

**AGREEMENT TO PROVIDE TRAINING COURSES AND EXERCISES  
FOR THE ANAHEIM / SANTA ANA URBAN AREA ON AN AS-NEEDED BASIS**

THIS AGREEMENT is made and entered into this 1st day of December, 2020, by and between California Specialized Training Institute - CSTI ("Contractor"), and the City of Santa Ana, a charter city and municipal corporation organized and existing under the Constitution and laws of the State of California ("City").

**RECITALS**

- A. On August 10, 2020, the Santa Ana Police Department ("SAPD") issued Request for Qualifications No. 20-062 ("RFQ"), by which it sought to identify and qualify suitable vendors capable of delivering a broad choice of homeland security-related training courses and exercises conducted by professionals in the fields of law, fire, public health, emergency management and cybersecurity.
- B. These courses are in support of the Anaheim/Santa Ana Urban Area ("ASAUA") Homeland Security Regional Training and Exercise Program and will be funded by a grant awarded to the City by the United States Department of Homeland Security's Urban Areas Security Initiative ("UASI") and administered by SAPD. The ASAUA consists of the incorporated cities in Orange County and the police departments of the University of California, Irvine, California State University, Fullerton, and community colleges in the County of Orange.
- C. Through SAPD, the training and exercise programs will be made available to agencies in the ASAUA on an as-needed basis to enhance domestic preparedness for acts of terrorism.
- D. Contractor submitted a responsive proposal that was among those selected by the City.
- E. In undertaking the performance of this Agreement, Contractor represents that it is knowledgeable in its field and that any services performed by Contractor under this Agreement will be performed in compliance with such standards as may reasonably be expected from a professional consulting firm in the field.

**NOW THEREFORE**, in consideration of the mutual and respective promises, and subject to the terms and conditions hereinafter set forth, the parties agree as follows:

**1. SCOPE OF SERVICES**

On an as-needed basis, and at the sole discretion of City, Contractor shall conduct the training and/or exercise programs described in the scope of services provided in the RFQ and attached hereto as **Exhibit A**. Contractor's proposal is incorporated by reference as though fully set forth herein. In the performance of all services, Contractor shall comply and provide the required training/classes and exercises attached hereto as **Exhibit B**.

## **2. CHANGE ORDERS/AMENDMENTS**

- a. To maintain flexibility that allows first responders to address emerging and unforeseeable threats, the ASUA Homeland Security Regional Training and Exercise Program will utilize a Change Order provision to request other training and exercise courses at the City's request. Change Orders will be used to approve training and/or exercises and can modify the existing scope of work for specialty and other ad-hoc training and exercises on an as needed basis. Change Orders will be drafted by the UASI Grant Coordinator, reviewed and approved by the Contractor, then forwarded to the Chief of Police and the City Manager for the City of Santa Ana or their designees for approval.
- b. Any change order that contains any terms contrary to services provided within this Agreement shall be void, unless City and Consultant have expressly agreed in a writing, requiring approval by the City Manager and the City Attorney's office. Consultant agrees and understands that substantive changes to the terms of the Agreement are subject to approval by the City Council.

## **3. COMPENSATION**

- a. City neither warrants nor guarantees any minimum or maximum compensation to Contractor under this Agreement. Contractor shall be paid only for actual services performed under this Agreement at the rates and charges identified in Exhibit B. Any compensation payable to Contractor shall be paid from a portion of the above-referenced UASI grant awarded to the City in the amount of \$3,147,600, which shall serve as the total amount payable for all training and exercise programs supplied under RFQ No. 20-062.
- b. Payment by City shall be made within forty-five (45) days following receipt of proper invoice evidencing work performed, subject to City accounting procedures. Payment need not be made for work that fails to meet the standards of performance set forth in the Recitals which may reasonably be expected by City.

## **4. TERM**

This Agreement shall commence on the date stated above and continue through November 30, 2023, unless terminated earlier in accordance with Section 18, below. The term of this Agreement may be extended for up to two (2) one (1) year period upon a writing executed by the City Manager and the City Attorney and subject to funding.

## **5. INDEPENDENT CONTRACTOR**

Contractor shall, during the entire term of this Agreement, be construed to be an independent contractor and not an employee of the City. This Agreement is not intended nor shall it be construed to create an employer-employee relationship, a joint venture relationship, or to allow the City to exercise discretion or control over the professional manner in which Contractor

performs the services which are the subject matter of this Agreement; however, the services to be provided by Contractor shall be provided in a manner consistent with all applicable standards and regulations governing such services. Contractor shall pay all salaries and wages, employer's social security taxes, unemployment insurance and similar taxes relating to employees and shall be responsible for all applicable withholding taxes.

## **6. OWNERSHIP OF MATERIALS**

This Agreement creates a non-exclusive and perpetual license for City to copy, use, modify, reuse, or sublicense any and all copyrights, designs, and other intellectual property embodied in plans, specifications, studies, drawings, estimates, and other documents or works of authorship fixed in any tangible medium of expression, including but not limited to, physical drawings or data magnetically or otherwise recorded on computer diskettes, which are prepared or caused to be prepared by Contractor under this Agreement ("Documents & Data"). Contractor shall require all subcontractors to agree in writing that City is granted a non-exclusive and perpetual license for any Documents & Data the subcontractor prepares under this Agreement. Contractor represents and warrants that Contractor has the legal right to license any and all Documents & Data. Contractor makes no such representation and warranty in regard to Documents & Data which were provided to Contractor by the City. City shall not be limited in any way in its use of the Documents and Data at any time, provided that any such use not within the purposes intended by this Agreement shall be at City's sole risk.

## **7. INSURANCE**

Prior to undertaking performance of work under this Agreement, Contractor shall maintain and shall require its subcontractors, if any, to obtain and maintain insurance as described below:

- a. Commercial General Liability Insurance. Contractor shall maintain commercial general liability insurance naming the City, its officers, employees, agents, volunteers and representatives as additional insured(s) and shall include, but not be limited to protection against claims arising from bodily and personal injury, including death resulting therefrom and damage to property, resulting from any act or occurrence arising out of Contractor's operations in the performance of this Agreement, including, without limitation, acts involving vehicles. The amounts of insurance shall be not less than the following: single limit coverage applying to bodily and personal injury, including death resulting therefrom, and property damage, in the total amount of \$1,000,000 per occurrence, with \$2,000,000 in the aggregate. Such insurance shall (a) name the City, its officers, employees, agents, volunteers and representatives as additional insured(s); (b) be primary and not contributory with respect to insurance or self-insurance programs maintained by the City; and (c) contain standard separation of insureds provisions.
- b. Business automobile liability insurance, or equivalent form, with a combined single limit of not less than \$1,000,000 per occurrence. Such insurance shall include coverage for owned, hired and non-owned automobiles.

