

## MEMORANDUM OF AGREEMENT

This Memorandum of Agreement (MOA) is entered into by and between the City of Fort Worth, Texas (Customer) and the Texas A&M Engineering Extension Service (TEEX) shown below as Contracting Parties.

### I. CONTRACTING PARTIES:

The Receiving Party: City of Fort Worth

1000 Throckmorton St.

Fort Worth, TX 76102

The Performing Party: Texas A&M Engineering Extension Service

P.O. Box 40006

or

200 Technology Way

College Station, TX 77842

College Station, TX 77845

### II. STATEMENT OF SERVICES PERFORMED:

All or part of the Statement of Services is approved on a TEEX GSA contract: \_\_\_ Yes  No

If yes above, and the customer is GSA eligible, the approved portion is a GSA sale unless otherwise noted below:

\_\_\_ The customer has verified this is not a GSA related sale.

\_\_\_ Other: (please state the reason)

*"See Statement of Services dated December 1, 2015, and attached hereto and incorporated as Attachment A".*

### III. CONTRACT AMOUNT:

The total amount of this contract is \$ 136,602.00 (One Hundred Thirty Six Thousand, Six Hundred and Two Dollars and Zero Cents.

### IV. PAYMENT FOR SERVICES:

Payment for services performed shall be billed lump sum with payment due within thirty (30) days of completion.

### V. TERM OF CONTRACT:

This Contract is to begin as of the date of the last signature and shall terminate 31 August 2016.

If this Agreement is not signed by all parties and returned to both parties within 60 days of date of the first signature below, then this Agreement will be null and void and of no further effect.

### VI. ALTERNATIVE DISPUTE RESOLUTION

The dispute resolution process provided in Chapter 2260, Texas Government Code, and the related rules adopted by the Texas Attorney General pursuant to Chapter 2260, shall be used by Customer and TEEX to attempt to resolve any claim for breach of contract made by Customer that cannot be resolved in the ordinary course of business. Customer shall submit written notice of a claim of breach of contract under this Chapter to the Deputy Director of TEEX, who shall examine Customer's claim and any counterclaim and negotiate with Customer in an effort to resolve the claim.

Both Parties reserve the right to terminate this agreement for reasonable cause or if it is determined the objectives of this program cannot be accomplished. Party wishing to terminate this program must notify

the other Party in writing thirty (30) days in advance and arrange for a mutual settlement of expenses incurred.

Customer Contact:	Amanda Everly	TEEX Contact:	Tony Crites
Email Address:	amanda.everly@fortworthtexas.gov	Email Address:	Tony.crites@teex.tamu.edu
Phone:	817-392-2835	Phone:	979-458-5616

The undersigned Parties bind themselves to the faithful performance of this Contract.

**For the Customer:**

**Texas A&M Engineering Extension Service:**

By:	_____	By:	
Name:	_____	Name:	Dan Gray
Title:	_____	Title:	Associate Agency Director/CFO
Date:	_____	Date:	12-11-15

Reviewed by  
ESTI Business Office



**ATTACHMENT "A"**  
**City of Fort Worth, Texas**  
**TEEX Emergency Operations Training Center (EOTC)**  
**Jurisdictional Crisis Incident Management for Incident Command Post**  
**(J CIM-ICP) Course**  
**Statement of Services**  
**December 1, 2015**

**Course Overview:** The Jurisdictional Crisis Incident Management for Incident Command Post (J CIM-ICP) Course provides jurisdictional teams with incident management and decision-making skills required to safely and effectively manage any "All Hazards" large scale or catastrophic incident (natural, man-made or terrorism) in their specific jurisdiction/region. The course provides a brief overview of emergency response considerations and methodologies of the Incident Command System (ICS) in a unified command structure, followed by four (4) computer-driven simulated scenarios. This course, using a multidiscipline, jurisdictional team building approach, focuses on the ICP critical decision-making requirements within the command and control nodes. The course exercises incident management skills, staff responsibilities, and related decision-making requirements. Each staff position is integrated into a unified command structure within the ICP. During the simulations, participants may train in a fixed, assigned position, or opt to train in several positions during simulation exercises. Over 70% of the course is hands-on computer-driven simulation training activities, designed to reinforce and hone their incident management and decision-making skills during the simulated response to a large scale or catastrophic (Expanding type 3) incident. This course is extremely flexible and can be tailored to meet the jurisdictional training needs.

**Course Scope:** The scope of this course addresses a number of priorities and capabilities that the Department of Homeland Security is encouraging state and local jurisdictions to establish. This training course assists with establishing priorities for the National Planning Scenarios, National Preparedness Goals, the Universal Task List, and the Target Capabilities List.

**Participants:** Emergency responders who are in management or supervisory positions that may be required to perform in an incident command or general staff function for a jurisdiction during a response to any "All Hazards" incidents. Each course is designed for up to a maximum of 50 participants – responders, supervisors and managers - in a balanced representation of the following disciplines or services:

- Fire Services
- Emergency Medical Services (EMS)
- Hazardous Materials (Hazmat)
- Law Enforcement
- Public Health
- Health Care
- Public Works
- Emergency Management
- Governmental Administration
- County, State, and Federal agency personnel who will respond with a local jurisdiction during any All Hazards or CBRNE/terrorism incident
- Private/Corporation

**Course Length:** Each course is three and one-half days (28 hours).

**Course Delivery Dates:** Tuesday 29 March, 2016 to Friday 1 April, 2016

**Course Delivery Location:** Texas A&M Engineering Extension Service's (TEEX), Emergency Operations Training Center (EOTC), Disaster City®, in College Station, Texas.

**Course Specifics:**

The J CIM-ICP course delivery begins with a refresher of NIMS Incident Command System (ICS) operational/planning requirements. Topics include information and resource management processes, situational awareness and decision making processes, and large-scale (practical) incident management application skills. Other specifics include:

- Four (4) computer-based simulation exercises, three (3) four hours in length and one (1) eight hour jurisdictional terrorism specific exercise for up to a maximum of 50 students per course.
- The exercises will be chosen by the jurisdiction.
- EOTC staff will coordinate travel between the lodging facility and the EOTC daily for class.
- TEEX will not provide travel, lodging, or per diem for the course.

**Deliverables:**

- Conduct one (1) J CIM-ICP course that is 28 hours in length (3 ½ days) for up to a maximum of 50 students consisting of:
  - One half day of NIMS / ICS operational review
  - Three 4 hour exercise scenarios selected by the jurisdiction and one 8 hour jurisdictional terrorism specific scenario exercise.
  - Noontime meal for three days during the course delivery
- Provide round trip transportation from the hotel to the Emergency Operations Training Center Tuesday through Friday of the course week.

**Delivery Costs:**

1 J CIM-ICP Course Delivery: \$136,602.00

**Total Cost:** \$ 136,602.00