



# WASHOE COUNTY

Integrity Communication Service

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## STAFF REPORT

**BOARD MEETING DATE:** February 26, 2019

**DATE:** Wednesday, February 1, 2019

**TO:** Board of County Commissioners

**FROM:** Kelly Echeverria, Emergency Management and Homeland Security  
(775) 337-5859, [kecheverria@washoecounty.us](mailto:kecheverria@washoecounty.us)

**THROUGH:** Kate Thomas, Assistant County Manager and  
Pamela Mann, Purchasing and Contracts Manager,  
775-328-2563, [pmann@washoecounty.us](mailto:pmann@washoecounty.us)

**SUBJECT:** Recommendation to award Request for Proposal (RFP) No. 3077-19 for the Continuity of Operations (COOP) Planning and Training Vendor to the most responsive and responsible bidder, Ankura Consulting Group, LLC, in the amount of [\$165,000] and if approved, authorize the Purchasing and Contracts Manager to execute the contract. (All Commission Districts)

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### **SUMMARY**

Washoe County Board of County Commissioners (BCC) approved the acceptance of two 2018 State Homeland Security Program (SHSP) Continuity of Operations (COOP) grants for Enhancement and Sustainment. Based upon that acceptance, a request for proposal (RFP 3077-19) was issued. Approval is recommended to authorize awarding RFP to Ankura Consulting Group, LLC, in the proposed amount of \$165,000.

**Washoe County Strategic Objective supported by this item:** Safe, Secure and Healthy Communities

### **PREVIOUS ACTION**

On November 13, 2018, the Board of County Commissioners accepted two 2018 Continuity of Operations Grant from State Homeland Security Program, [\$150,000 for the sustainment grant, and \$75,000 for the enhancement grant].

### **BACKGROUND**

On December 6, 2018 the Washoe County Purchasing Office released a Request for Proposal (RFP) # 3077-19 for Continuity of Operations Planning and Training with the intent of seeking proposals from qualified vendors for an enhancement and sustainment of COOPs.

**AGENDA ITEM # \_\_\_\_\_**

Two (2) Respondents submitted proposal responses to (RFP) # 3077-19 for Continuity of Operations Planning and Training Vendor by the deadline. All of the proposals received were deemed as responsive and responsible, and were subsequently evaluated. Respondents to the request for Request for Proposal (RFP) # 3077-19 for Continuity of Operations Planning and Training Vendor were:

RESPONDENT	RANK
Ankura Consulting Group, LLC 201 East Washington Street, Suite 1700, Phoenix, AZ 85004	1
Integrated Solutions Consulting 939 W. North Avenue, Suite 750, Chicago, IL 60642	2

### **FISCAL IMPACT**

Should the Board approve this award, there will be sufficient FY19 budget authority to cover the Continuity of Operations Planning and Training Vendor proposed cost of \$165,000: \$55,000 from internal order 11527-710100, \$110,000 from internal order 11528-710100.

### **RECOMMENDATION**

Recommendation to award Request for Proposal (RFP) No. 3077-19 for the Continuity of Operations Planning and Training Vendor to the most responsive and responsible bidder, Ankura Consulting Group, LLC, in the amount of [\$165,000] and if approved, authorize the Purchasing and Contracts Manager to execute the contract.

### **POSSIBLE MOTION**

Should the Board agree with the staff's recommendation, a possible motion could be:

*“Move to approve Recommendation to award Request for Proposal (RFP) No. 3077-19 for the Continuity of Operations Planning and Training Vendor to the most responsive and responsible bidder, Ankura Consulting Group, LLC, in the amount of [\$165,000] and if approved, authorize the Purchasing and Contracts Manager to execute the contract..”*