

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

308



**FROM:** Fire

**SUBMITTAL DATE:**  
September 6, 2011

**SUBJECT:** Sole Source Agreement with the Department of Forestry and Fire Protections Office of the State Fire Marshal

**RECOMMENDED MOTION:** Move that the Board of Supervisors:

1. Approve and authorize the Purchasing Agent to execute a one (1) year Sole Source Agreement for training certificates and related training materials from the Department of Forestry and Fire Protections Office of the State Fire (OSFM) not to exceed \$40,000 annually without seeking competitive bids, which includes an option to renew the agreement for three (3) additional one-year periods; and
2. Authorize Purchasing Agent, in accordance with Ordinance No. 459, to exercise the renewal option, based on the availability of fiscal funding, and to sign amendments that do not change the substantive terms of the Agreement, including amendments to the compensation provision that do not exceed the annual CPI rates.

**BACKGROUND:** Continued on Page 2

John R. Hawkins, County Fire Chief

<b>FINANCIAL DATA</b>	Current F.Y. Total Cost:	\$ 40,000	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$ 10,000	Budget Adjustment:	No
	Annual Net County Cost:	\$ 10,000	For Fiscal Year:	FY12/13

<b>SOURCE OF FUNDS:</b> General Funds, Structural Fire Taxes, Contract Reimbursements	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input type="checkbox"/>

**C.E.O. RECOMMENDATION:** APPROVE

**County Executive Office Signature**

BY:   
Michael R. Shetter

- Consent
- Policy
- Consent
- Policy

Dep't Recomm.:  
Per Exec. Ofc.:

**Prev. Agn. Ref.:**

**District:** All

**Agenda Number:**

ATTACHMENTS FILED  
WITH THE CLERK OF THE BOARD

3.24

Purchasing:   
 Mark Seiler, Assistant Director  
 Departmental Concurrence

RE: Sole Source Agreement with the Department of Forestry and Fire  
Protections Office of the State Fire Marshal

Date: September 6, 2012

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**BACKGROUND: (Continued)**

The purpose and goal of Office of the State Fire Marshal's State Fire Training's certification program is to; set minimum performance standards, identify the tasks a candidate must perform to obtain certification, provide the means for maintaining a record of training accomplishments, correlate OSFM certification standards with state & national certification program standards, and to have all fire fighters in California become certified to an appropriate level.

The OSFM, State Fire Training, and CAL FIRE programs provide training, education and certification programs for the California Fire Service. Through practical training exercises and classroom courses, every California firefighter is exposed to training standards that have been approved by CAL FIRE and OSFM, each among the best institutions in the nation for fire training education.

**PRICE REASONABLENESS:**

Total cost for any given course will depend on the number in attendance. The current price list is in Attachment A. The last price increase was in 2007 and the OSFM does not anticipate any price increase for the next three years. The OSFM is a governmental entity; therefore, the rates are developed according to the Governmental Accounting Standards Board and OMB Circular A-87 as required. This expense is a necessary part of doing business for the safety and protection of our fire fighters, EMS Staff and residents of Riverside County and the certificates cannot be obtained from any other sources.

**Date:** 09-25-12

**From:** John R Hawkins

**Department/Agency:** Fire Dept

**To:** Board of Supervisors/Purchasing Agent

**Via:** Purchasing Agent

**Subject:** Sole Source Procurement – Training certificates from Department of Forestry and Fire Protection Office of the State Fire Marshalls

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:** Approval for using "Office of State Fire Marshal" (OSFM) in order to provide single Statewide fire service training in the state of California which includes:
  - Implementing OSFM standard and requirement
  - Managing curriculum development
  - Accrediting courses leading to certification
  - Approving standardized training programs for local and regional delivery
  - Administering the certification system
  - Publishing certification training standards, instructor guides, student manuals and related support material
  - Maintain liaison with individuals, groups, organizations and agencies involved in training
  
2. **Supplier being requested:**

Department of Forestry and Fire Protections  
Department accounting office  
PO Box 997446  
Sacramento CA 95899-7446
  
3. **Alternative suppliers that can or might be able to provide supply/service:**

No other entity can issue State of California Certified Training Certificates along with maintaining a database of completed courses
  
4. **Extent of market search conducted:** The purpose and goal of State Fire Training's certification program is to; set minimum performance standards, identify the tasks a candidate must perform to obtain certification, provide the means for maintaining a record of training accomplishments, correlate OSFM certification standards with state & national certification program standards, and to have all fire fighters in CA become certified to an appropriate level.
  
