

Mutual Agreement to Provide Training Courses

UT Southwestern Medical Center will provide the following NDLS series of training courses to Collin County Homeland Security (CLIENT). 4300 Community Ave McKinney, Texas 75071 (ADDRESS). September 18, 2009 and March 26, 2010 (DATES). Eileen Prentice is acting as the authorized agent or representative of the CLIENT.

The course will be held at Collin County College, Preston Ridge Campus, Frisco, TX.
~~4300 Community Ave McKinney, Texas 75071 (ADDRESS).~~

I. UT Southwestern Medical Center/NDLS National Training Center of Texas will provide the following for the selected courses.

BDLS - Dates: Friday September 18, 2009 and Friday March 26, 2010

- Trained faculty sufficient to conduct the course.
- Trained support personnel necessary to run and troubleshoot the required presentation and AV equipment.
- All training materials, including; MANUALS, SURVEY MATERIALS, TESTING MATERIALS.
- Certificates of Completion as issued by the AMA.
- Available CEU's for qualified participants for a charge of \$15 per student.

ADLS Dates:

- ☐ Trained faculty sufficient to conduct both days of the course.
- ☐ Trained support personnel necessary to run and troubleshoot the required presentation and AV equipment and training equipment.
- ☐ All training materials, including; MANUALS, SURVEY MATERIALS, TESTING MATERIALS.
- ☐ All equipment necessary to both days of training. This includes METI ECS manikins; necessary moulage and Mass Casualty/MASS Triage field exercise equipment, multiple sets PPE and DECON equipment, necessary skills station materials.
- ☐ Certificates of Completion issued by the AMA.
- ☐ Access to available CEU's for qualified participants for \$15 per student.

II. The following fees apply to the listed courses only.

COURSE COST PER PARTICIPANT

- ☐ CDLS
- BDLS \$125/person minimum 30 persons = \$3750
- ☐ ADLS
- ☐ NDLS-I
- CEU's \$20/per student

Please Make Checks Payable to UTSW (University of Texas Southwestern Medical Center at Dallas)

Send Checks To:

UT Southwestern

Office of Post Award Administration

P.O. Box 841765

Dallas, TX 75284-1765

ADDITIONAL CLIENT RESPONSIBILITIES

(Mutual Agreement to Provide NDLS Training Courses)

In addition to the AGREED UPON FEES (Sections III) the CLIENT agrees to supply the following;

BDLS/CDLS

- Agreed upon number of students. Minimum of 40 students. **NOTE: The maximum numbers of students is limited only by the size of available classroom but MUST be communicated to the NDLS Training Center PRIOR to the course in order to ensure that adequate training materials are available for the class!** ____
- Suitable classroom that will comfortably hold the entire class, provide for a multi-media learning presentation, and is conducive to learning. ____
- At least two administrative personnel to aid in registration and paperwork. ____
- *List of registered students in the Microsoft Excel format. The spreadsheet must contain the following columns; First Name, Middle Initial, Last Name, Address 1 (address of where to send certificate), Address 2, City, State, Zip Code, eMail Address*
- Tables and chairs for registration personnel. ____
- Tables and chairs for the faculty with access to the internet (if possible)
- ☐ Suitable AV equipment to include (If Checked) ____
 - ☐ Multi-Media Projector
 - ☐ Projection Screen large enough to be easily seen by all participants
 - ☐ Public Address System
 - ☐ Wireless Lapel Microphones
- **Parking Space for 16' to 20' Truck and instructor vehicles**

ADLS – DAY 1

- ☐ Agreed upon number of students. **Minimum of 40 students. Maximum number of students is normally 60. There are other options available to accommodate a larger number of students... Please contact your UT/NDLS Representative for those options.** ____
- ☐ Suitable main classroom that will comfortably hold the entire class, provide for a multi-media learning presentation, and is conducive to learning. ____
- ☐ At least two administrative personnel to aid in registration and paperwork. ____
- ☐ *List of registered students in the Microsoft Excel format. The spreadsheet must contain the following columns; First Name, Middle Initial, Last Name, Address 1 (address of where to send certificate), Address 2, City, State, Zip Code, eMail Address*
- ☐ Tables and chairs for registration personnel. ____
- ☐ Tables and chairs for the faculty with access to the internet (if possible)
- ☐ Suitable AV equipment to include (If Checked) ____
 - ☐ Multi-Media Projector
 - ☐ Projection Screen large enough to be easily seen by all participants
 - ☐ Public Address System
 - ☐ Wireless Lapel Microphones