- c. Worker's Compensation Insurance. In accordance with the California Labor Code, Contractor, if Contractor has any employees, is required to be insured against liability for worker's compensation or to undertake self-insurance. Prior to commencing the performance of the work under this Agreement, Contractor agrees to obtain and maintain any employer's liability insurance with limits not less than \$1,000,000 per accident.
- d. If Contractor is or employs a licensed professional such as an architect or engineer: Professional liability (errors and omissions) insurance, with a combined single limit of not less than \$1,000,000 per claim with \$2,000,000 in the aggregate.
- e. The following requirements apply to the insurance to be provided by Contractor pursuant to this section:
  - (i) Contractor shall maintain all insurance required above in full force and effect for the entire period covered by this Agreement.
  - (ii) Certificates of insurance shall be furnished to the City upon execution of this Agreement and shall be approved by the City.
  - (iii) Certificates and policies shall state that the policies shall not be canceled or reduced in coverage or changed in any other material aspect without thirty (30) days prior written notice to the City.
  - (iv) Contractor shall supply City with a fully executed additional insured endorsement.
- f. If Contractor fails or refuses to produce or maintain the insurance required by this section or fails or refuses to furnish the City with required proof that insurance has been procured and is in force and paid for, the City shall have the right, at the City's election, to terminate this Agreement. Such termination shall not affect Contractor's right to be paid for its time and materials expended prior to notification of termination. Contractor waives the right to receive compensation and agrees to indemnify the City for any work performed prior to approval of insurance by the City.

## **8. INDEMNIFICATION**

Contractor agrees to and shall indemnify, defend, and hold harmless the City, its officers, agents, employees, consultants, special counsel, and representatives from liability: (1) for personal injury, damages, just compensation, restitution, judicial or equitable relief arising out of claims for personal injury, including death, and claims for property damage, which may arise from the negligence or willful misconduct of the Contractor or its, subcontractors, agents, employees, or other persons acting on their behalf which relates to the services described in section 1 of this Agreement; and (2) from any claim that personal injury, damages, just compensation, restitution, judicial or equitable relief is due by reason of the terms of or effects arising from this Agreement.

This indemnity and hold harmless agreement applies to all claims for damages, just compensation, restitution, judicial or equitable relief suffered, or alleged to have been suffered, by reason of the events referred to in this Section or by reason of the terms of, or effects, arising from this Agreement. The Contractor further agrees to indemnify, hold harmless, and pay all costs for the defense of the City, including fees and costs for special counsel to be selected by the City, regarding any action by a third party challenging the validity of this Agreement, or asserting that personal injury, damages, just compensation, restitution, judicial or equitable relief due to personal or property rights arises by reason of the terms of, or effects arising from this Agreement. City may make all reasonable decisions with respect to its representation in any legal proceeding. Contractor's indemnification obligations in this section shall survive expiration of this Agreement.

## **9. INTELLECTUAL PROPERTY INDEMNIFICATION**

Contractor shall defend, indemnify, and hold harmless City, its officers, agents, representatives, and employees against any and all liability or losses, including costs and attorney's fees, for infringement of any United States' letters patent, trademark, or copyright, alleged or contained in the work product or documents provided or used by Contractor under this Agreement.

## **10. CONFORMITY WITH LAW AND SAFETY**

In performing any services under this Agreement, Contractor shall observe and comply with all applicable laws, ordinances, codes, and regulations of governmental agencies, including federal, state, municipal, and local governing bodies having jurisdiction over the scope of services, including all provisions of the California Occupational Safety and Health Act. Contractor shall indemnify, defend, and hold harmless City from any and all liability, fines, penalties, and consequences from any of Contractor's failures to comply with such laws, ordinances, codes, and regulations.

## **11. RECORDS**

Contractor shall keep records and invoices in connection with the work to be performed under this Agreement. Contractor shall maintain complete and accurate records with respect to the costs incurred under this Agreement and any services, expenditures, and disbursements charged to the City for a minimum period of three (3) years, or for any longer period required by law, from the date of final payment to Contractor under this Agreement. All such records and invoices shall be clearly identifiable. Contractor shall allow a representative of the City to examine, audit, and make transcripts or copies of such records and any other documents created pursuant to this Agreement during regular business hours. Contractor shall allow inspection of all work, data, documents, proceedings, and activities related to this Agreement for a period of three (3) years from the date of final payment to Contractor under this Agreement.

## **12. CONFIDENTIALITY**

If Contractor receives from the City information which due to the nature of such information is reasonably understood to be confidential and/or proprietary, Contractor agrees that

it shall not use or disclose such information except in the performance of this Agreement, and further agrees to exercise the same degree of care it uses to protect its own information of like importance, but in no event less than reasonable care. "Confidential Information" shall include all nonpublic information. Confidential information includes not only written information, but also information transferred orally, visually, electronically, or by other means. Confidential information disclosed to either party by any subsidiary and/or agent of the other party is covered by this Agreement. The foregoing obligations of non-use and nondisclosure shall not apply to any information that (a) has been disclosed in publicly available sources; (b) is, through no fault of the Contractor disclosed in a publicly available source; (c) is in rightful possession of the Contractor an obligation of confidentiality; (d) is required to be disclosed by operation of law; or (e) is independently developed by the Contractor without reference to information disclosed by the City.

### **13. CONFLICT OF INTEREST CLAUSE**

- a. Contractor covenants that it presently has no interests and shall not have interests, direct or indirect, which would conflict in any manner with the performance of services specified under this Agreement.
- b. The parties understand that outside parties, subject to receipt of financial benefit from UASI funding, as noted in Recital Section B and the RFQ, are often utilized by the ASA UASI as subject matter expert reviewing training and exercise proposals. To avoid potential conflict of interest of engaging sub-contractors, subject to receipt of financial benefit from UASI funding, shall not be engaged by the Contractor as a sub-contractor to provide the services provided in this Agreement, or any change order or amendment thereto.

### **14. NOTICE**

Any notice, tender, demand, delivery, or other communication pursuant to this Agreement shall be in writing and shall be deemed to be properly given if delivered in person or mailed by first class or certified mail, postage prepaid, or sent by fax or other telegraphic communication in the manner provided in this Section, to the following persons:

To City:           Clerk of the City Council  
                      City of Santa Ana  
                      20 Civic Center Plaza (M-30)  
                      P.O. Box 1988  
                      Santa Ana, CA 92702-1988  
                      Fax 714- 647-6956

With courtesy copies to:

Roland Andrade, Sergeant  
UASI Grant Coordinator  
Homeland Security Division  
Santa Ana Police Department

60 Civic Center Plaza  
Santa Ana, CA 92701

To Contractor:

Justin Freiler, CEM  
Chief, Emergency Management Training Programs  
California Specialized Training Institute  
10 Sonoma Avenue, Building 904  
San Luis Obispo, CA 93405-7605  
(916) 204-0849  
Justin.freiler@caloes.ca.gov

A party may change its address by giving notice in writing to the other party. Thereafter, any communication shall be addressed and transmitted to the new address. If sent by mail, communication shall be effective or deemed to have been given three (3) days after it has been deposited in the United States mail, duly registered or certified, with postage prepaid, and addressed as set forth above. If sent by fax, communication shall be effective or deemed to have been given twenty-four (24) hours after the time set forth on the transmission report issued by the transmitting facsimile machine, addressed as set forth above. For purposes of calculating these time frames, weekends, federal, state, County or City holidays shall be excluded.

## **15. EXCLUSIVITY AND AMENDMENT**

This Agreement represents the complete and exclusive statement between the City and Contractor regarding the subject matter therein, and supersedes any and all other agreements, oral or written, between the parties. In the event of a conflict between the terms of this Agreement and any attachments hereto, the terms of this Agreement shall prevail. This Agreement may not be modified except by written instrument signed by the City and by an authorized representative of Contractor. The parties agree that any terms or conditions of any purchase order or other instrument that are inconsistent with, or in addition to, the terms and conditions hereof, shall not bind or obligate Contractor or the City. Each party to this Agreement acknowledges that no representations, inducements, promises or agreements, orally or otherwise, have been made by any party, or anyone acting on behalf of any party, which are not embodied herein.

