MR# 24-356

Assigned by Purchasing Div.

MODIFICATION (WAIVER) REQUEST

Requesting Department & Division	Contact Name		Telephone #
Police	Jessie Paskowski		907-500-0684
Department Head Signature	**Date**	**Original RQ #**	**Estimated Cost**
Derek Bos	5/9/24	10709	$ 21,200
Is this Procurement State or Federally funded?	☒ YES	☐ NO	

Reason for Modification Request:

Please complete this form and attach all supporting documents.
Give complete, accurate, detailed explanation of your request. Please be specific.

American Emergency Preparedness (AEP) is the vendor who has provided training for CBJ Dispatch sevearl times in the past. Their courses are proprietary. The specialized nature of this training requires ongoing training that is best integrated if the same vendor and training programs are utilized for cohesion and the ability of students to assimilate the information with previous training.

☒ **Sole Source:** The purchase of a commodity or service from the only known single source. *Attach verification.*
Code Provision: 53.50.090 (c)

☐ **Class 2 Emergency:** A circumstance that poses a threat to the health, welfare or safety of the public.
Code Provision: 53.50.090 (L)

☐ **Rider to Another Contract:** A vendor may extend another government agency's bid or contract pricing to CBJ. The proposed purchase must meet CBJ purchasing requirements and must have been competitively bid.
Code Provision: 53.50.090 (f) **Agency:** _____ **Contract #:** _____

☐ **No Substitute:** A request for a specific brand name and model number of a particular item to be purchased. The item must be available from more than one supplier.

☐ **Other:** Clear explanation is required. **Code Provision**: (if applicable) _____
Explanation:

Approved By:

Renée Loree _____ 05/16/2024 _____
Purchasing Officer **Date**

_____ _____
City Manager **Date**

FY	RQ	$ Amount	PO #	Purchasing Approval

Purchasing Officer Comments:

Expiration Date: _____

April 7, 2024

Erann Kalwara

Juneau Police Dept

155 South Seward Street

Juneau, AK 99801

Dear Erann,

All course information provided by American Emergency Preparedness (AEP) is proprietary in nature. It includes intellectual properties and curriculum developed by AEP. In the event of an audit, we will openly comply with any records or release of document request. Simply request the information from AEP in writing.

Our professional instructors are all public safety dispatchers, trainers, and supervisors that are specialized in the services we provide. We have a high rigorous training standard. We also exercise the importance of independent judgment and discretion.

As a veteran we work very diligently to provide our veterans in our classes with training that can help them actively deal with the demands of the emergency management industry. Our work in Stress management and stress mitigation has put us at the forefront of in-service training. We have completed two published studies in conjunction with the University of New Haven on Dispatcher and Field responder stress. This data gleaned has defined our role as an in-service provider. With a staff of amazing professionals, we have created a bridge for all that attend our sessions.

Our training is constantly updated to meet the needs of our customers. We strive for consistent results and help our students place "memory markers". Our focus is on field responder safety as well as building the best possible critical thinker. These mantras will shape their professional performance day-to-day and under extreme pressures. Our promise to "do the right thing" reaches beyond the classroom and is demonstrated whenever you see our staff at professional conferences, events and whenever we represent AEP.

We will be providing our Training to your staff, while incorporating and re-affirming your best practices. All course material can be viewed prior to the date of the session to confirm all practices meet your current criteria.

Thank you,

Ted Bourgeois

Ted Bourgeois

Director of Operations