



STATE OF IOWA
MASTER AGREEMENT
Contract Declaration and Execution

MA 005

22218

EFFECTIVE BEGIN DATE: 02-21-2022
EXPIRATION DATE: 03-31-2024
PAGE: 1 of 10

VENDOR:

Cathleen M Atchison
Atchison Consulting Service
VS000002541
Attention: Cathleen Atchison
3 KYLE CT
COTTONTOWN, TN 37048-4647

VENDOR CONTACT:

Cathleen Atchison
PHONE: 319-350-5711
EMAIL:

ISSUER:

Kathy Harper
PHONE: 515-321-7686
EMAIL: Kathy.Harper2@iowa.gov

EXT:

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	04-01-2024	TO	03-31-2025
FROM	04-01-2025	TO	03-31-2026
FROM	04-01-2026	TO	03-31-2027
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	\$ 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 271 Hazardous Weather & Flood Preparation (In Person)

3 days, 20 hours

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
G 205 Recovery from Disaster (In Person)				
2 days, 16 hours				
12	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 235 Emergency Planning (In Person)				
2 days, 16 hours				
13	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 318 Local Hazard Mitigation Planning (In Person)				
1 1/2days, 12 hours				
14	0.00000	EA	924	\$ 3,000.000000 \$ 0.000000
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
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
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)				
3 days, 24 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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LINE NO.	QUANTITY / SERVICE DATES	UNIT	COMMODITY / DESCRIPTION	UNIT COST / PRICE OF SERVICE
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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
G 108 Community Mass Care and Emerg. Asst.(In Person)				
2 days, 16 hours				
33	0.00000	EA	924	\$ 3,200.000000 \$ 0.000000
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
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
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
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
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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3 days

38	0.00000	EA	924	\$ 3,000.000000
				\$ 0.000000

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

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G 2300 Intermediate EOC Functions (In Person)

3 days



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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.) <i>Atchison Consulting Service</i>	AGENCY NAME DAS Central Services Enterprise
BY (Authorized Signature) Date Signed <i>Cathleen Atchison</i> 05/02/2022	BY (Authorized Signature) Date Signed <i>Kathy Harper</i> May 2, 2022
Printed Name and Title of Person Signing <i>Cathleen Atchison, Owner</i>	Printed Name and Title of Person Signing Kathy Harper, Purchasing Agent III
Address: 532 Greens Chapel Rd Cleveland, AL 35049	Address Hoover Building, 3rd Floor 1305 Walnut Street Des Moines, Iowa 50319

AND
6950 Stagecoach dr Unit 910
West Des Moines, Iowa 50266