**COMMONWEALTH OF VIRGINIA**

**Memorandum of Understanding (MOU)**

**Between**

**The Department of Criminal Justice Services**

**and**

**<School Division>**

**<Date>**

This memorandum of understanding (MOU) is between **<School Division Name>** and the **Virginia Department of Criminal Justice Services (DCJS)**.

**BACKGROUND:** Paper and one-dimensional digital maps are obsolete for today’s school emergencies.  When law enforcement and other emergency first responders arrive on scene at a school to respond to an active attacker or a fire or medical emergency, seconds count. Digital mapping, such as those described below, remove the learning curve from moving from one locality to the next, one school to another. All buildings are available in the same grid format on cell phones or laptops.  Understanding this program enables quick, uniform response to virtually any building that has been uploaded. The military and hundreds of school divisions utilize this system across the nation, which is compatible with virtually every other software used by first responders in the country.

Collaborative Response Graphics® (CRGs) are site-specific, common operating pictures that enable better communication during an emergency. CRGs combine accurate floor plans, high-resolution imagery, emergency response pre-planning, and gridded-overlay into one map. Through the Digital Mapping Program for Virginia K-12 Schools, school divisions will contract with a vendor to build CRGs to be distributed to first responders through a variety of software applications and provide the necessary training to ensure full implementation.

**FUNDING:** Available administrative funds in the SRO Incentive Grant Fund allocated to the DCJS Virginia Center for School and Campus Safety are being utilized for this project. DCJS plans to allocate approximately $6.5 million for this project over the next four years. Individual division project approval will be based upon available funds and crime and violence data of submitting divisions.

**1. PURPOSE:**

This MOU sets out the terms of agreement between **<School Division Name>** and DCJS for the use of state dollars to provide funding on a reimbursement basis for CRG Mapping. DCJS will provide **a maximum of $3500 per school in the division** in state funds to **<School Division Name>** for such purchase.

**2. GENERALLY:**

2.1 This MOU is effective upon the signature of an authorized representative of **<School Division Name>** and the Director of DCJS.

2.2 This MOU shall remain in force until December 31, 2023.

2.3 Amendments to this MOU must be agreed upon by both agencies in writing, and amendments shall remain in force until both agencies confirm in writing they are no longer necessary or desirable.

**3. SCOPE OF WORK:**

3.1 **<School Division Name>** and DCJS agree that DCJS will:

* Reimburse **<School Division Name>** up to $3,500 per school in the division after receipt of a valid invoice and after completion of Micro and Macro CRGs for the division's schools.

3.2 **<School Division Name>** and DCJS agree that **<School Division Name>** will:

* Complete, sign, and return this MOU within the required period, providing a list of schools to be included in the project.
* Obtain a quote for CRG development for schools in the division. Vendors known to be able to complete this work are below:
  + CDW Government LLC
  + Critical Response Group
  + Daly Computers Inc.
  + Digital Information Services LLC (Small Business)
  + SHI International Corporation (Minority Owned)
  + ThunderCat Technology LLC (Small Business, Service Disabled Veteran)
* Work collaboratively with a vendor on the following:
  + **Gathering Floor Plans:** To begin the project, the best floor plans that the school division currently has on file must be shared with the selected vendor. On the rare occasion no floor plan exists, scanners may be used to map the interior building to generate an accurate two-dimensional floor plan. Because floor plans are stored in a multitude of disparate physical and digital formats, the vendor would utilize several proprietary work flows to accommodate any floor plan received, whether it is a scan of a rolled-up physical “blueprint” or a .dwg file from AutoCAD software.
  + **Proof Creation:** The Vendor will create initial Micro and Macro proofs of the facility by combining baseline interior floor plans with high-resolution overhead imagery of the site.
  + **Site Walk-Through(s):** The Vendor will conduct an on-site walk-through with an initial CRG proof to create an accurate map. The on-site labeling process allows updating and verification of floor plan accuracy (both in the structure and labeling of buildings), capture of site-specific terms used for locations at a facility; and identification and labeling of unique features for each structure. Electrical panel/fire zones must be included.
  + **CRG Approval:** Proofs are updated based on data collected during site visits and submitted to a site point-of-contact for feedback. First responders are also consulted for modifications; and after proofs are finalized, building managers approve them for final publishing.
  + **Final Publishing:** A grid is overlaid on each CRG so first responders can quickly and easily orient to any location. The CRG is geo-rectified through a proprietary process that allows them to be saved in a variety of geo-spatially relevant industry file types, allowing each CRG to be uploaded as a distinct layer in disparate platforms.  CRGs are currently published as GeoPDFs, PDFs, JPEGs, KMZ/KML, GeoTIFFs, MBTILES.
* Invoice DCJS up to $3500 for each school in the division after project completion.

**Agreed to by:**

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| Shannon Dion  Director  Department of Criminal Justice Services | Name  Superintendent or Designee  School Division |
| Date: | Date: |