

City Council – Action Request Form

Date: June 18, 2018

To: The City Manager

From: Derwick Paige, Assistant City Manager
Robert Reece, Acting Director of Emergency Management

Council Action Requested:
Adoption of Resolution Awarding Contract for Grant Consulting Services.

Strategic Focus Area: Safe and Secure Community.
Strategic Objective: Improve Public Safety Service Quality.
Strategic Plan Action Item: Yes
Key Work Item: Yes



Summary of Information:

The Winston-Salem/Forsyth County Office of Emergency Management has a need for program management and project delivery services to the City of Winston-Salem in support of activities funded under the FY2016 Program to Prepare Communities for Complex Coordinated Terrorist Attacks (CCTA). As part of the CCTA grant received by Emergency Management in 2017, funds are available to hire a consultant to provide services managing the grant and the training components. A Request for Proposals (RFP) process was conducted and four proposals were received. An evaluation panel of City staff reviewed the proposals received to select the one most qualified to meet the requirements of the RFP. Exhibit B provides the combined scores of the evaluation panel for each proposal. This item recommends awarding the CCTA consulting services to the Olson Group, Ltd. This firm is based out of Alexandria, VA. and has extensive Emergency Management experience.

The Olson Group, Ltd. is expected to deliver comprehensive services focused on identifying emergency preparedness gaps, updating emergency operations plans, exercising the updated plans and facilitating the identification of training opportunities for Winston-Salem/Forsyth County Office of Emergency Management. There are no matching local fund requirements by the grant recipients.

The Olson Group, Ltd. received a final score of just under six points less than the highest score recipient, IEM, Inc. After adding IEM’s total estimated costs with other estimated costs listed in the DHS Budget Detail Worksheet, the total amount of grant funds awarded would be exceeded.

Committee Action:

Committee	Finance 6/11/18 Public Safety 6/11/18	Action	Approval
For	Unanimous	Against	

Remarks:

M/WBE comment: Notifications were sent to all local M/WBE and area HUB businesses on a weekly basis. The bid opportunity was advertised on the City and State of NC Purchasing websites. See Exhibit A for a complete list of businesses notified of this bid as well as workforce demographics for the recommended vendor.