

County of Santa Clara Social Services Agency

Department of Development & Operational Planning
Office of Contracts Management



SSA04 022409

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DATE: February 24, 2009

TO: Board of Supervisors

FROM: 
Will Lightbourne
Agency Director, Social Services Agency

SUBJECT: Adopt a Resolution Relating to Delegation of Authority for Disaster Mass Care and Shelter Plan
Development Consultant

RECOMMENDED ACTION

Adopt resolution delegating authority to Social Services Agency Director, or designee to negotiate, execute, amend, and terminate agreement awarded for Disaster Mass Care and Shelter Plan Development Consultant to be selected through a Request for Proposals process in an amount not to exceed \$150,000 unless additional revenue is available, for period March 9, 2009 through July 31, 2009 including the option for additional two months, following approval by County Counsel as to form and legality, and approval by the Office of the County Executive. Delegation of Authority shall expire September 30, 2009. (Roll Call Vote)

FISCAL IMPLICATIONS

There is no increased cost to the General Fund associated with this action. The funds for this Agreement are included in the Social Services Agency FY09 Approved Budget. Approximately 60% of the total cost will be reimbursed by State and Federal sources.

CONTRACT HISTORY

Not applicable

REASONS FOR RECOMMENDATION

On June 3, 2008 the Board of Supervisors approved Social Services Agency's request for authorization to issue a vendor solicitation process relating to Disaster Mass Care and Shelter Plan Development Consultant agreement in the amount of \$150,000 awarded through the bid process. The delegation of authority requested was for the contract period July 1, 2008 through June 30, 2009. The delegation of authority is to expire on June 30, 2009.

Due to unexpected delays, the Request for Proposals (RFP) for Disaster Mass Care and Shelter Plan Development Consultant of the County of Santa Clara and its Related Entities was not released until December 15, 2008. The proposals were due on January 7, 2009. The evaluation process is currently underway and the contract awarded to the selected vendor is expected to commence on March 9, 2009.

The Social Services Agency is seeking the Board's approval of the delegation of authority to the Agency Director, or designee, to negotiate, execute, amend and terminate the agreement awarded through the RFP in an amount not to exceed \$150,000 unless additional revenue is available, for the period March 9, 2009 through July 31, 2009. This request is to allow for the contract period set forth in the RFP. The new expiration date for the delegation of authority is September 30, 2009.

BACKGROUND

The purpose for the Disaster Mass Care and Shelter Plan Development Consultant agreement is to meet the State mandated responsibility to provide care and shelter needs to County residents in a disaster. This agreement will provide a written care and shelter annex to the Santa Clara County Office of Emergency Services Operations Plan. The plan will include the following:

1. A written plan for care and shelter in unincorporated areas of Santa Clara County;
2. A written plan for the care and shelter of vulnerable population that is in compliance with ADA and other relevant laws and requirements;
3. A written plan for the care and shelter of disaster service workers.

The selected vendor will identify best practices for care and sheltering, convene Red Cross, Social Services Agency, Office of Emergency Services and other relevant stakeholders to clarify roles and responsibilities and identify gaps and resources. The vendor will assist content experts in the development of the overall plan including the outline, content and writing of the plans.

CONSEQUENCES OF NEGATIVE ACTION

Negative action will result in the Agency not being able to use expertise in the development of a care and shelter plan. Delays in meeting State compliance may result.

STEPS FOLLOWING APPROVAL

The Clerk of the Board will follow the usual steps for this type of transmittal. The Social Services Agency Director, or designee, will negotiate and execute an agreement with a qualified vendor to develop the Disaster Mass Care and Shelter Plan. SSA will forward a copy of the agreement to the Clerk of the Board within 30 days of the execution.

ATTACHMENTS

- Disaster Mass Care and Shelter Plan Development Consultant Resolution