5. **Unique features of the supply/service being requested from this supplier, which no alternative supplier can provide:** The OSFM role has evolved from one in which State Fire Marshal staff worked directly with fire departments in the field to one of coordination of the state wide delivery system working through and with community colleges and registered instructors. California Fire Service Training and Education System (CFSTES) was created in the continuing effort to establish coordination among various elements that contribute to the development, delivery and administration of training for the California fire service. The term certification is used to recognize an individual for having met approved professional standards by meeting certification prerequisites, experience, completing a specific accredited course of study and passing certification exams.

The Fire Services Training Education Program (FSTEP) is designed to provide both volunteer and career fire fighters with hands-on training in firefighting, extrication, rescue emergency vehicle ops, pump ops and the incident command systems (ICS). Upon completion of a course the instructor will issue a California State Fire Marshal's certificate of completion to the student.

- 6. Reasons why my department requires these unique features and what benefit will accrue to the county:** The OSFM, State Fire Training, and CAL FIRE programs provide training, education and certification programs for the California Fire Service. Through practical training exercises and classroom courses, every California firefighter is exposed to training standards that have been approved by CAL FIRE and OSFM, each among the best institutions in the nation for fire training education.
- 7. Price Reasonableness including purchase price and any ongoing maintenance or ancillary costs from the supplier:** The primary instructor is responsible for all aspects of a CFSTES or FSTEP course at regional level. They must complete a Course Scheduling form which provides information on instructors, estimated number of students, and billing information to name a few. At the conclusion of the class, class materials such as exams booklets, answer sheets, rosters and the scheduling form must be returned before certificate will be issued. From this an invoice will be issued. Any fees paid by the students for registration and materials must be made payable to the Host Agency. An invoice will be issued to Host Agency after the class information has been received by State Fire Training, the invoice will cover the cost of the following.
- Student registration
  - Student Manuals
  - State sales tax
  - Shipping and handling (All courses have an automatic shipping and handling fee of \$8)
- Total cost for any given course will depend on the number in attendance. Last price increase was in 2007 and OSFM does not anticipate any price increase for at least three years.
- 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).** This will be on ongoing budgeted expense for the Fire Departments Training Bureau. This is a necessary part of doing business for the safety and protection of our fire fighters, EMS Staff and residents of Riverside County.
- 9. Period of Performance:** Performance period will be for three Fiscal years with automatic renewal in one year increments starting with Fiscal year 12/13 through 14/15

*(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.)*



9/26/12  


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**Department Head Signature** **Date**

Purchasing Department Comments:

Approve  Approve with Condition/s  Disapprove  
 Not to exceed: \$40,000 †One time ‡Annual Amount through 6-30-15


9-27-12
13-159  


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**Purchasing Agent** **Date** **Approval Number**  
(Reference on Purchasing Documents)