NOTE: We will bring all required presentation equipment

- ☐ Second Classroom that will accommodate approximately ½ of the class for the second half of the day ____
- ☐ Parking and loading access for a 16' to 20' Truck and instructor vehicles

ADLS – DAY 2

- ☐ Agreed upon number of students. **Minimum of 40 students. Maximum number of students is normally 60. There are other options available to accommodate a larger number of students... Please contact your UT/NDLS Representative for those options.** ____
- ☐ Suitable main classroom that will comfortably hold the entire class, provide for a multi-media learning presentation, and is conducive to learning. ____
- ☐ At least two Administrative personnel to aid in registration and paperwork. ____
- ☐ Tables and chairs for registration personnel. ____
- ☐ Tables and chairs for the faculty with access to the internet (if possible)
- ☐ Suitable AV equipment to include (If Checked) ____
 - ☐ Multi-Media Projector
 - ☐ Projection Screen large enough to be easily seen by all participants
 - ☐ Public Address System
 - ☐ Wireless Lapel Microphones

(Mutual Agreement to Provide NDLS Training Course)

- ☐ **Second Classroom** for the HPS/ECS Simulation Station equipped with either a breakout room or access to a hallway/isolation area. Must have access to multiple electrical outlets, At least one 6' table and at least two chairs (for operator). Room should be approximately 25'x40' to be optimal. ____
- ☐ **Third large indoor (or outdoor) classroom space** that is separated from the Mass Casualty/MASS Triage Exercise (so there is no interference) for the PPE/DECON Exercise. ____
- ☐ **Football field sized area (or very large indoor ballroom/auditorium/basketball court)** for the Mass Casualty/MASS Triage Exercise. ____ **NOTE: It is the responsibility of the CLIENT to notify civil authorities, law enforcement, fire and security that these exercises are in process!!!**
- ☐ **10 to 20 volunteers who will moulaged and used in the Mass Casualty/MASS Triage Exercises.** It is recommended that they wear clothes that they don't mind being stained or damaged. Since the volunteers could be utilized both before and after lunch it is highly recommended that the CLIENT provide lunch. Since the volunteers will be spending the majority of their time outdoors adequate bottled water ***must be provided***. Volunteers will be required to sign waivers pertaining to accidental injury. ____
- ☐ Parking and loading access for a 16' to 20' Truck and instructor vehicles ____

ADLS-I - Same requirements as ADLS DAY 2 Minus the outdoor space.

NOTE: Inclement Weather or other conditions beyond our control may cause delays or postponements in faculty travel or equipment transport. For reasons of safety UT Southwestern Medical Center and the NDLS National Training Center of Texas reserves the right to reschedule or postpone any class. Every effort will be made to give the Client as much notice as possible.

CLIENT: Please sign below to indicate your acceptance of the conditions and requirements listed on pages one, two and three. Also, please initial each checked requirement under "Additional Client Responsibilities" in the provided spaces to indicate your acceptance and understanding of each statement.

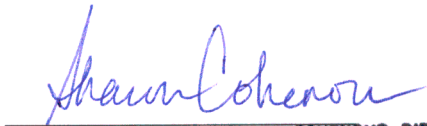
Thank you for engaging the NDLS National Training Center as your source for the NDLS series of training classes!

For:
UT Southwestern Medical Center
5323 Harry Hines Blvd
MC 8579
Dallas, Texas 75390-8579
214-648-3010

For:
Collin County Homeland Security
4300 Community Ave
McKinney, Texas 75071
972-548-4384

Signature _____

Date: _____



**SHAWN COHENDOUR, DIRECTOR
OFFICE OF CONTRACTS MANAGEMENT**

please print: _____

Signature _____

Date: _____