



Department of Emergency Services

Memorandum

67663

DATE: January 23, 2019

TO: Board of Acquisition and Contract

FROM: John M. Cullen
Commissioner of Emergency Services

SUBJECT: Authority to amend an agreement with Contingency Management Consulting Group, LLC for the development and execution of All-Hazards exercises for the County, by exercising the County's option to extend the term of the agreement for one (1) additional two (2) year period commencing on August 1, 2019 and continuing through July 31, 2021 for an amount not-to-exceed \$198,706, payable pursuant to an approved budget.

By resolution approved on August 4, 2016, your Honorable Board authorized the County of Westchester (the "County"), acting by and through its Department of Emergency Services (the "Department,") to enter into an agreement with Contingency Management Consulting Group, LLC ("CMCG") pursuant to which CMCG agreed to plan, conduct and evaluate All-Hazards exercises for local, county and non-governmental leaders (the "Agreement") for an initial term of three (3) years commencing on August 1 2016 and expiring on July 31, 2019, 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, subject to the further approval of your Honorable Board, in accordance with an approved budget and exercise schedule. The Agreement was subsequently executed.

Thereafter, by resolution approved on November 23, 2016, your Honorable Board authorized the County to amend the Agreement in order to remove the annual date restrictions set forth in the budget and instead authorize the Department to have CMCG perform the exercises, at the Department's discretion, at any time during the term of the Agreement (the "First Amendment"). The First Amendment was subsequently executed.

The County now desires to exercise its 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. Accordingly, authority is hereby requested for the County, through the Department, to exercise its option to extend the term of the Agreement with CMCG for one (1) additional two-year period commencing on August 1, 2019 and continuing through July 31, 2021. During the extension period, CMCG shall conduct two (2) Municipal Tabletop exercises and one (1) Full Scale exercise. In consideration for services to be rendered during the option period, CMCG shall be paid an amount not-to-exceed \$198,706, in accordance with the approved budget set forth in the Agreement, as amended.

Except as specifically amended hereby, all remaining terms and conditions of the Agreement, as previously amended, shall remain in full force and effect.

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/LL/jpg
Attachment

APPROVED BOARD OF ACQUISITION & CONTRACT - 02/28/2019 - ICA MRIJAL SECRET

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 amend an agreement with Contingency Management Consulting Group, LLC ("CMCG") pursuant to which CMCG agreed to develop and execute All-Hazards exercises for the County that comply with the Federal Emergency Management Agency's Homeland Security Exercise and Evaluation Program and National Incident Management System, for a term commencing on August 1, 2016 and expiring on July 31, 2019, for an amount not to exceed \$441,762.00, payable pursuant to an approved budget, with the County reserving an option to extend the term of the Agreement for one (1) additional two-year period (the "Agreement"), in order to exercise the County's option to extend the term thereof for one (1) additional two-year period commencing on August 1, 2019 and continuing through July 31, 2021; and be it further

RESOLVED, that during the option term, CMCG shall conduct two (2) Municipal Tabletop exercises and one (1) Full Scale exercise; and be it further

RESOLVED, that in consideration for services to be rendered during the option term, the County shall pay CMCG an amount not-to-exceed \$198,706, payable pursuant to an approved budget; and be it further

RESOLVED, that except as specifically amended hereby, all remaining terms and conditions of the Agreement shall remain in full force and effect; 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
263	20	391S	4380	T391	\$110,506
263	20	391T	4380	T391	\$28,200
101	20	1000	4380		\$30,000 (2019)
101	20	1000	4380		\$30,000 (2020)

Budget Funding Year(s): 2019-2021 Start Date: 8/1/2019 End Date: 7/31/2021
 (must match resolution)

Funding Source \$ 198,706 Tax Dollars: \$60,000
 (must match resolution) State Aid: _____
 Federal Aid: \$138,706
 Other: _____