<b>Certification</b>	<b>Course name and Description</b>	<b>Registration Unit price - Per Student</b>	<b>Books Plus tax</b>	<b>Per Student Fee</b>
<b>Investigation Course</b>				
CFSTES	Fire Investigation 1A - Fire Origin and Cause Determination	\$ 80.00	\$ 21.55	\$ 101.55
CFSTES	Fire Investigation 1B - Techniques of Fire Investigation	\$ 80.00	\$ 21.55	\$ 101.55
CFSTES	Fire Investigation 2A - Criminal and Legal Procedures	\$ 80.00	\$ 16.16	\$ 96.16
CFSTES	Fire Investigation 2B - Field Case Studies	\$ 80.00	\$ 16.16	\$ 96.16
FSTEP	Fire/Arson Detections	\$ 20.00	N/A	\$ 20.00
FSTEP	Explosives Recognition and Reconnaissance	\$ 20.00	N/A	\$ 20.00
<b>Management Courses</b>				
CFSTES	Fire Management 1 - Management/Supervision for Company Officers	\$ 80.00	\$ 21.55	\$ 101.55
CFSTES	Fire Management 1 (Hybrid) - Hybrid: Management/Supervision for Company Officers	\$ 80.00		\$ 80.00
CFSTES	Fire Management 2A - Organizational Development and Human Relations	\$ 80.00		\$ 80.00
CFSTES	Fire Management 2B - Fire Service Financial Management	\$ 80.00		\$ 80.00
CFSTES	Fire Management 2C - Personnel and Labor Relations	\$ 80.00		\$ 80.00
CFSTES	Fire Management 2D - Strategic Planning	\$ 80.00		\$ 80.00
CFSTES	Fire Management 2E - Ethics and the Challenge of Leadership	\$ 80.00		\$ 80.00
FSTEP	Fire Service Supervision increasing personal effectiveness	\$ 20.00		\$ 20.00
FSTEP	Fire Service Supervision Increasing Team Effectiveness	\$ 20.00		\$ 20.00
FSTEP	Volunteer Fire Service Management	\$ 20.00		\$ 20.00
	Management courses student manuals are the responsibility of student			
<b>Mechanic Courses</b>				
		\$ 80.00	N/A	\$ 80.00
CFSTES	Fire Mechanic 1 - Fire Pumps and Accessories	\$ 80.00	N/A	\$ 80.00
CFSTES	Fire Mechanic 2A: fire apparatus Electrical systems	\$ 80.00	N/A	\$ 80.00
CFSTES	Fire Mechanic 2B - Allison Transmissions	\$ 80.00	N/A	\$ 80.00
CFSTES	Fire Mechanic 3A - Ambulance Service and Maintenance	\$ 80.00	N/A	\$ 80.00
CFSTES	Fire Mechanic 3B - Aerial Apparatus	\$ 80.00	N/A	\$ 80.00
<b>Prevention Courses</b>				
CFSTES	Fire Prevention 1A - Introduction to the California Fire Code	\$ 80.00	\$ 21.55	\$ 101.55
CFSTES	Fire Prevention 1B - Inspection of Fire Protection Systems and Special Hazards	\$ 80.00	\$ 21.55	\$ 101.55
CFSTES	Fire Prevention 1B (Hybrid) - Hybrid: Inspection of Fire Prevention Systems/Special	\$ 80.00	N/A	\$ 80.00
CFSTES	Fire Prevention 1C - Flammable Liquids and Gases	\$ 80.00	Under Revision	\$ 80.00
CFSTES	Fire Prevention 2A - Fire Protection Systems and Building Components	\$ 80.00	Under Revision	\$ 80.00
CFSTES	Fire Prevention 2B - Interpreting the UBC and CCR	\$ 80.00	Under Revision	\$ 80.00
CFSTES	Fire Prevention 2C - Special Hazard Occupancies	\$ 80.00	Under Revision	\$ 80.00
CFSTES	Fire Prevention 3A - Hydraulic Sprinkler Calculations	\$ 80.00	N/A	\$ 80.00
CFSTES	Fire Prevention 3B - Plan Review	\$ 80.00	N/A	\$ 80.00
FSTEP	Fireworks Enforcement / Special effects	\$ 20.00	N/A	\$ 20.00
FSTEP	Motion Pictures/Television fire safety officer	\$ 20.00	N/A	\$ 20.00
<b>Public Education Course</b>				
CFSTES	Public Education 1 - Systematic Planning and Communication Skills	\$ 80.00	\$ 21.55	\$ 101.55
<b>Technical Rescue Course</b>				
FSTEP	Confined Space Rescue Technician **	\$ 20.00		\$ 20.00
CFSTES	Rescue Systems 1 Basic Rescue Skills	\$ 80.00	\$ 53.88	\$ 133.88
CFSTES	Rescue Systems 2 - Advance Rescue Skills	\$ 80.00	\$ 53.88	\$ 133.88
	SFT requires book from <a href="http://www.cmcrescue.com">www.cmcrescue.com</a>			
<b>Unit Costs for State Fire Marshalls</b>				
FSTEP	Fire Service Training and Education Program (Hands-On)	\$ 20.00		
CFSTES	California Fire Services Training and Education Systems	\$ 80.00		
<b>Handling</b>	Per class a handling fee is charged	\$ 8.00		
<b>Manuals</b>	Refer to State Fire Training Bookstore Order Form for book unit prices		Varies	

