to review, at its sole discretion, User's account for forwarding activity, including but not limited to reviewing the quantity and description of any Evaluation Copies forwarded as well as the identification and contact information of the recipients of all Evaluation Copies. The User acknowledges that Info-Tech views Evaluation Copies as a referral system and understands that Info-Tech may attempt to contact the recipient non-User in order to assess their satisfaction with the Evaluation Copy and interest in Info-Tech's Services. User also acknowledges and agrees that Info-Tech reserves the right, at Info-Tech's sole discretion, to limit or disable User's ability to forward Evaluation Copies of articles, tools, templates and blueprints upon review of User's forwarding activities.

Any other reproduction or dissemination of the Services in any form or by any means is forbidden without Info-Tech's written permission, and without limiting the generality of the foregoing, the User will not:

- a. record and re-transmit the Service over any network (including any local area network), except as otherwise stated above;
- b. use any Service in any timesharing, service bureau, bulletin board or similar arrangement or public display;
- c. post any Service to any other online service (including bulletin boards or the Internet);
- d. sublicense, lease, sell, offer for sale or assign the Service; or
- e. use Info-Tech's name or any excerpts from the Services in the promotion of its products or services.

3. Users

Users must be authorized to use the Services by Info-Tech. Users must maintain and protect the confidentiality of

any password(s) and are responsible to ensure that the passwords are effective. Users shall advise Info-Tech immediately if they discover that their password has been compromised, at the following number 1-888-670-8889 (US) or 1-844-618-3192 (CAN).

4. User Submissions

Info-Tech's research services include the ability for clients to contribute content for publication on Info Tech's websites. If your account is used to submit, post, or add content to Info-Tech's websites, (collectively "User Submissions"), you agree to accept sole responsibility for those User Submissions, including the information, statements, facts, and material contained in any form or medium (e.g., text, audio, video, and photographic) therein.

By using Info-Tech's research services, you agree that none of your User Submissions will:

- infringe on the intellectual property, trade secret, privacy, publicity, or other rights of others;
- contain false statements or misrepresentations that could damage Info-Tech or any third party;
- include obscene, libelous, defamatory, threatening, harassing, abusive, hateful, sexually explicit, sexually oriented, profane, or embarrassing material, as determined by Info-Tech in its sole discretion;
- be illegal or otherwise objectionable;
- contain the personal information of any third party, including, without limitation, addresses, phone numbers, email addresses, Social Security numbers, and credit card numbers;
- encourage or facilitate insider trading or anticompetitive behavior;
- include commercial advertisements or solicitations; or
- purport to or actually provide legal or professional advice.

Because Info-Tech's websites are available to the public, we cannot guarantee that User Submissions on Info-Tech's websites will remain confidential.

Although you are solely responsible for the content you provide and we do not have a policy of reviewing or monitoring all User Submissions, we reserve the right to pre-screen and/or monitor User Submissions.

If you believe that any User Submissions appear to violate these Terms of Service, or if you believe any other user is engaged in illegal, harassing, or objectionable behavior, please contact us.

You acknowledge, consent and agree that Info-Tech may access, preserve and disclose your account information and content if required to do so by law or in a good faith belief that such access, preservation, or disclosure is reasonably necessary to (i) comply with legal process; (ii) enforce these Terms; (iii) respond to claims that any content violates the rights of third parties; (iv) respond to your requests for customer service; or (v) protect the rights, property, or personal safety of Info-Tech, its users and the public.

5. Non-Disclosure of Confidential Information

In consideration of, and reliance upon, the covenants of Company and Info-Tech herein contained, the parties have or will disclose to each other certain information (hereinafter referred to as "Confidential Information"), including, without limitation, information concerning future or proposed products, financial performance and projections, customers, employees, contracts, strategic relationships, marketing plans and business plans and other information disclosed by a party (the "Disclosing Party") to the other party (the "Receiving Party"). Information which is disclosed orally shall not be considered Confidential Information unless (i) it is identified as Confidential Information prior to such disclosure, and (ii) it is memorialized in writing within fifteen (15) days following such disclosure by the Disclosing Party. Information which is disclosed visually or in tangible form (whether by document, electronic media or other form) shall not be considered Confidential Information unless it is clearly marked as Confidential Information, whether disclosed orally, visually or in tangible form (whether by document, electronic media or other form). Information shall not be considered Confidential Information if such information is actually non-confidential:

- It was in the public domain at the time of communication to the Receiving Party or is later placed in the public domain by the Disclosing Party;
- It entered the public domain through no fault of the Receiving Party subsequent to the time of disclosure

hereunder to the Receiving Party;

- It was in the Receiving Party's possession free of any obligation of confidence prior to disclosure hereunder; or
- It was developed by employees or agents of the Receiving Party independently of and without reference to any Confidential Information.

Except as provided herein, Confidential Information shall include, without limitation, proprietary, technical, marketing, operating, performance, cost, business pricing policies, programs, inventions, discoveries, trade secrets, techniques, processes, source code, unlinked object modules, computer programming techniques, and all record bearing media containing or disclosing such information and techniques disclosed pursuant to this Agreement. Information regarding current products shall be treated as non-Confidential Information unless marked "Confidential".

The Receiving Party shall not disclose, publish or communicate the Confidential Information to any third party without the prior written consent of the Disclosing Party. However, the Receiving Party may disclose the Confidential Information to a third party who has a need to know the Confidential Information and (i) is an accountant, attorney, underwriter or advisor under a duty of confidentiality; or (ii) is under a written obligation of confidentiality at least as restrictive as this Agreement.

Info-Tech recognizes that Federal agencies are subject to the Freedom of Information Act, 5 U.S.C. 552, which requires that certain information be released, despite being characterized as "confidential" by the vendor.

6. Term

Many of the Services are "subscription" services that have a fixed term. When the End User is an instrumentality of the U.S., recourse against the United States for any alleged breach of this Agreement must be made as a dispute under the contract Disputes Clause (Contract Disputes Act). During any dispute under the Disputes Clause, Info-Tech shall proceed diligently with performance of this Agreement, pending final resolution of any request for relief, claim, appeal, or action arising under the Agreement, and comply with any decision of the Contracting Officer.

7. [Reserved]**8. [Reserved]****9. Accuracy of Information and Warranty**

The information contained in the Services has been obtained from sources believed to be reliable but Info-Tech does not warrant the completeness, timeliness or accuracy of any information contained in the Services. The Services are intended to: help identify business risks; provide insights based on industry research; and to help you focus on certain matters which may be affecting your business. Info-Tech does not provide legal, accounting or other professional advice, nor should any advice from Info-Tech be construed as such. We encourage you to seek professional advice whenever necessary.

Info-Tech expressly excludes and disclaims all express or implied conditions, representations and warranties including, without limitation, any implied warranties or conditions of merchantability or fitness for a particular purpose, to the extent allowable by law.

Although Info-Tech takes reasonable steps to screen Services for infection by viruses, worms, Trojan horses or other code manifesting contaminating or destructive properties before making the Services available, Info-Tech cannot guarantee that any Service will be free of infection.

User assumes sole responsibility for the selection of the Services to achieve its intended results. The opinions expressed in the Services are subject to change without notice.

Info-Tech does not endorse third-party products or services. Info-Tech assesses and analyzes the effectiveness and appropriateness of information technology in the context of a general business environment only unless specifically hired by a User to assess in the context of their own environment.

This agreement does not limit or disclaim any of the warranties specified in the GSA schedule 70 contract under far

52.212-4(0). In the event of a breach of warranty, the U.S. Government reserves all rights and remedies under the contract, the federal acquisition regulations, and the contract disputes act, 41 U.S.C. 7101-7109.

10. Limitation of Liability

In no event is Info-Tech liable for any direct, special, indirect, consequential, incidental, punitive or other damages however caused, whether in contract, tort, negligence, strict liability, operation of law or otherwise, (including without limitation damages for lost profits, business interruption or loss arising out of the use of or inability to use the Services, or any information provided in the Services, or claims attributable to errors, omissions or other inaccuracies in the Service or interpretations thereof), even if Info-Tech has been advised of the possibility of such damages. Info-Tech's total liability shall in no event exceed the amount paid by the User for the Service in question.

The User acknowledges that Info-Tech has set its prices and sold the Services in reliance on the limitations of liability and disclaimers of warranties and damages set forth herein and that the same form a fundamental and essential basis of the bargain between the parties. They shall apply even if the contract between the User and Info-Tech is found to have failed in its fundamental or essential purpose or has been fundamentally breached.

This agreement shall not impair the U.S. Government's right to recover for fraud or crimes arising out of or related to this contract under any federal fraud statute, including the false claims act, 31 U.S.C. 3729-3733. Furthermore, this clause shall not impair nor prejudice the U.S. Government's right to express remedies provided in the GSA schedule contract (e.g., Clause 552.238-75 – Price reductions, clause 52.212-4(H) – patent indemnification, and GSAr 552.215-72 – Price adjustment – failure to provide accurate information).

11. Links to Third-Party Sites

Any third-party sites that are linked to the Services are not under Info-Tech's control. Info-Tech is not responsible for anything on the linked sites, including without limitation any content, links to other sites, any changes to those sites, or any policies those sites may have. Info-Tech provides

links as a convenience only and such links do not imply any endorsement by Info-Tech of those sites.

12. Investment Advice

The Services are not intended to be used for the purpose of, or as a basis for, making investment decisions or recommendations with respect to securities of any company or industry and Info-Tech assumes no liability for decisions made, in whole or in part, on the basis of any information contained in the Services.

13. Governing Law

This site and agreement is governed by the Federal laws of the United States, excluding any conflicts of law provisions and excluding the United Nations Convention on Contracts

for the International Sale of Goods.

14. Privacy

A User's right to privacy is of paramount importance to Info-Tech. See our Privacy Policy below for more detail. The identity of our research clients is not considered personal or confidential information, and we may disclose that information for promotion and marketing purposes.

15. Contact Information

CORPORATE COUNSEL

Toll-free (US): 1-888-670-8889

Toll-free (CAN): 1-844-618-3192

Info-Tech GSA Approved Privacy Policy

This is the privacy policy of Info-Tech Research Group Inc. ("Info-Tech"). This document explains Info-Tech's policies for the collection, use and disclosure of personal information.

The information we collect

Info-Tech collects information by various methods including information actively provided by its lead providers and its customers and information arising from customer surveys and general feedback.

The types of personal information we collect include name, contact information, identification information, and credit information. Credit card information is used for billing purposes only. We may record calls to or from our customer service representatives for purposes of accuracy, performance reviews, training and general quality assurance.

How we use this information

This information is used to provide our various products including customer service, accounting, billing, collections, and the marketing of other Info-Tech products.

Info-Tech may use aggregate or anonymous information, which will not be linked to identified individuals, for various other uses for itself and third parties. The identity of our corporate clients is not considered personal or confidential information, and we may disclose that information for promotion and marketing purposes.

Info-Tech users may have the option to participate in online discussion communities. Such communities are exclusive communities for certain Info-Tech subscribers and are accessible only by subscribers through their Info-Tech login name and password. Participation in the community is completely voluntary. By opting into the community, subscribers agree to share basic contact information (Name,

Company, Address) with their peers in the community.

Who we share this information with

Info-Tech does not share personal information with any third parties except as disclosed in this policy. Info-Tech may provide personal information to Info-Tech's consultants, subcontractors and professional advisors (which shall be bound by privacy obligations) to assist Info-Tech's uses disclosed herein.

Security

Personal information is stored in a combination of paper and electronic files. They are protected by security measures appropriate to the nature of the information.

