

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

553



FROM: Fire Office of Emergency Services

SUBMITTAL DATE:
November 1, 2012

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

RECOMMENDED MOTION: Move that the Board of Supervisors:

1. Approve sole source training service from CALEMA, CSTI no to exceed \$39,306 without seeking competitive bids,
2. Authorize the 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
 Departmental Concerns

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 39,306	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$	Budget Adjustment:	No
	Annual Net County Cost:	\$	For Fiscal Year:	FY12/13

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

- Policy
- Consent
- Policy
- Consent

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

Prev. Agn. Ref.:

ATTACHMENTS FILED WITH THE CLERK OF THE BOARD

District: All

Agenda Number:

3.26

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

Date: November 1, 2012

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BACKGROUND: (Continued)

FIRE OES will host introduction to Emergency Management Training:

Disaster Mitigation February 20-22, 2013

Disaster Recovery March 5-7, 2013

As Part of the FIRE OES mission, we are responsible for disaster mitigation, preparation, response and recovery. These classes will enhance the knowledge of OES staff members of the Operational Area to enable us to coordinate and successfully host disaster exercises, coordinate disaster mitigation and disaster recovery efforts on behalf of the County

PRICE REASONABLENESS:

CSTI is offering the Department the same pricing as all other government agencies for the same in house training. The cost of this grant funded training (FP_10_SHSGP_G) offered by CALEMA will cost \$39,306.00, for up to (40) forty individuals per class. Based on previous estimates to send the same amount of individuals to training at CSTI's facility in San Luis Obispo the cost would double, incurring expenses for hotel, travel and per diem.

Date: November 6, 2012

From: Peter Lent, Deputy Director Fire Services OES Department/Agency: Fire

To: Board of Supervisors/Purchasing Agent

Via: Clifford Goss, 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 teach instructor series 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 Disaster Recover and Disaster Mitigation.
2. **Supplier being requested:**
California Specialized Training Institute (CSTI)
P.O. Box 8123
San Luis Obispo, CA 93403
Phone: 805-549-3535 Fax: 805-544-7103
3. **Alternative suppliers that can or might be able to provide supply/service:**
None; 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:**
Internet search, direct request for all potential suppliers
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 specific California-based training. CSTI is the only vendor approved by the State of California to provide such specialized training tailored to hazards facing California.
6. **Reasons why my department requires these unique features and what benefit will accrue to the county:** 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 cost for personnel.
7. **Price Reasonableness including purchase price and any ongoing maintenance or ancillary costs from the supplier:** CSTI is offering the Department the same pricing as all other government agencies for the same in house training. The cost of this State Homeland Security Grant funded training (FP_10_SHSGP_G) offered by CALEMA will cost \$39,306.00 for up to (40) forty

individuals per class. Based on previous estimates to send the same amount of individuals to training at CSTI's facility in San Luis Obispo the cost would double, incurring expenses for hotel, travel and per diem.

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: Course Dates: February 20-22, 2013 & March 5-7, 2013

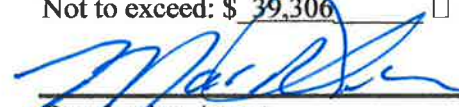
(Provide a defined period of performance. Please note multi-year terms require Board approval, unless renewable in one year increments and the Purchasing Agent approves the terms.)


Department Head Signature _____ Date 11/6/12

Purchasing Department Comments:

Approve Approve with Condition/s Disapprove

Not to exceed: \$ 39,306 One time Annual Amount through 3-31-13


Purchasing Agent _____ Date 11-7-12 Approval Number 13-218
(Reference on Purchasing Documents)