

Marshall County - ER Assist Inc. Task Order

Contract Name:	Dec 2021 Contract	Task Order #:	4
Disaster/Event:	Hazard Mitigation and Other Grants	Disaster aka:	
Billing type:	Hourly	Not to Exceed (NTE) Amount:	\$400,000
Period of Service Start Date:	4/1/2022	Projected Period of Service End Date: (unless task order funds expended earlier)	12/31/2024

Scope of Services: Disaster Response and Recovery Services
ER Assist may perform some or all of the following tasks as directed by Marshall County:

- Grant Development for Hazard Mitigation Grant
- Funding Development, Management, Review, or Closeout Advice
- Support filing and tracking of costs
- Support development of damage descriptions and scopes of work
- Support reporting to State and Federal agencies
- Support operational and administrative compliance actions
- Draft requests for reimbursement and other funding forms
- Draft information submissions to State/FEMA/related audit agencies

Scope Note: Due to the nature of disaster response and recovery, this task order for hourly work for a set time period may not represent all costs. Additional task orders may need to be issued.

Costs for Requested Services: Contractor compensation will not exceed the task order NTE amount stated above without prior written authorization of the Client. Contractor service costs are inclusive of all costs with the exception of those expenses related to federal per diem, allowable mileage and/or rental vehicles, rental vehicle petroleum products, airfare, and lodging. Expenses will comply with General Services Administration (GSA) Federal Travel Regulation (FTR) and Travel/Per Diem Bulletins and be directly passed through without markup. Receipts will be provided. Rate schedule of positions expected to be used (from Contract):



Position Name	Hourly Rate
Documentation Specialist	\$35
Documentation Supervisor	\$65
Project Officer (aka Funding Specialist)	\$95
Insurance Specialist	\$125

ER Assist may utilize software to complete work at no additional charge to the Client. For the purposes of both transparency and expediency, where available, ER Assist will provide Client access to software, including ER Assist's own proprietary software so client may access documents, data, and project status.

Invoicing. ER Assist shall submit invoices monthly. Work will be documented in a manner consistent with funding and audit requirements. A majority of invoiced costs will be eligible for reimbursement by State and Federal funding.

Client Responsibilities: ER Assist is being engaged to help with disaster funding. To ensure ER Assist is able to conduct various work tasks described, client may need to:

- Identify a central contact person or key contacts
- Provide access to knowledgeable individuals who can answer questions and assist in obtaining additional information.
- Make personnel aware of the need for timely documents and data submission.
- Provide ER Assist with communications from FEMA/State/Insurance/Loan Authorities the same day it is received by client and/or appoint ER Assist as an additional allowed person that may communicate with authorities.

Client understands not providing collaborative and timely information to ER Assist may negatively impact overall funding for Client.

For: ER Assist Inc	For: CLIENT
Signed:  Digitally signed by Laurel Matula Date: 2022.04.19 13:24:01 -05'00'	Signed: 
Date: 4/1/2022	Date: 4/19/2024
Printed Name: Laurel Matula	Printed Name: Kevin Neal
Position: President	Position: Judge / Executive

