



Department of Emergency Services

Memorandum

52505

DATE: July 28, 2016

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 Contingency Management Consulting Group, LLC, pursuant to which Contingency Management Consulting Group, LLC will develop and execute All-Hazards exercises for the County for an amount not to exceed \$441,762, pursuant to an approved budget, for a term commencing on August 1, 2016 and expiring on July 31, 2019, with an option for the County to extend the agreement for one (1) additional two-year period.

On or about May 6, 2016, 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 emergency preparedness exercises 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 seven (7) proposals (See Score Sheet and Cost Analysis attached to the Resolution as Schedule "A"). The Department reviewed and evaluated the proposals based upon the criteria specified in the RFP. The proposal submitted by Contingency Management Consulting Group, LLC ("CMCG") received the highest overall score and was, accordingly, ranked first. Based on the proposal submitted by CMCG and subsequent interviews and the references provided, the County is confident that CMCG 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 CMCG pursuant to which CMCG will provide a

qualified team of staff to plan, conduct and evaluate All-Hazards exercises for local, county and non-governmental leaders (the "Agreement"). The initial term of the Agreement will be for a three (3) year period commencing on August 1 2016 and expiring on July 31, 2019 (the "Initial Term"), with the County reserving an option to extend the term of the Agreement for one (1) additional two-year period commencing on August 1, 2019 and continuing through July 31, 2021 (the "Extended Term"), subject to the further approval of your Honorable Board.

The emergency preparedness exercises will consist of one (1) tabletop exercise for each year of the Initial Term (conducted twice each year). Should the Department exercise its option for the Extended Term, there will be one (1) tabletop exercise conducted during each of the two option years (conducted twice each year). In addition, there may be one (1) optional tabletop exercise to be conducted either in year 2 of the Initial Term or year 4 of the Extended Term. There may also be two (2) optional functional exercises to be conducted in year 2 of the Initial Term or year 4 of the Extended Term. Finally, there may be one (1) optional full scale exercise to be conducted either in year 2 of the Initial Term or year 4 of the Extended Term. In addition, the County, at its sole discretion, may require the Consultant to incorporate a professionally-produced video to augment some or all of the exercises planned and conducted.

For the services provided pursuant to the proposed Agreement, CMCG will be paid an amount not to exceed Four Hundred Forty One Thousand Seven Hundred Sixty Two (\$441,762.00) Dollars, payable pursuant to an approved budget (See Schedule "B", attached to the Resolution). CMCG will only be paid for the All-Hazards exercises actually provided.

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 CMCG.

I respectfully recommend approval of the attached Resolution.

JMC/JMW/jpg

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 Contingency Management Consulting Group, LLC ("CMCG") pursuant to which CMCG will develop and execute All-Hazards exercises 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 \$441,762.00, pursuant to an approved budget, as set forth in Schedule "B", attached hereto, for a term commencing on August 1, 2016 and expiring on July 31, 2019 (the "Agreement"), with the County reserving an option to extend the term of the Agreement for one (1) additional two-year period, subject to the further approval of the Board of Acquisition & Contract; and be it further

RESOLVED, that CMCG will be paid only for the exercises actually provided at the rates set forth in Schedule "B", attached hereto; 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
2016	101	20	1000	4380		\$30,000.00
2017	101	20	1000	4380		\$30,000.00
2018	101	20	1000	4380		\$30,000.00
2017	263	20	391Q	4380	T391	\$98,814.00
2018	263	20	391Q	4380	T391	\$115,442.00
2019	263	20	391R	4380	T391	\$137,506.00

Budget Funding Year(s): 2016-2019
(must match resolution)

Start Date: 8/1/2016

End Date: 7/31/2019

Funding Source
\$441,762.00
(must match resolution)

Tax Dollars: \$90,000.00
State Aid: _____
Federal Aid: \$351,762.00
Other: _____

APPROVED BOARD OF ACQUISITION & CONTRACTS - 08/04/2016 - LEAH RIJAJ, SECRETARY

SCHEDULE "A"

SEE ATTACHED SCORE SHEET AND COST ANALYSIS SHEET

APPROVED BOARD OF ACQUISITION & CONTRACT - 08/04/2016 - LISA MRIJAJ, SECRETARY

SCHEDULE "B"

BUDGET

For the Work to be performed during the Initial Term of the Agreement (8/1/16 – 7/31/19), the Consultant shall be paid an amount not to exceed FOUR HUNDRED FORTY ONE THOUSAND SEVEN HUNDRED SIXTY-TWO (\$441,762.00) DOLLARS, payable as follows upon completion of each exercise:

August 1, 2016 – July 31, 2017:

Plan & Execute 1 Tabletop Exercise, two times:	\$49,948
Optional Video	\$6,500

August 1, 2017 – July 31, 2018:

Plan & Execute 1 Tabletop Exercise, two times:	\$49,948
Optional Video	\$6,500
Plan & Execute 1 Tabletop Exercise (Optional Exercise)	\$39,168
Optional Video	\$6,750
Plan & Execute up to 2 Functional Exercises (Optional Exercise)	\$135,692
Optional Video	\$6,750
Plan & Execute 1 Full Scale Exercise (Optional Exercise)	\$75,556
Optional Video	\$6,750

August 1, 2018 – July 31, 2019:

Plan & Execute 1 Tabletop Exercise, two times:	\$51,450
Optional Video	\$6,750

APPROVED BOARD OF ACQUISITION & CONTRACT - 08/04/2016 - LISA M. ISAAC, SECRETARY