Accessing information

Individuals may review their personal information contained in Info-Tech files by contacting the Info-Tech privacy officer. If an individual believes that any of their personal information is inaccurate, we will make appropriate corrections.

Cookies

Cookies are used by Info-Tech for the convenience of our users. They are used to streamline access to the online subscriber service. Cookies automatically authenticate the user. A user can access Info-Tech products with the cookie feature turned off; however, in doing so they may find themselves challenged for username and password information on multiple occasions. Info-Tech also uses cookies to track user's visits and uses that information to improve the user's experience and track use of our products.

Links

Info-Tech seeks out the best web sources and resources for our advisory services. Many of our pages contain links to information at other websites. When you click on one of these links, you are moving to another website. We encourage you to read the privacy statements of these linked sites as their privacy policy may differ from ours.

General

Notwithstanding the general terms of this policy, the collection, use, and disclosure of personal information may be made outside of the terms herein to the extent provided for in any applicable privacy or other legislation in effect from time to time.

Info-Tech may disclose personal information to another entity purchasing (including for diligence purposes prior to purchase) the assets of Info-Tech, provided that entity abides by this or a similar privacy policy.

Opt-out

If at any time you would like to discontinue email communication from Info-Tech Research Group, please notify us via the Contact Us page.

Contact us

For more information on Info-Tech and privacy please contact our Privacy Officer at:

CORPORATE COUNSEL

Toll-free (US): 1-888-670-8889

Toll-free (CAN): 1-844-618-3192

International: +1-519-432-3550

McLean & Company GSA Offering – Service Levels (SIN 54151S)

Each MLE account (>500 employees) requires a minimum of 2 Advisory/Leadership/Counselor-level seats.

F26 Pricing

SIN	MFR Part No.	Product Group	Product Name	Product Description	Discount Price Offered to GSA (including IFF)
54151S	M26-008	Executive & Leadership Service Levels	McLean Executive Counselor (Membership)	Service Delivery: - A designated Executive Counselor for guidance on strategic HR priorities 2 onsite/virtual counselor working sessions - A key priorities resource plan - Personalized Leadership Development Accelerator Plan 90-day "Follow-Me" service Advisory Services: - Unlimited access to Analyst Calls, HR Contract Reviews, and Pricebenchmarking & Negotiation Research: - Unlimited access to core HR research library, exclusive CHRO resources, tools & templates, and software selection content. Events & Experiences: - Invitation to annual HR Executive Peer Forum 2 tickets to McLean Signature or a Training Program - Access to McLean Academy and webinars - Strategic HR organizational alignment diagnostics - Employee lifecycle surveys - Development assessments	\$57,287.15
54151S	M26-006	Executive & Leadership Service Levels	McLean Leadership Membership	Service Delivery: - A designated Executive Advisor as your thought partner - A key priorities resource plan Advisory Services: - Unlimited access to Analyst Calls and HR Contract Reviews Research: - Unlimited access to core HR research library, tools & templates, and software selection content. Events & Experiences: - Access to McLean Academy and webinars - Strategic HR organizational alignment diagnostics - Employee lifecycle surveys - Development assessments	\$27,136.02

F26 Pricing

54151S	M26-005	Advisory Service Level	McLean Advisory Membership	Service Delivery: - A designated Account Manager - Advisory Services: - Unlimited access to Analyst Calls Research: - Unlimited access to core HR research library, tools & templates, and software selection content. Events & Experiences: - Access to McLean Academy and webinars - Strategic HR organizational alignment diagnostics - Employee lifecycle surveys - Development assessments	\$19,095.72
54151S	M26-003	Team Service Levels & Add Ons	McLean Team Seat	Service Delivery: - A designated Account Manager Research: - Unlimited access to core HR research library, tools & templates, and software selection content. Events & Experiences: - Access to McLean Academy and webinars	\$2,823.68
54151S	M26BES-001	McLean Bundle	McLean ES Leadership Membership Bundle	Bundle includes: 2 Leadership Seats, 4 Team Seats	\$65,566.75
54151S	M26BES-002	McLean Bundle	McLean ES Counselor Membership Bundle	Bundle includes: 1 Executive Counselor, 1 Leadership Seat, 4 Team Seats	\$95,717.88
54151S	M26BM-001	McLean Bundle	HR Workshop Bundle	Bundle includes: 1 Executive Counselor Seat, 2 Advisory Seats, 4 Team Seats, 1 Facilitated Virtual Workshop	\$130,305.54
54151S	M26BM-002	McLean Bundle	HR Counselor Bundle	Bundle includes: 1 Executive Counselor, 1 Advisory Seat, 4 Team Seats	\$87,677.58
54151S	M26BM-003	McLean Bundle	HR Leadership Bundle	Bundle includes: 1 Leadership Seat, 1 Advisory Seat, 4 Team Seats	\$57,526.45
54151S	M26BM-004	McLean Bundle	HR Advisory Bundle	Bundle includes: 2 Advisory Seats, 4 Team Seats	\$49,486.15
54151S	M26BS-001	McLean Bundle	HR Workshop Bundle /SE	Bundle includes: 1 Executive Counselor Seat, 1 Advisory Seat, 2 Team Seats, 1 Facilitated Virtual Workshop	\$105,562.47
54151S	M26BS-002	McLean Bundle	HR Counselor Bundle /SE	Bundle includes: 1 Executive Counselor Seat, 2 Team Seats	\$62,934.51

F26 Pricing

54151S	M26BS-003	McLean Bundle	HR Leadership Bundle /SE	Bundle includes: 1 Leadership Seat, 2 Team Seats	\$32,783.38
54151S	M26BS-004	McLean Bundle	HR Advisory Bundle /SE	Bundle includes: 1 Advisory Seat, 2 Team Seats	\$24,743.07
54151S	M26T-901	Facilitated Program Add-ons	McLean Facilitated Program Credit	Facilitated program credits may be used for a variety of offerings from the McLean catalog. Programs range from 1 credit to 7 credits depending on size and scope.	\$7,844.08
54151S	M26T-902	Facilitated Program Add-ons	McLean Facilitated Program Credit (standalone)	Facilitated program credits may be used for a variety of offerings from the McLean catalog. Programs range from 1 credit to 7 credits depending on size and scope.	\$7,844.08
54151S	WSHOPM26-005	Workshop Add-Ons	McLean & Company Facilitated Virtual Workshop Membership	McLean & Company Workshop Membership - Virtual Facilitation	\$23,532.24
54151S	WSHOPM26-006	Workshop Add-Ons	McLean & Company Facilitated Virtual Workshop (Standalone)	McLean & Company Workshop (Standalone) - Virtual Facilitation	\$26,130.98
54151S	WSHOPM26-007	Workshop Add-Ons	McLean & Company Onsite Workshop Membership	McLean & Company Onsite Workshop Membership. Excludes travel expenses.	\$28,318.14
54151S	WSHOPM26-010	Workshop Add-Ons	McLean Virtual Facilitation to Onsite Workshop Add-on	McLean Virtual Facilitation to Onsite Workshop Add-on. Excludes travel expenses.	\$4,785.89
54151S	M26T-002	Training & Development Add-Ons	McLean Remote Leadership Development Coaching (Up to 10 Leaders) - 3 Sessions per yr.	McLean Remote Leadership Development Coaching: 3 sessions for up to 10 Leaders	\$15,688.16
54151S	M26T-014	Training & Development Add-Ons	McLean Remote Leadership Development Coaching (11 to 20 Leaders)- 3 Sessions per yr.	McLean Remote Leadership Development Coaching: 3 sessions for up to 20 Leaders	\$23,532.24

F26 Pricing

54151S	M26T-012	Training & Development Add-Ons	McLean Remote Leadership Development Coaching (21 to 30 Leaders) - 3 Sessions per yr.	McLean Remote Leadership Development Coaching: 3 sessions for up to 30 Leaders	\$31,376.32
54151S	M26T-007	Training & Development Add-Ons	McLean Facilitated Program - Online Leadership Training	McLean Online Leadership training (15 participants)	\$7,844.08
54151S	M26T-006	Training & Development Add-Ons	McLean Facilitated Virtual Training Program - Management Fundamentals - (Public - Non-Member)	McLean Management Fundamentals Public Course - One Ticket - (Non-Member) - Virtual Facilitation	\$3,110.83
54151S	M26T-003	Training & Development Add-Ons	McLean Management Fundamentals Facilitated Virtual Training Course	One cohort of McLean's Management Fundamentals Training Course - Virtual Facilitation	\$31,376.32
54151S	M26T-004	Training & Development Add-Ons	McLean Facilitated Virtual Training Program - Management Fundamentals -(Non-Member)	One cohort of McLean's Management Fundamentals Training Course (Non-Member) - Virtual Facilitation	\$45,944.58
54151S	M26T-001	Training & Development Add-Ons	McLean Facilitated Virtual Training Program - Management Fundamentals Leadership Support	McLean Management Fundamentals Virtual Leadership Support Session	\$7,844.08
54151S	M26T-020	Training & Development Add-Ons	McLean Management Fundamentals Onsite Training Course Up to 30 participants	One cohort of McLean's Management Fundamentals Onsite Training Course. Excludes travel expenses.	\$36,162.22

F26 Pricing

54151S	M26T-022	Training & Development Add-Ons	McLean Facilitated Virtual Training Program - Essentials for Leaders of Leaders -(Non-Member)	McLean Essentials for Leaders of Leaders - Virtual Facilitation - Private Cohort of up to 15 participants (Non-Member)	\$45,944.58
54151S	M26T-023	Training & Development Add-Ons	McLean Facilitated Virtual Training Program - Essentials for Leaders of Leaders	McLean Essentials for Leaders of Leaders - Virtual Facilitation - Private Cohort of up to 15 participants	\$31,376.32
54151S	M26T-013	Training & Development Add-Ons	McLean Facilitated Virtual Training Program - High Performing Teams (up to 15)	High Performing Teams Training Session (divided into 2 sessions, up to 15 participants; SDI included) - Virtual Facilitation	\$15,688.16
54151S	M26T-015	Training & Development Add-Ons	McLean Facilitated Virtual Training Program - High Performing Teams (up to 30)	High Performing Teams Training Session (divided into 2 sessions, 16 to 30 participants; SDI included) - Virtual Facilitation	\$23,532.24
54151S	M26T-017	Training & Development Add-Ons	Strategic HR Essentials Training Program (Up to 15)	Strategic HR Essentials is designed for HR professionals. There is a max of 15 participants and the session is divided into two, 3 hour sessions.	\$15,688.16
54151S	M26-900	Training & Development Add-Ons	McLean Facilitated Virtual Training Program - Elevate HR - 1 Cohort up to 30	McLean Elevate HR - Virtual Facilitation - Private Cohort	\$47,064.48

F26 Pricing

54151S	MPO502	myPolicies	myPolicies Membership Small ITRG (1-200 users)	myPolicies Membership Small ITRG (1-200 users)	\$7,178.84
54151S	MPO503	myPolicies	myPolicies Membership Medium ITRG (201-400 users)	myPolicies Membership Medium ITRG (201-400 users)	\$13,390.93
54151S	MPO504	myPolicies	myPolicies Membership Large ITRG (401-800 users)	myPolicies Membership Large ITRG (401-800 users)	\$20,081.61

Available Promotions & Size Segmentation Definition

McLean & Company offers to GSA the following additional quantity/volume discounts and concessions.

