

**AMENDMENT NO. 4 TO AGREEMENT BETWEEN
SAN DIEGO UNIFIED PORT DISTRICT
and
MOZAIK SOLUTIONS
for
EMERGENCY MANAGEMENT CONSULTING SERVICES
AGREEMENT NO. 235-2016SN**

The parties to this Amendment No. 4 to Agreement are the SAN DIEGO UNIFIED PORT DISTRICT, a public corporation (District) and MOZAIK SOLUTIONS, a California Corporation (Service Provider).

Recitals:

District and Service Provider are parties to an Agreement for Emergency Management Consulting Services. The agreement is on file in the Office of the District Clerk as Document No. 65681 dated October 6, 2016, as amended by Amendment No. 1, Document No. 65808 dated November 22, 2016, Amendment No. 2, Document No. 66749 dated June 6, 2017, and Amendment No. 3, Document No. 67481 dated November 9, 2017. It is now proposed to extend the agreement from December 31, 2018, to December 31, 2020 and increase the agreement amount by \$266,219.00 from a total of \$308,676.50 to \$574,895.50, replace the scope of services, and amend the compensation table and rate schedule.

The Parties Agree:

1. Section 2, **TERM OF AGREEMENT**, is hereby extended and shall terminate on December 31, 2020.
2. Section 3.a, **MAXIMUM EXPENDITURE**, is hereby increased by \$266,910.00 from \$308,676.50 for a new maximum amount payable under the agreement not to exceed \$574,895.50.

3. Attachment A, **SCOPE OF SERVICES**, shall be replaced with the Scope of Services (Revised 1/16/18) **[SEE ATTACHED]**.
4. Attachment B, **Compensation & Invoicing**, Section 1.a.(2) Fee Schedule is amended to add the additional table:

Item #	Deliverables	Compensation
1	Senior Leadership Seminar	
1a	Concept & Objectives/Initial Planning Meeting	\$9,000
1b	Final Planning Meeting	\$9,000
1c	Exercise Conduct	\$10,000
1d	Seminar Report	\$1,930
2	Port-wide Recovery and Business/Trade Resumption Prioritization Workshop/Tabletop Exercise (TTX)	
2a	Concept & Objectives Meeting	\$7,500
2b	Initial Planning Meeting	\$7,500
2c	Final Planning Meeting	\$9,000
2d	Exercise Conduct	\$13,500
2e	After-Action Report/Improvement Plan	\$2,500
	Port-wide Incident/Unified Command and Control/Transition to Recovery Functional Exercise (FE)	
3a	Concept & Objectives/Initial Planning Meeting	\$15,000
3b	Mid-Planning Meeting	\$15,000
3c	MSEL Development Conference	\$20,000
3c	Final Planning Meeting	\$20,000
3d	Exercise Conduct	\$31,000
3e	After-Action Report and Improvement Plan	\$9,000
4	Emergency Management Planning: District EOP Annex Development and City-District MOU/MOA Drafts	\$65,005 (T&M)
	Total Services:	\$244,935
	REIMBURSABLE EXPENSES (Not-to-Exceed) Exercise Supplies and Materials, Travel Expenses, Logistics for Exercise Support	\$21,284
	Total Reimbursable Expenses:	\$21,284
	Amendment No. 4 Amount	\$266,219.00
	Total Agreement Amount	\$574,895.50

5. Attachment B, **Compensation & Invoicing**, Section 1.a.(3) Rate Schedule is replaced with the following:

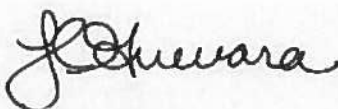
<u>Classification</u>	<u>Fully Burdened Hourly Billing Rate</u>
1. Project Manager	\$ 165
2. Analyst I	\$ 110
3. Analyst II	\$ 140
4. SME I	\$ 220
5. SME II	\$ 165
6. Controller/Facilitator/Evaluator I	\$ 120
7. Controller/Facilitator/Evaluator II	\$ 135
8. Controller/Facilitator/Evaluator III	\$ 150
9. Graphic/ Organizational Analyst	\$ 90

6. All other terms, covenants, and conditions in the original Agreement shall remain in full force and effect and shall be applicable to this Amendment.

SAN DIEGO UNIFIED PORT DISTRICT

MOZAIK SOLUTIONS

Mark Stainbrook
Assistant Chief of Police



Kim Guevara-Harris
President/CEO

Approved as to form and legality:
GENERAL COUNSEL

By: Assistant/Deputy

A manually signed copy of this Amendment transmitted by email or any other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original signed copy of this Amendment.

ATTACHMENT A
SCOPE OF SERVICES (Revised 1/16/18)
San Diego Unified Port District

A. Background

The Port of San Diego is a regional economic powerhouse, and a U.S. Department of Defense-designated "strategic port". Given its largely, open tourist-friendly atmosphere with large public gathering spaces (parks, hotels, restaurants, tourist attractions, etc.), one of the largest military footprints in the world, major commercial/industry, international airport, rail systems, and proximity to the international border (which directly increases trafficking and smuggling in/around the port), the Port of San Diego faces threats that few if any other U.S. ports face. The number of stakeholders that must coordinate as part of the 'preparedness, response and recovery, system' [or the Port's whole community"], is extensive. The San Diego Unified Port District ('District') plays a critical role in the response and recovery to an emergency incident in the Port of San Diego. As the local jurisdictional authority for the Tidelands, the District plays a vital role in leading and facilitating among stakeholders to enhance the preparedness, response, and recovery capabilities of the Port as a whole.