## **16. ASSIGNMENT**

Inasmuch as this Agreement is intended to secure the specialized services of Contractor, Contractor may not assign, transfer, delegate, or subcontract any interest herein without the prior written consent of the City and any such assignment, transfer, delegation or subcontract without the City's prior written consent shall be considered null and void. Nothing in this Agreement shall be construed to limit the City's ability to have any of the services which are the subject to this Agreement performed by City personnel or by other consultants retained by City.

## **17. WAIVER**

No waiver of a breach, failure of any condition, or any right or remedy contained in or granted by the provisions of this Agreement shall be effective unless it is in writing and signed by the party waiving the breach, failure, right, or remedy. No waiver of any breach, failure, right, or remedy shall be deemed a waiver of any other breach, failure, right, or remedy, whether or not similar, nor shall any waiver constitute a continuing waiver unless the writing so specifies.

## **18. TERMINATION**

This Agreement may be terminated by the City upon thirty (30) days written notice of termination. In such event, Contractor shall be entitled to receive and the City shall pay Contractor compensation for all services performed by Contractor prior to receipt of such notice of termination, subject to the following conditions:

- a. As a condition of such payment, City may require Contractor to deliver to the City all work product completed as of such date, and in such case such work product shall be the property of the City unless prohibited by law, and Contractor consents to the City's use thereof for such purposes as the City deems appropriate.
- b. Payment need not be made for work that fails to meet the standard of performance specified in the Recitals of this Agreement.

## **19. NONDISCRIMINATION**

Contractor shall not discriminate because of race, color, creed, religion, sex, marital status, sexual orientation, gender identity, gender expression, gender, medical conditions, genetic information, or military and veteran status, age, national origin, ancestry, or disability, as defined and prohibited by applicable law, in the recruitment, selection, teaching, training, utilization, promotion, termination or other employment related activities or any services provided under this Agreement. Contractor affirms that it is an equal opportunity employer and shall comply with all applicable federal, state and local laws and regulations.

## **20. JURISDICTION - VENUE**

This Agreement has been executed and delivered in the State of California and the validity, interpretation, performance, and enforcement of any of the clauses of this Agreement shall be determined and governed by the laws of the State of California. Both parties further agree that Orange County, California, shall be the venue for any action or proceeding that may be brought or arise out of, in connection with or by reason of this Agreement.

## **21. PROFESSIONAL LICENSES**

Contractor shall, throughout the term of this Agreement, maintain all necessary licenses, permits, approvals, waivers, and exemptions necessary for the provision of the services hereunder and required by the laws and regulations of the United States, the State of California, the City of

Santa Ana and all other governmental agencies. Contractor shall notify the City immediately and in writing of its inability to obtain or maintain such permits, licenses, approvals, waivers, and exemptions. Said inability shall be cause for termination of this Agreement.

## **22. CERTIFICATIONS**

a. Debarment and Suspension. Contractor will comply, and all its subcontractors will comply, with applicable federal suspension and debarment regulations including, but not limited to, Executive Orders 12549 and 12689, and 2 Code of Federal Regulations (CFR) §200.212 and codified in 2 CFR Part 200.

b. Section 504 of the Rehabilitation Act of 1973. All recipients of federal funds must comply with Section 504 of the Rehabilitation Act of 1973 (The Act). Therefore, the federal funds recipient pursuant to the requirements of The Act hereby gives assurance that no otherwise qualified disabled person shall, solely by reason of disability be excluded from the participation in, be denied the benefits of or be subject to discrimination, including discrimination in employment, in any program or activity that receives or benefits from federal financial assistance. Contractor agrees it will ensure that requirements of The Act shall be included in any agreements with and be binding on all of its subcontractors, assignees, or successors.

c. Americans with Disabilities Act of 1990 (ADA). Contractor must comply with all requirements of the Americans with Disabilities Act of 1990 (ADA), as applicable.

d. Lobbying and Political Activity. None of the funds, materials, property, or services provided directly or indirectly under this Agreement shall be used for any partisan political activity, or to further the election or defeat of any candidate for public office, or otherwise in violation of the provisions of the "Hatch Act".

e. Contractor will comply, and all its subcontractors will comply, with all applicable lobbying prohibitions and laws, including those found in United States Code Title 31, § 1352, et seq., and agrees that none of the funds provided under this award may be expended by the Contractor to pay any person to influence, or attempt to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any federal action concerning the award or renewal of any federal contract, grant, loan, or cooperative agreement.

f. Contractor will comply, and all its subcontractors will comply, with all requirements of the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352), as applicable.

g. Non-Discrimination and Equal Opportunity. Contractor will comply, and all its subcontractors will comply, with Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1964, as amended; Subtitle A, Title II of the Americans with Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975, as amended; Drug Abuse Office and Treatment Act of 1972, as amended; Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970, as amended; Section 523 and 527 of the Public Health Service Act of

1912, as amended; Title VIII of the Civil Rights Act of 1968, as amended; Department of Justice Non-Discrimination Regulations, 28 CFR Part 42, Subparts C, D, E, and G; and Department of Justice regulations on disability discrimination, 28 CFR Part 35 and 39. In the event a Federal or State court, Federal or State administrative agency, or the Contractor makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against Contractor, Contractor will forward a copy of the findings to City, which will, in turn, submit the findings to the Office of Civil Rights, Office of Justice Programs, U.S. Department of Justice.

h. Contractor will comply, and all its subcontractors will comply, with all requirements of the Executive Order 11246 of September 24, 1965, entitled "Equal Employment-Opportunity," as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR chapter 60), as applicable.

i. Contractor will comply, and all its subcontractors will comply, with all requirements of the California Public Contract Code Section 10295.3, as applicable.

j. Contractor will comply, and all its subcontractors will comply, with all requirements of the Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR Part 3), as applicable.

k. Contractor will comply, and all its subcontractors will comply, with all requirements of the Davis-Bacon Act (40 U.S.C. 276a to 276a-7) as supplemented by Department of Labor regulations (29 CFR Part 5), as applicable.

l. Contractor will comply, and all its subcontractors will comply, with all requirements of Sections 103 and 107 of the Contract Work and Safety Standards Act (40 U.S.C. 327-330) as supplemented by Department of Labor regulations (29 CFR Part 5), as applicable.

m. Contractor will comply, and all its subcontractors will comply, with all applicable standards, orders or requirements issued under Section 306 of the Clean Air Act (42 U.S.C. 1857(h)), Section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and the Environmental Protection Agency regulations (40 CFR part 15), as applicable.

n. Contractor will comply, and all its subcontractors will comply, with all requirements of the Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871), (53 FR 8078, 8087, Mar. 11, 1988, as amended at 60 FR 19639, 19645, Apr. 19, 1995), as applicable.

o. Contractor will comply, and all its subcontractors will comply, with all requirements of Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act, as applicable.

p. Contractor agrees that the Department of Homeland Security shall have the authority to seek patent rights for any process, product, invention or discovery developed and paid for with funding through this Agreement based on the requirements of 37 CFR§ 401, as applicable.

q Contractor may copyright any books, publications or other copyrightable materials developed in the course of or under this Agreement. However, the federal awarding agency, State Administrative Agency (SAA), and City reserve a royalty-free, non-exclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for federal government, SAA and/or City purpose:

(1) the copyright in any work developed through this Agreement; and

(2) any rights of copyright to which the Contractor purchases ownership with support through this grant. The Federal government's, SAA's and City's rights identified above must be conveyed to the publisher and the language of the publisher's release form must ensure the preservation of these rights.