Certification	Course name and Description ICS Course	Registration Unit price - Per Student	Books Plus tax	Per Student Fee
FSTEP	I-200: Basic ICS -	\$ 20.00		\$ 20.00
FSTEP	I-300: Intermediate ICS -	\$ 20.00		\$ 20.00
FSTEP	I-400: Advanced ICS -	\$ 20.00		\$ 20.00
FSTEP	S-130: Fire Fighter Training	\$ 20.00		\$ 20.00
FSTEP	S-131: Fire Fighter Type 1	\$ 20.00		\$ 20.00
FSTEP	S-190: Intro to Wild land Fire Behavior	\$ 20.00		\$ 20.00
FSTEP	S-200: Initial Attack Incident Commander	\$ 20.00		\$ 20.00
FSTEP	S-203: Introduction to Incident Information	\$ 20.00		\$ 20.00
FSTEP	S-212: Wild land Fire Chainsaws (2004)	\$ 20.00		\$ 20.00
FSTEP	S-215: Fire Operations in the Wild land/Urban Interface	\$ 20.00		\$ 20.00
FSTEP	S-230: Crew Boss – Single Resource	\$ 20.00		\$ 20.00
FSTEP	S-231: Engine Boss	\$ 20.00		\$ 20.00
FSTEP	S-234 Ignition Operations	\$ 20.00		\$ 20.00
FSTEP	S-244: Field Observer	\$ 20.00		\$ 20.00
FSTEP	S-245: Display Processor	\$ 20.00		\$ 20.00
FSTEP	S-270: Basic Air Operations	\$ 20.00		\$ 20.00
FSTEP	S-290: Intermediate Wild land Fire Behavior	\$ 20.00		\$ 20.00
FSTEP	S-300: Extended Attack Incident Commander	\$ 20.00	\$ 26.94	\$ 46.94
FSTEP	S-330: Task Force/Strike Team Leader	\$ 20.00		\$ 20.00
FSTEP	S-336: Tactical Decision Making in Wild land Fire	\$ 20.00		\$ 20.00
FSTEP	S-339: Division/Group Supervisor	\$ 20.00	\$ 26.94	\$ 46.94
FSTEP	S-346: Situation Unit Leader	\$ 20.00		\$ 20.00
FSTEP	S-349: Resources Unit Leader/Demobilization Unit Leader	\$ 20.00		\$ 20.00
FSTEP	S-355: Ground Support Unit Leader	\$ 20.00		\$ 20.00
FSTEP	S-356: Supply Unit Leader	\$ 20.00		\$ 20.00
FSTEP	S-358: Communications Unit Leader	\$ 20.00		\$ 20.00
FSTEP	S-359: Medical Unit Leader	\$ 20.00		\$ 20.00
FSTEP	S-360: Finance/Administration Unit Leader	\$ 20.00		\$ 20.00
FSTEP	S-390: Introduction to Wild land Fire Behavior Calculations	\$ 20.00		\$ 20.00
FSTEP	S-400: Incident Commander	\$ 20.00		\$ 20.00
FSTEP	S-403: Information Officer	\$ 20.00		\$ 20.00
FSTEP	S-404: Safety Officer	\$ 20.00		\$ 20.00
FSTEP	S-420: Command and General Staff	\$ 20.00		\$ 20.00
FSTEP	S-430: Operations Section Chief	\$ 20.00	\$ 26.94	\$ 46.94
FSTEP	S-440: Planning Section Chief	\$ 20.00		\$ 20.00
FSTEP	S-445: Incident Training Specialist	\$ 20.00		\$ 20.00
FSTEP	S-450: Logistics Section Chief	\$ 20.00		\$ 20.00
FSTEP	S-460: Finance/Administration Section Chief	\$ 20.00		\$ 20.00
FSTEP	S-490: Advanced Wild land Fire Behavior Calculations	\$ 20.00		\$ 20.00

