



Department of Emergency Services

Memorandum

41744

DATE: August 11, 2014

TO: Board of Acquisition and Contract

FROM: John M. Cullen
Commissioner of Emergency Services

SUBJECT: Resolution authorizing the County of Westchester to enter into an agreement with CRA, Inc. pursuant to which CRA, Inc. will develop and execute an All-Hazards tabletop exercise series for the County for an amount not to exceed \$96,250.00, pursuant to an approved budget, and for a term commencing upon execution and expiring December 31, 2015.

On or about June 18, 2014, 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. The RFP solicited proposals from vendors for the development and execution of an All-Hazards tabletop series for the County that complies with the Federal Emergency Management Agency's Homeland Security Exercise and Evaluation Program and National Incident Management System.

In response to the RFP, the Department received sixteen (16) proposals. The Department reviewed and evaluated the proposals based upon the criteria specified in the RFP. The three highest scoring proposals were then interviewed. The proposal submitted by CRA, Inc. ("CRA") received the highest overall score and was, accordingly, ranked first. Based on the proposal submitted by CRA and subsequent interviews and the references provided, the County is confident that CRA 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 CRA pursuant to which CRA will provide a qualified team of staff to plan, conduct and evaluate a series of tabletop exercises for local, county and non-governmental leaders, consisting of one (1) tabletop in 2014, and at the County's discretion, two additional tabletop exercises in 2015, and at the County's option the development of a scenario-

based video. The tabletop exercises will enable the County to more effectively prepare for major emergencies or disasters and ensure the public's health and safety in the aftermath of a disaster.

The term of the proposed agreement will commence upon execution and continue through December 31, 2015. For the services provided pursuant to the proposed agreement CRA will be paid an amount not to exceed Ninety-Six Thousand, Two Hundred Fifty Dollars (\$96,250.00), payable pursuant to an approved budget. CRA will be paid for the tabletop exercises actually provided; one shall be conducted prior to September 30, 2014 and two additional exercises in 2015 at the County's discretion. Each exercise will be subject to the same terms, pricing and conditions as set forth in CRA's proposal. In addition and at the County's option CRA will develop a scenario-based video to be used to enhance the exercises.

The goal and objective of the proposed agreement is to provide a program to assist local and county leaders responsible for managing complex incidents to further develop capabilities within the National Incident Management System, National Preparedness Goal and New York State Preparedness Strategy.

The proposed agreement will be tracked and monitored by the staff of the Department through meetings and conference calls and by the Department's close work with CRA.

I respectfully recommend approval of the attached Resolution.

JMC/JMW/TSA

APPROVED BOARD OF ACQUISITION & CONTRACTS 08/21/2014
JMC/JMW/TSA
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 CRA, Inc. ("CRA") pursuant to which CRA will develop and execute an All-Hazards tabletop series for the County that complies with the Federal Emergency Management Agency's Homeland Security Exercise and Evaluation Program and National Incident Management System for an amount not to exceed \$96,250.00, pursuant to an approved budget, and for a term commencing upon execution of the agreement and expiring December 31, 2015; and, be it further

RESOLVED, that CRA will be paid for the tabletop exercises actually provided, one shall be conducted prior to September 30, 2014 and two additional exercises in 2015 at the County's discretion, each exercise will be subject to the same terms, pricing and conditions as set forth in CRA's proposal, in addition, at the County's option, CRA will develop a scenario-based video to be used to enhance the exercises; and, be it further

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

RESOLVED, that this Agreement is subject to further financial analysis of the impact of any New York State Budget (the "State Budget") proposed and adopted during the term of the Agreements. 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 the Agreements 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 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, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
2014	101	20	1000	4380		\$38,300.00
2015	101	20	1000	4380		\$57,950.00

Budget Funding Year(s): 2014-2015 Start Date: upon execution End Date: 12/31/15
(must match resolution)

Funding Source
\$ 96,250.00
(must match resolution)

Tax Dollars: 100%
State Aid: _____
Federal Aid: _____
Other: _____