

Kenai Peninsula Borough Office of Emergency Management

MEMORANDUM

TO: Charlie Pierce, Mayor *gcm*

THRU: John Hedges, Purchasing and Contracting *JH*

FROM: Dan Nelson, Emergency Manager *DN*

DATE: April 10, 2020

RE: COVID-19 Sole Source Contract Status

The Incident Management Team has been utilizing contract services to aid in the planning and response to COVID-19. These contracts were originally executed for limited durations, however with the continuous ongoing needs it has become necessary to extend the contracts past their original two week estimates. As the original amounts were below the threshold needed for sole source procurement, I am requesting approval not to exceed the amounts below to allow for continued IMT work as this incident progresses.

The extensions will be on a weekly basis and are currently being worked at a minimal level to allow for ramping up in the future as the situation dictates. These contractors are those positions that we do not have in-house expertise in, or where that in-house expertise is better suited in other areas. This allows for complete reimbursement of the expenses while keeping Borough operations running with normal staffing.

Current contractors are:

John Mohorcich Consulting	Operations Specialist	approx.	\$3200/wk
Life in Limbo/Johnson	Public Information	approx.	\$2700/wk

The work completed so far has been in the scope of work in the original contracts. Currently we are working the contractors at a part time level if possible, and would like to extend weekly as required over the next two months to maintain continuity and consistency with response, for a maximum of:

John Mohorcich Consulting	Not to exceed \$25,600
Emery Johnson	Not to exceed \$21,600

This will allow a reasonable scale up and down of resources without undue expense. Your consideration is appreciated.

Approved: Charlie Pierce
Charlie Pierce, Mayor

4/14/2020
Date

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No.	<u>260.11250.20D1A.43011</u>
Amount	<u>\$47,200.00</u>
By: <u>PP BH</u>	Date: <u>4/13/2020</u>