



Safety Solutions • Management Assessment • Security Review

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July 15, 2022

Renee T. Willis, PHD

Superintendent, Richmond Heights Schools

Dear Dr. Willis,

As we discussed, please find attached Solutions on Safety, Inc. (SOS) proposal for Phase I and Phase II of safety concerns at Richmond Heights Local Schools. These are my recommendations and observations and based on the previous study by The Cybersecurity and Infrastructure Security Agency.

A handwritten signature in blue ink, which appears to read 'Anthony H. Jackson', is written over a horizontal line.

Anthony H. Jackson, CPP, CPD, CCPS

Solutions on Safety, Inc.



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## **PROPOSAL**

Solutions on Safety Inc. (SOS) will perform the following assessments using Crime Prevention Through Environmental Design (CPTED) and Crime Prevention National Standards.

### **PHASE I**

1. Review the Cybersecurity and Infrastructure Security Agency (CISA) assessment of the Richmond Heights Local Schools dated June 17, 2022.
2. Separate those items that require administration policy review and updates, training, and partnership building, from the priority action items.
3. Conduct CPTED security assessment as recommended in the CISA report.
4. Make suggestions on areas that will enhance the safety of students and staff using CPTED standards.

### **PHASE II**

1. Address those areas and make recommendations to the CISA report that show deficiencies in administrative procedures and policies, training, and partnerships with other governmental agencies.
2. SOS will work with Director of Operations to identify the areas of common interest between the school district and supporting agencies.

3. Develop training requirements for staff and students. (Training of staff and students will be an additional cost.)
4. Coordinating with Director of Operations and partner with local agencies for information and equipment sharing to enhance each entity's ability to work together more efficiently.

### PROPOSED COST

#### PHASE I

Estimate 60 hours to complete phase @ \$125.00 per hour \$7,500.00.

#### PHASE II

Estimate 75 hours to complete phase @ \$125.00 per hour \$9,375.00.

To maintain continuity, I would suggest that a monthly retainer of \$1200.00 per month to insure continuous service and assistance to the Director of Operations for safety issues. With the monthly retainer in place, I will reduce Phase I to \$6750.00 and Phase II will be reduced to \$8,440.00. The monthly retainer will include approximately 10 hours of services that can be used for consultation and/or oversight of future developments.

The above proposal does not include items that may require travel, other expenses and required subcontractors.

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Anthony H. Jackson, CPP, CPD, CCPS

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Renee T. Willis, PHD