



STATE OF IOWA
MASTER AGREEMENT
Contract Declaration and Execution

MA 005

22218C

EFFECTIVE BEGIN DATE: 04-01-2026
EXPIRATION DATE: 03-31-2027
PAGE: 1 of 11

VENDOR:

Cathleen M Atchison
Atchison Consulting Service
VS000002541

1911 Highway 25
Gallatin, TN 37066-6154

VENDOR CONTACT:

Cathleen Marie Atchison

PHONE: 3193505711

EMAIL: cma@myacst.com

ISSUER:

Jocelyn Brincks

EXT: **PHONE:** (515) 499-3659

EMAIL: jocelyn.brincks1@iowa.gov

FOB:

Contract For: FEMA Based Courses

The parties agree to comply with the terms and conditions on the following attachments which are by this reference made a part of the Agreement.

Attachments are on file with the Department of Administrative Services - Central Services Enterprise

Attachment 1: Competitive Solicitation RFB0622583117

Attachment 2: Contractor's Response to Competitive Solicitation RFB0622583117

Attachment 3: Contractor's Cost (final pricing documentation) Response to competitive solicitation document RFB0622583117

****The Vendor will provide student surveys after each course. (both hard copy and link via survey monkey to capture the maximum amount of feedback.**

****EMD will work with the vendor and the local entities to ensure that any courses scheduled by the locals are posted on the State Training site so that we are able to get the most efficient use of resources.**

ADF: 1%

RENEWAL OPTIONS

FROM 04-01-2027 **TO** 03-31-2028

AUTHORIZED DEPARTMENT

SUB Other Governmental Entities
583 Dept of Homeland Security and Emergency Management



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LINE NO.	QUANTITY / SERVICE DATES	UNIT	COMMODITY / DESCRIPTION	UNIT COST / PRICE OF SERVICE
1	0.00000	EA	924	\$ 1,000.000000 \$ 0.000000
REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL				
EDUCATIONAL AND TRAINING SERVICES				
G 191 ICS/EOC Interface (In Person)				
1 day, 8 hours				
2	0.00000	EA	924	\$ 1,000.000000 \$ 0.000000
REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL				
EDUCATIONAL AND TRAINING SERVICES				
G 557 Rapid Needs Assessment (In Person)				
1 day, 8 hours				
3	0.00000	EA	924	\$ 1,600.000000 \$ 0.000000
REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL				
EDUCATIONAL AND TRAINING SERVICES				
G 288 Local Volunteer & Donations Mgmt. (In Person)				
1 1/2 days, 12 hours				
4	0.00000	EA	924	\$ 2,000.000000 \$ 0.000000
REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL				
EDUCATIONAL AND TRAINING SERVICES				
G 364 Multi-Hazard Emergency Planning for Schools (In Person				
1 1/2 days, 12 hours				
5	0.00000	EA	924	\$ 2,000.000000 \$ 0.000000
REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL				
EDUCATIONAL AND TRAINING SERVICES				
G 386 Mass Fatalities (In Person)				
G 386 Mass Fatalities,				
2 days, 16 hours				
6	0.00000	EA	924	\$ 2,600.000000 \$ 0.000000



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REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

EDUCATIONAL AND TRAINING SERVICES
G 361 Flood Fight Operations(In Person)

2 1/2 days, 20 hours

7	0.00000	EA	924	\$ 2,000.000000 \$ 0.000000
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REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

EDUCATIONAL AND TRAINING SERVICES
G 358 Evacuation & Re-Entry Planning (In Person)

2 days, 16 hours

8	0.00000	EA	924	\$ 1,000.000000 \$ 0.000000
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REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

EDUCATIONAL AND TRAINING SERVICES
G 271 Hazardous Weather & Flood Preparation (In Person)

3 days, 20 hours (\$ 3,000)

9	0.00000	EA	924	\$ 2,000.000000 \$ 0.000000
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REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

EDUCATIONAL AND TRAINING SERVICES
G 272 Warning Coordination (In Person)

2 days, 16 hours

10	0.00000	EA	924	\$ 3,000.000000 \$ 0.000000
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REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

EDUCATIONAL AND TRAINING SERVICES
ICS 300 Intermediate Incident Command (In Person)

3 days, 24 hours

11	0.00000	EA	924	\$ 2,000.000000 \$ 0.000000
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REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

EDUCATIONAL AND TRAINING SERVICES



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LINE NO.	QUANTITY / SERVICE DATES	UNIT	COMMODITY / DESCRIPTION	UNIT COST / PRICE OF SERVICE
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G 205 Recovery from Disaster (In Person)

2 days, 16 hours

12	0.00000	EA	924	\$ 2,000.000000 \$ 0.000000
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REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

EDUCATIONAL AND TRAINING SERVICES

G 235 Emergency Planning (In Person)

