



REPORT TO COUNCIL City of Sacramento

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915 I Street, Sacramento, CA 95814-2604
www. CityofSacramento.org

Consent
May 13, 2008

Honorable Mayor and
Members of the City Council

Title: Agreement: Development of Continuity of Operations (COOP) and
Continuity of Government (COG) Plan

Location/Council District: Citywide

Recommendation: Adopt a **Resolution** authorizing the City Manager to execute an agreement with James Lee Witt Associates, a part of GlobalOptions, Inc. for development of a Continuity of Operations (COOP) and Continuity of Government (COG) Plan in the amount not to exceed \$125,000.

Contact: Rick Martinez, Director, Office of Emergency Services, (916) 874-4670
Mark Prestwich, Special Projects Manager, (916) 808-5380

Presenters: Not applicable

Department: Office of Emergency Services

Division: Not applicable

Organization No: 2512

Description/Analysis

Issue: COOP/COG planning is designed to assure that the City of Sacramento's essential functions will continue throughout a range of all-hazards emergencies and events. The Mayor and City Council has identified and committed funding to make this a City priority and facilitate this planning effort.

Policy Considerations: The proposed development of a recovery and continuity plan was identified by the Mayor and City Council to be a top priority and appropriated for this planning effort. The proposed action is consistent with the City of Sacramento Strategic Plan goals of improving and expanding public safety, and with the Mayor and Council's identified strategic planning focus area of Public Safety.

Environmental Considerations:

California Environmental Quality Act (CEQA):

The requested action is not subject to the provisions of the California

Environmental Quality Act (CEQA) pursuant to Section 15378 of the Guidelines which defines a project as an action which has the potential for resulting in either a direct physical change in the environment or a reasonably foreseeable indirect physical change.

Sustainability Considerations: Not applicable

Commission/Committee Action: None

Rationale for Recommendation: With more than 400,000 residents and thousands of visitors and employees who travel through the City daily, Sacramento must develop an actionable COOP/COG plan to ensure the continuation and delivery of essential municipal services on which residents and visitors depend. Staff conducted a competitive process to select an experienced consulting firm to develop a COOP/COG plan for Sacramento. James Lee Witt Associates (JLWA) is a recognized expert in the area of emergency planning and has a demonstrated ability to produce COOP/COG plans. Moreover, JLWA has been engaged over the past year in developing an Evacuation Plan for the City of Sacramento and therefore has significant experience with the City itself and insights into the community's local challenges. JLWA's approach to completing this planning effort and the cost-effectiveness of their submittal best meets the needs of the City.

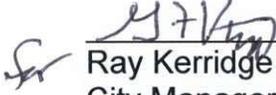
Financial Considerations: The Mayor and City Council authorized funding in the FY 2006/07 budget to complete a number of disaster preparedness efforts including \$100,000 to developing a recovery and continuity plan (COOP/COG). The proposed \$125,000 agreement will be funded by the funds approved by Council and current operating funds. No additional funds are requested.

Emerging Small Business Development (ESBD): Not applicable

Respectfully Submitted by: M. Prestwich
Mark Prestwich, Special Projects Manager

Approved by: Rick Martinez
Rick Martinez, Director of Emergency Services

Recommendation Approved:



Ray Kerridge
City Manager

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Attachment 1**Background**

On April 18, 2006, Governor Schwarzenegger issued Executive Order S-04-06 directing the State Office of Emergency Services (OES) to develop Continuity of Operations (COOP) and Continuity of Government (COG) guidelines and plans to assist state and local agencies in their efforts to plan for a wide range of emergencies and disasters. Today's changing threat environment and recent natural and man-made emergencies demonstrate the need for COOP/COG capabilities and plans at the local, state and federal levels.

COOP and COG are defined as follows:

- Continuity of Operations – An effort to ensure the continued performance of minimum essential functions during a wide range of potential emergencies. Essentially, it is the capability of maintaining the business of government under all eventualities. This is accomplished through the development of plans, comprehensive procedures, and provisions for alternative facilities, personnel, resources, interoperable communications, and vital records/databases.
- Continuity of Government – The preservation, maintenance, or reconstitution of the institution of government. It is the ability to carry out an organization's constitutional responsibilities. This is accomplished through succession of leadership, the pre-delegation of emergency authority and active command and control.

Under the leadership of the City's Office of Emergency Services (OES), a Request for Qualifications was posted on the City's website and widely distributed on February 1, 2008 seeking Statements of Qualifications (SOQs) from firms experienced with COOP and COG planning. The City received six SOQs and convened a Review Panel consisting of City and non-City representatives with knowledge and expertise in the area of emergency planning to review and evaluate the submittals.

The independent Review Panel determined the proposal from James Lee Witt Associates, a part of GlobalOptions, Inc. (JLWA), best met the needs of the City when contrasted with the other submittals and against the evaluation criteria noted in the RFQ. The Review Panel subsequently recommended the City's Director of the Office of Emergency Services negotiate the terms of a proposed agreement with JLWA for consideration by the Sacramento City Council. During negotiation of the proposed agreement, JLWA agreed to the City's request to include an executive level table top training exercise in their proposal at no additional cost.

The proposed agreement will facilitate the development of a COOP and COG plan for the City of Sacramento and improve the City's state of disaster preparedness. Staff envisions the COOP/COG Plan will be designated as an Annex to the City's Multi-Hazard Emergency Plan and, as such, will complement other annexes including the

development Evacuation Plan Annex and the Terrorism Response Plan Annex. Staff estimates the COOP/COG planning effort will involve primarily the City's operating departments and will require approximately seven months to complete.

RESOLUTION NO.

Adopted by the Sacramento City Council

AGREEMENT FOR CONTINUITY OF OPERATIONS (COOP) AND CONTINUITY OF GOVERNMENT (COG) PLANNING

BACKGROUND

- A. On April 18, 2006, Governor Schwarzenegger issued Executive Order S-04-06 directing the State Office of Emergency Services (OES) to develop Continuity of Operations (COOP) and Continuity of Government (COG) guidelines and plans to assist state and local agencies in their efforts to plan for a wide range of emergencies and disasters; and
- B. Today's changing threat environment and recent natural and man-made emergencies demonstrate the need for COOP/COG capabilities and plans at the local, state and federal levels; and
- C. The Sacramento City Council appropriated funding in FY 2006/07 to fund preparation of the recovery and continuity and continuity plan; and
- D. A Request for Qualifications was posted on the City's website and widely distributed on February 1, 2008 seeking Statements of Qualification (SOQs) from firms experienced with COOP and COG planning; and
- E. Staff has determined the approach submitted by James Lee Witt Associates, a part of GlobalOptions, Inc. (JLWA), best met the needs of the City when contrasted with the other submittals and against the RFQ evaluation criteria; and
- F. The proposed agreement will facilitate the development of a COOP and COG plan for the City of Sacramento and improve the City's state of disaster preparedness.

BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL RESOLVES AS FOLLOWS:

- Section 1. The City Manager is authorized to execute an agreement with James Lee Witt Associates, a part of GlobalOptions, Inc. (JLWA) for COOP and COG planning for an amount not to exceed \$125,000.

