

35970

September 17, 2013

TO: Board of Acquisition and Contract

FROM: George N. Longworth, Commissioner-Sheriff  
Department of Public Safety

RE: **Authority to enter into an Agreement with Donahoo-Consulting, LLC to design and conduct a series of WMD/HazMat exercises as a Homeland Security Exercise and Evaluation Program Compliance Consultant for a term commencing September 1, 2013 and continuing through August 31, 2014, for an amount not to exceed \$75,000**

Authority is sought for the County of Westchester (the "County"), acting by and through its Department of Public Safety (the "Department"), to enter into an agreement with Donahoo-Consulting, LLC ("Donahoo"), pursuant to which Donahoo will design and conduct a series of WMD/HazMat exercises as a Homeland Security Exercise and Evaluation Program Compliance Consultant for a term commencing September 1, 2013 and continuing through August 31, 2014, for an amount not to exceed \$75,000, pursuant to an approved budget (the "Agreement"). The County, at its sole option, may renew the Agreement for up to two (2) additional one (1) year periods upon the same terms, conditions and pricing.

Under the terms of the proposed Agreement, Donahoo will design and conduct a series of WMD/HazMat preparedness exercises for Department personnel which shall include: two (2) workshops; two (2) tabletops; one (1) functional exercise; and one (1) full scale exercise. Such exercises shall be compliant with both the Homeland Security Exercise and Evaluation Program ("HSEEP") and National Incident Management System ("NIMS").

The County has complied with the Westchester County Procurement Policy. On July 12, 2013, the Department issued a request for proposals ("RFP") seeking to engage an experienced and reputable consultant to design and conduct a series of training and exercise opportunities compliant with both the HSEEP and the NIMS. The RFP was posted on the County's website. On August 15, 2013, one (1) proposal was received in response to the County's solicitation. Following a careful review of the proposal with reference to the evaluation criteria set forth in the RFP, Donahoo was selected because they were the only respondent and their proposal met all of the Department's needs and requirements.

The proposed Agreement is in the public's best interest as it will enable the Westchester County Department of Public Safety to identify capability gaps and increase proficiency in all manners of Law Enforcement.

The goals and objectives of this program are to conduct a series of exercises to identify capability gaps and create improvement plans to address those capability gaps.

The goals and objectives of this program will support the public safety and/or welfare by providing law enforcement with an opportunity to conduct a series of exercises to identify capability gaps, increase operator proficiency, and create improvement plans as part of a multi-year training and exercise program.

The goals and objectives of this program will be tracked and monitored by reviewing the program on an ongoing basis for the duration of the contract. The Commanding Officer of the Special Operations Division will conduct reviews during which feedback is gathered regarding the effectiveness of the program. This information will be reported to the Commissioner of the Department of Public Safety.

An appropriate resolution is herewith attached for your Honorable Board's consideration.

GNL/KH/cs

Attachment

APPROVED BOARD OF ACQUISITION & CONTRACTS 10/17/2013 HONARY VICE SECRETARY

**RESOLUTION**

Upon a communication from the Commissioner-Sheriff, Department of Public Safety, be it hereby

**RESOLVED**, that the County of Westchester, acting by and through its Department of Public Safety, is authorized to enter into an agreement with Donahoo-Consulting, LLC (“Donahoo”) pursuant to which Donahoo will conduct a series of WMD/HazMat exercises as a Homeland Security Exercise and Evaluation Program Compliance Consultant for a term commencing September 1, 2013 and continuing through August 31, 2014, for an amount not to exceed \$75,000, pursuant to an approved budget (the “Agreement”); and be it further

**RESOLVED**, that the County, at its sole option, may renew the Agreement for up to two (2) additional one (1) year periods upon the same terms, conditions and pricing; and be it further

**RESOLVED**, that this Agreement is subject to County appropriations; and be it further

**RESOLVED**, that this Agreement is also subject to further financial analysis of the impact of any New York State Budget (the “State Budget”) proposed and adopted during the term of this Agreement. The County shall retain the right, upon the occurrence of any release by the Governor of a proposed State Budget and/or the adoption of a State Budget or any amendments thereto, and for a reasonable period of time after such release(s) or adoption(s), to conduct an analysis of the impacts of any such State Budget on County finances. After such analysis, the County shall retain the right to either terminate this Agreement or to renegotiate the amounts and rates approved herein. If the County subsequently offers to pay a reduced amount to the Contractor, then the Contractor shall have the right to terminate this Agreement upon reasonable prior written notice, and be it further

**RESOLVED**, that the County Executive, or his authorized designee, be, and hereby is, authorized to enter into and execute this agreement for the County of Westchester.

Account to be Charged

Fund	Dept.	Major Program, Program & Phase or Unit	Object / Sub Object	Dollars
263	38	711M	4380	\$75,000

Budget Funding Years (must match resolution)

Start Date 09/01/2013

End Date 08/31/2014

Funding Source  
\$75,000  
 (must match resolution)

Tax Dollars \_\_\_\_\_  
 State Aid \$75,000  
 Federal Aid \_\_\_\_\_  
 Other \_\_\_\_\_

(federal pass thru)