## **23. MISCELLANEOUS PROVISIONS**

- a. Each undersigned represents and warrants that its signature herein below has the power, authority and right to bind their respective parties to each of the terms of this Agreement, and shall indemnify City fully, including reasonable costs and attorney's fees, for any injuries or damages to City in the event that such authority or power is not, in fact, held by the signatory or is withdrawn.
- b. All Exhibits referenced herein and attached hereto shall be incorporated as if fully set forth in the body of this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the date and year first above written.

**ATTEST:**

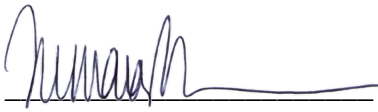
**CITY OF SANTA ANA**

\_\_\_\_\_  
Daisy Gomez  
Clerk of the Council

\_\_\_\_\_  
Kristine Ridge  
City Manager

**APPROVED AS TO FORM:**

SONIA R. CARVALHO  
City Attorney

By:   
\_\_\_\_\_  
Tamara Bogosian  
Senior Assistant City Attorney

**CONTRACTOR:**

  
\_\_\_\_\_  
By: Lori Nezhura  
Title: Deputy Director Planning Preparedness,  
Prevention, Cal OES

**RECOMMENDED FOR APPROVAL:**

\_\_\_\_\_  
David Valentin  
Chief of Police

## EXHIBIT A

### SCOPE OF SERVICES

#### I. REQUIREMENTS

The specific requirements of this RFQ have been listed in two sections to allow proposers to respond to either, the training courses component, the exercise component, or both. There is no requirement the Proposer must respond to both components of the RFQ.

#### II. TRAINING COURSES

A. ASAUA currently requires training courses in the following specific disciplines:

- Law Enforcement/Tactical
- Fire/Emergency Medical
- Public Health
- Emergency Management
- Cyber Security

B. Contractor shall conduct training courses, which it has been successfully prequalified for, at various locations/venues within the ASAUA.

C. Contractor shall prepare course flyers, register attendees, record attendance by signed roster, provide certificates of completions, and verify course completion by the participants.

D. Contractor shall prepare and present specified training courses. Course material shall be available at the time the training is provided for each of the training courses the proposer has outlined in their SOQ.

E. All training courses presented must meet state and federal guidelines and be approved by Cal OES and DHS for reimbursement under the Homeland Security Grant Program prior to delivery. Refer to the Cal OES website at: <http://www.caloes.ca.gov/cal-oes-divisions/california-specialized-training-institute> and the DHS website at: <https://www.fema.gov/training> for further information regarding state and federal guidelines for Department of Homeland Security grants. If any portion of the training course occurs outside of the classroom, an Environmental & Historic Preservation (EHP) approval must be obtained from FEMA/Cal OES prior to delivery of the course. The EHP approval is location specific and if an EHP approval is required, one must be obtained for each location where the course is delivered. It shall be the responsibility of the Proposer to complete all of the forms and documentation necessary to obtain the required approvals. Contractor shall ensure that, when required, an Environmental Historic Preservation (EHP) approval has been issued to the ASAUA before delivery of the training course. The ASAUA Homeland Security Regional Training and Exercise Program Manager will assist the Proposer with the submission of the requests for approval. The City shall not be billed for any costs associated with obtaining these approvals.

- F. Contractor shall offer course content that satisfies the five preparedness priorities identified in the ASUA Multiyear Training & Exercises plan. The ASUA MTEP is attached for reference.
- G. Contractor shall provide all required training material, handouts, course syllabus and/or written curriculum.
- H. Contractor shall collect written survey comments/course evaluations from participants at the conclusion of every course offered. Survey/course evaluations will be conducted in a manner specified by the City. A standardized course survey form will be provided to the successful proposers. A record of responses shall be maintained throughout the term of the agreement by Contractor, and organized by training course, date, instructor, etc. Frequently mentioned comments shall be reported to City Project Manager. Electronic reporting shall be made available to the City upon request.
- I. City reserves the right to cancel training courses with fourteen (14) calendar days' notice of delivery date. City shall not be charged for the class, travel costs, or training materials by Contractor if cancellation occurs within this period.
- J. City reserves the right to cancel training courses for student minimums not being met.
- K. Contractor shall provide and assign high quality instructors on a consistent basis to deliver the specified courses.
- L. All instructors shall use the methods suggested by the training protocols established, such as maintaining and updating each training syllabus; introducing and following objectives for each class; completing training as described; and utilizing training aids such as audio/visual systems.
- M. Contractor and all its instructors shall provide immediate feedback to the City via the ASUA Homeland Security Regional Training and Exercise Program Manager regarding all customer requests for new or additional services, or to report complaints.
- N. Contractor will be paid for services rendered. Training days are generally eight (8) hours long (e.g. 8:00 AM – 5:00 PM), including a one (1) hour lunch break. Schedule should include regular breaks on a 50/10 break ratio – for every fifty (50) minutes of instruction, there should be a ten (10) minute break. Half days are defined as four (4) hours or less of instruction.
- O. Training venues may be provided by the City or by hosting agencies based on the needs of the course. Contractor must be able to secure training sites at any of the jurisdictions within the ASUA.
- P. All Contractor-developed courses must be approved by California Office of Emergency Services (Cal OES) for reimbursement under the Homeland Security Grant Program prior to delivery. It is the responsibility of the Contractor to prepare all forms and documentation necessary to obtain all course approvals at its cost. The ASUA Homeland Security Regional Training and Exercise Program Manager will assist Contractor with the submission of the

requests for approval. The City shall not be billed for any costs associated with obtaining these approvals.

- Q. The anticipated start date of this agreement is Winter of 2020. Usage under agreements awarded as a result of this RFQ will begin at this time.
- R. Depending on the training or exercise, Contractor's instructors and courses may be required to be California Peace Officer Standards & Training (POST) certified or California State Fire Marshal approved. It shall be the responsibility of the Contractor to obtain all POST certifications and California State Fire Marshal course approvals at its cost. The ASAUA Homeland Security Regional Training and Exercise Program Manager will assist Contractor with the submission of the requests for certifications and approval. The City shall not be billed for any costs associated with obtaining these certifications and approvals.
- S. A list of "approved" courses is available from Cal OES at [www.caloes.ca.gov](http://www.caloes.ca.gov) and a list of Federal Emergency Management Agency (FEMA) approved classes is available at [www.fema.gov/training](http://www.fema.gov/training)
- T. Contractors are responsible for providing all course materials and delivering it to the site(s) of all training at their cost.
- U. Contractor must work with the ASAUA Homeland Security Regional Training and Exercise Program Manager and requesting agencies to coordinate the training calendar and venue.
- V. When required, Contractor must obtain the applicable certifications for developed courses before training begins. The need for certification will be determined by the ASAUA Training & Exercise Program Manager. It shall be the responsibility of the Contractor to complete all forms and documentation necessary to obtain the required certifications at its cost. The ASAUA Homeland Security Regional Training and Exercise Program Manager will assist the Proposer with the submission of the requests for certification. The City shall not be billed for any costs associated with obtaining these certifications.
- W. Contractor will be required to obtain Emergency Medical Association (EMA) or Emergency Management Institute (EMI) certification on developed courses at its cost if the course content contains materials that require state and/or federal certification. The ASAUA Homeland Security Regional Training and Exercise Program Manager will assist the Contractor with the submission of the requests for certification. The City shall not be billed for any costs associated with obtaining these certifications.
- X. Contractor may not charge the City for materials brought to the class that are not utilized.
- Y. Proposers may be selected to provide training based on their expertise within a specific discipline.
- Law Enforcement/Tactical
  - Fire/Emergency Medical
  - Public Health

- Emergency Management
- Cyber Security

- Z. Contractors shall ensure that training participants are members of agencies or organizations located or operating within the ASAUA, or have been approved by the ASAUA Training & Exercise Program Manager or his designee.