Standard Quantity/ Volume Discounts	McLean & Company offers the following discounts for bundle purchases to GSA eligible ordering activities.
	McLean ES Counselor Membership Bundle (Product Code: M26BES-002) Base Package of 1 Executive Counselor Seat, 1 Leadership Seat and 4 Team Seats available starting at \$86,146.10 USD (before upgrades or add-on's): • Add additional products at 10% discount Included in your ES Counselor Membership Bundle: • Remote or Onsite Counselor Strategy Sessions • Unlimited Ad Hoc and Scheduled Calls • Exclusive CHRO Resources • Price benchmarking & Negotiation (for select HR technology vendors) • Annual HR Executive Peer Forum • Additional Event or Training Course Ticket • All features contained in Leadership, Advisory and Team Seats Up to 10 Reference Seats available as part of the promotion
	McLean ES Leadership Membership Bundle (Product Code: M26BES-001) Base Package of 2 Leadership Seats, 4 Team Seats available starting at \$59,010.08 USD (before upgrades or add-on's): • Add additional products at 10% discount Included in your Leadership Membership Bundle: • Key Priorities Resource Plan • Peer Networking Opportunities • Event or Training Course Ticket • HR Tech Contract Reviews • All features contained in Advisory and Team Seats Up to 5 Reference Seats available as part of the promotion
	McLean HR Workshop Bundle (Product Code: M26BM-001) Base Package of 1 Executive Counselor Seat, 2 Advisory Seats, 4 Team Seats, 1 Facilitated Virtual Workshop available starting at \$117,274.51 USD (before upgrades or add-on's): • Add additional products at 10% discount Included in your HR Workshop Bundle: • 1 Facilitated Virtual Workshop • Remote or Onsite Counselor Strategy Sessions • Unlimited Ad Hoc and Scheduled Calls • Exclusive CHRO Resources • Price Benchmarking & Negotiation (for select HR technology vendors) • Annual HR Executive Peer Forum • Additional Event or Training Course Ticket • All features contained in Leadership, Advisory and Team Seats Up to 10 Reference Seats available as part of the promotion

Standard Quantity/ Volume Discounts	McLean HR Counselor Bundle (Product Code: M26BM-002) Base Package of 1 Executive Counselor Seat, 1 Advisory Seats, 4 Team Seats, available starting at \$78,909.82 USD (before upgrades or add-on's): • Add additional products at 10% discount Included in your HR Counselor Bundle: • Remote or Onsite Counselor Strategy Sessions • Unlimited Ad Hoc and Scheduled Calls • Exclusive CHRO Resources • Price Benchmarking & Negotiation (for select HR technology vendors) • Annual HR Executive Peer Forum • Additional Event or Training Course Ticket • All features contained in Leadership, Advisory and Team Seats Up to 5 Reference Seats available as part of the promotion McLean HR Leadership Bundle (Product Code: M26BM-003) Base Package of 1 Leadership Seat, 1 Advisory Seats, 4 Team Seats available starting at \$51,773.80 USD (before upgrades or add-on's): • Add additional products at 10% discount Included in your HR Leadership Bundle: • Key Priorities Resource Plan • Peer Networking Opportunities • Event or Training Course Ticket • HR Tech Contract Reviews • All features contained in Advisory and Team Seats Up to 5 Reference Seats available as part of the promotion McLean HR Advisory Bundle (Product Code: M26BM-004) Base Package of 2 Advisory Seats, 4 Team Seats available starting at \$47,011.84 USD (before upgrades or add-on's): • Add additional products at 5% discount Included in your HR Advisory Bundle: • Subject-Matter Expert Advisory • Select HR Diagnostics • All features contained in Team Seats Up to 5 Reference Seats available as part of the promotion
Small Enterprise Quantity / Volume Discounts	McLean HR Workshop Bundle/SE (Product Code: M26BS-001) Base Package of 1 Executive Counselor Seat, 1 Advisory Seat, 2 Team Seats, 1 Facilitated Virtual Workshop available starting at \$95,005.74 USD (before upgrades or add-on's): • Add additional products at 10% discount Included in your HR Workshop Bundle/SE: • 1 Facilitated Virtual Workshop • Remote or Onsite Counselor Strategy Sessions • Unlimited Ad Hoc and Scheduled Calls • Exclusive CHRO Resources • Annual HR Executive Peer Forum • Additional Event or Training Course Ticket • All features contained in Leadership, Advisory and Team Seats Up to 10 Reference Seats available as part of the promotion SE Bundles are only available for small organizations of less than 500 total employees

Small Enterprise Quantity / Volume Discounts	McLean HR Counselor Bundle/SE (Product Code: M26BS-002) Base Package of 1 Executive Counselor Seat, 2 Team Seats available starting at \$56,641.06 USD (before upgrades or add-on's): • Add additional products at 10% discount Included in your HR Counselor Bundle/SE: • Remote or Onsite Counselor Strategy Sessions • Unlimited Ad Hoc and Scheduled Calls • Exclusive CHRO Resources • Price benchmarking & Negotiation (for select HR technology vendors) • Annual HR Executive Peer Forum • Additional Event or Training Course Ticket • All features contained in Leadership, Advisory and Team Seats Up to 5 Reference Seats available as part of the promotion SE Bundles are only available for small organizations of less than 500 total employees
	McLean HR Leadership Bundle/SE (Product Code: M26BS-003) Base Package of 1 Leadership Seat, 2 Team Seats available starting at \$29,505.04 USD (before upgrades or add-on's): • Add additional products at 10% discount Included in your HR Leadership Bundle/SE: • Key Priorities Resource Plan • Peer Networking Opportunities • Event or Training Course Ticket • HR Tech Contract Reviews • All features contained in Advisory and Team Seats Up to 2 Reference Seats available as part of the promotion SE Bundles are only available for small organizations of less than 500 total employees
	McLean HR Advisory Bundle/SE (Product Code: M26BS-004) Base Package of 1 Advisory Seats, 2 Team Seats available starting at \$23,505.44 USD (before upgrades or add-on's): • Add additional products at 5% discount Included in your HR Advisory Bundle/SE: • Subject-Matter Expert Advisory • Select HR Diagnostics • All features contained in Team seats Up to 2 Reference Seats available as part of the promotion SE Bundles are only available for small organizations of less than 500 total employees
Other Discounts /	McLean & Company offers the following promotions/discounts to GSA eligible ordering activities:
	Multi-Year Discount Additional Discounts, ranging from 3% - 6%, offered on GSA approved prices for procuring service level memberships for multiple years. The multi-year discounts are cumulative on the other discounts offered.

Size Segmentation Definition

McLean & Company defines small enterprise (SE) as organizations with less than 500 total employees. SE Bundles are only available to organizations that meet that criteria.

Organizations with 500 or more employees must purchase a minimum of two Advisory level or above seats.

McLean & Company Membership Features

	Executive Counselor Membership	Leadership Membership	Advisory Membership	Team Membership
Service Delivery				
Dedicated Executive Counselor	✓			
Dedicated Executive Advisor		✓		
Dedicated Account Manager	✓	✓	✓	
Key Priorities Resource Plan	✓	✓		
Advisory Services				
Full Day Counselor Visits	2/year Onsite** or Virtual			
Leadership Development Accelerator Plan	✓			
Exclusive Access to CHRO Resources	✓			
HR Technology Contract Review Service	✓	✓		
Price Benchmarking & Negotiation (for select HR technology vendors)	✓			
90-day "Follow-Me" Service	✓			
Unlimited Analyst Calls	✓	✓	✓	
Research & Learning Solutions				
Role-Based HR Research	✓	✓	✓	✓
HR Project Research	✓	✓	✓	✓
Training & eLearning Downloads	✓	✓	✓	✓
Tools & Templates Library	✓	✓	✓	✓
Software Selection Content	✓	✓	✓	✓
McLean Academy Training Platform	✓	✓	✓	✓
Diagnostic & Survey				
HR Organizational Alignment Diagnostic	✓	✓	✓	
HR Management & Governance Diagnostic	✓	✓	✓	
Development Assessments: Learning Effectiveness Survey & 360 Feedback	✓	✓	✓	
Engagement & Retention Surveys: Engagement, EXM, Workplace Wellness & Retention Pulse†	✓	✓	✓	
Onboarding & Exit Surveys	✓	✓	✓	
McLean Connect Dashboard*	✓	✓	✓	
Peer to Peer Networking & Events				
McLean Signature or Training Program Ticket	2/year	1/year		
Peer-to-Peer Networking Opportunities	✓	✓		
Annual HR Executive Peer Forum	✓			

* Team Memberships can only be purchased in conjunction with an Advisory, Leadership, or Executive Counselor Membership.

** Onsite delivery is available in North America only.

† Access to the Engagement & Retention Surveys not included unless minimum # of seats matches employee size. Custom pricing for larger organizations, where applicable.

* Up to 500 users only. Custom pricing for larger organizations, where applicable.

McLean & Company

Product Offering

Membership Types	
Executive Counselor Membership	Our highest level of service, this membership is a high-touchpoint, customized experience to help CHROs develop themselves and their teams while increasing personal and functional strategic impact. Receive 1:1 support from a highly experienced HR leader who has faced similar challenges. Included are 2 virtual or onsite meetings annually, HR Executive Peer Forum and 90-day "follow-me" service.
Leadership Membership	Executive Advisors provide strategy planning support calls to members to help curate membership content and ensure they succeed against their initiatives.
Advisory Membership	Leverage unlimited access to our team of advisors, diagnostic suite*, and library of best-practice tools, templates, training materials, and step-by-step methodologies that are proven to accelerate projects and transform HR departments.
Team Seat Access	Full access to McLean & Company's online content and and McLean Academy online courses. Can only be purchased as an add-on to an Advisory-level and above membership.
Membership Add-Ons	
+ Workshop	Participate in 3-5 online or onsite sessions with an intense focus carefully designed to reduce project timelines and make major project decisions.
+ Management Fundamentals Cohort	Equip first-time managers with the basics of people management skills. Virtual facilitation or onsite delivery - 12 weeks blended/3 days onsite.
Leadership Support Session	This blended learning session helps managers of Management Fundamentals participants to become familiar with key concepts to sustain change. This session cannot be sold separately. Online Delivery.
McLean Virtual Facilitation to Onsite Workshop Add-on	Upgrade a facilitated virtual workshop membership to an onsite workshop membership. Excludes travel expenses.
McLean Facilitated Virtual Training	
	Develop your managers with our varied, interactive, virtual training sessions that are each 3 hours long. Please note there is a minimum of 7, up to a maximum of 15, participants required.
Facilitated Leadership Training Sessions	Topics include: • Adopt Inclusive Leadership Behaviors • Build Key Resilience Behaviors • Emotional Intelligence in Leadership • Foundational Communication Skills • Generative AI Skills for Leaders • Give Effective Feedback & Coaching • Increase Employee Engagement Using the 3i's • Lead Hybrid Teams • Lead Through Change • Navigate Difficult Conversations • Provide Impactful Feedback
Development Programs	
McLean Elevate HR	Elevate HR is a program designed to develop HR's strategic mindset and leadership capabilities.
Coaching: Leadership Development Coaching	Through Leadership Development Coaching our trained coaches work one-on-one with your leaders in a confidential environment to accelerate their self-awareness and development.

* Up to 500 users only. Custom pricing for larger organizations, where applicable.

McLean & Company Facilitated Program Credits

At McLean & Company, we understand that every HR strategy is unique. That's why we're committed to meeting you where you are on your journey. With our new suite of credits for facilitated programs, you can choose from a list of our high impact Workshop, Training, and Coaching offerings to design a solution that meets your needs, ensuring seamless planning and support throughout your partnership with McLean & Company.