As in 2016, in 2017 the District applied for, and received Federal Port Security Grant Funding (PSGP) to continue its emergency preparedness efforts (Phase 2– DISTRICT Emergency Management Program), particularly as it relates to enhanced multi-agency/multi-jurisdictional coordination and communication. Therefore, to further support development of the Port's emergency management capabilities, Mozaik Solutions and the District will agree to items listed in the scope of services. The Scope of Services and related Compensation & Invoicing relates to the awarded 2017 PSGP.

B. Scope of Services

1. Use the Homeland Security Exercise Design and Evaluation (HSEEP) process to conduct three (3) multi-agency exercises (exercise focus areas identified below under Item B.2). For all exercises the following design, conduct and evaluation processes will be conducted:
 - a. Support the District in identifying and scheduling the multi-jurisdictional Exercise Planning Team(s) (EPTs)
 - b. Develop invitations, meeting packets/materials, multi-media presentation, sign-ins, meeting minutes, etc. and facilitate the following exercise planning meetings:
 - 1) Concept & Objectives/Initial Planning Meeting
 - 2) Mid-Planning Meeting, and develop a Master Scenario Events List (if needed)
 - 3) Final Planning Meeting
 - c. Develop *exercise materials* inclusive of:

- 1) Exercise scenario(s)
- 2) Participant Handbook/Situation Manual (SITMAN)
- 3) Facilitator/Controller/Evaluator Handbook/Manual
- 4) Participant and Evaluator Evaluations
- 5) PowerPoint/multi-media presentation
- d. Support the District in exercise logistics, as mutually agreed.
Logistical support which may include:
 - 1) Providing printed exercise materials
 - 2) Procuring acceptable venues, refreshments, audio-visual technology, badges, and other supplies/equipment, as necessary and mutually agreed
 - 3) Assist and support the invitation process and track participant registration, includes printing of appropriate badges for participants, observers and controller/facilitators
- e. Lead the conduct of the exercise to include facilitation, provide controllers/facilitators/evaluators as required for successful conduct and in support of the EPT. To include set-up, tear-down and necessary controller/facilitator/evaluator briefings.
- f. Facilitate the After-Action Reporting Process as follows:
 - 1) Draft the Seminar Report (Seminar/Workshop) or After-Action Report ([AAR], Tabletop/Functional Exercise)
 - 2) Conduct the After-Action Conference (as determined by the EPT)
 - 3) Develop the Improvement Plan and finalize the AAR (as applicable)
2. In accordance with the process/deliverables outlined about in Item B.1, design, develop and conduct three (3) exercises of the following types and content/target audience. *Note: The exact exercise titles and/or focus areas may change based on input from the respective EPTs.*
 - a. One (1) Port-wide Port Recovery and Business/Trade Resumption Prioritization Workshop/Tabletop Exercise (TTX), not to exceed 6 hours. Approximate number of participants: 65
 - b. One (1) Senior Leadership Seminar (SLS) not to exceed 6 hours. Approximate number of participants: 75-100
 - c. One (1) Port-wide Incident/Unified Command and Control/Transition to Recovery Functional Exercise (FE), not to exceed 8 hours. Approximate number of participants: 50-75
3. Building upon the District's Emergency Management policy 777, and its approved Emergency Operations Plan (EOP)-Basic Plan and Annex M: BPC Guide, develop additional priority annexes for the District plan. Planning work shall be conducted on a Time & Materials (T&M) basis. FEMA's Comprehensive Preparedness Guide 101 will continue to serve as the basis for plan development efforts.
 - a. Conduct an Annex Planning Initial Planning Meeting (IPM) with representative District staff to determine the prioritization of

- planned Annexes, and to determine members of each Annex Planning Team.
- b. Complete Annexes in order of priority determined by the Annex Planning Team, as time and funds allow.
 - c. Annex Plan Development Deliverables
 - 1) Prioritized EOP Annex List
 - 2) EOP Functional Annex A: Emergency Management
 - 3) Annex Initial Planning Meeting/Kick-off
 - 4) Planning meetings, as needed for each Annex developed
 - 5) Meeting Minutes within 5 business days of any formal planning meeting
 - 6) Annexes developed in priority number (exact number completed will be determined by the Annex Planning Team and based on the desired/required complexity of each individual Annex).
4. Draft MOU/MOA Template and Agreements for Member Cities related to emergency operations on a T&M basis.
- a. Provide development support in the drafting of a template Memorandum of Understanding/Agreement to be utilized to initiate and ultimately finalize agreement with the Districts' member cities regarding emergency response and recovery protocols.
 - b. Deliverables
 - 1) Draft MOU/MOA Template for Member Cities and the District for emergency operations
 - 2) District review meeting with District Emergency Manager and General Counsel office to provide input on the draft template
 - 3) Planning meetings with each city to further refine and finalize each Member City's MOU/MOA.
 - 4) Drafts, to the extent possible (given potential for extended legal reviews), based on available time and funds, of MOU/A between the District and each member city.
 - 5) Meeting Minutes within 5 business days of any formal planning meeting