

**AMENDMENT NO. 5 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. 5 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, Amendment No. 3, Document No. 67481 dated November 9, 2017, and Amendment No. 4, Document No. 67862 dated February 20, 2018. The maximum expenditure of the original Agreement was not to exceed \$17,517.50. The agreement term is through December 31, 2020. It is now proposed to add to the scope of services and compensation table, increasing the agreement amount by \$123,500.00 from a total of \$574,895.50 to a total of \$698,395.50, and extend the agreement term through December 31, 2021.

The Parties Agree:

1. Section 2, **TERM OF AGREEMENT**, is hereby extended and shall terminate on December 31, 2021.
2. Section 3.a, **MAXIMUM EXPENDITURE**, is hereby increased from \$574,895.50 by \$123,500.00 to a new total not to exceed \$698,395.50.

3. Attachment A, **SCOPE OF SERVICES**, shall be amended to add additional services **[SEE ATTACHED]**.
4. Attachment B, **Compensation & Invoicing**, Section 1.a.(2) Fee Schedule is amended to add the additional table:

Item #	Deliverables	Compensation
5	<b>Senior Leadership Seminar</b>	
5a	Concept & Objectives Meeting	\$3,000
5b	Initial Planning Meeting	\$3,000
5c	Final Planning Meeting	\$8,000
5d	Exercise Conduct	\$8,075
5e	Seminar Report	\$1,900
6	<b>Soft Targets/Crowded Places Incident Command and Control/Emergency Operations for all Port Stakeholders Tabletop Exercise (TTX)</b>	
6a	Concept & Objectives Meeting	\$6,500
6b	Initial Planning Meeting	\$6,500
6c	Final Planning Meeting	\$6,000
6d	Exercise Conduct	\$8,500
6e	After-Action Report/Improvement Plan	\$2,500
7	<b>Resilience Working Group Organizational Development, Planning and Execution Support</b>	\$55,025 (T&M)
	<b>Total Services:</b>	<b>\$109,000.00</b>
	<b>REIMBURSABLE EXPENSES (Not-to-Exceed)</b> Exercise Supplies and Materials, Travel Expenses, Logistics for Exercise Support	<b>\$14,500.00</b>
	<b>Total Reimbursable Expenses:</b>	<b>\$14,500.00</b>
	<b>Amendment No. 4 Amount</b>	<b>\$123,500.00</b>
	<b>Total Agreement Amount</b>	<b>\$698,395.50</b>

5. Attachment B, **Compensation & Invoicing**, Section 1.a.(3) Rate Schedule shall remain as established in Amendment No. 4 accordingly:

<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**

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Mark Stainbrook  
Chief of Police

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Kim Guevara-Harris  
President/CEO

Approved as to form and legality:  
GENERAL COUNSEL

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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 SDUPD 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. Over the past 3.5 years, the SDUPD has engaged in a “whole port” proactive emergency management program development – emphasizing preparedness and resilience.

In 2016, 2017, and 2018 the SDUPD applied for, and received Federal Port Security Grant Program Funding (PSGP) to continue its emergency preparedness efforts, particularly as it relates to enhanced multi-agency/multi-jurisdictional coordination and communication and “whole port” resilience and readiness. 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 2018 PSGP.

**B. Scope of Services**

1. Use the Homeland Security Exercise Design and Evaluation (HSEEP) process to conduct two (2) 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 two (2) 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 Soft Targets/Crowded Spaces Incident Command and Control/Emergency Operations Tabletop Exercise (TTX), not to exceed 6 hours. Approximate number of participants: 65
  - b. One (1) Senior Leadership Seminar (SLS) not to exceed 4 hours. Approximate number of participants: 125
3. Build upon the successful launch of the Port-wide Resilience Working Group (RWG) on July 25, 2018, which resulted from previous exercise lessons learned, provide organizational development, planning, and execution support to the RWG and its Task Forces. Support may include additional codification of RWG manuals, task-based support to Task Force Chiefs/members, and a 2019 priority/goal setting workshop session. RWG support and work shall be conducted on a Time & Materials (T&M) basis.
  - a. Provide meeting and scheduling support to RWG Task Forces/Task Force Chiefs.

- b. Support Task Forces in drafting and sending surveys and other communications.
- c. Support Task Forces in data analysis and reporting.
- d. Assist the RWG in goal and priority setting, which may include the conduct of a 2019 Prioritization Workshop and include exercise planning meetings conducted in accordance with HSEEP (see above).
- e. Work with SDUPD Counsel to review RWG organizational documents.
- f. Make recommendations, reports and presentations as identified/required to support the sustainability and promotion of the RWG.