

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

824



SUBMITTAL DATE:
March 12, 2013

FROM: Department of Public Health

SUBJECT: Approve the Single Source Agreement with Willdan Homeland Solutions for the Development of Annexes to the Public Health and Medical Emergency Operations Plan (EOP).

RECOMMENDED MOTION: That the Board of Supervisors:

- 1) Approve the Single Source Agreement with Willdan Homeland Solutions in the amount of \$38,630 for the development of two annexes to the Public Health and Medical Emergency Operations Plan (EOP);
- 2) Authorize the Purchasing Agent to extend the existing contract with Willdan Homeland Solutions (HSARC-99029-001-12/12) until December 31, 2013; and
- 3) Authorize the Purchasing Agent to add \$38,630 and the additional Scope of Work for the two annexes to the existing contract.

BACKGROUND: The mission of Public Health Emergency Preparedness and Response (PHEPR) is to decrease illness and injury by preparing for, responding to and recovering from a disaster or public

Susan D. Harrington

Susan Harrington, Director
Department of Public Health

KS

FINANCIAL DATA	Current F.Y. Total Cost:	\$38,630	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	No
	Annual Net County Cost:	\$ 0	For Fiscal Year:	13/14

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

C.E.O. RECOMMENDATION: APPROVE

BY: *Debra Cournoyer*
Debra Cournoyer

County Executive Office Signature

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Tavaglione, seconded by Supervisor Stone and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Tavaglione, Stone, Benoit and Ashley
Nays: None
Absent: None
Date: March 26, 2013
xc: Public Health, Purchasing, Auditor

Kecia Harper-Ihem
Clerk of the Board
By: *Kecia Harper-Ihem*
Deputy

Prev. Agn. Ref.: District: All/All **Agenda Number:**

ATTACHMENTS FILED
WITH THE CLERK OF THE BOARD

3-13

FISCAL PROCEDURES APPROVED
PAUL ANGIULO, CPA, AUDITOR-CONTROLLER
BY: *Blaise Rose* 3/14/13
Lisette Rose

Purchasing: *Mark Seiler*
Mark Seiler, Assistant Director
Departmental Concurrence

Consent Policy
 Consent Policy
 Dept't Recomm.: Per Exec. Ofc.:

SUBJECT: Approve the Single Source Agreement with Willdan Homeland Solutions for the Development of Annexes to the Public Health and Medical Emergency Operations Plan (EOP).

BACKGROUND: (Continued)

health emergency by coordinating resources and response activities; collaborating with partners and stakeholders; and increasing the capacity and capabilities of the public health and medical community. PHEPR is responsible for developing emergency plans for the public health and medical community to ensure continuity, efficiency and effectiveness of response activities. In October, 2011 County Purchasing worked with PHEPR to identify and select a vendor through a competitive bid process to write the Public Health and Medical Emergency Operations Plan (EOP). As a result of the RFP (HSARC-202) process, Willdan Homeland Solutions (WHS) was awarded a contract (HSARC-99029-001-12/12) for \$71,495 to complete the EOP as outlined in the contract Scope of Work.

During the process of developing the EOP, it was identified by PHEPR that there were two annexes that needed to be completed in order to finalize the EOP. These annexes are the Duty Officer Response Procedures and the Public Health and Medical Department Operations Center (DOC) Plan. Both of these annexes are closely integrated with multiple components of the EOP and therefore, WHS has the experience and knowledge to be able to complete these annexes in the most efficient and cost-effective manner. By allowing WHS to complete the annexes, PHEPR will save on the amount of time needed to bring a new contractor up to speed on the overall emergency response processes and procedures for the public health and medical community, thereby reducing the overall cost of this additional project.

PRICE REASONABLENESS: WHS has agreed to honor the hourly rates in the existing EOP contract that was competitively bid for the completion of the two additional annexes.

