



Mission Support Alliance

Technical Proposal

Title: Othello Police Department Law Enforcement EVOC Training at Hanford Patrol Training Academy

Revision Number: 0

Date: June 28, 2017

Start: July 21, 2017

Finish: August 9, 2017

1.0 DESCRIPTION

The Othello Police Department requests the use of Hanford Patrol Training Academy (PTA) EVOC skills pad, track, and trailer on July 21 and August 9, 2017.

2.0 DELIVERABLES

HAMMER/Hanford Training Center will:

As requested by the PTA EVOC Program Manager (PM), in HFACTS complete and submit a Customer Requirements Form (CRF) to reserve the EVOC skills pad, track and trailer for the training dates agreed to by the PTA EVOC PM and the Law Enforcement Customer's Point of Contact (LE POC).

Prepare and submit required contracting documents, e.g., Appendix A (Contract Service Agreement), and a Cost Estimate, to the LE POC and others, iff/as required.

Give copies of any required documents to the LE POC for review and approval. Ensure paper copies of the aforementioned documents are maintained on file, including those that have been signed (approved) by the LE POC.

Give copies of Appendix B (General Release and Indemnification Form) of the Service Agreement to the PTA EVOC PM before training commences.

The Hanford PTA will:

Unless pre-approved by the Commandant, PTA, allow only one agency at a time to use the EVOC.



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Confirm the LE POC wants his/her department personnel trained to the PTA's approved EVOC lesson plan¹ and not to a variation of same, e.g., one that has been modified, tweaked, revised or otherwise changed.

Confirm the LE EVOC Instructors are certified for the type of vehicles the agency will bring to the training.

Ensure only vehicles authorized for use on EVOC by Hanford PTA are used during the training event.

Have the HAMMER LE PM reserve the EVOC skills pad, track and trailer for the training dates agreed to by the PTA EVOC PM and the LE POC.

Complete and submit/file the required HAMMER approval paperwork.

Provide the LE Customer's personnel access to the EVOC classroom and props as scheduled.

Provide the initial PTA/EVOC facility training/safety briefing/orientation to EVOC LE POC before training commences.

Provide certification and recertification of LE POC EVOC instructors (Certification is per the Washington State Criminal Justice Training Center Requirements for EVOC Instructors).

Have all EVOC students and the LE Customer's instructors/safety officers sign, date and turn in to the PTA EVOC PM an Appendix B (General Release and Indemnification Form) to the Service Agreement, before training commences.

Ensure training conducted per the PTA's approved EVOC lesson plan.

LE Customer POC will:

Submit the EVOC training request to the PTA EVOC PM and confirm department personnel are to be trained to the PTA's approved EVOC lesson plan and not to a variation of same, e.g., one that has been modified, tweaked, revised or otherwise changed.

Upon receipt of required contracting documents, e.g., Appendix A (Contract Service Agreement), review and approve (sign/date) same if acceptable then return them to the HAMMER LE PM. If not acceptable, work with the PTA EVOC PM and/or the HAMMER LE PM to resolve the issue(s).

¹ All PTA lesson plans are required to be reviewed and approved by the Hanford Patrol Protective Force Safety Organization to ensure the training can be conducted in compliance with applicable hazard analysis (reference SAS-7321, Hazards Analysis Procedure) and PTA facility, training, safety and environmental requirements.



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Ensure that department personnel who are to be trained complete the PTA/EVOC facility training/safety briefing/orientation before training commences.

Ensure each training participant reads, signs, dates and turns in an Appendix B (General Release and Indemnification Form) to the PTA EVOC PM before training commences.

Ensure department personnel are trained in accordance with the PTA's approved EVOC lesson plan.

During the period of his/her department's EVOC reservation, deny EVOC use to other external agencies unless prior approval is granted by the Commandant, Hanford Patrol Training Academy.

Will ensure that their EVOC instructors recertify every two years or sooner as needed.

Will ensure PTA approval for any vehicles not previously authorized for use at the EVOC.

Contacts:

MSA Tech POC: Dennis Humphreys
509-376-3020 - Office
509-948-0091 - Cell
Dennis_C_Humphreys@rl.gov

MSA Finance POC: Linda Inions
509-376-0800 - Office
Linda_M_Inions@rl.gov

Appendix A Contract – Attachment 03

Service Agreement HMR-SA-06-011

with the Othello Police Department

for the use of

Patrol Training Academy's Emergency Vehicle Operations Course

Statement of Work:

The Patrol Training Academy will provide the customer access to the classrooms and props at EVOC based on scheduled dates during the period July 21 and August 9, 2017 for the following price per day:

Please see attached estimate.

Rate	\$401.39
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NA Zuni

Price excludes 3% DOE-RL administrative adder.

The use of the facility and associated services are subject to the referenced agreement terms and conditions.

Cancellation Policy:

Customers canceling 10 working days or more prior to scheduled facility use will be able to obtain a 100% refund of monies paid, less any costs incurred specifically in support of customer requirements. Cancellations of less than 10 working days but 5 or more will result in a refund of 50% less incurred costs. Less than 5 days will result in no refund.

Damage Policy:

Per the Washington Comparative Fault Statute (R.C.W. 4.22), parties are responsible for personal injury and property damage they may cause during the use of HAMMER and/or the Patrol Training Academy.