Facilitated Training	Credits	Workshops	Credits	HR Training & Events	Credits	Leadership Coaching	Credits
Equip Managers to Improve Engagement Action Planning (Online, up to 15 learners)	1	Facilitated Virtual Focus Groups (up to 6 hours)	1	4 x Signature Tickets	1	360 Degree Feedback Debrief Coaching (virtual facilitation, 1:1 sessions for up to 10 leaders)	1
1 x Facilitated Virtual Training Session (Up to 15 learners)	1	Facilitated Virtual Executive Interviews (up to 6 hours)	1	2 x Elevate HR Public Course Tickets	1	Leadership Coaching (up to 10 leaders, 3 remote sessions)	2
3 x Management Fundamentals Public Course Tickets (Virtual Facilitation)	1	Facilitated Virtual Roundtable	1	Strategic HR Essentials (Virtual facilitation, up to 15 learners)	2	Leadership Coaching (up to 20 leaders, 3 remote sessions)	3
2 x Facilitated Virtual Training Sessions (Up to 15 learners per session)	2	Facilitated Virtual Focus Groups (up to 12 hours)	2	Elevate HR (Virtual facilitation, up to 30 learners)	6	Leadership Coaching (up to 10 leaders, 6 remote sessions)	3
Build High Performing Teams (Virtual Facilitation, up to 15 learners)	2	Facilitated Virtual Executive Interviews (up to 12 hours)	2			Leadership Coaching (up to 20 leaders, 6 remote sessions)	5
Build High Performing Teams (Virtual Facilitation, up to 30 learners)	3	Facilitated Virtual Workshop (up to 10 participants)	3			Leadership Coaching (up to 30 leaders, 6 remote sessions)	7
Management Fundamentals (Virtual Facilitation, up to 30 learners)	4	Facilitated Virtual Focus Groups (up to 18 hours)	3				
Essentials for Leaders of Leaders (Virtual Facilitation, up to 15 learners)	4	Facilitated Virtual Employee Engagement Focus Groups (up to 18 hours)	3				
Management Fundamentals (Virtual Facilitation, up to 30 learners) plus Leadership Support Session (Virtual Facilitation, up to 30 learners)	5	Facilitated Virtual Enterprise Digital HR Strategy Workshop	4				
		Onsite Enterprise Digital HR Strategy Workshop	5				

McLean & Company's Executive & Leadership Service Levels

Executive Counselor Membership*

Includes all features of the Leadership Membership PLUS:

- Dedicated Executive Counselor
- 2 virtual or onsite full-day Counselor strategy sessions
- Prescheduled and ad hoc calls to move your agenda forward
- Guidance to understand and prepare for boardroom-level challenges
- Exclusive access to CHRO resources
- Price Benchmarking & Negotiation (for select HR technology vendors)
- Personalized Leadership Development Accelerator Plan
- Additional event ticket: 1 Signature event ticket or 1 training program ticket (transferable)
- Personal invitation to our annual HR Executive Peer Forum
- 90-day "Follow-Me" service

Leadership Membership

Includes all features of the Advisory Membership PLUS:

- Dedicated Executive Advisor
- A plan to support your key priorities aligned with McLean resources
- Virtual and in-person opportunities to network with HR leaders
- Contract review for HR technology
- Your choice of 1 Signature event ticket or 1 training program ticket (transferable)

Executive & Leadership Access

Each MLE Account (>500 employees) requires 2 Advisory-level seats

Advisory Membership

- Dedicated Account Manager
- Unlimited advisory assistance
- Access to diagnostics**
- Full web content access
- McLean Academy elearning access

Team Seat†

- Role-based access to all research and project methodologies
- Full web content access
- McLean Academy elearning access



* Executive Counselor Memberships are exclusive and only available to the most-senior HR leader

** Access to the Employee Engagement Suite of Diagnostics not included unless minimum # of seats matches employee size.

† Cannot be purchased as a standalone.

McLean & Company Executive Counselor Membership

Highly Personal Service and Peer Networking

Dedicated Counselor Service

Benefit from an experienced HR leader who has walked in your shoes. A dedicated Counselor will provide you with 1:1 coaching to accelerate your personal development and help you tackle professional challenges. Book scheduled meetings to stay on track or call your Counselor whenever you need them. Receive two full-day sessions throughout the year to work on whatever you'd like.

Boardroom Preparation

Boards and executive teams are seeking more input from HR, which means CHROs need to speak their language. We'll help you understand and prepare for the boardroom-level challenges you're facing and gain buy-in for HR initiatives.

Personalized Leadership Development Accelerator Plan

Start with a 360-degree review to get a holistic perspective of your leadership performance. Then, work with your Counselor to review your leadership brand. With this information, set goals for improving your brand and reaching your own development goals.

Annual HR Executive Peer Forum

Join this exclusive event where you will connect and network with fellow heads of HR. We will expand and challenge your thinking, share experiences, and highlight the most critical and strategic aspects of McLean & Company's latest research.

90-Day "Follow-Me" Service

If you are in a time of transition, McLean & Company will continue to support your personal development for 90 days after you leave your current role as well as support the incoming CHRO.

Also Includes Features From:

- Leadership Membership
- Advisory Membership
- Team Seat

Unlimited Ad Hoc and Scheduled Calls

Throughout the year your Counselor will run confidential one-on-one sessions where you can work through your agenda. Your Counselor will address your top personal and organizational challenges, presenting relevant research and conducting working sessions.

+ 2 Remote or Onsite Full-Day Strategy Sessions

Session Ideas:

- Make a strategic HR plan
- 1:1 coaching and development planning
- Explore best practices in HR strategy
- Prepare for an important meeting or pitch



McLean & Company Leadership Membership

Develop as an Organizational Leader

You'll get a dedicated Executive Advisor, who is a former HR leader with deep experience across many research areas. They will help you identify strategic initiatives, prioritize projects, mitigate challenges, find the relevant research or subject matter experts, and stay on track. We recommend you meet at a minimum quarterly for a touchpoint, in addition to the unlimited advisory calls while working with our SME advisory team, with flexibility to leverage additional touchpoints and select advisory calls with your Executive Advisor as you work toward delivering key initiatives.

Peer Networking Opportunities

Leverage the expertise of fellow senior HR leaders in peer-to-peer roundtables. These 60-minute facilitated discussions are an opportunity to network and collaborate in an open, honest, and inclusive virtual space.

Event or Training Program Ticket

Your choice of one ticket to McLean & Company's Signature conference or one ticket to our Elevate HR development program or our Management Fundamentals leadership development program. Ideally, we'd like you to benefit from these events, although the ticket could be transferred to a colleague.

HR Technology Contract Reviews

Whether you're purchasing or renewing, our analysts will help you optimize your HR technology software purchases:

- Know the right and wrong price for the software you're purchasing.
- Manage future costs.
- Improve your contract negotiation skills.
- Home in on the optimal contract language.

Key Priorities Resource Plan

Your Executive Advisor will partner with you to develop a plan – reflecting the key action steps and supporting McLean & Company tools and resources that will drive your key initiatives forward. The Key Priorities Resource Plan will be updated as your priorities shift.

Also Includes Features From:

- Advisory Membership
- Team Seat

McLean & Company Advisory Membership

Systematically Improve HR

Dedicated Account Manager

Work with someone familiar with your role and organization so they can expertly guide you through your biggest challenges and major projects, then direct you to the most relevant research resources and experiences, ensuring you get the most value from your membership and maximize HR performance.

HR Diagnostics

HR Diagnostics Programs

McLean & Company diagnostics are the simplest way to collect the data you need to develop actionable insights.

- 360 Feedback
- Employee Engagement Program*
- McLean Employee Experience Monitor*
- New Hire Survey*
- Employee Exit Survey*
- Employee Retention Pulse Survey
- Workplace Wellness Survey*
- Learning Effectiveness Survey
- HR Management & Governance Diagnostic
- HR Organizational Alignment Diagnostic

*Not included in all Advisory memberships. Refer to your Account Director for included diagnostic programs and users supported. Additional fees may be required for multilingual surveys.

Also Includes Features From:

- Team Seat

Core HR Processes

Best-Practice Research

A comprehensive, connected methodology for improving core HR processes.

Tools & Templates

Powerful tools and templates to help your team identify what's wrong and take action.

Training and eLearning Downloads

Access to our ready-to-deliver training modules and materials to develop high-impact leaders.

Expert Advice

Unlimited Advisory Assistance Access

Unlimited call access to our subject matter experts to guide you through your most challenging human resources projects.



McLean & Company Team Seat Access

Core Project Research and Thought Leadership

Account Manager

Your Account Manager will ensure you get the most value from your membership by helping you understand your entitlements and the resources you can leverage to help you excel in your role.

HR Practice-Based Research

100+ instructional blueprints for implementing proven methodologies across core HR practices:

- HR Strategy
- Culture
- Talent Management
- Talent Acquisition
- Total Rewards
- Learning & Development
- HR Technology & Operations

Tools & Templates

Powerful tools and templates to help your team identify issues and take action.

Training & eLearning Downloads

Access to our ready-to-deliver training modules and materials to develop high-impact leaders.

HR Software Reports by SoftwareReviews

Detailed reviews of enterprise software, collected from real users and analyzed, provide an in-depth view into products and vendors to help with procurement.

Policy Library

An extensive collection of policy templates to expedite authoring and mitigate risk.

McLean Academy

McLean Academy is a series of online professional development courses built around our HR framework and delivered by subject matter experts.



McLean & Company Management Fundamentals

Help new people managers quickly excel with this interactive, blended learning experience.

Program Outline

Section 1

Team Management

- Communicate Effectively and Build High-Performing Teams
- Manage Performance
- Give Effective Feedback & Coaching

Section 2

People Development

- Delegate and Distribute Leadership and Accountability
- Navigate Difficult Conversations and Conflict
- Provide Effective Recognition

Section 3

Personal Leadership Development

- Master the Management Mindset
- Build Key Resilience Behaviors
- Craft a Compelling Leadership Brand

What Is It Like to Participate in Facilitated Virtual Management Fundamentals?



Managers begin this 12-week program with a live online kick-off meeting hosted by our facilitators. This is the first of several live sessions designed for interaction and peer-to-peer discussion.



Learners have one week to complete each module, which includes a video lecture (25 minutes to 1.5 hours), individual activities, and a collaborative learning community activity with other participants.



At the end of the program, a reinforcement will be provided to facilitate learning application.



Participants will download and print associated handouts to take notes and complete activities during each module.

Boost performance through training that provides first-time managers with the basics of people management.

McLean & Company Management Fundamentals - Virtual Facilitation

Program Structure

Team Management



People Development



Personal Leadership Development



McLean & Company

Management Fundamentals

- Onsite

Program Structure

Program Overview		
Day 1	Day 2	Day 3
Team Management	People Development	Personal Leadership Development
Foundations of Successful Management	Delegate and Distribute Leadership	Master the Management Mindset
Communicate Effectively and Build High-Performing Teams	Create a Culture of Personal Accountability	Build Key Resilience Behaviours
Manage Performance	Navigate Difficult Conversations and Conflict	Personal Leadership Brand
Give Effective Feedback and Coaching	Provide Meaningful Recognition	Action Plan

Essentials for Leaders of Leaders Program



This Twelve-Week Program Consists of:

- 1 Bite-sized, varied content that fits around other time commitments.
- 2 Practical activities designed to encourage immediate knowledge application.
- 3 Intentional peer-to-peer learning opportunities to facilitate networking and deepen reflection.

Program Structure

12 WEEKS

Strategic Direction + Execution & Influence

Business Acumen & Managing Risk

Elevate the Talent & Employee Experience

Change Management

LEARNING EXPERIENCE



Self-Directed
eLearning



Practice



Live Facilitated
Discussion

The time commitment for this program is flexible and self-directed, with the total duration varying for each topic. The maximum time commitment is 30 hrs.

