



September 20, 2018

Dr. Paul O'Malley
Superintendent
Norridge School District 80
8151 W Lawrence Ave
Norridge, IL 60706

RE: Letter of Intent (LOI)

Dear Dr. O'Malley,

P4 Security Solutions LLC (P4S) is pleased to provide a letter of intent for security consultation services for Norridge School District 80. This Letter of Intent (LOI) sets forth the terms and understanding between the P4S and Norridge School District 80.

The services below are recommendations based on our discussion during this week's meeting at our office with Paul Ohm and yourself. P4S and Norridge School District 80 are entering this engagement in order to enhance the school district's security posture through identifying vulnerabilities and implementing security strategies. Please see below for the statement of work:

Risk Assessment (2 Buildings)

- Emergency Planning Document Review
 - Security Policy and Training
 - Workplace Violence Policy and Procedure
- Facility Inspections: Exterior
 - Exterior Lightning
 - Public/Employee Parking Areas
 - Building Entrances/Exits
 - Emergency Exits
 - Floor Plans
 - Accessible to Public Safety First Responders
 - Up to Date and Accurate to Reflect Building Modifications
 - Emergency Equipment Locations Depicted/Listed
 - Emergency Shut-Offs (Gas and Electric) Depicted
 - Public Address Systems (if installed)
 - Is this system regularly inspected and tested?
- Security Operations
 - Access Control
 - Both Employee and Public
 - Type of Access Control and Reliability
 - Electronic Pass and/or Key Control and Distribution
 - Replacement Policy for Lost/Stolen Passes for Keys

- Alarm Systems
 - Intrusion/Duress/Holdup Alarm Equipment
 - Motion Detection Equipment
- Delivery Areas/Loading Docks
 - How are Deliveries Made
 - Security Cameras/Lighting/Signage of Delivery Areas/Loading Docks
- Safety Equipment
 - Fire Alarms
 - Are fire alarms clearly marked and accessible?
 - Are fire alarms of an approved configuration and are they tested regularly?
 - Fire Suppression Systems
 - Are fire suppression systems regularly tested?
 - HAZMAT Issues
 - Are any Hazardous Materials/Chemicals kept on site?
 - First Aid/AED
 - Are personnel aware of locations for First Aid/AED equipment?
 - Are personnel training in the use of this equipment
 - Fire Cabinets/Equipment
 - Are Fire Cabinets clearly marked and accessible?
 - Are personnel trained in the use of fire suppression equipment?

Please note that this process will take approximately 30 days before we provide an initial draft. Our team will then make edits and circulate a second draft to seek feedback. Lastly, we will provide a final draft and present our findings to you and your staff. The section below will outline the awareness strategy for the remainder of the staff and parents.

Total Price for Assessment - \$6,500.00

Training and Education

P4S will provide one (1) Subject Matter Expert for either two (2) 1-hour lunch and learn format or a 1-hour evening town hall format to answer questions for faculty and parents regarding the following:

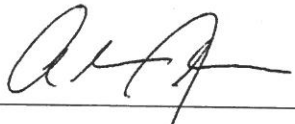
- Risk Assessment Findings
- Current Security Posture
- Future Recommendations and Strategies

Total Price for Training and Education - Complimentary



Thank you for the opportunity to provide security services for the Norridge School District 80.

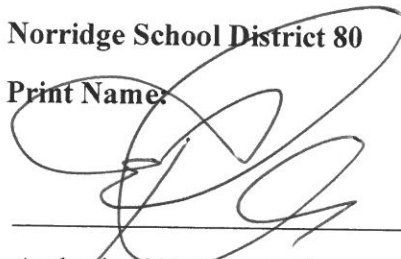
P4 Security Solutions LLC



Adam Johnson, COO

Norridge School District 80

Print Name:



Authorized Representative