2 days, 16 hours

13	0.00000	EA	924	\$ 1,600.000000 \$ 0.000000
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REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

EDUCATIONAL AND TRAINING SERVICES

G 318 Local Hazard Mitigation Planning (In Person)

1 1/2days, 12 hours

14	0.00000	EA	924	\$ 3,000.000000 \$ 0.000000
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REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

EDUCATIONAL AND TRAINING SERVICES

G 393 Mitigation for Emergency Managers (In Person)

3 days, 24 hours

15	0.00000	EA	924	\$ 800.000000 \$ 0.000000
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REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

EDUCATIONAL AND TRAINING SERVICES

G 191 ICS/EOC Interface (Virtual)

1 day, 8 hours

16	0.00000	EA	924	\$ 800.000000 \$ 0.000000
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REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

EDUCATIONAL AND TRAINING SERVICES

G 557 Rapid Needs Assessment (Virtual)



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LINE NO.	QUANTITY / SERVICE DATES	UNIT	COMMODITY / DESCRIPTION	UNIT COST / PRICE OF SERVICE
			1 day, 8 hours	
17	0.00000	EA	924	\$ 1,200.000000 \$ 0.000000
REF DOC:		REF VNDR LN:	REF COMM LN:	REF TYPE: FINAL
			EDUCATIONAL AND TRAINING SERVICES	
			G 288 Local Volunteer & Donations Mgmt. (Virtual)	
			1 1/2 days, 12 hours	
18	0.00000	EA	924	\$ 1,200.000000 \$ 0.000000
REF DOC:		REF VNDR LN:	REF COMM LN:	REF TYPE: FINAL
			EDUCATIONAL AND TRAINING SERVICES	
			G 364 Multi-Hazard Emergency Planning for Schools (Virtual)	
			1 1/2 days, 12 hours	
19	0.00000	EA	924	\$ 1,600.000000 \$ 0.000000
REF DOC:		REF VNDR LN:	REF COMM LN:	REF TYPE: FINAL
			EDUCATIONAL AND TRAINING SERVICES	
			G 386 Mass Fatalities (Virtual)	
			G 386 Mass Fatalities,	
			2 days, 16 hours	
20	0.00000	EA	924	\$ 2,000.000000 \$ 0.000000
REF DOC:		REF VNDR LN:	REF COMM LN:	REF TYPE: FINAL
			EDUCATIONAL AND TRAINING SERVICES	
			G 361 Flood Fight Operations (Virtual)	
			2 1/2 days, 20 hours	
21	0.00000	EA	924	\$ 2,000.000000 \$ 0.000000
REF DOC:		REF VNDR LN:	REF COMM LN:	REF TYPE: FINAL
			EDUCATIONAL AND TRAINING SERVICES	
			ICS 400 Advanced Incident Command (In Person)	
			2 days, 16 hours	
22	0.00000	EA	924	



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LINE NO.	QUANTITY / SERVICE DATES	UNIT	COMMODITY / DESCRIPTION	UNIT COST / PRICE OF SERVICE
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\$ 1,600.000000

\$ 0.000000

REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

EDUCATIONAL AND TRAINING SERVICES
G 358 Evacuation & Re-Entry Planning Virtual)

2 days, 16 hours

23 0.00000 EA 924 \$ 2,400.000000

\$ 0.000000

REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

EDUCATIONAL AND TRAINING SERVICES
G 271 Hazardous Weather & Flood Preparation (Virtual)

3 days, 20 hours

24 0.00000 EA 924 \$ 1,600.000000

\$ 0.000000

REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

EDUCATIONAL AND TRAINING SERVICES
G 272 Warning Coordination (Virtual)

2 days, 16 hours

25 0.00000 EA 924 \$ 1,600.000000

\$ 0.000000

REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

EDUCATIONAL AND TRAINING SERVICES
ICS 300 Intermediate Incident Command (Virtual)

3 days, 24 hours

26 0.00000 EA 924 \$ 1,600.000000

\$ 0.000000

REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

EDUCATIONAL AND TRAINING SERVICES
ICS 400 Advanced Incident Command (Virtual)

3 days, 24 hours

27 0.00000 EA 924 \$ 1,600.000000

\$ 0.000000



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REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

EDUCATIONAL AND TRAINING SERVICES
G 205 Recovery from Disaster (Virtual)

2 days, 16 hours

28	0.00000	EA	924	\$ 1,600.000000 \$ 0.000000
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REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

EDUCATIONAL AND TRAINING SERVICES
G 235 Emergency Planning (Virtual)

2 days, 16 hours

29	0.00000	EA	924	\$ 1,200.000000 \$ 0.000000
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REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

EDUCATIONAL AND TRAINING SERVICES
G 318 Local Hazard Mitigation Planning (Virtual)