Leadership Development Coaching

A collaborative, solutions-focused process that creates self-awareness, promotes a culture of continuous learning, and drives organizational improvement.

What Is Leadership Coaching?

One-on-one discussions that support your leaders to identify their career goals, develop leadership skills, and increase self-awareness. Our coaching products are great additions to our diagnostic and training programs.

Our Approach to Leadership Coaching

Coaching is a collaboration between thought partners in a provoking and creative process that inspires the person being coached to maximize their personal and professional potential.

Effective coaching helps bring fresh perspectives on personal challenges, enhances decision making skills, increases confidence, and improves performance.

Benefits of Coaching

- One-on-one discussions with a third party create a safe space for furthering self-awareness and discussing challenges.
- Coaching sessions are scheduled at optimal intervals to provide enough time for reflection, learning, and taking action, but not so much time to lose momentum.
- Coaching exercises bolster the experience and encourage leaders to take ownership of their development.

Goals of Leadership Development Coaching



McLean & Company Elevate HR

A training program designed to develop a strategic HR mindset.

Program Outline

Elevate HR Online helps HR professionals focus on:

- 1 Building relationships** to provide value to internal and external stakeholders.
- 2 Business acumen and financial literacy** to develop an understanding of the business and industry to inform talent decisions.
- 3 Data literacy** to identify, interpret, and tell a story with talent data.
- 4 Organizational awareness** to more effectively align HR advice and strategic direction with organizational objectives.
- 5 Developing as integrated leaders** to unravel the knotty challenges that today's organizations face.

A four-month blended learning experience including:



Self-paced eLearning modules of varying length



Live virtual sessions to encourage cohort interaction



Varied activities designed to encourage immediate framework application



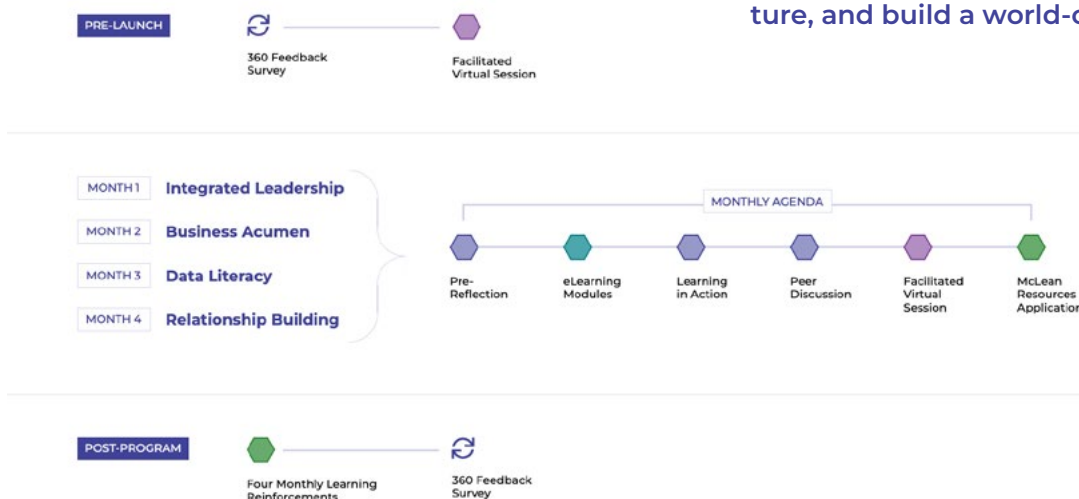
Structured discussion questions to facilitate peer-to-peer discovery and learning



Supporting McLean resources to reinforce learning and application

You'll also complete the 360 Feedback assessment both before and after the program and multiple post-program learning reinforcements including a final case study.

Program Structure



With this blended learning experience, boost HR skills, develop key leadership capability for the future, and build a world-class professional network.

Strategic HR Essentials Program

Deepen your HR team's ability to drive common goals forward through stakeholder alignment, critical thinking, data, and storytelling.

An Engaging Training Experience for HR Professionals

- Six hours over two days
- Practical, activity-based learning with real-world examples to drive learning
- Handbooks, tools, and resources to sustain learning
- Opportunities for your HR team to collaborate on solving challenges and driving common goals forward in your diverse and dynamic organization

Customization Option

Choose between a retention or engagement scenario for a multi-part activity designed to allow participants practical application of their skills.



How to build a strategic partner mindset across your HR team:

- 1 Apply the critical thinking framework to deepen knowledge of key business unit processes, priorities, and data.
- 2 Practice connecting business unit needs and operational challenges to drive HR initiatives across the finish line.
- 3 Use real-world examples to understand data important to the business. Draw connections between the numbers, HR goals, and operational priorities.
- 4 Apply the SAR framework to craft a story that resonates with operational leaders and is supported by data.

Program Structure

PRE-WORK

Pre-work is a key player mapping activity that sets participants up for success in the facilitated virtual sessions.



Facilitated Virtual Session Day 1 (3 hours)



Facilitated Virtual Session Day 2 (3 hours)

McLean & Company Full-Service Diagnostic Programs

Employee Lifecycle

New Hire Survey

Ensure recruiting and onboarding programs are effective by surveying new employees.

Employee Exit Survey

Understand why people leave the organization in order to proactively retain top talent.

McLean Employee Experience Monitor

Evolve to leader-driven engagement with a real-time dashboard and results.

Employee Engagement Program

Move beyond measuring job satisfaction with a comprehensive view of engagement.

Workplace Wellness Survey

Address employee wellbeing and build a healthy working environment.

Employee Retention Pulse Survey

Identify the early signs of employee turnover and develop a talent retention strategy.

HR Strategy

HR Organizational Alignment

Align HR initiatives with business strategy and the needs of key players.

HR Management & Governance

Improve HR's core functions and drive project success.

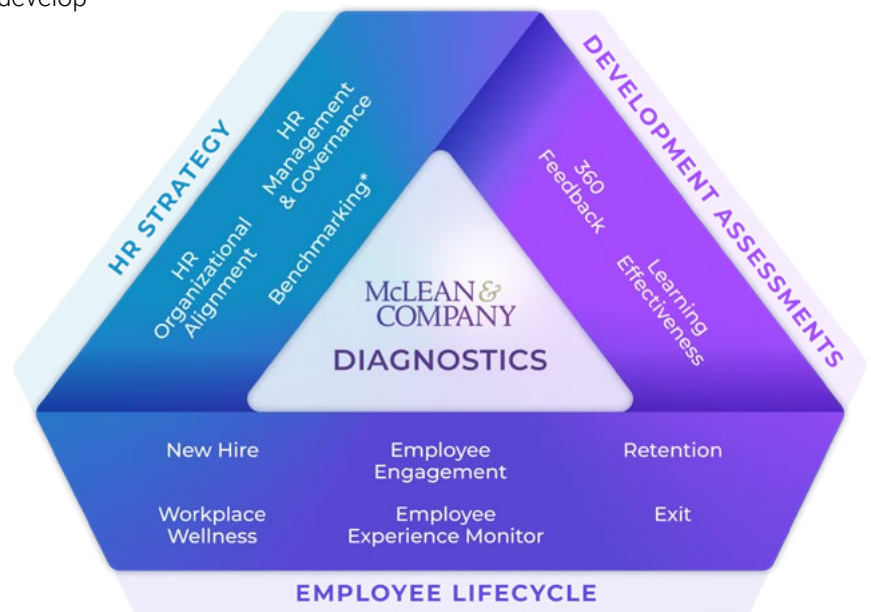
Development Assessments

360 Feedback

Empower employees with a holistic view of their performance to prioritize development.

Learning Effectiveness Survey

Ensure your training sessions are effective by regularly measuring success and enhancing the learning experience over time.



*Advisory-based Diagnostic. Eligibility restrictions apply.

McLean & Company Virtual and Onsite Workshops

Accelerate your HR projects while developing your team.

Advance your HR initiatives with our innovative approach

Leverage McLean & Company's proven workshop approach to accelerate your most pressing HR programs and initiatives.

Designed to help you make significant progress in just one week, our workshops use evidence-based, road-tested methodologies that reinforce strategic thinking and planning and advance your project timelines. What's more, our learning-based approach drives skill transfer and development for your HR leaders.

What benefits do our workshops offer?

1. Accelerated HR Initiatives

Participate in 3-5 online or onsite sessions with an intense focus carefully designed to reduce project timelines and make major project decisions.

Use our proven methodologies to complete your project quickly, strengthen internal networks, and break down silos.

Discover the wide spectrum of project and process workshops available to help advance organizational priorities.

2. Intense, Collaborative Experience

Use research-informed workshop materials built on industry best practices.

Work with highly rated facilitators with practical and strategic experience.

Engage your team and key internal customers through productive debate and decision-making.

Extend your team by drawing on our analysts across a spectrum of specialties.

3. High-Value Project Delivery at Every Step

Gain and share expertise over several short, focused engagements instead of one longer-term consulting project.

Engage in high-value, outcome-driven sessions rather than runaway, open-ended projects.

Enhance your workshop through flexible add-ons, like focus groups or roundtables.

Example Workshop Create an HR Strategy

Session 1

Identify talent implications and themes

- Review organizational strategy.
- Conduct a SWOT/PESTLE analysis.
- Identify key insights from HROA Diagnostic.
- Identify talent implications.
- Determine themes from implications.
- Prioritize talent implication themes

Session 2

Define strategic pillars and HR outcomes

- Convert themes to strategic pillars
- Define HR outcomes.
- Finalize strategic pillars and outcomes.
- Identify initiatives to deliver HR outcomes.

Session 3

Finalize initiatives, assess HR's ability to support initiatives, and create an action plan

- Finalize HR initiatives.
- Determine impact and effort of HR initiatives.
- Assess HR's ability to support HR initiatives.
- Create a high-level action plan (time permitting).

McLean & Company

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- include obscene, libelous, defamatory, threatening, harassing, abusive, hateful, sexually explicit, sexually oriented, profane, or embarrassing material, as determined by "McLean & Company" in its sole discretion;
- be illegal or otherwise objectionable;
- contain the personal information of any third party, including, without limitation, addresses, phone numbers, email addresses, Social Security numbers, and credit card numbers;
- encourage or facilitate insider trading or anticompetitive behavior;
- include commercial advertisements or solicitations; or
- purport to or actually provide legal or professional advice.

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- It entered the public domain through no fault of the Receiving Party subsequent to the time of disclosure hereunder to the Receiving Party;
- It was in the Receiving Party's possession free of any obligation of confidence prior to disclosure hereunder; or
- It was developed by employees or agents of the Receiving Party independently of and without reference to any Confidential Information.

Except as provided herein, "Confidential Information" shall include, without limitation, proprietary, technical, marketing, operating, performance, cost, business pricing policies, programs, inventions, discoveries, trade secrets, techniques, processes, source code, unlinked object modules, computer programming techniques, and all record bearing media containing or disclosing such information and techniques disclosed pursuant to this Agreement. Information

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12. Investment Advice

The Services are not intended to be used for the purpose of, or as a basis for, making investment decisions or recommendations with respect to securities of any company or industry and "McLean & Company" assumes no liability for decisions made, in whole or in part, on the basis of any information contained in the Services.

13. Governing Law

This site and agreement is governed by the laws of the Province of Ontario, Canada, excluding any conflicts of law provisions and excluding the United Nations Convention on Contracts for the International Sale of Goods. Any legal action against "McLean & Company" shall take place in the courts of the Province of Ontario. The parties attorn to the non-exclusive jurisdiction of the courts of Ontario.

