



Department of Emergency Services

Memorandum

33316

Date: April 10, 2013

To: The Honorable Board of Acquisition and Contract

From: John M. Cullen
Commissioner of Emergency Services

Re: **Resolution authorizing an Agreement with Contingency Management Consulting Group, LLC to design and facilitate the 2013 Tabletop Exercise for Hurricane Planning and Preparedness for a term commencing upon execution and continuing through July 31, 2013 for a total contract amount not to exceed \$22,960, pursuant to an approved budget**

Authority is hereby requested from your Honorable Board for the County of Westchester, acting by and through the Department of Emergency Services (the "Department"), to enter into an agreement with Contingency Management Consulting Group, LLC ("CMCG") for the provision of the following services: Phase 1 - design and prepare materials for hurricane tabletop exercise; Phase 2 - schedule, conduct and evaluate hurricane tabletop exercise, and Phase 3 conduct and present after-action review and improvement plan. The term of the proposed agreement will commence upon execution and continue through July 31, 2013. The County will pay CMCG an amount not to exceed Twenty-Two Thousand Nine Hundred Sixty (\$22,960.00) Dollars payable pursuant to an approved budget.

Pursuant to Section 5(b) of the Westchester County Procurement Policy, the Department solicited written price proposals and background information from three vendors customarily providing the required services. The following quotations were obtained:

<u>Vendor</u>	<u>Price</u>	<u>State of Quotation</u>
Contingency Management Consulting Group, LLC	\$22,960.00	Complete
Forest Ventures, Inc.	\$28,500.00	Complete
Secon Resources Inc.	\$30,000.00	Complete

After evaluating the quotations offered CMCG was selected as the most advantageous pursuant to Section 5(c) of the Westchester County Procurement Policy. This selection was based upon the fact CMCG's quotation was the lowest quotation offered and that the services as described and provided will best assist the County in connection with development and facilitation of the

2013 Hurricane Tabletop Exercise. In addition, CMCG has worked extensively with the County for many years on emergency planning, including but not limited to the 2007 hurricane exercise series.

The public purpose of the proposed agreement is to enhance public safety and general welfare in times of an emergency and will therefore benefit the public good. The goals and objectives of this program are to assure that the local elected officials are prepared to handle the unique circumstances, challenges and operating procedures associated with a major disaster such as a hurricane. It is the objective of the Department to facilitate information sharing, training and coordination with local elected officials. In addition, this program will play a vital role in bolstering the preparedness levels of both the County and its municipalities.

During the term of the proposed agreement, Department representatives will track and monitor the required services.

I believe it is in the best interest of the County to enter into the within described agreement. Accordingly, I recommend that your Honorable Board approve the annexed proposed Resolution.

JMC/TSA
Attachment

APPROVED BOARD OF ACQUISITION & CONTRACT - 05/02/2013
COUNTY CLERK SECRETARY

R E S O L U T I O N

Upon a communication from the Commissioner of Emergency Services, be it hereby

RESOLVED, that the County of Westchester (“County”) acting by and through its Department of Emergency Services, is authorized to enter into an agreement with Contingency Management Consulting Group, LLC (“CMCG”) for the provision of the following services: Phase 1 - design and prepare materials for hurricane tabletop exercise; Phase 2 - schedule, conduct and evaluate hurricane tabletop exercise, and Phase 3 conduct and present after-action review and improvement plan and the County will pay CMCG an amount not to exceed Twenty-Two Thousand Nine Hundred Sixty (\$22,960.00) Dollars payable pursuant to an approved budget; and be it further

RESOLVED, that the term of the proposed agreement will commence upon execution and continue through July 31, 2013; and be it further

RESOLVED, that the County Executive or his authorized designee is hereby authorized to execute any 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
P263	20	050K	4380	T050	\$22,960.00

Budget Funding Year(s) 2013 Start Date upon execution End Date: 7/31/13
(must match resolution)

Funding Source Tax Dollars _____
 State Aid _____
\$ 22,960.00 Federal Aid \$22,960.00
(must match resolution) Other _____