



Department of Emergency Services

Memorandum

**53059**

**DATE:** October 28, 2016

**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 amending the budget to authorize the Department to conduct exercises at any time during the term of the Agreement.

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By resolution approved on August 4, 2016 (the "August 4<sup>th</sup> Resolution"), 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 (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, in accordance with the following budget and exercise schedule for the Initial Term:

**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

The Agreement was subsequently executed.

The Department successfully concluded the first Tabletop exercise this past September and is currently planning the exercise schedule for 2017 in which it intends to conduct two (2) Functional exercises (Spring 2017 and late Fall 2017) in addition to the one Tabletop exercise in September 2017. However, the budget schedule as currently written does not authorize the Department to conduct any of the Optional Exercises until August, 2017. From a programming perspective, this scheduling restriction is problematic because it does not reflect the intent to conduct the “additional optional exercises” based on the *calendar year* (not the contract year), as was set forth in the RFP.

In order to correct this, the Department seeks to amend the Agreement by removing the date restrictions depicted above altogether and simply authorizing the Department to have CMCG perform the above listed exercises, at the Department’s discretion, at any time during the term of the Agreement (i.e. between August 1, 2016 and July 31, 2019). This will provide the Department with greater flexibility with respect to its programming options to best meet the needs of the County.

Except as specifically amended hereby, all remaining terms and conditions of the Agreement 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/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 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 complies with the Federal Emergency Management Agency's Homeland Security Exercise and Evaluation Program and National Incident Management System (the "Exercises") for a term commencing on August 1, 2016 and expiring on July 31, 2019, for an amount not to exceed \$441,762.00, 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, subject to the further approval of the Board of Acquisition & Contract (the "Agreement"), by removing the annual date restrictions set forth in the budget and instead authorizing the Department to have CMCG perform the exercises, at the Department's discretion, at any time during the term of the Agreement (i.e. between August 1, 2016 and July 31, 2019); 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
101	20	1000	4380		\$30,000.00 2016
263	20	391Q	4380	T391	\$26,448.00
101	20	1000	4380		\$30,000.00 2017
263	20	391Q	4380	T391	\$168,890.00
263	20	391R	4380	T391	\$128,224.00
101	20	1000	4380		\$30,000.00 2018
263	20	391R	4380	T391	\$28,200.00

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: \_\_\_\_\_