

EXHIBIT A

AGREEMENT FOR SERVICES

#10XXX

Shoreline Auxiliary Communications Service (ACS)

SCOPE OF SERVICES TO BE PERFORMED AND PROGRAM PERFORMANCE MEASURES

Scope of Services to be Provided by the Consultant during the term of this agreement:

1. Services to be Provided.

The Consultant shall provide amateur radio services and volunteers in support of emergency communications for the City of Shoreline.

2. Program Requirements and Performance Measures.

- a. Consultant shall maintain their 501c3 status for the duration of this Agreement.
- b. By January 31 of each year, the Consultant will provide a current list of ACS members and completed Shoreline Volunteer Agreement and Background Check Forms. The City will bear the cost of the background check.
- c. Each Quarter, the Consultant will provide the number of volunteer hours provided under this agreement, including names of individual volunteers and corresponding hours.
- b. The Consultant shall perform XX number of trainings per calendar year.
- c. The Consultant shall attend XX number of community educational events, in coordination with and direction from the City.
- d. The Consultant shall participate in up to four (4) City Emergency Trainings/Exercises each year.
- e. The Consultant shall participate in the City's Emergency Management Council.
- f. The Consultant will respond to emergency events when it is determined by the City's Emergency Management Director, or designee, that ACS is needed.
- g. Whenever possible, the City of Shoreline will be recognized in Consultant publications and other informational mediums as a financial supporter of this program.

3. The Consultant shall maintain files for this project containing the following items:

- a. A copy of this contract on this project;
- b. Copies of all invoices and reports submitted to the City for this Exhibit;
- c. Copies of approved invoices and other documentation;

- d. All records required by this agreement shall be retained by the Consultant for a minimum of seven (7) years, unless there is litigation, claims, audit, negotiation, or other actions involving the records, which has started before expiration of the seven-year period. The period of time shall commence on January 1 of the year following the year in which the final invoice was paid.

4. Contract Administration.

- a. The Consultant will notify the City, in writing, within ten (10) days of any changes in program personnel or signature authority.
- b. The Consultant's main contact for the day-to-day operations of the program shall be XXXXX, XXXXXXXX.
- c. The City's main contact for the day-to-day contract administration will be the City's will be the Emergency Management Coordinator, Ryan Zavala.

5. Reports and Reimbursement Requests.

- a. The Consultant shall submit a Billing Voucher (Exhibit B) and a Quarterly Status Report (Exhibit C) on a Quarterly basis. Deadlines for these reports are as follows:

1st Quarter 2023: April 10, 2023

2nd Quarter 2023: July 10, 2023

3rd Quarter 2023: October 10, 2023

4th Quarter 2023: January 10, 2024

1st Quarter 2024: April 10, 2024

2nd Quarter 2024: July 10, 2024

3rd Quarter 2024: October 10, 2024

4th Quarter 2024: January 10, 2025

- b. The City will provide these forms and instructions to the Consultant. All required reports must accompany the Billing Voucher in order to receive payment.
- c. Payment will be made based on satisfactory progress on performance measures as reported in the Quarterly Status Report (Exhibit C).
- d. Payments shall be equal payments of \$XX /quarter, over (8) payments, totaling \$ XX over the two-year duration of the agreement.