

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

943



FROM: Department of Public Health

SUBMITTAL DATE:
April 23, 2015

SUBJECT: Approval of the Third Amendment to the Agreement with WillDan Homeland Solutions for a regional tabletop exercise. All Districts. [Total Cost \$138,747 - 50% State General fund and 50% Hospital Preparedness Program fund].

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve and execute the Third Amendment to the Agreement between the Department of Public Health (DOPH) and WillDan Homeland Solutions for a regional tabletop in the amount of \$40,000 for the performance period of date of execution through June 30, 2015.

BACKGROUND:

Summary
See Page 2.

KS:jd

Susan D. Harrington

Susan D. Harrington, Director
Department of Public Health

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ 40,000	\$ 0	\$ 138,747	\$ N/A	Consent Policy <input checked="" type="checkbox"/>
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ N/A	

SOURCE OF FUNDS: 50% State General Fund; 50% Hospital Preparedness Program funds
Budget Adjustment: No
For Fiscal Year: 14/15

C.E.O. RECOMMENDATION:

APPROVE

County Executive Office Signature

BY: *Debra Cournoyer*
Debra Cournoyer

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Benoit, seconded by Supervisor Washington and duly carried, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Washington, Benoit and Ashley
 Nays: None
 Absent: Tavaglione
 Date: May 19, 2015
 xc: Public Health

Kecia Harper-Ihem
Clerk of the Board

By: *Kecia Harper-Ihem*
Deputy

Prev. Agn. Ref.: 6/3/14, Item 3-36

District: ALL

Agenda Number:

3-19

FORM APPROVED COUNTY COUNSEL
 BY: *GREGORY P. PRAMOS*
 DATE: 5/11/15
 Departmental Concurrence

- A-30
- 4/5 Vote
- Positions Added
- Change Order

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

Form 11: Approval of the Third Amendment to the Agreement with WillDan Homeland Solutions for a regional tabletop exercise. All Districts. [Total Cost - \$138,747 - 50% State General fund and 50% Hospital Preparedness Program fund].

DATE: April 23, 2015

PAGE: Page 2 of 2

BACKGROUND: (Continued)

Summary

The California State Emergency Management Agency (CalEMA) designated six regions responsible for the overall coordination of disaster mutual aid. Riverside County is within Region VI, which includes San Bernardino, San Diego, Imperial, Inyo and Mono counties. Riverside County serves as the Regional Disaster Medical Health System Coordinator (RDMHC) for Region VI and is therefore required to facilitate the medical health response for the region in the event of a disaster or major event.

The functions of the Regional Disaster Medical Health System (RDMHS) are to manage and improve the regional medical and health mutual aid and mutual cooperation systems; coordinate medical and health resources; support development of the Operational Area Medical and Health Disaster Response System; and support the State medical and health response system through the development of information and emergency management systems.

DOPH proposes to conduct a tabletop exercise that will test the region's ability to respond to a disaster or major event, identify gaps or weaknesses, and provide information on ways to improve readiness. The exercise will test key elements outlined in the department's Multi-Patient Management Plan (RFP # HSARC-278), the Medical Health Operational Area Coordination Plan (MHOAC) and the Medical Health Department Operations Center (DOC) Plan (HSARC -202).

As author of the Multi-Patient Management Plan, MHOAC and DOC Plans, WillDan Homeland Solutions has a comprehensive understanding of the Public Health and Medical System in Riverside County and has the knowledge of the key objectives that need to be exercised. In this Third Amendment, DOPH is requesting for WillDan Homeland Solutions to implement a tabletop exercise using the multi-Patient Management Plan, MHOAC Plan and DOC Plans.

Impact on Citizens and Business

There is no negative impact on citizens or business in the County of Riverside.

SUPPLEMENTAL:

Additional Fiscal Information

The amount of \$40,000 is available in the Fiscal Year (FY) 14/15 RDMHS grant budget which is State General Funds (50%) and Hospital Preparedness Program (HPP) funds (50%) provided by the EMS Authority through the California Department of Public Health (CDPH).

This third amendment in the amount of \$40,000 will increase the total amount of the contract from \$98,747 to \$138,747.

Contract History and Price Reasonableness

On June 3, 2014, Item 3.63, the Board of Supervisors approved the agreement with WillDan Homeland Solutions for the development of the Multi-Patient Management Plan, MHOAC and DOC Plans. The Board authorized the Purchasing Agent to sign subsequent amendments without increasing the amount approved.

The price of \$40,000 is consistent with previous tabletop exercises such as EG&G (3/4/08 Item 3-11) tabletop exercise in the amount of \$43,232.

COUNTY OF RIVERSIDE
AMENDMENT NO. 3 TO THE AGREEMENT
WITH
WILLDAN HOMELAND SOLUTIONS

Original Contract Term: July 1, 2014 through June 30, 2015
Effective Date of Amendment: April 6, 2015
Annual Maximum Contract Amount: \$138,747.00

The Agreement between Riverside County, herein referred to as COUNTY and WILLDAN HOMELAND SOLUTIONS, herein referred to as CONTRACTOR, is amended as follows:

1. After page 23 of the Agreement, add Exhibits C, Scope of Service; one-day tabletop exercise and D Payment Provisions for the amount not exceed FORTY THOUSAND DOLLARS (\$40,000).

