

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

806



FROM: Fire Office of Emergency Services

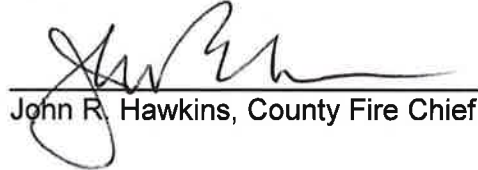
SUBMITTAL DATE:
April 16, 2012

SUBJECT: Approve Sole Source Service Agreement with the State of California, California Emergency Management Agency (CALEMA), California Specialized Training Institute (CSTI).

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve sole source training service from CALEMA, CSTI not to exceed \$55,000 without seeking competitive bids,
2. Authorize Purchasing Agent, in accordance with Ordinance No. 459, to award the contract on behalf of the County.

BACKGROUND: Riverside County Fire Department Office of Emergency Services (FIRE OES) has secured grant funds from the State Homeland Security Grant Program and Emergency Management Performance Grant to obtain State of California approved Disaster Preparedness training for the County.


John R. Hawkins, County Fire Chief

Purchasing: 
Mark Seiler, Assistant Director

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 55,000	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$	Budget Adjustment:	No
	Annual Net County Cost:	\$	For Fiscal Year:	FY11/12

SOURCE OF FUNDS: 100% Grant Funded	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input type="checkbox"/>

C.E.O. RECOMMENDATION: APPROVE

BY: 
Michael R. Shetler

County Executive Office Signature

Consent Policy
 Consent Policy

Dept's Recomm.:
 Per Exec. Ofc.:

Prev. Agn. Ref.: **District:** **Agenda Number:** **3.16**

RE: Approve Sole Source Service Agreement with the State of California, California Emergency Management Agency (CALEMA), California Specialized Training Institute (CSTI).

Date April 16, 2012

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BACKGROUND (continued):

FIRE OES will host Introduction to Emergency Management: Earthquake as outlined below:

Course/Class Description	Dates Scheduled	Grant Project Code	Cost of Class
Introduction to Emergency Management: Earthquake Course Manager: Joe Costello Program Location: Riverside County Facilities	June 11 to 14, 2012	FP_10_SHSGP_G	\$55,000
		TOTAL COST	\$ 55,000

As part of the FIRE OES mission, we are responsible for disaster mitigation, preparation, response and recovery. This class will enhance the knowledge of OES staff members as well as members of the Operational Area to enable us to coordinate and successfully host disaster excises, coordinate disaster mitigation and disaster recovery efforts on behalf of the County.

PRICE REASONABLENESS:

Training classes for Disaster Preparedness and Mitigation are very specific in nature and CALEMA, CSTI is the only vendor approved by the State of California to provide such specialized training and is tailored directly to the hazards facing California.

If Fire OES were to send eleven students to CALEMA, CSTI in San Luis Obispo total cost would be approximately \$22, 000. Bringing the CSTI courses to the County of Riverside would allow the opportunity to train thirty-five to forty individuals per class without incurring the costs for hotel accommodations, per diem charges, and travel expense claims normally associated when sending employees to the vendor's location for training.

See CSTI Tuition Cost Comparison listed on "Attachment A"

REVIEW/APPROVAL:

Purchasing concurs with this request.

RE: Approve Sole Source Service Agreement with the State of California, California Emergency Management Agency (CALEMA), California Specialized Training Institute (CSTI).

Date April 16, 2012

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**“ATTACHMENT A”
CSTI TUITION COST COMPARISON**

Cost Per Student if sent to CSTI location: San Juis Obispo		
Tuition Charge for (11) Eleven Students	\$	22,000.00
Tuition Per Student Cost	\$	2,000.00
Meal Expenses for (1) week	\$	250.00
Hotel expense high cost city (1) week	\$	600.00
Car rental expense (1) week	\$	350.00
Total Estimated Cost per student	\$	3,200.00

Cost Per Student hosted by Riverside County		
Tuition Charge Approx. (35-40) Forty Students	\$	55,000.00
Tuition Per Student Cost	\$	1,375.00
Meal Expenses for (1) week	\$	-
Hotel expense high cost city (1) week	\$	-
Car rental expense (1) week	\$	-
Total Estimated Cost per student	\$	1,375.00

Date: April 16, 2012

From: John R. Hawkins

Department/Agency: Riverside County Fire Department Office of Emergency Services (FIRE-OES)

To: Board of Supervisors/Purchasing Agent

Via: Purchasing Agent: Patti Guerrero, Buyer II

Subject: Sole Source Procurement; Request for training services provided by State of California, California Emergency Management Agency (CALEMA), California Specialized Training Institute (CSTI)

The below information is provided in support of my Department requesting approval for a sole source, Outside of a duly declared emergency, the time to develop a statement of work or specifications is not in itself justification for sole source.