### III. DELIVERABLES / REPORTS FOR TRAINING COURSES

#### A. Course Surveys / Evaluations

1. Course surveys/evaluations results will be tabulated and scored by Contractor. Summary of the results will be provided to the ASAUA Training & Exercise Program Manager.
2. Completed course survey/evaluation forms will be provided to the ASAUA Training & Exercise Program Manager within 30 days of delivery of the training course.

- B. Contractor must provide course flyers for all training courses to be delivered at its cost. The City will manage distribution of such flyers.

- C. Contractor must provide to the ASAUA Training & Exercise Program Manager all rosters and sign-in sheets upon completion of the training course for all training courses delivered. Contractor shall maintain a record of all original and electronic copies of all sign-in sheets. Electronic copies of rosters and sign-in sheets must be submitted along with invoices issued to City.

- D. Contractor shall provide certificates of completion to all students that successfully complete a training course at the conclusion of the training course and provide copies of the certificates to the ASAUA Training & Exercise Program Manager within 30 days of delivery of the training course. Contractor shall maintain a record of all certificates provided students.

### IV. QUANTITIES FOR TRAINING COURSES

Quantities listed herein are estimates and are not to be construed as a commitment. No minimum or maximum is guaranteed or implied.

### V. PRICING FOR TRAINING COURSES

- A. Unless otherwise stated, Proposer agrees that, in the event of a price decline, the benefit of such lower price shall be extended to the City.
- B. All prices are to be F.O.B. destination. Any freight/delivery charges are to be included.
- C. All prices quoted shall be in United States dollars and "whole cent," no cent fractions shall be used. There are no exceptions.
- D. Pricing shall include any and all payment incentives available to the City.

- E. Proposers are advised that in the evaluation of costs, if applicable, it will be assumed the unit price quoted is correct in the case of a discrepancy between the unit price and an extension.
- F. Federal and State minimum wage laws apply. The City has no requirements for living wages. The City is not imposing any additional requirements regarding wages.

#### VI. AWARD FOR TRAINING COURSES

- A. City reserves the right to reject any or all responses that materially differ from any terms contained in this RFQ, from any Exhibits attached hereto, or from any subsequent addenda; to waive informalities and minor irregularities in responses received; and to provide an opportunity for Proposers to correct minor and immaterial errors contained in their submissions. The decision as to what constitutes a minor irregularity shall be made solely at the discretion of the City.
- B. The City reserves the right to award an agreement to a single Proposer or multiple Proposers.
- C. The City has the right to decline to award an agreement or any part thereof for any reason.
- D. City Council approval to award an Agreement pursuant to this RFQ will be required.
- E. Any agreement must be negotiated, finalized, and approved by the recommend Contractor prior to City Council approval.
- F. RFQ specifications, terms, conditions, and Exhibits, RFQ Addenda, and SOQs, may be incorporated into and made a part of any agreement that may be awarded as a result of this RFQ.

#### VII. METHOD OF ORDERING TRAINING COURSES

- A. As training is required, subsequent solicitations in the form of requests for firm price quotations and scope of work will be requested from Contractors with which the City has an Agreement.
- B. Individual order price quotations shall be provided upon request per project and shall include, but not be limited to, an identifying (quotation) number, date, City of Santa Ana agreement number, requestor name and phone number, ship to location, itemization of services with complete description and price per item and a summary of total cost for services, shipping, and tax.
- C. Price quotations will be reviewed and Contractor(s) will be selected by the UASI Grant Office. Purchase Orders (POs) will be issued upon approval of written itemized quotations received from Contractor(s). The City shall not be obligated to accept the lowest priced quotation, but will award individual projects in the best interests of the City after all factors have been evaluated. City reserves the right to negotiate scope of work and pricing prior to award of any project.

- D. POs will be transmitted electronically, and shall be the only authorization for the Contractor to place an order.
- E. POs and payments for service will be issued only in the name of the Contractor.
- F. Contractor shall adapt to changes to the ordering method or ordering procedures as required by the City during the term of the agreement.
- G. Change orders shall be agreed upon by Contractor and City, and issued as needed in writing by the City.

#### VIII. ACCOUNT MANAGER / SUPPORT STAFF FOR TRAINING COURSES

- A. Proposer shall provide a dedicated, competent Account Manager who shall be responsible for the City's account / agreement. The Account Manager shall receive all orders from the City and shall be the primary contact for all issues regarding the Proposer's response to this RFQ and any agreement which may arise pursuant to this RFQ.
- B. Proposer shall also provide adequate, competent support staff that shall be able to service the City during normal working hours (7:00 AM – 5:00 PM), Monday through Friday. Such representative(s) shall be knowledgeable about the agreement, training offered, and able to identify and resolve quickly any issues included, but not limited to order and invoicing problems.
- C. Contractor's Account Manager shall be familiar with City requirements and standards and work with the City to ensure that established standards are adhered to.
- D. Contractor's Account Manager shall keep the City and ASAUA Training & Exercise Program Manager informed of requests from departments.

#### IX. EXERCISES

- A. ASAUA requires seminars, workshops, tabletops, drills, functional, and full-scale exercises in the following specific disciplines:
  - Law Enforcement/Tactical
  - Fire/Emergency Medical
  - Public Health
  - Emergency Management
  - Cyber Security
- B. Contractor shall conduct seminars, workshops, tabletops, drills, functional, and full-scale exercises at various locations/venues within the ASAUA. All drills, functional and full scale exercises will require an EHP approval from FEMA/Cal OES prior to delivery. It shall be the responsibility of the Contractor to complete all forms and documentation necessary to obtain the required EHP approvals at its cost. Contractor shall ensure that, when required, an Environmental Historic Preservation (EHP) approval letter has been issued to the ASAUA before delivery of any seminars, workshops, tabletops, drills, functional, and full-scale

exercises. The ASUA Homeland Security Regional Training and Exercise Program Manager will assist Contractor with the submission of requests for approval.

