

St. Paul Fire Department
Scope of Work
March 11, 2025 – March 31, 2026

Overview:

The Savvik Foundation and Delaware State University are excited to work with your agency in evaluating, developing, and supporting diversity, equity, and inclusion efforts in EMT, EMR, and Paramedic training and mentorship programs. This is the second phase of our workforce development project.

While Phase I of this project analyzed the perceptions of individuals in the EMS community, the preliminary study will offer data to analyze the agency's perception of the current diversity efforts within the EMS community. This will be a data-driven initiative. The data collected in Phase I made what we already knew actionable. While Phase I documented the problems, Phase II will measure the agency's response.

The DSU Research team will help shape and support agency initiatives. Mini-grant recipients will be held accountable for tracking measurable goals for their agency-specific interventions. We are excited to work with the agencies towards designing their interventions using our curriculum.

The DSU Research Team is designing workshops that will apply the Connect, Accept, and Provide (CAP) curriculum to agencies. Agencies will participate in the workshops as part of the mini-grant award. The CAP curriculum will be applied to the EMS training as described below:

CONNECT - To find DIVERSE thoughts, ideas, and solutions

1. We will connect researched findings and solutions with EMS agencies
2. We will connect with EMS leadership to examine data and conduct their own research on perceived barriers within the field.
3. We will connect with EMS leadership to educate them on ways to better serve and connect, accept, and provide for their direct reports and prospective hires.

ACCEPT - To INCLUDE EMS practitioners' diverse thoughts, ideas, and solutions within organizational strategy

1. We will train EMS leadership on systematic strategies to identify and accept organizational challenges.
2. Trainings will reference the previous findings from PHASE I, and work towards accepting that there are training inconsistencies for EMS agencies.
3. We will work with agencies to develop diverse leadership teams and consistent mentorship opportunities.

PROVIDE - To solve organizational challenges **EQUITABLY**

1. We will provide EMS leadership with the tools and resources to better connect with members, accept their needs, and provide for them professionally.
2. We will provide EMS leadership with resources to better serve diverse prospective hires in need of inclusion and equity.
3. We will provide EMS leadership with systematic solutions and practices for dismantling homogeny, perceived barriers, and challenges within the EMS field.

Schedule:

Milestones/Deliverables	Due Date
Onboarding	March 2025
Contract Execution	April 2025
Check-in 1	May 2025
Progress Report	June 2025
Check-in 2	September 2025
Progress Report	October 2025
Check-in 3	January 2026
Final Report	March 2026

Budget – Phase 1 (first installment):**Please add or delete rows as necessary*

Estimated Timeline of Spending Activity	Proposed Spending Item(s)	Justification	Budget Amount
April 2025	Purchase 30 iPads and have them set up with language software, general office software and overall ability to enhance the users learning experience.	We have identified barriers to success in EMS programs. The majority of our student population is of low income and/or ESL and do not have access to technology necessary to improve success rates. Additionally, the likelihood that they have had significant exposure to medical terminology is low, making the need to provide a resource they can easily learn from even more important.	\$9,921.30
April 2025	Purchase 2 iPad Pro for use by program leads set up with similar abilities	Organization is one of the keys to the success of the program as a whole. Providing lead instructors with the same technology as the students have will allow them to troubleshoot, coach and mentor more effectively.	\$2,921.52
April 2025	Purchase charging and storage rack for	This component offers security and maintenance for the iPads invested in above	\$1795.96
Total			\$14,638.78

Budget – Phase 2 (second installment):**Please add or delete rows as necessary*

Estimated Timeline of Spending Activity	Proposed Spending Item(s)	Justification	Budget Amount
May 2025	Purchase 30 keyboard folios	The combination keyboard/folio will allow for greater ability to use the resources the iPads have to offer as well as protect the iPad from accidental damage.	\$7,735.20
May 2025	Purchase 4 iPad Pro	Round out the instructor cadre with iPads intended to give them the resources necessary to effectively lead and organize this program. Additionally, this would give them the same technology as is provided to the students allowing instructors to better understand the resources available and troubleshoot any issues that come up.	\$5,843.04
May 2025	Purchase 6 keyboard/folios	Provide a keyboard and protective case for the 6 instructor iPad Pros	\$1,773.88
Total			\$15,352.12