

Kenai Peninsula Borough Purchasing & Contracting

MEMORANDUM

TO: Charlie Pierce, Mayor

THRU: John D. Hedges, Purchasing & Contracting Director *JH*

FROM: Brenda Ahlberg, Office of Emergency Management Manager *Bl*

DATE: October 6, 2021

RE: Authorization to Award a Contract for RFP22-002 Borough Continuity of Operations Plan (COOP)

On August 17, 2021, the Kenai Peninsula Borough Office of Emergency Management formally solicited proposals for RFP22-002 Borough Continuity of Operations Plan. The request for proposals was advertised in the Peninsula Clarion and the Anchorage Daily News on August 17, 2021 and in the Homer News on August 19, 2021.

The project consists of reviewing and updating the existing departmental level Continuity of Operations Plan (COOP) documents and the existing Borough level COOP plan. The project will provide baseline templated resources that can be used to support future exercise opportunities to test departmental and Borough-level COOP plans. This process will follow advice and best practices as offered by the Federal Emergency Management Agency' National Continuity Programs Office, the Continuity Guidance Circular (February 2018 or any available updated version), and current Homeland Security Exercise Evaluation Program resources.

On the due date of August 31, 2021, three (3) proposals were received and reviewed by a review committee as follows:

<u>FIRMS</u>	<u>LOCATION</u>	<u>TOTAL SCORE</u>
Facility Engineering Associates, P.C.	Fairfax, VA	275
Katmai Preparedness Solutions LLC	Soldotna, AK	245
Diligent Resolve	Baldwin City, KS	212

The highest ranking proposal, which includes a cost factor, was submitted by Facility Engineering Associates, P.C. with a negotiated cost proposal of \$49,994.00. The proposal review committee recommends award of a contract to Facility Engineering Associates, P.C. Your approval for this award is hereby requested.

Funding of this contract will be charged to account number 271.11250.21VAC.43011.

Charlie Pierce
Charlie Pierce, Mayor

10/8/2021
Date

NOTES : .

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No.	<u>271.11250.21VAC.43011</u>
Amount	<u>\$49,994.00</u>
By: <u><i>PP</i></u> <u><i>Bl</i></u>	Date: <u>10/6/2021</u>