- C. All exercises must be conducted in a manner which adheres to all applicable state and federal guidelines, including exercise design and development guidelines outlined in the HSEEP.
- D. When conducting seminars, workshops, tabletops, drills, functional and full-scale exercises, Contractor shall provide all required exercise consumables, printed materials, handouts, and other materials such as, but not limited to, exercise manuals, special effects, actor moulage, supplies, signage, etc. at its cost. The City shall not be billed nor will it accept requests for reimbursements and/or billing.
- E. Contractor shall provide and assign high quality personnel such as exercise designers, directors, controllers, evaluators, and support personnel on a consistent basis to deliver the specified seminars, workshops, tabletops, drills, functional, and full-scale exercises.
- F. Contractor shall provide all multi-media devices necessary for presentations during seminars, workshops, tabletops, drills, functional, full-scale exercises, and any planning meetings and conferences.
- G. Contractor and its exercise personnel shall provide immediate feedback to the City via the ASUA Homeland Security Regional Training and Exercise Program Manager regarding all customer requests for new or additional services or to report complaints.
- H. Seminar, workshop, tabletop, drill, functional and full-scale exercise venues may be provided by the City or by hosting agencies based on the needs of the exercise. Contractor must be able to secure exercise sites at any of the jurisdictions within the ASUA.
- I. Contractor is responsible for providing exercise materials and delivering it to the site(s) of all seminars, workshops, tabletops, drills, functional and full-scale exercises at its cost. The City shall not be billed nor will it accept requests for reimbursements and/or billing.
- J. Contractor may not charge the City for materials brought to the seminars, workshops, tabletops, drills, functional, and full-scale exercises that are not utilized.
- K. Contractor shall ensure that exercise participants are members of agencies or organizations located or operating within the ASUA, or have been approved by the ASUA Training & Exercise Program Manager or his designee.

#### X. QUALIFICATIONS – HOMELAND SECURITY EXERCISE EXPERIENCE

The following elements outline the type of experience and expertise proposers should possess related to the development and delivery of seminars, workshops, tabletops, drills, functional and full-scale exercises. Proposers will document their experience and expertise in their SOQs.

ASUA requires seminars, workshops, tabletops, drills, functional and full-scale exercises in the following specific disciplines:

- Law Enforcement/Tactical
  - Fire/Emergency Medical
  - Public Health
  - Emergency Management
  - Cyber Security
- A. Proposer should be experienced and proficient in the design and delivery of relevant homeland security related seminars, workshops, tabletops, drills, functional and full-scale exercises.
  - B. Proposer should have staff that is experienced and proficient in developing seminars, workshops, tabletops, and drills, functional and full-scale exercises in accordance with HSEEP guidelines.
  - C. Proposer should have staff that is experienced and proficient in conducting seminars, workshops, tabletops, drills, functional and full-scale exercises in accordance with HSEEP guidelines.
  - D. Proposer should have staff that is experienced and proficient in providing training to and coordinating exercise evaluators, controllers, and Simulation Cell operators.

#### XI. DELIVERABLES / REPORTS FOR EXERCISES

- A. Exercise Documents: Contractor shall provide all documents necessary to conduct seminars, workshops, tabletops, drills, functional and full-scale exercises in accordance with HSEEP guidelines. These documents should include, but not be limited to: Exercise Plan, Controller/Evaluator Plan, Master Scenario Events List (MSEL), Exercise Evaluation Guides, etc.
- B. Contractor must provide rosters, sign-in sheets, and presentation materials for all planning meetings conducted in support of all seminars, workshops, tabletops, drills, functional and full-scale exercises and will deliver to the ASUA Training & Exercise Program Manager upon completion of the planning activity at its cost.
- C. Contractor must complete After Action Reports (AARs) for all seminars, workshops, tabletops, drills, functional and full-scale exercises. Copies of these AARs must be provided to the ASUA Training & Exercise Program Coordinator within 60 days of any seminars, workshops, tabletops, drills, functional, and full-scale exercises.
- D. Contractor must complete an Improvement Plan for each seminar, workshop, tabletop, drill, functional and full-scale exercise delivered. Copies of the Improvement Plan will be provided to the ASUA Training & Exercise Coordinator within 60 calendar days of any seminars, workshops, tabletops, drills, functional, and full-scale exercises.
- E. Proposer shall upload, on behalf of the ASUA, all necessary AARs and Improvement Plans into HSEEP within 60 calendar days of completing any exercise activity.

## XII. QUANTITIES FOR EXERCISES

Quantities listed herein are estimates and are not to be construed as a commitment. No minimum or maximum is guaranteed or implied.

## XIII. PRICING FOR EXERCISES

- A. All price quotes offered during an informal request for quote process will remain firm for the term of the resulting PO under the Agreement.
- B. Unless otherwise stated, Proposer agrees that, in the event of a price decline, the benefit of such lower price shall be extended to the City.
- C. All prices are to be F.O.B. destination. Any freight/delivery charges are to be included.
- D. Any price increase or decrease for subsequent contract terms may be negotiated between Proposer and City only after completion of the initial term.
- E. Taxes and freight charges:
  - 1. The City is soliciting a total price per single delivery of each seminar, workshop, tabletop, drill, functional, and full-scale exercise. The price quoted for each seminar, workshop, tabletop, drill, functional, and full-scale exercise shall be the total cost the City will pay including Sales, Use, or other taxes and all other charges.
  - 2. No charge for delivery, drayage, express, parcel post packing, cartage, insurance, license fees, permits, costs of bonds, or any other purpose, except taxes legally payable by City, will be paid by the City unless expressly included and itemized in the SOQ.
  - 3. Amount paid for transportation of property to the City of Santa Ana is exempt from Federal Transportation Tax. An exemption certificate is not required where the shipping papers show the consignee is the City of Santa Ana; as such papers may be acceptable by the carrier as proof of the exempt character of the shipment.
  - 4. Articles sold to the City of Santa Ana are exempt from certain Federal excise taxes. The City will furnish an exemption certificate.
- F. All prices quoted shall be in United States dollars and "whole cent," no cent fractions shall be used. There are no exceptions.
- G. Price quotes shall include any and all payment incentives available to the City.
- H. Proposer are advised that in the evaluation of costs, if applicable, it will be assumed the unit price quoted is correct in the case of a discrepancy between the unit price and an extension.

- I. Federal and State minimum wage laws apply. The City has no requirements for living wages. The City is not imposing any additional requirements regarding wages.

#### XIV. AWARD FOR EXERCISES

- A. The City reserves the right to reject any or all responses that materially differ from any terms contained in this RFQ or from any Exhibits attached hereto, to waive informalities and minor irregularities in responses received, and to provide an opportunity for proposers to correct minor and immaterial errors contained in their submissions. The decision as to what constitutes a minor irregularity shall be made solely at the discretion of the City.
- B. The City reserves the right to award to a single or multiple proposers.
- C. The City has the right to decline to award an agreement or any part thereof for any reason.
- D. City Council approval to award an Agreement will be required.
- E. Agreement must be negotiated, finalized, and signed by the recommend awardee(s) prior to City Council approval.
- F. Final Agreement terms and conditions will be negotiated with the selected Contractors.
- G. The RFQ specifications, terms, conditions, and Exhibits, RFQ Addenda and Proposer's SOQ, may be incorporated into and made a part of any agreement that may be awarded as a result of this RFQ.

#### XV. METHOD OF ORDERING FOR EXERCISES

- A. As exercises are required, subsequent solicitations in the form of requests for firm price quotations and scope of work will be requested from Contractors with which the City has an Agreement.
- B. Contractors who have been qualified will be provided a scope of work for the desired seminar, workshop, tabletop, drill, functional or full-scale exercise and requested to provide a written quotation. These quotations will be reviewed and evaluated by the ASAUA Grant Office. The City shall not be obligated to accept the lowest priced quotation, but will award individual projects in the best interests of the City after all factors have been evaluated. City reserves the right to negotiate scope of work and pricing prior to award of any project.
- C. Individual order price quotations shall be provided upon request per project and shall include, but not be limited to, an identifying (quotation) number, date, City of Santa Ana agreement number, requestor name and phone number, ship to location, itemization of services with complete description and price per item and a summary of total cost for services, shipping, and tax.
- D. Purchase Orders (POs) will be issued upon approval of written itemized quotations received from the Contractor(s).