14. Entire Agreement

These standard terms of use, together with any service agreements and statements of work signed by the parties, contains the complete and exclusive statement of agreement between the parties and supersedes all purchase

McLean & Company GSA Approved Privacy Policy

This is the privacy policy of McLean & Company. This document explains McLean & Company's policies for the collection, use and disclosure of personal information.

The Information We Collect

McLean & Company collects information by various methods, including information actively provided by its lead providers and its customers and information arising from customer surveys and general feedback.

The types of personal information we collect include name, contact information, identification information, and credit information. Credit card information is used for billing purposes only. We may record calls to or from our customer service representatives for purposes of accuracy, performance reviews, training and General quality assurance.

How We Use This Information

This information is used to provide our various products, including customer service, accounting, billing, and collections, and in the marketing of other McLean & Company products.

McLean & Company may use aggregate or anonymous information, which will not be linked to identified individuals, for various other uses for itself and third parties. The identity of our corporate clients is not considered personal or confidential information, and we may disclose that information for promotion and marketing purposes.

McLean & Company users may have the option to participate in online discussion communities. Such communities are exclusive communities for certain McLean & Company subscribers and are accessible only by subscribers through their McLean & Company login name and password. Participation in the community is completely voluntary. By opting into the community, subscribers agree to share basic contact information (name, company, address) with their peers in the community.

Who We Share This Information With

McLean & Company does not share personal information with any third parties except as disclosed in this policy. McLean & Company may provide personal information to McLean & Company's consultants, subcontractors, and professional advisors (which shall be bound by privacy obligations) to assist McLean & Company's uses disclosed herein.

Security

Personal information is stored in a combination of paper and electronic files. They are protected by security measures appropriate to the nature of the information.

Accessing Information

Individuals may review their personal information contained in McLean & Company files by contacting the McLean & Company privacy officer. If an individual believes that any of their personal information is inaccurate, we will make appropriate corrections.

Cookies

Cookies are used by McLean & Company for the convenience of our users. They are used to streamline access to the online subscriber service. Cookies automatically authenticate the user. A user can access McLean & Company products with the cookie feature turned off; however, in doing so they may find themselves challenged for username and password information on multiple occasions. McLean & Company also uses cookies to track users' visits and uses that information to improve user experience and track use of our products.

Links

McLean & Company seeks out the best web sources and resources for our advisory services. Many of our pages contain links to information at other websites. When you click on one of these links, you are moving to another website. We encourage you to read the privacy statements of these linked sites, as their privacy policy may differ from ours.

General

Notwithstanding the general terms of this policy, the collection, use, and disclosure of personal information may be made outside of the terms herein to the extent provided for in any applicable privacy or other legislation in effect from time to time.

McLean & Company may disclose personal information to another entity purchasing (including for diligence purposes prior to purchase) the assets of McLean & Company, provided that entity abides by this or a similar privacy policy.

McLean & Company is a division of Info-Tech Research Group Inc. All rights reserved.

Contact Us

For more information on McLean & Company and privacy please contact our Privacy Officer at:

Ryan Huggett

Toll Free: 1-888-670-8889 Ext. 2691

GSA Offering – Software Licenses (SIN 511210)



F24 Pricing

MFR Part No.	Product Name	Product Description	Unit of Issue	Price Offered to GSA (Including IFF)
MYP23-001	myPolicies - Small	myPolicies software license use for small business (1-50 Users)	EA	\$6,819.90
MYP23-002	myPolicies - Medium	myPolicies software license use for medium business (51-200 Users)	EA	\$13,256.93
MYP23-003	myPolicies - Large	myPolicies software license use for large business (201-400 Users)	EA	\$19,000.00

myPolicies GSA Approved Terms of Use

This document states the terms and conditions under which you may use this website and the Services, which are the property of myPolicies, a division of Info-Tech Research Group Inc., a corporation incorporated pursuant to the laws of Canada ("myPolicies").

Executing this Agreement or accompanying purchase order constitutes acceptance of these terms and conditions. Registered users will be provided with a username and password to access and use the secure portal within the myPolicies website (the "Secure Portal"). If User wishes to use single sign-on (SSO), myPolicies would be pleased to work with a SSO provider of User's choice. If you are accessing this site or any mobile application thereof, these Terms of Use ("Terms") govern your access and use of the myPolicies website, its successor domains and any mobile application of the myPolicies website (collectively the "Site").

Please take the time to read these Terms carefully. The Terms describe how you may use this Site and what you must refrain from doing while using this Site. The Terms also describe how information you contribute will be shared, who owns information on the Site and other important matters relating to your use of the Site. Executing this Agreement or accompanying purchase order constitutes acceptance of these terms and conditions and you acknowledge that you have read and understood these Terms and that you agree to be legally bound by the Terms. We ask that you review the Terms regularly, as we reserve the right to make changes to the non-material terms and conditions of the Terms without giving you prior notice. For your reference, we will post when the non-material terms and conditions of the Terms were last updated. Accessing and/or using the Site after modification of the Terms shall constitute acceptance of the Terms. Any material updates to these Terms shall be presented to Ordering Activity for review and will not be effective unless and until both parties

sign a written agreement updating these terms.

In these Terms, "us", "we", "our" and myPolicies refers to myPolicies, a division of Info-Tech Research Group Inc., a corporation incorporated pursuant to the laws of Canada. When "you" or "your" is stated in these Terms, it refers to the Ordering Activity under GSA Schedule contracts identified in the Purchase Order, Statement of Work, or similar document using the Site and to any person contributing content in any manner to the Site. If you are accessing the Site on behalf of an organization, including a business, "you" refers to the organization you are working on behalf of and the organization agrees to be bound by these Terms to the fullest extent allowable by applicable law. When you are agreeing to these Terms on behalf of an organization, your agreement to these Terms also signifies to us your authority to bind the organization for the purposes of these Terms. "User" or "Users" refer to individuals who are authorized to access and/or contribute information to the Site, whether or not they are doing so on behalf of an organization. You further agree to nominate one individual as a contact for myPolicies. Communications regarding the Services will be between that contact and a contact provided by myPolicies.

1. General Use Restrictions

myPolicies services, advice, materials, products, websites and network (collectively the "Services") are to be used for the User's (meaning a named individual user that uses the publicly available Services or is authorized by myPolicies in a service agreement to use the Services that require paid access) use and benefit only pursuant to the terms and limitations of the paid subscription and may not be disclosed, disseminated or distributed to any other party, except as myPolicies otherwise agrees in writing. The User will not circumvent any encryption or otherwise gain access to Services for which the User has not been expressly granted rights of access.

The User will not use the Services for or knowingly transmit to myPolicies or upload to any myPolicies site or network any illegal, improper or unacceptable material or use them for illegal, improper or unacceptable practices including without limitation the dissemination of any defamatory, fraudulent, infringing, abusive, lewd, obscene or pornographic material, viruses, Trojan horses, time bombs, worms, or other harmful code designed to interrupt, destroy, or limit the function of any software, hardware or communications equipment, unsolicited mass email or other internet-based advertising campaigns, privacy breaches, denial-of-service of use attacks, spoofing, or impersonation.

The User SHALL NOT use the Services to anonymously report any type of harassment or abuse. Any anonymous complaints of harassment or abuse shall not be made via the Services, and User agrees to report any harassment or abuse to their supervisor or their Human Resources department, or the police, as required. Any anonymous reports of harassment or abuse made via the Services will not be acknowledged or acted upon.

2. Intellectual Property Rights including Copyright

The Services are © Info-Tech Research Group Inc. All rights reserved.

The Services are owned by and copyrighted by myPolicies, a division of Info-Tech and other parties and may contain trademarks of Info-Tech or others. They are protected by Canadian, U.S. and international copyright and trademark laws and conventions.

User may use the Services solely for their own information purposes pursuant to the terms and limitations of the paid subscription. The User may download any of the Service's tools or templates for their individual use, but may not distribute any articles, tools, templates or blueprints internally, subject to the exceptions below. The User may create derivative works from the Service's tools or templates and distribute these for internal use but may not distribute these derivative works externally for any commercial or resale purposes.

We retain all right, title, interest, in and to any policy templates, report templates or any blueprints, documents, PowerPoint slides or outlines that may be provided as part of the Services ("myPolicies IP"). You obtain a royalty-free, transferable, fully paid-up license to use and incorporate myPolicies' IP into the policies and reports you create using the Services.

"Work Product" in these Terms is defined as the customized policies or reports or other tangible results that you create through the use of the Services. You will own the Work Product as a whole, provided you do not resell it or allow it to be resold. You do not obtain any intellectual property interest in myPolicies' IP, other than the limited license set out above. We reserve the right to review the Work Product and to use any portion of the Work Product to improve the Services. We warrant that your identity and confidential information will be held in strict confidence and will never form part of the Services.

When you upload any documents or policies to the Site ("Your IP"), you represent that you have all necessary rights and interests in and to such policies or reports necessary to share the same with us, and you grant us and our affiliates the right to review Your IP and to use any portion of Your IP to improve the Services, provided we do not share your identity or confidential information with any third parties.

Any other reproduction or dissemination of the Services in any form or by any means is forbidden without myPolicies' written permission, and without limiting the generality of the foregoing, the User will not:

- a. record and re-transmit the Service over any network (including any local area network), except as otherwise stated above;
- b. use any Service in any timesharing, service bureau, bulletin board or similar arrangement or public display;
- c. post any Service to any other online service (including bulletin boards or the Internet);
- d. sublicense, lease, sell, offer for sale or assign the Service; or
- e. use myPolicies name or any excerpts from the Services in the promotion of its products or services.

3. Users

Users must be authorized to use the Services by myPolicies. Users must maintain and protect the confidentiality of any password(s), and are responsible to ensure that the passwords are effective. Users shall advise Info-Tech immediately if they discover that their password has been compromised, at the following number: 1-888-670-8889 (US) or 1-844-618-3192 (CAN).

4. Non-Disclosure of Confidential Information

In consideration of, and reliance upon, the covenants of the User and myPolicies herein contained, the parties have or will disclose to each other certain information (hereinafter referred to as "Confidential Information"), including, without limitation, information concerning future or proposed products, financial performance and projections, customers, employees, contracts, strategic relationships, marketing plans and business plans and other information disclosed by a party (the "Disclosing Party") to the other party (the "Receiving Party"). Information which is disclosed orally shall not be considered Confidential Information unless (i) it is identified as Confidential Information prior to such disclosure, and (ii) it is memorialized in writing within fifteen (15) days following such disclosure by the Disclosing Party. Information which is disclosed visually or in tangible form (whether by document, electronic media or other form) shall not be considered Confidential Information unless it is clearly marked as Confidential Information, whether disclosed orally, visually or in tangible form (whether by document, electronic media or other form). Information shall not be considered Confidential Information if:

- It was in the public domain at the time of communication to the Receiving Party or is later placed in the public domain by the Disclosing Party;
- It entered the public domain through no fault of the Receiving Party subsequent to the time of disclosure hereunder to the Receiving Party;
- It was in the Receiving Party's possession free of any obligation of confidence prior to disclosure hereunder; or
- It was developed by employees or agents of the Receiving Party independently of and without reference to any Confidential Information.

Except as provided herein, Confidential Information shall include, without limitation, proprietary, technical, marketing,

operating, performance, cost, business pricing policies, programs, inventions, discoveries, trade secrets, techniques, processes, source code, unlinked object modules, computer programming techniques, and all record bearing media containing or disclosing such information and techniques disclosed pursuant to this Agreement. Information regarding current products shall be treated as non-Confidential Information unless marked "Confidential".