1 1/2days, 12 hours

30	0.00000	EA	924	\$ 2,400.000000 \$ 0.000000
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REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

EDUCATIONAL AND TRAINING SERVICES
G 393 Mitigation for Emergency Managers (Virtual)

3 days, 24 hours

31	0.00000	EA	924	\$ 1,600.000000 \$ 0.000000
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REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

EDUCATIONAL AND TRAINING SERVICES
G 108 Community Mass Care and Emerg. Asst.(Virtual)

2 days, 16 hours

32	0.00000	EA	924	\$ 2,000.000000 \$ 0.000000
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EDUCATIONAL AND TRAINING SERVICES



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LINE NO.	QUANTITY / SERVICE DATES	UNIT	COMMODITY / DESCRIPTION	UNIT COST / PRICE OF SERVICE
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G 108 Community Mass Care and Emerg. Asst.(In Person)

2 days, 16 hours

33	0.00000	EA	924	\$ 3,200.000000 \$ 0.000000
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REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

EDUCATIONAL AND TRAINING SERVICES

G 202 Debris Management Planning (Virtual)

4 days, 32 hours

34	0.00000	EA	924	\$ 4,000.000000 \$ 0.000000
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REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

EDUCATIONAL AND TRAINING SERVICES

G 202 Debris Management Planning (In Person)

4 days, 32 hours

35	0.00000	EA	924	\$ 800.000000 \$ 0.000000
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REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

EDUCATIONAL AND TRAINING SERVICES

G 489 Mgmt. of Spontaneous Volunteers in Disasters (Virtual)

1 days, 8 hours

36	0.00000	EA	924	\$ 1,000.000000 \$ 0.000000
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REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

EDUCATIONAL AND TRAINING SERVICES

G 489 Mgmt. of Spontaneous Vol. in Disasters (In Person)

1 days, 8 hours

37	0.00000	EA	924	\$ 2,400.000000 \$ 0.000000
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REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

EDUCATIONAL AND TRAINING SERVICES

G 2300 Intermediate EOC Functions (Virtual)



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LINE NO.	QUANTITY / SERVICE DATES	UNIT	COMMODITY / DESCRIPTION	UNIT COST / PRICE OF SERVICE
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3 days

38	0.00000	EA	924	\$ 3,000.000000 \$ 0.000000
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REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

EDUCATIONAL AND TRAINING SERVICES
G 2300 Intermediate EOC Functions (In Person)

3 days

39	0.00000	EA	924	\$ 5,000.000000 \$ 0.000000
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REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

EDUCATIONAL AND TRAINING SERVICES
L 101 Foundations of Emergency Mgmt.

5 days

40	0.00000	EA	924	\$ 3,000.000000 \$ 0.000000
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REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

EDUCATIONAL AND TRAINING SERVICES
L 102 Science of Disaster

3 days

41	0.00000	EA	924	\$ 2,000.000000 \$ 0.000000
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REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

EDUCATIONAL AND TRAINING SERVICES
L 103 Planning: Emergency Operations

2 days

42	0.00000	EA	924	\$ 3,000.000000 \$ 0.000000
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REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

EDUCATIONAL AND TRAINING SERVICES
L 105 Public Information Basics

3 days

43	0.00000	EA	924	
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\$ 2,000.000000
\$ 0.000000

REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

EDUCATIONAL AND TRAINING SERVICES
L 146 Homeland Security Exercise and Eval.

2 days

44	0.00000	EA	924	\$ 2,000.000000 \$ 0.000000
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REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

EDUCATIONAL AND TRAINING SERVICES
G 556 Local Damage Assessment (1.5 Day)

1.5 Day Session (12 hours)

45	0.00000	EA	924	\$ 1,000.000000 \$ 0.000000
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REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

EDUCATIONAL AND TRAINING SERVICES
G 556 Local Damage Assessment (1 Day)

1-Day Session



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TERMS AND CONDITIONS

Services Effective 1 May 16

The parties agree to comply with the terms and conditions on the following web site which are by this reference made a part of the Agreement. General Terms and Conditions for service contracts are posted at: <https://das.iowa.gov/sites/default/files/procurement/pdf/050116%20terms%20services.pdf>

THIS MASTER AGREEMENT IS EFFECTIVE AS OF THE LATEST DATE SHOWN IN "EFFECTIVE BEGIN DATE" IN THE UPPER RIGHT HAND CORNER OR THE DATE BELOW SIGNED BY THE STATE OF IOWA.

CONTRACTOR		STATE OF IOWA	
CONTRACTOR'S NAME (If other than an individual, state whether a corp, partnership, etc.)		AGENCY NAME	
BY (Authorized Signature)	Date Signed	BY (Authorized Signature)	Date Signed
			
Printed Name and Title of Person Signing		Printed Name and Title of Person Signing	
Address		Address	