



### **Agenda Action Form Overview**

The Board is requested to approve a contract with BOLDplanning totaling \$78,500 for a Continuity of Operations Plan and data repository.

### **Background/Justification**

This tool will allow Emergency Management personnel to assist departments with creating and maintaining Continuity of Operations Plans (COOPs). These plans identify and prioritize the mission essential functions of each department, as relates to legal requirements, mandates, and departmental directives. In the event of an EOC activation, activated departments will see a disruption in their traditional staffing and services. The departmental COOPs will allow each department to quickly resume its mission essential functions until regular services can be resumed. A COOP would also be activated in the event an infrastructure or personnel emergency (i.e. building fire or flu outbreak, respectively) were to affect the department.

This data repository allows individual departments access to update information as often as necessary, creating a living document. Emergency Management will provide oversight and assistance with planning and data entry. A common repository allows departments to have COOPs in a similar format for easy transmission of information. Purchasing has approved the sole source proposal, and IS&T has approved the security measures for the data repository. The contract would be funded by the Emergency Management Preparedness Grant (EMPG).

A committee of our primary stakeholders gathered to review a demonstration of the data repository and is in agreement to utilize BOLDplanning. BOLDplanning offers emergency support for their software as well as on-sight training and implementation. The data repository is available on an annual basis and will be funded in the future by EMPG. Should Emergency Management choose not to continue the data repository, the departmental COOPs may be downloaded in their most recent iteration.

### **Policy Impact**

Using a common COOP tool will ensure consistent planning between departments and allow Emergency Management to assist in the maintenance of plans. The plans and data repository will allow the County to continue operating essential functions during an emergency situation.

### **Procurement Background**

At the end of FY17, Emergency Management began reviewing COOP companies and found BOLDplanning to be the best option due to their data repository function. A group of Stakeholders from multiple County departments engaged in an in-person demonstration of the product and agreed that BOLDplanning was the right option for the County.

#### **Type of purchase**

- ☐ Goods
- ☒ Services
- ☐ Architect, Engineer or Surveyor Services
- ☐ Construction and Repair



**Did this request for purchase go through a bid process?** Yes ☐ No ☐

*Goods: Bids required if  $\geq \$30,000$ , BOCC approval if  $\geq \$90,000$*

*Services: Bids required if  $\geq \$30,000$ , BOCC approval if  $> \$40,000$*

*Construction/Repair work: Bids required if  $\geq \$30,000$ , BOCC approval if  $\geq \$500,000$*

If yes, attach a copy of bid tab and the minority and women business enterprise (MWBE) compliance review form provided by the Purchasing Division.

If no, why?

- ☒ Sole source exemption
- ☐ Cooperative purchasing program exemption
- ☐ State and federal contract exemption
- ☐ Contract is an amendment to an existing contract
- ☐ Other (please explain)

**If exempted from bidding, has this request been reviewed and approved by the Purchasing Division in the agenda Legistar system?** Yes ☒ No ☐

If no, why?

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**Fiscal Impact**

The COOP and data repository will be funded through previously budgeted EMPG. EMPG is budgeted and received annually and will serve to fund the project for the implementation and maintenance years. The first year for implementation is \$78,500 with ongoing maintenance costing \$15,400 annually.

**Recommendation**

The County Manager recommends the Board approve the proposed contract with BOLDplanning totaling \$78,500 and authorize the County Manager to execute the contract.