

Attachment A
Scope of Services

The trainer, _____ ("Contractor") shall provide education courses, in person or virtually, to Massachusetts animal control officers (ACOs) and support staff as part of the Massachusetts Animal Fund Animal Control Officer Training Program. The Contractor will provide the Department with the following:

For Continuing Education Trainers:

The Contractor will provide the Department with the following:

- Instruct a course(s) related to the required Core Competencies for animal control officers (ACOs) in Massachusetts.
- The contractor must work with the Department's Program Coordinator to determine the subsidy/ cost of the course(s) and the maximum number of attendees prior to the course(s) being offered.
- Promote their partnership with the Fund on any website, social media platform, or printed material associated with the course.
- Understand that the needs of the Program will vary month to month and year to year and will be contingent upon the continuing education needs of animal control officers.
- Be compliant with state-mandated reimbursement documentation requirements and procedures.
- Maintain open communication with the coordinator of the Mass Animal Fund about their participation in the Program:

For Mass Animal Fund Core Trainers:

The Contractor will provide the Department with the following:

- Understand that the needs of the Program will vary month to month and year to year and will be contingent upon the continuing education needs of animal control officers.
- Be compliant with state-mandated reimbursement documentation requirements and procedures.
- Maintain open communication with the coordinator of the Mass Animal Fund about their participation in the Program:

For both Contractor types, reimbursements will be determined according to Attachment B: Budget

Attachment B

Budget

The Contractor will provide course instruction for Animal Control Officers and others selected by the Department as specified in Attachment A: Scope of Work at one of the following rates.

Below are the current rates in effect at the Effective Date of this agreement. Rates are periodically updated, and current rates may be found here <https://www.mass.gov/doc/maf-trainer-scope-of-services>. Department will notify Contractor's of any Program changes during the term of this agreement.

Daily Continuing Education Training Rates- for courses offered at no-cost to animal control officers and support staff.

1. A free in-person venue/virtual platform whereby there is no cost to the Contractor, the rates below shall:
 - a. One-Two Hour course - \$300
 - b. Two and a Half to Four Hour course- \$400
 - c. Four and a Half to Eight Hour course - \$600
2. If the Contractor incurs the cost of providing the venue/platform, the rates below shall be:
 - a. One-Two Hour course- \$400
 - b. Two and a Half to Four Hour course - \$600
 - c. Four and a Half to Eight Hour course - \$1,000
3. In the event the venue/platform costs less than the prices listed above, the contractor shall bill the Department no more than the cost paid by the Contractor for the venue.

Per Officer Continuing Education Training Rates- a portion of the course cost will be subsidized, and the course will be offered at a reduced rate for animal control officers and support staff.

4. Per officer training subsidy. Subsidy rates will be reimbursed according to the number of animal control officers and support staff in attendance.
 - a. One-Two Hour course - \$15
 - b. Two and a Half to Four Hour course- \$30
 - c. Four and a Half to Eight Hour course - \$60
 - d. *Multiple Day course- \$15- \$60 (per day) *Daily/subsidy rate must be agreed upon between contractor and the department prior to first day of each course.
5. Per Trainer Rate- Mass Animal Fund Trainer Rates- Instructor rates for courses where the curriculum was created by the MDAR Division of Animal Health
 - a. One-Two Hour Course or Scheduled Train the Trainer Time -\$100
 - b. Two and a Half to Four Hour Course or Scheduled Train the Trainer Time- \$200
 - c. Four and a Half to Eight Hour Course or Scheduled Train the Trainer Time- \$400
 - d. MAF Trainers may also receive a \$150 dollar travel subsidy if overnight accommodations are needed.

The Contractor shall provide trainings throughout the year at the request of the Department and at mutually agreed upon times/dates between the Department and the Contractor.