- E. POs will be faxed, transmitted electronically, or mailed and shall be the only authorization for the Contractor to place an order.
- F. POs and payments for service will be issued only in the name of the Contractor.
- G. Contractor shall adapt to changes to the ordering method or ordering procedures as required by the City during the term of the agreement.
- H. Change orders shall be agreed upon by Contractor and City and issued as needed in writing by the City.

#### XVI. ACCOUNT MANAGER / SUPPORT STAFF FOR EXERCISES

- A. Proposer shall provide a dedicated competent account manager who shall be responsible for the City account / agreement. The account manager shall receive all orders from the City and shall be the primary contact for all issues regarding the Proposer's response to this RFQ and any agreement which may arise pursuant to this RFQ.
- B. Proposer shall also provide adequate, competent support staff that shall be able to service the City during normal working hours, Monday through Friday. Such representative(s) shall be knowledgeable about the agreement, training offered, and able to identify and resolve quickly any issues included, but not limited to order and invoicing problems.
- C. Proposer account manager shall be familiar with City requirements and standards and work with the City to ensure that established standards are adhered to.

Proposer account manager shall keep the City and ASAUA Training & Exercise Program Manager informed of requests from departments as required.

#### XVII. INVOICING FOR TRAINING AND/OR EXERCISE COURSES

- A. Contractor shall invoice the City, unless otherwise advised, upon satisfactory receipt of performance of services.
- B. City will use best efforts to make payments within forty-five (45) days following receipt and review of invoice and upon complete satisfactory receipt of performance of services.
- C. Invoices should be Emailed to:

Sgt. Roland Andrade  
Santa Ana Police Department  
Homeland Security Division / M-18  
60 Civic Center Plaza  
P.O. Box 1981  
Santa Ana, CA 92701  
Email: [RAndrade2@santa-ana.org](mailto:RAndrade2@santa-ana.org)

- D. City shall notify Contractor of any adjustments required to invoices.

E. Invoices shall include, at minimum:

- City PO number (if applicable);
- Invoice number;
- Agreement number;
- Remit to address;
- Itemized services;
- Course description
- Pricing as per agreement;
- Instructor name;
- Number of participants;
- Course date(s); and
- Shall be accompanied by acceptable proof of delivery.

F. Contractor shall utilize standardized invoices upon request.

G. Invoices shall only be issued by the Contractor who is awarded an agreement.

H. Payments will be issued to and invoices must be received from the same Contractor whose name is specified on the POs.

## EXHIBIT B

### COSTS – TRAINING CLASSES AND EXERCISES

| TRAINING  |   |                               |
|---|---|-------------------------------|
| Course Title  | Description   | Total Course Cost (Estimated) |
| Advanced Public Information Officer (L0388)         | This advanced course builds on the foundations established in the Basic Public Information Officer course series: This course provides participants the knowledge and skills to establish, manage and work within a joint information center. The training will allow students to develop the skills to coordinate a message once developed and to modify if problems or sources of confusion arise. It discusses techniques to develop strategic messaging in support of incident action plans, managing joint information centers including personnel and stress. | \$48,000                      |
| Community Mass care and Emergency Assistance (G108) | This course prepares jurisdictions to manage Mass Care and Emergency Assistance functions effectively and work together to plan and provide Mass Care Emergency Assistance services. This course also provides jurisdictions with an understanding of Mass Care and Emergency Assistance roles and responsibilities for the Local, OA, Region, and State levels.  | \$17,000                      |
| Mitigation for Emergency Managers (G393)            | This course is designed to enable the non-technical emergency worker to acquire skills in the use of mitigation. The course provides training on how to perform mitigation activities fundamental to reducing and eliminating long-term risks to human life, property and the environment from hazards. The course also addresses the important roles of the emergency program manager (or other local government representative) in mitigation: motivator, coordinator, and monitor in local implementation of the National Mitigation Strategy.                   | \$22,000                      |

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| Recovery from Disaster - The Local Community Role (G205) | This course introduces disaster recovery principles, practices and policies relating to Public Assistance and Individual Assistance programs and guidance on developing a local disaster recovery plan for community resiliency. The course discusses recovery planning at the local, state and federal levels. Examples are used from real disaster events by incorporating activities to support participant learning throughout the course and giving participants the opportunity to develop an outline of their own recovery plan.   | \$22,000 |
| Emergency Management Concepts                            | This course introduces participants to key emergency management principles that will enhance their capabilities to work in a Local, Operational Area, Regional, or State Emergency Operations Center (EOC). Course content includes Essential EOC Section/Position training and a series of progressive table top and functional exercises.   | \$40,000 |
| Emergency Planning (G235)                                | This course provides an overview of the critical function of emergency planning in incident response and recovery. Topics covered include the range of human services and legal considerations that are part of an effective “whole community” planning effort. Participants learn the tools and techniques found in FEMA’s Comprehensive Planning Guide (CPG 101) and the step-by-step process to develop an all-hazard Emergency Operations Plan (EOP). The methodology to link local jurisdiction plans with State and Federal plans is also reviewed along with a practicum exercise to enhance student learning. | \$20,000 |
| EOC Action Planning (G626)                               | This course focuses on an Emergency Operations Center's action planning process. Participants learn what the action plan contains and the process to develop an action plan. Content includes what each SEMS Section contributes to develop the action plan and the individual's role.  | \$20,000 |

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| EOC Management and Operations (G775)                     | This two-day course is designed to examine the role, design, and functions of the Emergency Operations Center (EOC) and their relationships as components of a multi-agency coordination system. The course provides training about staffing and organization, information, systems, communications and equipment needs at the EOC, activating and deactivating the EOC, EOC operations and EOC training and exercising. Participants will have the opportunity to apply what they have learned during group activities. This course will also focus on the coordination between the Incident Command System (ICS) and the decision making procedures taking place in the EOC. | \$24,000 |
| EOC Section Overview: All (G611A)                        | This training module focusses on key Emergency Operations Center (EOC) positions within the Management, Operations, Planning & Intel, Logistics, and Finance & Admin Sections based on the state OES EOC Section/Positioning document.   | \$40,000 |
| EOC Section Overview: Finance and Admin (G611F)          | This training module focuses on key Emergency Operations Center (EOC) positions within the Finance & Admin Section based on the state OES EOC Section/Position credentialing document.   | \$13,000 |
| EOC Section Overview: Logistics (G611L)                  | This training module focuses on key Emergency Operations Center (EOC) positions within the Logistics Section based on the state OES EOC Section/Position credentialing document.   | \$13,000 |
| EOC Section Overview: Management (G611M)                 | This training module focuses on key Emergency Operations Center (EOC) positions within the Management Section based on the state OES EOC Section/Position credentialing document.  | \$13,000 |
| EOC Section Overview: Operations (G611O)                 | This training module focuses on key Emergency Operations Center (EOC) positions within the Operations Section based on the state OES EOC Section/ Position credentialing document.   | \$13,000 |
| EOC Section Overview: Planning and Intel Section (G611P) | This training module focuses on key Emergency Operations Center (EOC) positions within the Planning and Intel Section based on the state OES EOC Section/Position credentialing document.  | \$13,000 |