\*\* SFT requires books from [www.nwccg.org](http://www.nwccg.org)

#### Incident Command Systems Courses

FSTEP	S-330 AR: Task Force/Strike Team Leader All Risk -	\$ 20.00	N/A	\$ 20.00
FSTEP	S-339 AR: Division/Group Supervisor All Risk -	\$ 20.00	N/A	\$ 20.00
FSTEP	S-430: Operations Section Chief	\$ 20.00	N/A	\$ 20.00

#### Instructor Courses

FSTEP	Ethical Leadership in classroom	\$ 20.00	N/A	\$ 20.00
CFSTES	Fire Instructor 2A - Techniques of Evaluation	\$ 80.00	\$ 16.16	\$ 96.16
CFSTES	Fire Instructor 2B - Group Dynamics and Problem Solving	\$ 80.00	\$ 16.16	\$ 96.16
CFSTES	Fire Instructor 2C - Employing Audiovisual Aids	\$ 80.00	N/A	\$ 80.00
CFSTES	Fire Instructor 3: Master Instructor	\$ 80.00	N/A	\$ 80.00
CFSTES	Training Instructor 1A - Cognitive Lesson Delivery	\$ 80.00	\$ 21.55	\$ 101.55
CFSTES	Training Instructor 1B - Psychomotor Lesson Delivery	\$ 80.00	\$ 21.55	\$ 101.55
CFSTES	Training Instructor 1C - Instructional Development Techniques	\$ 80.00	\$ 21.55	\$ 101.55
FSTEP	Instructional Techniques for Company Officers **	\$ 20.00		\$ 20.00
CFSTES	Regional Instructor Orientations	\$ 80.00	N/A	\$ 80.00

\*\* SFT requires books from [www.ntis.gov](http://www.ntis.gov)