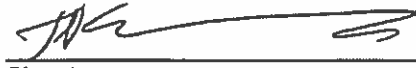
Payment:

Payment will be made by the customer upon completion of the agreed upon use of the facility per RCW 42.24.080, which precludes the customer from making payment prior to the services being rendered. Payment will be sent to the following address within two weeks of the completion of the agreed upon use:

Mission Support Alliance
Attn: Cashier H3-09
PO Box 650
Richland, WA 99352

Acceptance:

For the Customer:

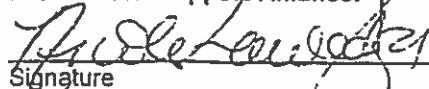


Signature
JPSchenck 7-18-17

Printed Name Date
Chief

Title

For Mission Support Alliance:



Signature
Nicole Zawadzka 7/11/17

Printed Name Date
for HAMMER Director



COST ESTIMATE PROPOSAL
MSA - FY17
Version 1.3

1. Work Request No.
2. CACN
3. WBS

A. GENERAL INFORMATION

Title		Prepared by		Date	
Othello Police Department EVOC Training		Linda Inlons 509-376-0800		6/28/2017	
Requestor	Company	Technical POC		Financial POC	
	Othello PD	Officer Brent McFarlane 509-488-3314		Asst Chief Dave ReHaume 509-488-3314	
Performer	Org. Title	Technical POC		Financial POC	
	MSA	Dennis Humphreys 509-376-2030		Linda Inlons 509-376-0800	
Performance Dates	Begin:	7/21/2017 8/9/2017	End:	7/21/2017 8/9/2017	Total Estimated Cost - FY17 \$401.39

B. DETAIL DESCRIPTION OF COST ELEMENTS

					EST. COST (\$)	TOTAL EST. COST (\$)
0. Direct Labor			ESTIMATED HOURS			
<i>Cost Center</i>	<i>COCS/Description</i>					
	TOTAL DIRECT LABOR					\$ -
1. Material	Calculate SPEF		NO	\$ -		
2. Subcontracts				\$ -		
3. Other Direct Costs				\$ -		
4. Other Originated Costs				\$ -		
	TOTAL					\$ -
5. Revenue	Calculate HAMMER Adder		YES			\$ 377.60
6. Overhead Allocations	Direct Labor Adder	O.H. RATE %	x BASE			
Content/Records Management	4H420, 4H430	19.4%	\$ -	\$ -		
Janitorial	4E560	17.3%	\$ -	\$ -		
Maintenance	4E500, 4E510, 4E520, 4E530, 4E540, 4E550	52.0%	\$ -	\$ -		
Transportation	4E400, 4E410, 4E420, 4E430, 4E440	40.2%	\$ -	\$ -		
Software Engineering	4H310	17.3%	\$ -	\$ -		
	TOTAL DIRECT LABOR ADDER					\$ -
TOTAL BASE COST (Total of Items 1 through 6)						\$ 377.60
7. General and Administrative	Rate	6.30%				\$ 23.79
TOTAL ESTIMATED COST						\$ 401.39
8. Proposed Fee (see instructions)	Rate	8.0%	RFSS ONLY			
Fee Applicable? (Yes / No)	Yes/No					
Labor Fee Adder						
Non Labor Fee Adder						
TOTAL ESTIMATED FEE						\$ -
9	TOTAL ESTIMATED COST PLUS FEE TO REQUESTOR					\$ 401.39
10. DOE Added Factor	NO	Rate	3.00% x Item 9			
TOTAL ESTIMATED COST TO REQUESTOR						\$ 401.39

APPENDIX B

To Service Agreement No. HMR-SA-06-011
Othello Police Department
July 21 and August 9, 2017; Course 3519 2-3

Volpentest HAMMER Federal Training Center/Patrol Training Academy
GENERAL RELEASE AND INDEMNIFICATION
U.S. Citizens

I, the undersigned, expressly acknowledge that my participation in the Volpentest HAMMER Federal Training Center (HAMMER)/Patrol Training Academy (PTA) training activities may expose me, either directly or indirectly, to certain hazards inherent in the transportation to, viewing of, and participating in the operation of training props and demonstrations. Such hazards may give rise to personal injury, including death, or property damage or loss.

I have been informed and understand that Mission Support Alliance, LLC (MSA) and the U.S. Department of Energy (DOE) do not provide accident, health, medical, disability, or other types of insurance for the protection of those who participate in the HAMMER/PTA training activities. Furthermore, I understand that it is recommended that I have a medical insurance policy in effect during my participation.

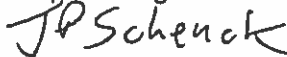
I certify that if I have any reason (physical, medical or otherwise) which would impact my ability to participate in this training, I will advise HAMMER/PTA staff of my condition and follow instructions given me by HAMMER/PTA staff.

In consideration of the privilege of participating in HAMMER/PTA training activities, the undersigned, for myself, my heirs, administrators, executors, successors, representatives, and assigns, do hereby knowingly, willingly, and voluntarily assume any and all risks of accident, personal injury, or property damage to myself and to my property consistent with the State of Washington Comparative Fault Statute (R.C.W. 4.22). I agree to now and forever release, acquit, discharge, indemnify, and hold harmless MSA and DOE, their officers, officials, directors, representatives, agents, employees, and contractors, from and against any and all claims, loss, causes of action, suits, cost or expense for any and all personal injury, death, or property damage arising directly or indirectly from my participation in HAMMER/PTA training activities.

 7-18-17

Participant's Signature

Date



Participant's Name (Print)

Othello PD

Organization, Company, Affiliation (Print)