3. All other terms and conditions of the Agreement are to remain unchanged.

IN WITNESS WHEREOF, the Parties hereto have caused their duly authorized representatives to execute this Amendment.

County

County of Riverside
Purchasing and Fleet Services
2980 Washington St
Riverside, CA 92504

Contractor

Willdan Homeland Solutions
2401 E. Katella Avenue, Ste 220
Anaheim, CA 92806

BY: <u>Marion Ashley</u>	BY: <u>James E. Bailey</u>
Name: MARION ASHLEY	Name: JAMES E. BAILEY
Title: CHAIRMAN, BOARD OF SUPERVISORS	Title: PRESIDENT AND CEO
Date: MAY 19 2015	Date: 04/28/2015

ATTEST: Kecia Harper-Ihem, Clerk

By Kecia Harper-Ihem, deputy

FORM APPROVED COUNTY COUNSEL

BY: Neal R. Kipnis DATE: 5/19/15

Exhibit C
Scope of Service

1. CONTRACTOR shall conduct pre-planning meetings with staff from the Riverside County Public Health Emergency Preparedness & Response (PHEPR) Branch.
2. CONTRACTOR shall conduct initial, mid and final planning conferences at the region level with representatives from each county.
3. CONTRACTOR shall develop an Exercise Plan and supporting exercise documents.
4. CONTRACTOR shall develop and conduct a one-day tabletop exercise to test the following capabilities:
 - 4.1 Test the ability to share information and develop a common operating picture between the Regional Disaster Medical Health Coordination Program (RDMHC) and the Medical Health Operational Area Coordinators (MHOACs) in each of the six (6) counties in Region VI. (Tests the Emergency Operations Plan (EOP)).
 - 4.2 Test the ability to quickly poll healthcare facilities for bed availability and to distribute patients throughout Region VI. (Test the MPMP).
 - 4.3 Test the ability to order resources at the MHOAC, RDMHA and State level, in accordance with the California Public Health and Medical Emergency Operations Manual (EOM). (Tests the EOP and the MHOAC Plan).
 - 4.4 Discuss the process for tracking patients to multiple facilities within Region VI during an emergency event. (Tests the MPMP)
 - 4.5 Discuss the process for providing information to families of patients who have been transported to healthcare facilities throughout Region VI. (Tests the MPMP and EOP).
5. CONTRACTOR shall complete and submit the After Action Report (AAR) and Improvement Plan (IP) within 45 days of the exercise completion.

Exhibit D
Payment Provisions

1. The County pays Net 30 upon successful completion of work herein required and upon receipt of proper invoice. CONTRACTOR shall invoice the County as follows upon completion of each phase. The total amount for completion of the project shall not exceed FORTY THOUSAND DOLLARS (\$40,000).
 - a. Phase I - Completion of Pre planning meetings
 - i. Senior Exercise Manager: $\$158.56 \times 12 \text{ hours} = \1902.72
 - ii. Subject Matter Expert: $\$148.55 \times 12 \text{ hours} = \1782.60
 - iii. Analyst: $\$98.56 \times 16 \text{ hours} = \1576.96
 - iv. Support Specialist: $\$96.30 \times 8 \text{ hours} = \770.40
 - v. Total Phase I: $\$6,032.59$
 - b. Phase II – Completion of initial, mid and final planning conferences
 - i. Senior Exercise Manager: $\$158.56 \times 20 \text{ hours} = \$3,171.20$
 - ii. Subject Matter Expert: $\$148.55 \times 20 \text{ hours} = \$2,971$
 - iii. Analyst: $\$98.56 \times 40 \text{ hours} = \$3,942.40$
 - iv. Support Specialist: $\$96.30 \times 8 \text{ hours} = \770.40
 - v. Total Phase I: $\$10,855.00$
 - c. Phase III – Completion of the Exercise Plan and supporting exercise documents
 - i. Senior Exercise Manager: $\$158.56 \times 12 \text{ hours} = \1902.72
 - ii. Subject Matter Expert: $\$148.55 \times 8 \text{ hours} = \1188.40
 - iii. Analyst: $\$98.56 \times 40 \text{ hours} = \$3,942.40$
 - iv. Support Specialist: $\$96.30 \times 12 \text{ hours} = \1155.60
 - v. Total Phase I: $\$8,189.12$
 - d. Phase IV – Completion of tabletop exercise
 - i. Senior Exercise Manager: $\$158.56 \times 12 \text{ hours} = \1902.72
 - ii. Subject Matter Expert: $\$148.55 \times 12 \text{ hours} = \1782.60
 - iii. Analyst: $\$98.56 \times 20 \text{ hours} = \1971.20
 - iv. Support Specialist: $\$96.30 \times 10 \text{ hours} = \963.00
 - v. Total Phase I: $\$6,619.43$
 - e. Phase V – Completion of After Action Report and Improvement Plan
 - i. Senior Exercise Manager: $\$158.56 \times 6 \text{ hours} = \951.36
 - ii. Subject Matter Expert: $\$148.55 \times 12 \text{ hours} = \1782.60
 - iii. Analyst: $\$98.56 \times 40 \text{ hours} = \$3,942.40$
 - iv. Support Specialist: $\$96.30 \times 8 \text{ hours} = \770.40
 - v. Total Phase I: $\$7,446.76$

/// /// /// /// /// /// ///