



Department of Emergency Services

Memorandum

**35603**

**DATE:** August 15, 2013

**TO:** Board of Acquisition and Contract

**FROM:** John M. Cullen  
Commissioner of Emergency Services

**SUBJECT:** Authority for the County Of Westchester to enter into an agreement with Wiland Associates, LLC to provide instruction of All-Hazards Incident Management Team position courses for the County for an amount not to exceed \$100,000.00, payable pursuant to an approved budget, and for a term commencing upon execution and expiring August 31, 2014, with a County option to renew for two additional one year periods

On or about May 17, 2013, the County of Westchester (the "County"), acting by and through its Department of Emergency Services (the "Department"), issued a Request for Proposals ("RFP"), pursuant to Section 6 of the County's Procurement Policy. This RFP solicited proposals from vendors to provide All-Hazards Incident Management Team instruction for the County that complies with the Federal Emergency Management Agency National Incident Management System programs.

In response to the RFP, the Department received four (4) proposals. The Department reviewed these proposals and evaluated them based upon the evaluation criteria specified in the RFP. The proposal submitted by Wiland Associates, LLC ("Wiland Associates") received the highest score and was, accordingly, ranked first. Based on the proposal submitted by Wiland Associates and the references provided, the County is confident that Wiland Associates is a responsible vendor for these services.

Accordingly, authority is respectfully requested from your Honorable Board for the County to enter into an agreement with Wiland Associates pursuant to which Wiland Associates will provide qualified instructors to deliver advanced, position-specific ICS training for public safety personnel who may be responsible for Command and General staff levels from the New York State area. In conducting these courses, the County will more effectively prepare participants with the necessary skills to conduct Command and Control Operations.

The proposed agreement will be for a term commencing upon execution and continuing through August 31, 2014, with a County option to renew for up to two (2) additional one (1) year periods upon the same terms, conditions and pricing. The proposed agreement will be for an amount not-to-exceed One Hundred Thousand Dollars (\$100,000.00), payable pursuant to an approved budget, which contains prices for each course that may be offered. Wiland Associates will be paid for courses actually provided and if any additional sessions are required, that session will be on the same terms, pricing and conditions as set forth in their proposal.

The proposed agreement will serve a public purpose by providing training and instruction to public safety personnel to be better prepared to respond to major emergencies or disasters and ensure the public's health and safety in the aftermath of a disaster.

The goal and objective of the proposed agreement is to provide a program to assist personnel responsible for managing complex incidents to further develop competencies within the National Incident Management System and advancing the development of individuals that may be assuming Command and General Staff positions for complex incidents.

The proposed agreement will be tracked and monitored by the staff of the Department through meetings and conference calls and closely working with Wiland Associates.

I respectfully recommend approval of the attached Resolution.

JMC/JMW/TSA

APPROVED BOARD OF ACQUISITION & CONTRACTS 10/09/2013 COUNTY CLERK SECRETARY

**RESOLUTION**

Upon a communication from the Commissioner of Emergency Services, be it hereby

**RESOLVED**, that the County of Westchester (the “County”) is hereby authorized to enter into an agreement with Wiland Associates, LLC pursuant to which Wiland Associates, LLC will provide qualified lead instructors to deliver advanced, position-specific ICS training for public safety personnel who may be responsible for Command and General staff levels from the New York State area for the period commencing upon execution and continuing through August 31, 2014, with a County option to renew for up to two (2) additional one (1) year periods upon the same terms, conditions and pricing, and be it further

**RESOLVED**, that the agreement will be for an amount not-to-exceed One Hundred Thousand Dollars (\$100,000.00), payable pursuant to an approved budget which contains prices for each course that may be offered, and payment will be made for courses actually provided and if any additional sessions are required, that session will be on the same terms, pricing and conditions as set forth in the proposal submitted by Wiland Associates, LLC; and be it further

**RESOLVED**, that the County Executive or his duly authorized designee is hereby authorized to execute all documents and take any actions reasonably necessary and appropriate to effectuate the purposes of this Resolution.

Account to be  
Charged/Credited

|  | Fund | Dept | Major Program,<br>Program & Phase<br>Or Unit | Object/<br>Sub-Object | Trust<br>Account | Dollars   |
|--|------|------|--|-----------------------|------------------|-----------|
|  | 263  | 20   | 390M   | 4380                  | T390             | \$100,000 |
|  |      |      |  |                       |                  |           |
|  |      |      |  |                       |                  |           |
|  |      |      |  |                       |                  |           |

Budget Funding Year(s): 2013-2014 Start Date: upon execution End Date: 8/31/14  
(must match resolution)

Funding Source  
\$ 100,000  
(must match resolution)

Tax Dollars: \_\_\_\_\_  
State Aid: \_\_\_\_\_  
Federal Aid: \$100,000  
Other: \_\_\_\_\_

APPROVED BOARD OF ACQUISITION & CONTRACT ADMINISTRATION, SECRETARY