



## CITY OF HOUSTON - CITY COUNCIL

Meeting Date: 8/29/2017

ALL

Item Creation Date: 8/1/2017

T26126 - Regional Exercise Support - ORDINANCE

Agenda Item#: 14.

### **Background:**

**Request for Proposal S66-T26126 - Approve an ordinance awarding a contract to The Olson Group, Ltd in an amount not to exceed \$109,848.36 for Houston Regional Exercise Planning and Implementation Support for the Mayor's Office of Public Safety and Homeland Security.**

### **Specific Explanation:**

The Mayor's Office of Public Safety and Homeland Security and the Chief Procurement Officer recommend the City Council approve an ordinance awarding a one-year contract with two one-year options to The Olson Group, Ltd. (OGL) in an amount not to exceed \$109,848.36 for regional planning and exercise services for the Mayor's Office of Public Safety and Homeland Security. The Director of the Mayor's Office of Public Safety and Homeland Security may terminate this agreement at any time by giving thirty (30) days written notice to the Contractor with a copy of the notice to the Chief Procurement Officer.

The scope of work for this contract has two main tasks. The first task requires OGL to exercise and validate regional plans guiding multi-jurisdictional and multi-disciplinary coordination in the Houston-Galveston Area Council (H-GAC) region. This region includes the counties of Austin, Brazoria, Chambers, Colorado, Fort Bend, Galveston, Harris, Liberty, Matagorda, Montgomery, Walker, Waller, and Wharton and the respective jurisdictions, agencies, and organizations they represent. The second task includes a tabletop exercise that will test the City of Houston Continuity of Operations (COOP) basic plan and departmental annexes. For these tasks, OGL is required to conduct planning meetings which are in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP) guidance.

Required services/ deliverables for this project include:

1. Conduct planning meetings, one tabletop exercise (TTX), and an after-action meeting in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP) guidance. This exercise will test the City of Houston Continuity of Operations (COOP) Basic Plan and Departmental Annexes.
2. Conduct planning meetings, one functional exercise (FE), and an after-action meeting in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP) guidance. This exercise will test the H-GAC Region's Multi-Agency Coordination Center (MACC) Plan.
3. Develop and produce appropriate documents to support the meetings and the TTX and FE, including the after-action report (AAR) and improvement plan (IP) and other workshop collateral (e.g., announcements, sign-in rosters, participant packets). Documents should be professional in appearance with appropriate graphics, design, and consistent layout.
4. Document meetings, the TTX and FE to capture planning efforts and engagement of regional stakeholders; produce meeting notes.
5. Provide additional meeting support (e.g., facilitators, evaluators, scribes) and capabilities (e.g., access to web-based meeting support, conference call line).

The Request for Proposal (RFP) was advertised in accordance with the requirements of the State of Texas bid laws. As a result, proposals were received from: ABS Group Inc., Amec Foster Wheeler, Continuity Operations Group, LLC, Filler Security Strategies, Inc., Hassett & Willis Associates, LLC, Intergrated Solutions Consulting, Tetra Tech and The Olson Group, Ltd.

The Evaluation Committee (EC) consisted of members from the Mayor's Office of Public Safety & Homeland Security, the Houston Office of Emergency Management, the Galveston County Office of Emergency Management, the Montgomery County Office of Homeland Security and Emergency Management, and the Fort Bend County Office of Emergency Management. The proposals were evaluated based upon the following criteria:

- Responsiveness of Proposal
- Technical Competence
- Price Proposal

The Olson Group, Ltd received the highest overall score and was deemed to be the most qualified to perform the required services as outlined in the RFP.

**M/WBE Participation:**

This RFP was issued with a 24% M/WBE participation goal.

Vendor Name	Type of Work	Amount	Percentage
MPACT Strategic Consulting, LLC	Consulting Services	\$26,363.61	24%

**Pay or Play Program:**

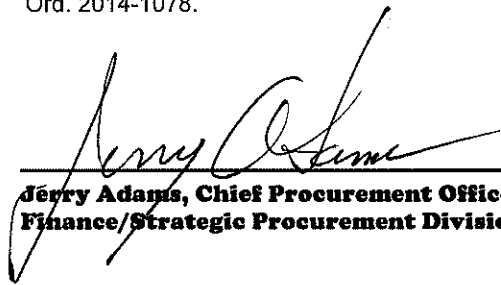
The proposed contract requires compliance with the City's 'Pay or Play' ordinance. In this case, the contractor agrees to provide health benefits to each covered employee.

**Hire Houston First:**

The proposed contract requires compliance with the City's 'Hire Houston First (HHF) ordinance that promotes economic opportunity for Houston businesses and supports job creation. In this case OGL does not meet the requirements for HHF designation; no HHF firms were within three percent.

**Fiscal Note:**

Funding for this item is included in the FY2018 Adopted Budget. Therefore, no Fiscal Note is required as stated in the Financial Policy Ord. 2014-1078.



**Jerry Adams, Chief Procurement Officer  
Finance/Strategic Procurement Division**

**Department Approval Authority**

**Amount of Funding:**

\$109,848.36

Federal/ Local/ State Pass Fund (5030)

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**ATTACHMENTS:**

Description	Type
<u>MWBE Letter of Intent</u>	Backup Material
<u>Fair Campaign Ordinance - Form A</u>	Backup Material
<u>Fair Campaign Ordinance - Form B</u>	Backup Material
<u>Certification of Funds</u>	Financial Information
<u>Affidavit of Ownership or Control</u>	Backup Material
<u>Department Award Recommendation Memo</u>	Backup Material
<u>Tax Report</u>	Backup Material