

# South Bay Cities Council of Governments

## Alert South Bay

### Scope of Work

The South Bay Cities Council of Government (SBCCOG) will work with participating cities, Everbridge (mass notification system), and Soraya Sutherlin of Emergency Management Safety Partners, Inc. (technical consultant) to implement the Alert South Bay Program. Program participants include the cities of Carson, El Segundo, Gardena, Hawthorne, Hermosa Beach, Inglewood, Lomita, Manhattan Beach, Palos Verdes Estates, Rancho Palos Verdes, Redondo Beach, Rolling Hills, Rolling Hills Estates, and Torrance. The SBCCOG will perform the following task:

1. Managing contracts:
  - a. Soraya Sutherlin’s contract
  - b. Everbridge contract
2. Invoicing:
  - a. Cities for Everbridge services
  - b. Cities for Soraya’s services
3. Providing infrastructure for Soraya Sutherlin to provide trainings
4. Marketing program to community including social media, newsletter, e-newsletter, and e-blast and community events
5. Managing and administering the website
6. Fielding questions from cities and keeping the board and city managers updated
7. Working on transitioning technical issues to Area G

#### Budget

Total Annual Cost	Total Annual Hours @ \$97.00/hr	Total Hours per month	Total Hours per week
\$49,000	505	42	9.8