



Environmental Protection and Growth Management Department

**EMERGENCY MANAGEMENT DIVISION**

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**MEMORANDUM**

DATE: December 17, 2014

TO: Brenda J. Billingsley, Director  
Purchasing Division

FROM: Miguel Ascarrunz, Director  
Emergency Management Division

SUBJECT: REQUEST FOR APPROVAL OF PROCUREMENT METHOD  
Pre-Qualified Vendor List – Professional Emergency Management Services

The Emergency Management Division requests approval to Piggyback on Palm Beach County's Pre-Qualified Vendor List for Emergency Management Consulting Services. Based upon an understanding of the described procurement methods, the specific reasons for requesting the procurement method, as referenced above, are described as follows:

The Palm Beach County RFQ 030612, Request for Pre-Qualification of Vendors for Professional Emergency Management Consulting Services is comprised of a list of ten (10) vendors. All of these vendors have agreed to provide a comprehensive array of all-hazards Emergency Management consulting services which will fit Broward County's time-sensitive needs in support of contract Planning, Training and Exercise related projects. Palm Beach County has given permission for Broward County to piggyback their contracts with the ten (10) vendors. To that end, Broward County Emergency Management staff has confirmed with each of the listed vendors that they are willing to work with Broward County under the outlined terms of the Palm Beach County contract.

Consultant Expenditures for CY2012 through CY2014 have been under \$150,000. And, currently, there are two projects in the pipeline for CY2015, which cover Cost Recovery Training and Long Term Recovery Plan Evaluation. Each project is respectively estimated at \$11,000 and \$40,000. Utilizing Palm Beach County's consultant library would assist Broward County in completing deliverables, planning emergency responses, training stakeholders, and developing emergency plan contingencies in a timelier manner. Further, Broward County believes that a competitive solicitation would yield the same results. Expenditures under the qualified vendors list are expected to be below \$100,000 per year and each project would be competitively bid. Large,

complex projects, however, would be solicited by using the Broward County Purchasing Division's competitive RFP procurement process.

After a full assessment, the Piggyback method is deemed most appropriate for establishing a list of pre-qualified vendors for a library of Broward County Emergency Management Consultant services.

APPROVED: Brenda J. Billingsley Digitally signed by Brenda J. Billingsley  
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Date: 2015.01.09 15:13:56 -0500 DATE: \_\_\_\_\_  
Director of Purchasing

- C: Karen Walbridge, Purchasing Manager
- Mitchell Cohen, Purchasing Agent
- Lori Vun Kannon, Assistant Director
- Adrienne Britto, Administrative Manager
- Debbie Cherisma, Contracts/Grants Administrator II