

## AGENDA



Thursday, April 8, 2010

**Purchasing Office  
RECOMMENDATION FOR COUNCIL ACTION**
**Item No. 24**

**Subject:** Authorize award and execution of a 12-month personal services contract with WILLIAM STEVEN COLLIER, Hackett, AR for services related to development of a strategic plan for the Office of Homeland Security and Emergency Management in an estimated amount not to exceed \$65,000, with four 12-month extension options in an estimated amount not to exceed \$65,000 per extension option, for a total estimated contract amount not to exceed \$325,000.

**Amount and Source of Funding:** Funding in the amount of \$65,000 is available in the Fiscal Year 2007-2008 US Department of Homeland Security, State Homeland Security Grant Program.

**Fiscal Note:** There is no unanticipated fiscal impact. A fiscal note is not required.

**For More Information:** Colleen Athey, Buyer I, 972-4012

**Purchasing Language:** Personal Services.

**MBE/WBE:** This contract will be awarded in compliance with Chapter 2-9B of the City Code (Minority Owned and Women Owned Business Enterprise Procurement Program). No subcontracting opportunities were identified; therefore, no goals were established for this solicitation.

This contract will provide for the creation of a Strategic Plan for the Office of Homeland Security and Emergency Management (HSEM) and for the creation of a strategic planning template that will be available for other emergency management organizations' use in the Capital Area Council of Governments (CAPCOG) region.

The objective of the Strategic Plan is to enhance the City's and the CAPCOG Region's ability to prevent, protect against, respond to, and recover from threats and acts of terrorism, as well as natural and manmade disasters. The Strategic Plan will serve as a long term guide in directing programmatic efforts, accomplishing necessary goals, ensuring accountability, and allocating limited resources over the next five years.

Activities to be provided under the scope of work include the following:

- A standards and best practices scan to review similar plans from other emergency management organizations and to identify applicable planning standards and systems
- An environmental forecast to determine the potential changes in the emergency management field and their potential effect on HSEM in the next five years
- A vision statement to broadly define the role and vision of HSEM in the next five years
- An assessment of current capabilities to achieve this vision and meet future changes in the emergency management field
- A gap analysis to determine those things needed to achieve the vision
- Development of strategic goals and a five-year implementation plan
- Development of the HSEM strategic planning document, based on the previous activities
- Development of a regional template to assist other emergency management organizations in the CAPCOG Region in developing their own strategic plans.

Additional strategic planning and emergency management services may be provided in subsequent years subject to available funding in future federal and state emergency preparedness and other grant funds.