



Department of Emergency Services



Memorandum

109537

DATE: June 21, 2024

TO: Board of Acquisition and Contract

FROM: Richard Wishnie
Commissioner, Department of Emergency Services

SUBJECT: Authority to enter into an agreement with Contingency Management Consulting Group, LLC for emergency management and homeland security planning and preparedness services, in order to assist the County with specific initiatives, and supplemental services on an as-needed basis, for an amount not-to-exceed \$347,836.00 for an initial term of two (2) years, commencing upon execution, with the County having the option, at its sole discretion, to extend the agreement for up to three (3) additional one (1) year terms thereafter.

Authority is respectfully requested from your Honorable Board for the County of Westchester (the "County") to enter into an agreement (the "Agreement") with Contingency Management Consulting Group, LLC ("CMCG"), pursuant to which CMCG will provide the County with emergency management and homeland security planning and preparedness services, in order to assist the County with specific initiatives, as fixed-fee deliverables, and hourly supplemental services, on an as-needed basis, (the "Services") for an initial term of two (2) years, commencing upon execution, (the "Initial Term") with the County having the option, at its sole discretion, to extend the agreement for up to three (3) additional one (1) year terms thereafter, on the same terms and conditions as the Initial Term, except with regard to pricing and not-to-exceed amounts, (each an "Option Term") which terms for the Initial Term and each Option Term shall be as follows, and payable pursuant to an approved budget:

Term	Fixed-Fee Deliverables	Hourly Supplemental Services
Initial Term – Year One	\$202,828.00	\$42,500.00
Initial Term – Year Two	\$ 60,008.00	\$42,500.00
First Option Term	\$ 35,235.00	\$42,500.00
Second Option Term	\$ 36,292.00	\$42,500.00
Third Option Term	\$ 37,381.00	\$42,500.00

Under the proposed Agreement, CMCG would be authorized to subcontract with AC Disaster Consulting LLC for a portion of the fixed-fee deliverable portions of the Services concerning the County's 'Comprehensive Emergency Management Plan' ("CEMP") and the 'Continuity of Operations' annex to the CEMP; services related to 'Geographic Information System' support; technical specialists related to people with disabilities, access, and functional needs; and grants specialists.

The proposed Agreement will specify that each initial not-to-exceed amount for hourly supplemental services, specified above, could be increased by the County if it needs additional such services, subject to the receipt of all necessary legal approvals.

On March 11, 2024, the County, acting by and through the Department of Emergency Services ("DES"), issued a request for proposals (the "RFP") that solicited proposals from vendors to provide the Services. In response to the RFP, the County received three (3) proposals. Staff from DES reviewed these proposals and evaluated them based upon the evaluation criteria specified in the RFP. The result of that review and evaluation was that CMCG received the highest score and was, accordingly, ranked first. DES has analyzed the proposed costs for the Services that will be part of the Agreement and found that they are reasonable. Based upon DES's review of the proposal from CMCG, DES is satisfied that it is a responsible vendor for the Services.

The proposed Agreement will serve a public purpose by providing DES with the emergency management and homeland security planning and preparedness services that it needs in order to be best-prepared to address various emergency management and homeland security situations, and thereby properly protect the public.

The goal and objective of the proposed Agreement is to provide DES with the emergency management and homeland security planning and preparedness services that it needs in order to be best-prepared to address emergency management and homeland security situations, and thereby properly protect the public.

The goal and objective of the proposed Agreement is in the best interests of the County in terms of health and welfare, as providing DES with the emergency management and homeland security planning and preparedness services that it needs in order to be best-prepared to address emergency management and homeland security situations, and thereby properly protect the public, will, consequently, help ensure the health and welfare of the public.

The goal and objective of the proposed Agreement will be tracked and monitored by the staff of DES.

I respectfully recommend the adoption of the attached resolution.

RW/DD/bdm/nn

RESOLUTION

Upon a communication from the Commissioner of Emergency Services, be it hereby:

RESOLVED, that the County of Westchester (the “County”) is hereby authorized to enter into an agreement (the “Agreement”) with Contingency Management Consulting Group, LLC (“CMCG”), pursuant to which CMCG will provide the County with emergency management and homeland security planning and preparedness services, in order to assist the County with specific initiatives, as fixed-fee deliverables, and hourly supplemental services, on an as-needed basis, (the “Services”) for an initial term of two (2) years, commencing upon execution, (the “Initial Term”) with the County having the option, at its sole discretion, to extend the agreement for up to three (3) additional one (1) year terms thereafter, on the same terms and conditions as the Initial Term, except with regard to pricing and not-to-exceed amounts, (each an “Option Term”) which terms for the Initial Term and each Option Term shall be as follows, and payable pursuant to an approved budget:

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Third Option Term	\$ 37,381.00	\$42,500.00

; and be it further

RESOLVED, that under the Agreement, it shall specify that each initial not-to-exceed amount for hourly supplemental services, specified above, could be increased by the County if it needs additional such services, subject to the receipt of all necessary legal approvals; and be it further

RESOLVED, that under the Agreement, CMCG shall be authorized to subcontract with AC Disaster Consulting LLC for a portion of the fixed-fee deliverable portions of the Services concerning the County’s ‘Comprehensive Emergency Management Plan’ (“CEMP”) and the ‘Continuity of Operations’ annex to the CEMP; services related to ‘Geographic Information System’ support; technical specialists related to people with disabilities, access, and functional needs; and grants specialists; and be it further

RESOLVED, that the Agreement is subject to County appropriations; and be it further

RESOLVED, that the Agreement is also subject to further financial analysis of the impact of any New York State Budget (the “State Budget”) proposed and adopted during the term of the Agreement. The County shall retain the right, upon the occurrence of any release by the Governor of a proposed State Budget and/or the adoption of a State Budget or any amendments thereto, and for a reasonable period of time after such release(s) or adoption(s), to conduct an analysis of the impacts of any such State Budget on County finances. After such analysis, the County shall retain the right to either terminate the Agreement or to renegotiate the amounts and rates approved herein. If the County subsequently offers to pay a reduced amount

to the contractor, then the contractor shall have the right to terminate the Agreement upon reasonable prior written notice; and be it further

RESOLVED, that the County Executive or his duly authorized designee is hereby authorized to execute any documents and take any actions reasonably necessary and appropriate to effectuate the purposes of this Resolution.

Account to be Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
263	20	390W	4380	T390	\$169,019
101	20	1000	4380		\$50,000 (2024)
263	20	390X	4380	T390	\$23,167
101	20	1000	4380		\$50,000 (2025)
263	20	390Y	4380	T390	\$55,650

Budget Funding Year(s): 2024-2026 Start Date: Execution End Date: Two (2) Years After Execution
 (must match resolution)

Funding Source \$347,836.00 (must match resolution)
 Tax Dollars \$100,000
 State Aid: _____
 Federal Aid: \$247,836
 Other: _____

APPROVED BOARD OF ACQUISITION CONTRACT 081013024 - RAYMOND SCHULKY, SECRETARY