FINANCIAL INFORMATION: 100% federal grant funds are being used to complete the EOP and the 2 additional annexes. The original contract amount was \$71,495. The additional \$38,630 being requested will bring the total contract amount to \$110,125 and extend the performance period to December 31, 2013. The FY 12/13 budget includes \$71,495 for this project. The remaining \$38,630 will be included as part of the FY 13/14 budget process.

Date: February 11, 2013

From: Susan Harrington Department/Agency: Department of Public Health

To: Board of Supervisors/Purchasing Agent

Via: Purchasing Agent

Subject: Sole Source Procurement; Request for Agreement with Willdan Homeland Solutions for the Development of Annexes to the Public Health and Medical Emergency Operations Plan (EOP).

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:

The service being requested is the development of two (2) annexes of the Riverside County Public Health and Medical Emergency Operations Plan (EOP) – the Duty Officer Response Procedures Annex and the Department Operations Center (DOC) Plan Annex.

2. Supplier being requested:

Willdan Homeland Solutions
2401 East Katella Avenue, Suite 220
Anaheim, CA 92806

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

There are other consulting companies that may be able to develop the 2 requested annexes to the EOP. However, Willdan Homeland Solutions (WHS) is the contractor that was selected through a competitive bid process to develop the EOP. WHS is extremely knowledgeable about the public health and medical system in Riverside County as a result of their work on the EOP. No other contractor would be familiar with the Public Health and Medical EOP for Riverside County or the processes that need to be developed for the 2 annexes. WHS is uniquely suited from their work on the EOP to expediently and accurately develop the 2 annexes.

4. Extent of market search conducted:

The market search was conducted as part of the initial RFP process for the EOP (HSARC-99029-001-12/12) project. At that time, consultants with experience in public health and medical emergency operations and planning were identified and offered the opportunity to bid on the project. Through this process, WHS was selected as the contractor and has been working on the EOP project. The other potential vendors identified in the initial search do not have the knowledge and understanding of the public health and medical system in Riverside County that WHS does at this point in the project. It would be cost prohibitive to hire another consultant to write the annexes as the contract would have to include time to orient them to the public health and medical system.

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

The two requested annexes are closely integrated with multiple components of the EOP. Given that WHS has the experience and knowledge relating to the public health and medical system in Riverside County due to their work on the development of the EOP, they are uniquely positioned to develop the annexes in the most efficient and cost-effective manner. By allowing WHS to complete the annexes, the County will save on the amount of time needed to bring a new contractor up to speed on the overall emergency response processes and procedures for the public health and medical community, thereby reducing the overall cost of this project.

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

During the process of developing the Public Health and Medical EOP, it was identified by PHEPR that there were two annexes that needed to be completed in order to finalize the EOP. These annexes are the Duty Officer Response Procedures and the Public Health and Medical Department Operations Center (DOC) Plan. The Duty Officer Response Procedures will outline the roles and responsibilities of the Medical/Health Operational Area Coordinator (MHOAC), the Public Health Emergency Preparedness and Response (PHEPR) Duty Officer and the EMS Agency Duty Officer during day-to-day operations, field responses and activations of the Emergency Operations Center (EOC). The DOC Plan will describe the role of the Public Health and Medical DOC and its relationship to the County EOC during activations. Both of these annexes are critical for an efficient and effective public health and medical emergency response system.

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

WHS has agreed to honor the hourly rates in the existing EOP contract that was competitively bid for the completion of the two additional annexes.

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, moving forward on this project does not further obligate the County to future similar contractual arrangements or ongoing costs.

9. Period of Performance:

The initial period of performance on the EOP Contract (HSARC-99029-001-12/12) was February 2, 2012 through December 31, 2012. Approval of this single source would extend the performance period on the existing contract until December 31, 2013.

Department Head Signature Sumud. Hamilton

Date 3/12/13

Purchasing Department Comments:

Approve

Approve with Condition/s

Disapprove

Not to exceed: \$ 38,630

One time

Annual Amount through 12-31-13

[Signature]

3-12-13

13-309

Purchasing Agent

Date

Approval Number
(Reference on Purchasing Documents)