The Receiving Party shall not disclose, publish or communicate the Confidential Information to any third party without the prior written consent of the Disclosing Party. However, the Receiving Party may disclose the Confidential Information to a third party who has a need to know the Confidential Information and (i) is an accountant, attorney, underwriter or advisor under a duty of confidentiality; or (ii) is under a written obligation of confidentiality at least as restrictive as this Agreement.

You acknowledge, consent and agree that myPolicies may access, preserve and disclose your account information and content if required to do so by law or in a good faith belief that such access, preservation, or disclosure is reasonably necessary to (i) comply with legal process; (ii) enforce these Terms; (iii) respond to claims that any content violates the rights of third parties; (iv) respond to your requests for customer service; or (v) protect the rights, property, or personal safety of myPolicies, its users and the public.

Info-Tech recognizes that Federal agencies are subject to the Freedom of Information Act, 5 U.S.C. 552, which requires that certain information be released, despite being characterized as "confidential" by the vendor.

5. Term

Many of the Services are "subscription" services that have a fixed term. When the End User is an instrumentality of the U.S., recourse against the United States for any alleged breach of this Agreement must be made as a dispute under the contract Disputes Clause (Contract Disputes Act). During any dispute under the Disputes Clause, Info-Tech shall proceed diligently with performance of this Agreement, pending final resolution of any request for relief, claim, appeal, or action arising under the Agreement, and comply with any decision of the Contracting Officer.

6. Reserved

7. Reserved

8. Accuracy of Information and Warranty

The information contained in the Services has been obtained from sources believed to be reliable but myPolicies does not warrant the completeness, timeliness or accuracy of any information contained in the Services. myPolicies is an online policy management solution that streamlines the creation, approval, distribution, and monitoring of corporate policies, procedures, and forms developed in the context of a general business environment. Policies are to be modified by Users in the context of their own environment. The Site does not provide legal, accounting or other professional advice, nor should any advice from myPolicies be construed as such. We encourage you to seek professional advice whenever necessary, including, but not limited to, ensuring regulatory compliance for you or your organization. We do not warrant or otherwise guarantee that your use of the Services will ensure regulatory compliance in your jurisdiction or industry.

myPolicies warrants that the Services will, for a period of sixty (60) days from the date of your receipt, perform substantially in accordance with Services written materials accompanying it. EXCEPT AS EXPRESSLY SET FORTH IN THE FOREGOING, myPolicies expressly excludes and disclaims all express or implied conditions, representations and warranties including, without limitation, any implied warranties or conditions of merchantability or fitness for a particular purpose, to the extent allowable by law.

Although myPolicies takes reasonable steps to screen Services for infection by viruses, worms, Trojan horses or other code manifesting contaminating or destructive properties before making the Services available, myPolicies cannot guarantee that any Service will be free of infection.

User assumes sole responsibility for the selection of the Services to achieve its intended results. The opinions expressed in the Services are subject to change without notice.

myPolicies does not endorse third-party products or services.

This agreement does not limit or disclaim any of the warranties specified in the GSA schedule 70 contract under far 52.212-4(0). In the event of a breach of warranty, the U.S. Government reserves all rights and remedies under the contract, the federal acquisition regulations, and the contract disputes act, 41 U.S.C. 7101-7109

9. Limitation of Liability

In no event is myPolicies liable for any special, indirect, consequential, incidental, punitive or other damages however caused, whether in contract, tort, strict liability, operation of law or otherwise, (including without limitation damages for lost profits, business interruption or loss arising out of the use of or inability to use the Services, or any information provided in the Services, or claims attributable to errors, omissions or other inaccuracies in the Service or interpretations thereof), even if myPolicies has been advised of the possibility of such damages. myPolicies' total liability shall in no event exceed the amount paid by the User for the Service in question. The foregoing limitation of liability shall not apply to (1) personal injury or death resulting from Licensor's negligence; (2) for fraud; or (3) for any other matter for which liability cannot be excluded by law.

The User acknowledges that myPolicies has set its prices and sold the Services to it in reliance on the limitations of liability and disclaimers of warranties and damages set forth herein and that the same form a fundamental and essential basis of the bargain between the parties. They shall apply even if the contract between the User and myPolicies is found to have failed in its fundamental or essential purpose or has been fundamentally breached.

This agreement shall not impair the U.S. Government's right to recover for fraud or crimes arising out of or related to this contract under any federal fraud statute, including the false claims act, 31 U.S.C. 3729-3733. Furthermore, this clause shall not impair nor prejudice the U.S. Government's right to express remedies provided in the GSA schedule contract (e.g., clause 552.238-75 – Price reductions, clause 52.212-4(H) – patent indemnification, and GSAr 552.215-72 – Price adjustment – failure to provide accurate information).

10. Links to Third-Party Sites

Any third-party sites that are linked to the Services are not under myPolicies' control. myPolicies is not responsible for anything on the linked sites, including without limitation any content, links to other sites, any changes to those sites, or any policies those sites may have. myPolicies provides links as a convenience only and such links do not imply any endorsement by myPolicies of those sites.

11. Investment Advice

The Services are not intended to be used for the purpose of, or as a basis for, making investment decisions or recommendations with respect to securities of any company or industry and myPolicies assumes no liability for decisions made, in whole or in part, on the basis of any information contained in the Services.

12. Governing Law

This site and agreement is governed by the Federal laws of the United States, excluding any conflicts of law provisions and excluding the United Nations Convention on Contracts for the International Sale of Goods.

13. Privacy

A User's right to privacy is of paramount importance to myPolicies. See our Privacy Policy attached hereto for more detail. The identity of our research clients is not considered personal or confidential information, and we may disclose that information for promotion and marketing purposes.

14. Contact Information**MYPOLICIES SUPPORT**

Toll-free (US): 1-888-670-8889

Toll-free (CAN): 1-844-618-3192

International: +1-519-432-3550

SAMPLE SERVICE PROPOSAL WITH INFO-TECH RESEARCH GROUP INC

Service Start Date: _____, 202__ || Contract Length: _____ Contact: Marcus Session

Hillsborough County Aviation Authority

Product	Bundle Options	Description	Quantity	Subtotal	Discount	Total
Total Discounts:						
Total:						

All items stated on this document are in USD.

Federal Acquisition Service Authorized Federal Supply Schedule FSS Price List (GSA) - GS-35F-298GA

Payment Terms: Prompt payment terms 0%, Net 30 days

Unless otherwise stated, consulting and workshop engagements do not include travel and expenses, which will be charged in accordance with Exhibit C, Authority Policy P412, Travel, Business Development and Working Meals Expenses. Workshops purchased as part of membership expire without refund or credit at the end of the membership period covered by the purchase. Workshops purchased outside membership expire without refund or credit 1-year after purchase. Please work with your member services representative to select and schedule workshops prior to expiration.

Unless agreed to in writing, any customer terms, including purchase order terms and conditions, are of no force or effect. By signing this Service Proposal, you agree to pay the fees set out herein annually for the term indicated.

Please return this signed Service Proposal to Company by DocuSign, email cburrell@infotech.com or fax (1-519-432-2506). Please include PO if required. Thank you for your business!

The signature below affirms your commitment to pay for the Services ordered in accordance with the terms of this Service Proposal and the GSA Contract No. GS-35F-298GA.

If you are tax exempt, please provide tax exemption certificate.

Term Number	Invoice Date	Invoice Amount	Term Start Date	Term End Date	Notes

Name _____ Signature _____

Title _____ Date _____

EXHIBIT C
AUTHORITY POLICY P412
TRAVEL, BUSINESS DEVELOPMENT AND WORKING MEALS EXPENSES

PURPOSE: To establish a policy governing the authorization, approval and allowability of travel, business development, and working meals expenses incurred by Board members, the Chief Executive Officer (CEO), and Authority employees when conducting business on behalf of the Authority.

LEGAL CONSIDERATION: Subject to the provisions of applicable Florida Statutes, the Hillsborough County Aviation Authority Act authorizes the Authority to reimburse Board members, the Chief Executive Officer, and all Authority employees for all travel expenses incurred while on business for the Authority. The Hillsborough County Aviation Authority Act also authorizes the Authority to “[a]dvertise, promote and encourage the use and expansion of facilities under its jurisdiction” and do all acts and things necessary and convenient for promotion of the business of the Authority. Pursuant to Policy, the Authority is allowed to incur business development expenses for meals, beverages and entertainment in order to highlight the numerous advantages and world class facilities of the Authority’s airport system and build relationships with airline executives, potential real estate partners, potential tenants and others.

POLICY:

General:

- A. All Authority travel, business development, and working meals expenses must provide benefit to the Authority. This Policy provides guidance covering key areas related to travel, business development, and working meals expenses. Additional guidance is provided in Authority Standard Procedure S412.01, Reconciliation and Reimbursement of Travel, Business Development, and Working Meals Expenses. All circumstances may not be specifically covered. In these instances, sound judgement should be used and reasonable documentation should be provided to support the circumstance and expense. Any exception to the practices outlined in this Policy will require written approval by the CEO or Executive Vice President (EVP) of Finance and Procurement and must be in compliance with applicable Florida Statutes.
- B. Employees may book their own flight and hotel reservations, or may utilize the Authority’s corporate travel agency. In an effort to find the most economical lodging rates and airfare, the use of third party companies such as Expedia.com, Hotels.com and Travelocity.com may be considered. Other resources such as AirBNB.com, VRBO.com and HomeAway.com may also be used if determined to be the most economical option.
- C. All reservations (hotel, flight, conference, etc.) shall be booked as far in advance as possible to take advantage of discounted rates.

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AUTHORITY POLICY P412
TRAVEL, BUSINESS DEVELOPMENT AND WORKING MEALS EXPENSES

- D. If the traveler elects to arrive earlier or stay later than reasonably necessary to conduct the required Authority business, the traveler will be responsible for payment of all additional expenses beyond those incurred for Authority business. Reasonably necessary is defined as arriving at the destination no more than 24 hours prior to engaging in Authority business or commencing the return trip within the next day of engaging in Authority business.
- E. Purchases for travel, business development, and working meals should be made using Authority Purchasing Cards (PCard) in accordance with Authority Standard Procedure S410.25, Purchasing Cards. As an alternative, personal credit cards may be used, however, the expense will not be reimbursed until after the trip or event has occurred. The reimbursement request must be submitted within 30 days of the completion of the trip or event.
- F. All individuals traveling on behalf of the Authority may personally retain any points or other benefits generated from Authority travel (i.e frequent flyer mileage or awards from hotel frequent guest programs). However, participation in these programs should not influence airline and hotel selection resulting in higher cost to the Authority.

