



### **Agenda Action Form Overview**

The Board is requested to approve a one year service agreement with Innovative Emergency Management, Inc. (IEM) totaling \$49,946.61 to develop a Durham City/County Disaster Recovery Plan.

### **Background/Justification**

Durham Emergency Management is responsible for the response, recovery, and mitigation of any hazards which could pose issues to the citizens of Durham County. The County recently completed an overhaul of the City/County Emergency Operations Plan in FY18 to address local government's response to a disaster. The County collaborated with Orange and Alamance counties in FY16 to create the Eno-Haw Hazard Mitigation Plan to address impact mitigation in the event of a disaster. Awarding this contract will allow Emergency Management to address a gap in planning in the recovery area, which will aid in returning the City and County to a new normal post-disaster response. The plan will address Recovery Support Functions identified by FEMA's National Disaster Response Framework, including: Community Planning and Capacity Building, Economic Recovery, Health and Social Services, Housing, Infrastructure Systems, and Natural and Cultural Resources.

IEM was unanimously chosen by a sixteen (16) person, multi-agency, multi-jurisdictional panel. They were deemed the most qualified firm for the project based on their methodology on accomplishing the work, their subject matter experts who have relatable recovery planning expertise, significant experience supporting local government on projects of a similar size and scope, and the overall cost to accomplish the work. Durham County has previously contracted with IEM to complete Emergency Action Plans for County Administration Building 1, Human Services Complex, and our libraries.

This agenda item has been reviewed by the Purchasing Division for M/WBE compliance and has also been reviewed and approved by the County Attorney's Office. Emergency Management will utilize Emergency Management Preparedness Grant (EMPG) funds to purchase these services.

### **Policy Impact**

Having a Disaster Recovery Plan will assist the City and County when transitioning from response to recovery when the Emergency Operations Center is activated.

### **Procurement Background**

A committee of stakeholders from the following agencies was established to review proposals for RFP 19-005: DCo Public Health, DCo Social Services, DCo General Services, Dco Tax Administration, Dco Finance, DCo IS&T, City/County Planning, City Water Management, City General Services, City Fleet Management, and Durham City/County Emergency Management. The group unanimously selected IEM as the preferred vendor.

#### **Type of purchase**

☐ Goods



**Durham County Government**  
**Agenda Action Form Supplemental Document – Contract Approval**

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- ☒ 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 Tool will be funded through previously budgeted Emergency Management Preparedness Grants (EMPG), for a total of \$49,946.61.

**Recommendation**

The County Manager recommends that the Board approve the service agreement and proposal from IEM and authorize the manager to execute the agreement in the amount of \$49,946.61