

Consulting Services



Scope of Work

Training

- Two, virtual, asynchronous training modules:
 - ICS for School Leaders: 45 minutes
 - Basic Emergency Response for All Faculty and Staff: 45 minutes
- Participant feedback questionnaire and curated response follow-up for each training
- Optional video of feedback discussion and response, 30 minutes total

Charge: \$0 as rollover from 22-23 contract

Completion Date: NLT 10/31/23

Program Development

- Refinement and standardization of current communication protocols for emergency response
- Development of a collection of communications templates that can be deployed during different types of emergency scenarios
- Development or refinement of At-a-Glance Emergency Reporting Chart
- Review and revise emergency manual and standard operating procedures
- Refine or develop Incident Command structure and reporting
- Establish standardized drill protocols and procedures
- Establish and Advise a Safety Committee
- Conduct a "Community Listening Tour" to gather feedback and impressions of safety and security

Implementation

- Regular check in calls with Consultant
- Guidance, resources, and support related to school safety
- Real-time incident response and crisis communication
- 1 quarterly incident step-back
- Program and vendor oversight and management

Joffe Academy access and 1 use of the crisis management hotline are provided free with this agreement. Additional use of the crisis management hotline will be billed at a rate of \$275/hour.

Term Length Pricing

| Service | Price | Hours | Travel & Expenses | Subtotal |
|---------------------------------|----------|-------|-------------------|----------|
| Training | \$275.00 | 0 | \$0.00 | \$0.00 |
| Rollover from previous contract | | | | |

| | | | | |
|--|----------|----|--------|------------|
| Program Development and Implementation | \$250.00 | 30 | \$0.00 | \$7,500.00 |
|--|----------|----|--------|------------|

Total **\$7,500.00**

Terms of Service

Monthly Pricing

October 1, 2023 - December 31, 2023

\$2,500

Payment Terms (Please select one.)

- Option 1:** Annual Payment (in advance): First payment due net 15 days from the execution of this agreement; subsequent payments due on the 1st of November for each subsequent year. (Subsequent annual bill will "true up" for any discrepancies to include, but not limited to overtime, missed shifts, and equipment.) (5% discount)
- Option 2:** Quarterly Payment (in advance): First payment due net 15 days from the execution of this agreement; subsequent payments due on the 1st day of each quarter in which service is to be provided. (Subsequent quarter's bill will "true up" for any discrepancies to include, but not limited to overtime, missed shifts, and equipment.) (2% discount)
- Option 3:** Standard Monthly Billing: Client will be invoiced on the first day of the month the day after services were provided. Payment is due upon invoice.

Client billing contact information

Name: John Zepezauer

Email: jzepezauer@mvwsd.org

Title: Account Technician

Phone: 650-526-3546

Payment Instructions (Please select one.)

- Pay by Wire or ACH:**
 Bank Name: First Republic Bank
 Bank Address: Santa Monica, CA
 Routing & Transit #: 321081669
 For the credit of: Joffe Emergency Services
 Address: P.O. Box 25638, Pasadena, CA 91185
 Credit Account #: 80014207027
- Pay by Check:**
 Company Name: Joffe Emergency Services
 Company Address: P.O. Box 25638, Pasadena, CA 91185
- Pay by Credit Card:**