Travel Expenses:

- A. Travel Authorization and Approval:
 - 1. Board members and Authority employees are authorized to attend training and/or conventions, conferences, board, and committee meetings of professional and/or trade organizations specific to their job requirements as well as other meetings, site visits, or events directly related to their position at the Authority. The CEO will approve the travel for those individuals reporting directly to the CEO. All other employee's travel will be approved by their EVP and/or appropriate level supervisor. Such approval must be made in advance of travel for all Authority employees under the Director level.
 - 2. Approval of eligible travel expenses is obtained during the expense submittal process as outlined in Authority Standard Procedure S412.01, Reconciliation and Reimbursement of Travel, Business Development, and Working Meals Expenses.
 - 3. The Authority expects employees to exercise sound prudent business practices when booking travel.
- B. Travel by Air Carrier:

EXHIBIT C
AUTHORITY POLICY P412
TRAVEL, BUSINESS DEVELOPMENT AND WORKING MEALS EXPENSES

1. Travelers are required to use Coach/Economy cabin fares unless otherwise indicated within this Policy. Factors such as time and productivity of the traveler, cost of transportation, per diem/subsistence costs, cancellation fees, and any additional costs (such as baggage fees) should be considered when making reservations.
2. If a Board member, the CEO, an EVP, or Vice President (VP) is scheduled to engage in Authority business within 24 hours of arriving at the destination, or commences the return trip within 24 hours of completing Authority business, he/she is permitted to book fares in business class or its equivalent. Business class or equivalent travel by other Authority employees must be approved in writing with justification in advance by the department EVP.
3. If the primary purpose of the trip is to visit a specific airline, it is acceptable to book a flight on that airline even if the airline does not offer the lowest fare available.
4. Miscellaneous airline fees including, but not limited to, seat reservation fees, early or preferred boarding, checked baggage fees, airline change fees, and in-flight internet expenses, are allowable if utilized for Authority purposes. Checked baggage fees will be limited to one checked bag, unless supported by adequate business justification.
5. In the event a flight must be changed for acceptable business reasons, applicable airline fees are allowable expenses under this Policy with adequate written justification.
6. In the event a flight is cancelled or delayed, the traveler may choose an alternate mode of transportation in accordance with this Policy.

C. Registration Fees:

The traveler is eligible to incur registration fees for meetings and conferences, as well as fees for attending events which are not included in the basic registration fee and that directly enhance the public purpose of the Authority's participation at the meeting or conference. Employee must provide business justification for attending the event.

D. Lodging:

Hotel or accommodation charges must be substantiated by an itemized receipt reflecting all charges for the entire stay. The traveler is expected to exercise his or her best judgment and reasonableness in the selection of lodging. The location of the hotel should be as convenient

EXHIBIT C
AUTHORITY POLICY P412
TRAVEL, BUSINESS DEVELOPMENT AND WORKING MEALS EXPENSES

as possible to the place where the business of the Authority will be transacted and should be at the lowest appropriate rate.

Paid usage of hotel sponsored Wi-Fi or wired internet access is an authorized lodging expense.

Lodging expenses incurred within the Authority's Metropolitan Statistical Area (MSA) (as defined by the United States Office of Management and Budget, to include Hernando, Hillsborough, Pasco and Pinellas Counties) are only authorized with adequate business justification and if approved in writing in advance by the CEO or the employee's EVP.

E. Meals (During Travel):

Meals within the continental United States will be reimbursed in accordance with the General Service Administration (GSA) meals rate in effect for the destination city on the date travel was initiated. If the destination is not included in the GSA destination guide, the GSA rate for the listed city that is closest to the destination city or county for the destination city will be used.

Meals for travel outside of the continental United States (including Hawaii, Alaska and Puerto Rico) will be reimbursed in accordance with the current rates as specified in the federal publication "Standardized Regulations (Government Civilians, Foreign Areas)".

For both domestic and international travel, the first and last day of travel are calculated at 75% of the rate in effect for the destination city. This excludes intermediate destinations on multi-city trips.

A traveler will not be reimbursed or receive per diem for meals included in a convention or conference registration unless reasonable written explanation is provided. A meal is considered to be any of the regular occasions in a day when a reasonably large amount of food is eaten, such as breakfast, lunch, or dinner. (Definition from Dictionary.com and Oxford University Press.) Continental breakfasts will not be considered a meal. Therefore, per diem will not be reduced for continental breakfasts. Additionally, per diem will not be reduced for meals provided by airlines.

Allowance for meals when travel is confined to the Authority's MSA is only authorized with adequate business justification and if approved in writing in advance by the CEO or the employee's EVP.

F. Ground Transportation:

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AUTHORITY POLICY P412
TRAVEL, BUSINESS DEVELOPMENT AND WORKING MEALS EXPENSES

Authorized ground transportation expenses include, but are not limited to, hired cars, trains, other fixed rail, shared ride services (such as Uber or Lyft), buses, and other modes of ground transportation required to enable the traveler to conduct Authority business. Travelers will use good judgement with regard to which mode of ground transportation is utilized, and tickets should be purchased in the most economical class of service available unless there is an adequate business justification and is approved in writing in advance by the CEO or employee's EVP.

Allowance for ground transportation within the Authority's MSA is only authorized with adequate business justification and if approved in writing in advance by the CEO or the employee's EVP.

G. Other Travel Expenses:

Other eligible travel expenses as approved by the Florida Department of Financial Services pursuant to rules adopted by it include fees and tips given to porters, baggage carriers, bellhops or hotel maids, with the expense limited to \$1 per bag not to exceed a total of \$5 per incident; and actual laundry, dry cleaning and pressing expenses for official travel in excess of seven calendar days and where such expenses are necessarily incurred to complete the official business.

Eligible incidental expenses are defined by Florida Statute Section 112.061(8)(a) and include ferry fares, bridge, road, and tunnel tolls, storage or parking fees, and communication expenses.

Itemized receipts are required for all individual expenses that are higher than \$25.

H. Foreign exchange rates:

Eligible travel expenses include the difference between the official daily foreign exchange rate and the transaction rate, in addition to any applicable fees.

I. Travel by Rental Vehicle:

Board members, the CEO, EVPs and VPs are authorized to rent a vehicle if necessary to conduct Authority business, without advance approval. Utilization of a rental vehicle by all other Authority employees must be approved in advance of travel in writing by the CEO or the employee's EVP or VP.

EXHIBIT C
AUTHORITY POLICY P412
TRAVEL, BUSINESS DEVELOPMENT AND WORKING MEALS EXPENSES

Rental vehicles will be mid-size or smaller, unless three or more travelers are sharing the vehicle. Travelers will select the rental vehicle refueling option anticipated to be the most economical for the Authority.

The State of Florida contract for rental cars should be consulted for discounted rates. The State of Florida contract provides rental vehicle services to Florida's government agencies. A website link to the Rental Rates and Rental Procedures to utilize the State contract are located on the Authority Intranet.

Allowance for rental cars when travel is confined to the Authority's MSA is only authorized with adequate business justification and if approved in writing in advance by the CEO or the employee's EVP.

The Authority provides insurance coverage for both Automobile Liability and Collision Damage Waivers and will not reimburse a traveler for the cost of such coverage on a rental car contract for travel within the United States. (Exception: If the traveler rents a vehicle in a foreign country, he/she shall purchase both Automobile Liability and Collision Damage Waivers from the rental car company.)

J. Travel by Personal Vehicle:

Prior to utilizing a personal vehicle to conduct Authority business, all employees must comply with Authority Standard Procedure S250.05, Motor Vehicle Use – Personal or Authority-Owned.

Board members, the CEO, EVPs and VPs are authorized to use their personal vehicle if necessary to conduct Authority business, without advance approval. Except for travel within the State of Florida, utilization of a personal vehicle by all other Authority employees must be approved in advance of travel in writing by the employee's EVP or VP.

Mileage for authorized use of employee's personal vehicle will be at the Internal Revenue Service cents per mile rate in effect at the time of travel. Mileage reimbursement is calculated in accordance with Authority Standard Procedure S412.01, Reconciliation and Reimbursement of Travel, Business Development, and Working Meals Expenses.

Personal vehicles should not be used if the estimated mileage reimbursement is expected to exceed the cost of renting a car for the trip.

K. Travel by Third Parties Conducting Business on Behalf of the Authority:

EXHIBIT C
AUTHORITY POLICY P412
TRAVEL, BUSINESS DEVELOPMENT AND WORKING MEALS EXPENSES

Unless terms of travel are specified in their contracts, all consultants, design professionals, design-builders contractors, sub-consultants, and sub-contractors performing work for the Authority will be reimbursed for travel expenses in accordance with eligible cost elements as described above.

Business Development Expenses:

- A. Business development meal, beverage (including alcoholic), and other expenses may be incurred locally or while traveling. Business development activities require meeting with non-Authority personnel. Employees may be reimbursed for actual, reasonable, and appropriately documented expenses related to the business development activity.
- B. To qualify as business development, such an employee must (a) reasonably expect, and have as the primary motivation for the expenditure, that the Authority will derive revenue or another business benefit as a result of the business development activity; (b) incur the expense in a setting where the party being entertained would reasonably understand that the expenditure was for an Authority business objective; and (c) use the expenditure for the person from whom the Authority expects the business benefit, as well as for the employee and other Authority staff in attendance.
- C. Alcoholic beverage expenses may only be incurred at business development events related to meetings including non-Authority personnel from organizations from which the Authority is reasonably expected to derive revenue or another business benefit.
- D. The employee must provide detailed itemized receipts for all business development expenses larger than \$25 and must include rationale and business benefit for the Authority.

Working Meals:

- A. Expenditures for meals during business meetings between Authority employees or between Authority employees and individuals from outside organizations are allowable only (a) when there is a valid business need to have the meeting during a meal time (i.e., schedules will not accommodate the meeting at other times); (b) during periods of extended overtime (i.e. irregular operations, working on the budget or another major project); or (c) periodic department meetings (not more than quarterly), full-day or half-day Authority-wide meetings, or Authority strategic planning sessions.
- B. Business meals between Authority subordinates and supervisors will be infrequent and will occur only when there is no other time during which the meeting can be scheduled.

EXHIBIT C
AUTHORITY POLICY P412
TRAVEL, BUSINESS DEVELOPMENT AND WORKING MEALS EXPENSES

- C. Notwithstanding subparagraph B above, Executive staff, VPs, Directors and Managers may occasionally purchase meals for employees provided the meals are reasonable and for the purpose of conducting Authority business and/or employee recognition.
- D. Alcoholic beverages expenditures shall not be reimbursed or charged to the Authority under this section.
- E. Reasonable expenditures for meals with Board members are reimbursable provided there is a valid business need to have the meeting during a meal time.
- F. Working meals will be reimbursed upon presentation of appropriate documentation including a list of attendees.

Exhibit D
Scrutinized Company Certification



Hillsborough County Aviation Authority
PO Box 22287
Tampa, FL 33622
Telephone. 813-870-8700

This certification is required pursuant to Florida State Statute Section 287.135.

A company that, at the time of bidding or submitting a proposal for a new contract or renewal of an existing contract for goods and service of \$1 million or more, is on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in Iran Terrorism Sectors List or that has business operations in Cuba or Syria, is ineligible for, and may not bid on, submit a proposal/response for, or enter into or renew a contract/agreement with an agency or local governmental entity.

A company that, at the time of bidding or submitting a proposal for a new contract or renewal of an existing contract for goods and services of any amount, participating in a boycott of Israel is ineligible for, and may not bid on, submit a proposal/response for, or enter into or renew a contract/agreement with an agency or local governmental entity.

Company:		
Address:		
City:	State:	Zip Code:
Phone:	Email:	
Federal ID Number:		

I, _____, as a representative of _____
certify and affirm that subject to the dollar limitations set forth in Florida Statutes Section 287.135, this company is not on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Terrorism Sector List, does not have business operations in Cuba or Syria, and does not participate in the boycott of Israel.

Signature

Title

Printed Name

Date

EXHIBIT E

Affidavit of Compliance with Anti-Human Trafficking Laws

In accordance with Section 787.06(14), Florida Statutes, the undersigned, on behalf of Info-Tech Research Group, Inc. ("Company"), hereby attests under penalty of perjury that the Company:

1. Does not use coercion for labor or services as defined in Section 787.06, Florida Statutes.

The undersigned is authorized to execute this Affidavit on behalf of Company.

Date: _____, 2026

Signed: _____

Entity: _____

Name: _____

Title: _____