1. Supply/Service being requested:

Training and teaching instructor services from California Specialized Training Institute (CSTI) who provide California-based emergency management training in areas of mitigation, preparation, response and recovery. Specific training being requested; Introduction to Emergency Management: Earthquake.

2. Supplier being requested:

California Specialized Training Institute (CSTI)
P.O. Box 8123
San Luis Obispo, CA 93403
Tel: (805) 549-3535
Fax: (805) 544-7103

A Branch of the California Emergency Management Agency (CALEMA)
3650 Schriever Ave.
Mather, CA 95655
Tel: (916) 845-8510

(The above is the remitting vendor address for all billing)

3. Alternative suppliers that can or might be able to provide supply/service:

CSTI is the only provider who can deliver highly specialized training designed specifically to address hazards facing California, CSTI also delivers the training incorporating the Standardized Emergency Management System (SEMS) and the Incident Command System (ICS) structure, which is specific to California-based responses. ICS is a critical component of California-based emergency response for fire, law, health, EMS and emergency management.

4. Extent of market search conducted:

As a branch of the Governor's California Emergency Management Agency, CSTI was developed specifically for the purpose of offering California-based emergency management training. FIRE-OES have worked with many other industry professional training institutions across the United States for many years and none are able to offer this specialized training. Specifically, Texas Engineering Extension Services (TEEX), Wildan Homeland Solutions and independent consultant/trainers are amount a few who the department has contacted regarding these specialized trainings and none are as specific as CSTI.

5. Unique features of the supply/service being requested from this supplier, which no alternative supplier can provide:

CSTI has been designed to teach California's emergency management personnel how to mitigate, prepare, and respond to disasters; other institutions are unable to offer this California-based specialized training.

6. Reasons why my department requires these unique features and what benefit will accrue to the county:

Course/Class Description	Dates Scheduled	Grant Project Code	Cost of Class
Introduction to Emergency Management: Earthquake Course Manager: Joe Costello Program Location: Riverside County Facilities	June 11 to 14, 2012	FP_10_SHSGP_G	\$55,000
TOTAL COST			\$ 55,000

Riverside County emergency management and first responders have a long history of being in the forefront of mitigation and response because of specialized training; and would like to continue that tradition. The benefit to the County of Riverside will be enhanced knowledge of emergency management and first responder personnel during a catastrophic event which will help save lives and property, and restore life back to normal as soon as possible after a major incident. The training will be hosted by Riverside County mitigating travel costs for personnel who, due to budget shortages, may have not otherwise had the opportunity to partake in this much needed training.

7. Price Reasonableness including purchase price and any ongoing maintenance or ancillary costs from the supplier:

The training class, Introduction to Emergency Management: Earthquake are very specific in nature and CALEMA, CSTI is the only vendor approved by the State of California to provide such specialized training and is tailored directly to the hazards facing California.

If FIRE-OES were to send eleven students to CALEMA, CSTI in San Luis Obispo, total cost would be approximately \$22, 000 or more. Bringing the CSTI course(s) to the County of Riverside would allow the opportunity to train thirty-five to forty individuals per class without incurring the costs for hotel accommodations, per diem charges, and travel expense claims normally associated when sending employees to the vendor's location for training.

See CSTI Tuition Cost Comparison listed on "Attachment A"

8. Does moving forward on this product or service further obligate the county to future similar contractual arrangements or any ongoing costs affiliated with this sole source? (Maintenance, support, or upgrades, if so, please explain).

No.

9. Period of Performance:

This training has been budgeted for the Fiscal Year 2011-2012

(Provide a defined period of performance. Please note multi-year terms require Board approval, unless renewable in one year increments and the Purchasing Agent approves the terms.)


4/27/12

 Department Head Signature Date


Purchasing Department Comments:

Approve

Approve with Condition/s

Disapprove

Not to exceed: \$ 55,000 One time Annual Amount through 6-30-2012


12-505

 Purchasing Agent Date Approval Number
 (Reference on Purchasing Documents)

**“ATTACHMENT A”
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