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| Evacuation and Re-Entry Planning (G358)  | This course provides participants with the knowledge and skills needed to design and implement an evacuation and re-entry plan for their jurisdictions. The course uses a community's vulnerability analysis and evacuation plan. The course also addresses evacuation behavior and recommends methods to make evacuation and re-entry more efficient. This course does not address the decision to evacuate or re-enter. | \$16,000 |
| G290/G291 Basic Public Information Officer and Joint Information System/Joint Information Center | The course is designed for people who work with the media in times of crisis and day-to-day media relations. The program emphasizes the importance of developing a Public Information Officer (PIO) team, communications skills, leadership and working in a Joint Information Center (JIC) using Joint Information Systems(JIS).   | \$44,000 |
| Hazardous Materials Assistant Safety officer   | This course concentrates on safe hazardous materials incident operations are critical to response and containment. Students will begin by assessing the incident as a "big picture" and learn to maintain site safety and control.  | \$14,000 |
| Hazardous Materials Incident Commander   | This course provides the tools a person needs to assume control of an emergency response to a hazardous materials incident. Instructional methods include class activities, case studies and table top exercises with emphasis on hands-on decision making.   | \$9,500  |
| Hazardous Materials Incident Commander - Pro Board   | This course provides the tools a person needs to assume control of an emergency response to a hazardous materials incident.   | \$12,500 |
| Human Trafficking Seminar  | This course provides a review of critical or developing issues for law enforcement, emergency management and victim service personnel, in addition to updates on new emerging tactics, techniques and protocols in the fight against human trafficking. The object of this refresher class is to update skills, gain knowledge and to maintain competency as a front-line combatant fighting modern day slavery.          | \$18,000 |

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| Human Trafficking: Modern Day Slavery                                | This course is an intensive examination of human trafficking – often referred to as modern-day slavery – is designed to give professionals a deep understanding of how the timeless exploitation of human beings has become one of the fastest growing criminal enterprises in the world today. From historical examinations of slavery, to the use of modern technology and social media, this course is designed to give investigators, victim services providers, and other practitioners a robust understanding of why, and how, exploitation occurs. This course is designed for anyone involved in the response to trafficking who desires a deeper knowledge of the challenges involved, how we can all better support victims of trafficking, and successfully prosecute traffickers. | \$36,000 |
| Incident Command System/Emergency Operations Center Interface (G191) | This course provides participants with an understanding of ICS/EOC Interface. Content includes an overview of ICS and MACS, and a practical exercise to discuss, apply, and validate workshop concepts and ideas for effective ICS and EOC Interface.   | \$13,000 |
| ICS-300 Intermediate ICS for Expanding Incidents                     | The training and resources provided in this course will assist personnel who require advance application of ICS. The course will benefit anyone who is responsible to function in a command post managing an expanding incident. The training will introduce how to develop an Incident Action Plan and interactions between general and command staff.   | \$20,000 |
| ICS-400 Advanced ICS for Command and General Staff                   | This course builds upon information covered in the ICS-100, ICS-200, and ICS-300 courses and explains the roles and responsibilities of local, county, state and federal agencies involved in managing an expanding incident. Enhance your command decision-making skills by participating in group activities that introduce the use of an Incident Complex and Area Command, and the interactions between Multi-Agency coordination (MAC) entities.   | \$20,000 |

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| Integrating Access and Functional Needs into Emergency Management (G197) | This course focuses on developing plans that integrate people with disabilities and others with access and functional needs (AFN) into response and recovery by specifically addressing communication, sheltering, evacuation and transportation concerns.  | \$17,000 |
| Local Volunteer and Donations Management (G288)                          | The course is designed to strengthen the abilities of local jurisdictions to successfully prepare for and handle volunteer and donations management issues that may arise. The course content and activities may also serve as a template, thereby enhancing uniformity to address donated unsolicited goods, unaffiliated volunteers, and undesignated cash.   | \$14,000 |
| Management of Spontaneous Volunteers in Disasters (G489)                 | This course introduces the skills and planning considerations required to manage large numbers of people who are not affiliated with an experienced relief organization, but who want to help in disasters. These helpers or "spontaneous volunteers" are generally well motivated and sincerely want to help., But if their efforts and resources are not coordinated effectively, they could be counterproductive, wasteful, and often place a strain on the disaster area.                       | \$13,000 |
| Rapid Needs Assessment (G557)  | This course provides information and resources that will enable participants to plan an effective Damage Assessment Program and conduct rapid and effective damage assessments in order to save lives, protect property and the environment, and begin the process of recovery and mitigation. This course focuses on plans and procedures for responding to the initial 4 hours of a disaster. Content includes pre-event planning, intelligence gathering and situational awareness distribution. | \$17,000 |
| SEMS Executive Management Course (includes ICS-402)                      | This course covers ICS/SEMS/NIMS for executive staff including elements of ICS for executives   | \$13,000 |

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| Social Media Engagement Strategies (PER-343)              | This course will provide participants with the knowledge and skills to implement strategies to better engage individuals and partner organizations. Participants will experience more in-depth training in the use of content types, engagement strategies, and measurement tools for social media. The course will enable participants to create a social media strategy and better adapt to changing needs and strategies throughout the phases of emergency management. Group activities throughout the course will assist to reinforce the use of social media strategies in emergency management.   | \$13,000 |
| Social Media for Disaster Response and Recovery (PER-304) | This course focuses on the use of social media in disaster preparedness, response, and recovery. Social media has shown to help people communicate and collaborate about events as the events unfold. Social media can provide rapid and immediate real-time information about events that helps provide greater situational awareness leading to better decision making. Participants are provided with the knowledge and skills to integrate social media into their current communication plans. The course defines social media and its uses and identifies the tools, methods, and models to properly make use of social media in the context of disaster management and provides the information and hands-on experience necessary to help the participants' create social media disaster plans. | \$13,000 |
| Social Media Tools and Techniques (PER-344)               | This course is designed to provide participants with the knowledge and skills to use intermediate social media tools and techniques for situational awareness during an emergency. Participants will learn and use tools such as mapping applications, data analysis, and data mining for research and management. It aims to reach public and private sector organizations who have responsibility for conveying disaster-related information to the public or who are responsible for gathering information during and after a disaster.   | \$20,000 |

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| Terrorism I: International Terrorism                | This course concentrates on understanding the various aspects of international and transnational terrorism and homegrown violent extremism and developing effective strategies to counter the threat posed by contemporary international terrorist operating against, or within, the United States.   | \$31,500 |
| Terrorism II: Domestic Terrorism                    | This course focuses on understanding the various aspects of domestic terrorism and extremism and developing effective strategies to counter the threat posed by contemporary domestic terrorist and extremists operation within the United States.  | \$25,500 |
| Terrorism III: Advanced Counterterrorism Strategies | Intended for graduates of CSTI's Terrorism I and II courses; this course offers students the opportunity to apply the knowledge, skills and resources obtained in those courses to develop counterterrorism strategies in a simulated war game which compares and contracts one team's proactive force protection methods against a dedicated adversary's attack plan.  | \$29,000 |
| Terrorism Intelligence Analysis                     | This course is designed for both collectors and consumers of intelligence, as well, as newly assigned terrorism intelligence analysts and Terrorism Liaison Officers (TLOs). While the course includes the basics of criminal intelligence analysis methodology, the information is presented within the framework of intelligence as it relates to terrorist activity. | \$27,000 |