# ATTACHMENT A

Certification	Course name and Description	Registration Unit price - Per Student	Books Plus tax	Per Student Fee
<b>Command Courses</b>				
CFSTES	Fire Command 1A - Command Principles for Company Officers	\$ 80.00	\$ 21.55	\$ 101.55
CFSTES	Fire Command 1B - Incident Management for Company Officers	\$ 80.00	\$ 21.55	\$ 101.55
CFSTES	Fire Command 1B (Hybrid) - Hybrid: Incident Management for Company Officers	\$ 80.00	N/A	\$ 80.00
CFSTES	Fire Command 1C - I-Zone Fire Fighting for Company Officers	\$ 80.00	\$ 26.94	\$ 106.94
CFSTES	Fire Command 1C (Hybrid) - Hybrid: I-Zone Fire Fighting For Company Officers	\$ 80.00	N/A	\$ 80.00
CFSTES	Fire Command 2A - Command Tactics at Major Fires	\$ 80.00	\$ 16.16	\$ 96.16
CFSTES	Fire Command 2B - Management of Major Hazardous Materials Incidents **	\$ 80.00		\$ 80.00
CFSTES	Fire Command 2C - High-rise Fire Fighting Tactics	\$ 80.00	\$ 16.16	\$ 96.16
CFSTES	Fire Command 2D - Planning for Large Scale Disasters	\$ 80.00	\$ 16.16	\$ 96.16
CFSTES	Fire Command 2E - Wild land Fire Fighting Tactics	\$ 80.00	\$ 16.16	\$ 96.16
	** SFT requires book from <a href="http://www.emergencytraining.com">www.emergencytraining.com</a>			
<b>Driver/Operator Courses</b>				
CFSTES	Fire Apparatus Driver/Operator 1A - Emergency Vehicle Operations	\$ 80.00	\$ 21.55	\$ 101.55
CFSTES	Fire Apparatus Driver/Operator 1B - Pump Operations	\$ 80.00	\$ 21.55	\$ 101.55
FSTEP	Basic emergency vehicle Operations	\$ 20.00	N/A	\$ 20.00
FSTEP	Basic Pump Operation	\$ 20.00	N/A	\$ 20.00
<b>Fire Fighting and Rescue Courses</b>				
FSTEP	Auto Extrication	\$ 20.00	N/A	\$ 20.00
FSTEP	Confined Space Rescue Awareness	\$ 20.00	N/A	\$ 20.00
FSTEP	Fire Fighter Survival	\$ 20.00	\$ 37.71	\$ 57.71
FSTEP	Fire line Safety Awareness for the Hired Vendor	\$ 20.00	N/A	\$ 20.00
FSTEP	Low Angle Rope Rescue Operational -	\$ 20.00	\$ 53.88	\$ 73.88
FSTEP	Rapid Intervention Crew Operations -	\$ 20.00	\$ 37.71	\$ 57.71
FSTEP	Rescue Boat Operations -	\$ 20.00	\$ 21.55	\$ 41.55
FSTEP	River & Flood Water Rescue -	\$ 20.00	N/A	\$ 20.00
FSTEP	Command and Control of the RIC Deployment **	\$ 20.00	from SFT website	\$ 20.00
FSTEP	Emergency Response to Alternative Fuel Vehicles	\$ 20.00	N/A	\$ 20.00
FSTEP	Fire Control 1: Basic Fire Chemistry	\$ 20.00	N/A	\$ 20.00
FSTEP	Fire Control 2 Basic Operations - Structural	\$ 20.00	N/A	\$ 20.00
FSTEP	Fire Control 3A: Structural Fire Fighting in Acquired Structures	\$ 20.00	\$ 37.71	\$ 57.71
FSTEP	Fire Control 3B: Structural Fire Fighting in live-fire simulators	\$ 20.00	\$ 37.71	\$ 57.71
FSTEP	Fire Control 4: Oil and Gas	\$ 20.00	N/A	\$ 20.00
FSTEP	Fire Control 4A: Flammable Gases	\$ 20.00	N/A	\$ 20.00
FSTEP	Fire Control 4B: Flammable Liquids	\$ 20.00	N/A	\$ 20.00
FSTEP	Fire Control 4A and 4B: Flammable gases and liquids	\$ 20.00	N/A	\$ 20.00
FSTEP	Fire Control 5: Aircraft Rescue and Fire Fighting	\$ 20.00	N/A	\$ 20.00
FSTEP	Fire Control 6: Wild land essentials	\$ 20.00	N/A	\$ 20.00
FSTEP	Fire Control 7: Wild land	\$ 20.00	N/A	\$ 20.00
CFSTES	Fire Fighter I	\$ 80.00	N/A	\$ 80.00
CFSTES	Fire Fighter II	\$ 80.00	N/A	\$ 80.00
FSTEP	Large Animal Rescue Ops	\$ 20.00	\$ 16.16	\$ 36.16
FSTEP	Personal Watercraft rescue ops	\$ 20.00	N/A	\$ 20.00
FSTEP	Tire Fire Prevention and Suppression	\$ 20.00	\$ 26.94	\$ 46.94
FSTEP	Trench Rescue	\$ 20.00	N/A	\$ 20.00
<b>Haz-Mat Courses</b>				
FSTEP	Haz Mat First Responder Awareness Level **	\$ 20.00		\$ 20.00
FSTEP	Haz Mat First Responder Operational Level **	\$ 20.00		\$ 20.00
FSTEP	Haz Mat First Responder Operational Level - Decontamination **	\$ 20.00		\$ 20.00
	** SFT requires books from <a href="http://www.cstfi.ca.gov">www.cstfi.ca.gov</a>			