



WASHOE COUNTY

Integrity Communication Service

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STAFF REPORT

BOARD MEETING DATE: February 25, 2020

DATE: Wednesday, February 5, 2020

TO: Board of County Commissioners

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

THROUGH: Kate Thomas, Assistant County Manager and
Mark Stewart, Purchasing and Contracts Manager,
775-328-2281, mstewart@washoecounty.us

SUBJECT: Recommendation to award Request for Proposal (RFP) No. 3119-20 for the Statewide COOP Plans Writer and Trainer to the most responsive and responsible bidder, Ankura Consulting Group, LLC. in the amount of [\$107,000] and if approved, authorize the Purchasing and Contracts Manager to execute the contract. (All Commission Districts)

SUMMARY

Washoe County Board of County Commissioners (BCC) approved the acceptance of a FFY19 State Homeland Security Program (SHSP) Continuity of Operations (COOP) grant. Based upon that acceptance, a request for proposal (RFP 3119-20) was issued. Approval is recommended to authorize awarding RFP to Ankura Consulting Group, LLC., in the proposed amount of \$107,000.

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

PREVIOUS ACTION

On November 12, 2019, the Board of County Commissioners accepted the 2019 Department of Homeland Security (DHS) grant passed through the State Homeland Security Program (SHSP) awarding [\$125,000.00 (no County match required)], for a Continuity of Operations and Continuity of Government project.

BACKGROUND

On November 12, 2019 the Washoe County Purchasing Office released a Request for Proposal (RFP) # 3119-20 for a Statewide COOP Plans Writer and Trainer with the intent of seeking proposals from qualified vendors

AGENDA ITEM # _____

Two (2) Respondents submitted proposal responses to (RFP) # 3119-20 for Statewide COOP Plans Writer and Trainer 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) # 3119-20 for Statewide COOP Plans Writer and Trainer were:

RESPONDENT	RANK
Ankura Consulting Group, LLC. 2000 K St. NW, 12 th Floor Washington, DC 20006	1
Integrated Solutions Consulting 9800 Mount Pyramid Court, Suite 400 Englewood, CO 80112	2

FISCAL IMPACT

Should the Board approve this award, there will be sufficient FY19 budget authority to cover the Hazard Mitigation Plan proposed cost of \$107,000: \$107,000 from internal order 11632-710100.

RECOMMENDATION

Recommendation to award Request for Proposal (RFP) No. 3119-20 for the Statewide COOP Plans Writer and Trainer to the most responsive and responsible bidder, Ankura Consulting Group, LLC. in the amount of \$107,000 and if approved, authorize the Purchasing and Contracts Manager to execute the contract. (All Commission Districts)

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. 3119-20 for the Statewide COOP Plans Writer and Trainer to the most responsive and responsible bidder, Ankura Consulting Group, LLC., in the amount of \$107,000 and if approved, authorize the Purchasing and Contracts Manager to execute the contract.."