



Department of Emergency Services

Memorandum

56411

DATE: April 4, 2017

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 BCFS Health and Human Services, to assist the County with review and revision of the County's Comprehensive Emergency Management Plan (CEMP) and other associated County Emergency Preparedness Programs and Services and ensure compliance with the Americans with Disabilities Act, 42 U.S.C. § 12131 et seq., and Section 504 of the Rehabilitation Act, 29 U.S.C. § 794, for an amount not to exceed \$229,311.00, pursuant to an approved budget, for a term commencing on May 1, 2017 and expiring on August 2, 2018, with County options to extend the agreement for a term of six (6) months and/or one additional term thereafter of three (3) months.

As your Honorable Board may recall, the County of Westchester ("County") entered into an agreement with Disability Rights Advocates ("DRA") and Westchester Disabled on the Move, Inc., which requires the County to retain the services of a subject matter expert to provide assistance and guidance to the County with developing substantive revisions to the County's emergency preparedness programs and services in order to meet the needs of people with all types of disabilities, consistent with the role of County government in major emergency and disaster response. In accordance with the terms of that agreement, on or about February 6, 2017, 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 consultants with demonstrated expertise in federal and New York State disability rights laws as they relate to emergency preparedness policies, procedures, and practices ("Subject Matter Expert") to assist the County with review and revision of the County's Comprehensive Emergency Management Plan and other associated County Emergency Preparedness Programs and Services and ensure compliance with the

Americans with Disabilities Act, 42 U.S.C. § 12131 et seq., and Section 504 of the Rehabilitation Act, 29 U.S.C. § 794.

In response to the RFP, the Department received four (4) proposals. The Department reviewed and evaluated the three materially responsive proposals based upon the criteria specified in the RFP and each were then interviewed. The proposal submitted by BCFS Health and Human Services, ("BCFS") has been determined to be the most advantageous to the County. Based on the proposal submitted by BCFS and subsequent interview, the County is confident that BCFS 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 BCFS pursuant to which BCFS will provide a qualified team to assist the County with review and revision of the County's Comprehensive Emergency Management Plan and other associated County Emergency Preparedness Programs and Services and ensure compliance with the Americans with Disabilities Act, 42 U.S.C. § 12131 et seq., and Section 504 of the Rehabilitation Act, 29 U.S.C. § 794 ("Agreement"). The term of the Agreement will be for a fifteen (15) month period commencing on May 1, 2017 and expiring on August 2, 2018, with a County option to extend the term of the Agreement for a term of six (6) months and/or one additional term thereafter of three (3) months, subject to the further approval of your Honorable Board. Authorization is also requested to approve June Kailes, as subcontractor.

For the services provided pursuant to the proposed Agreement, BCFS will be paid an amount not to exceed Two Hundred and Twenty Nine Thousand, Three Hundred and Eleven (\$229,311.00) Dollars, payable pursuant to an approved budget. BCFS will only be paid for services actually rendered and costs actually incurred.

The goal and objective of the proposed Agreement is to provide professional services to assist the County with review and revision of the County's Comprehensive Emergency Management Plan (CEMP) and other associated County Emergency Preparedness Programs and Services and ensure compliance with the Americans with Disabilities Act, 42 U.S.C. § 12131 et seq., and Section 504 of the Rehabilitation Act, 29 U.S.C. § 794.

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 BCFS.

I respectfully recommend approval of the attached Resolution.

JMC/JMW/tsa

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 BCFS Health and Human Services, ("BCFS") pursuant to which BCFS will provide professional services to assist the County with review and revision of the County's Comprehensive Emergency Management Plan (CEMP) and other associated County Emergency Preparedness Programs and Services and ensure compliance with the Americans with Disabilities Act, 42 U.S.C. § 12131 et seq., and Section 504 of the Rehabilitation Act, 29 U.S.C. § 794 ("Agreement"), for an amount not to exceed \$229,311.00, pursuant to an approved budget and is also authorized to approve June Kailes as subcontractor, and be it further

RESOLVED, that the Agreement shall be for a term commencing on May 1, 2017 and expiring on August 2, 2018 (the "Agreement"), with a County option to extend the term of the Agreement for a term of six (6) months and/or one additional term thereafter of three (3) months, subject to the further approval of the Board of Acquisition & Contract; 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 Consultant, then the Consultant 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	Years
101	20	1000	4380		\$229,311	2017/18

Budget Funding Year(s): 2017/18
(must match resolution)

Start Date: 5/1/17

End Date: 8/2/18

Funding Source
\$229,311.00
(must match resolution)

Tax Dollars: \$229,311.00
State Aid: _____
Federal Aid: _____
Other: _____

APPROVED BOARD OF ACQUISITION & CONTRACTS 05/04/2017 - LISAMRJJAJ, SECRETARY