

Facility & Support Services

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(563) 328-3245 Fax



~ Our Promise: Professional People, Solving Problems, High Performance

May 15, 2019

To: Mahesh Sharma
County Administrator
From: COOP/COG Planning Committee

Ref: Continuity of Operations/ Continuity of Government Plan (COOP/GOG)

As you are aware, a committee was established to look at implementing a Continuity of Operations Plan / Continuity of Government (COOP/COG) plan. As we met and discussed this task, it quickly became apparent that the scope was simply too much for one group to keep moving. As a result of this realization, we decided that it would be best to bring in external resources to help assist with the creation of the county COOP/COG plans.

The COOP/COG group, which includes representatives from the Health Department, Sheriff's Office, Human Resources, Facility & Support Services and IT, put out an RFP and received 15 proposals. Quotes and project summaries were received and evaluated based on cost, completion timelines, experience, and implementation steps.

Four firms: CH Consulting Group, Janus Associates, Ankura, and Tetra Tech were chosen to interview with the COOP/COG planning group. These interviews gave the firms the opportunity to discuss their specific projects in greater detail and address any of the planning group's concerns.

CH Consulting Group was the preference of the group due to the cost of the project, work experience with similarly sized counties, and the overall knowledge base of the firm.

The CH Consulting Group's project quote is \$84,870.00, which includes the addition of the EMA into the planning process. The COOP/COG planning group recommends Board approval of the quote from CH Consulting Group.

I will be attending the Committee of the Whole to discuss this recommendation and answer any questions the Board may have.

CC:
Mary Thee
Vanessa Wierman
Amy Thoreson
Bryce Schmidt
Tammy Speidel
David Farmer
Christopher Varnes
David Donovan
Matt Hirst

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES
THAT THIS RESOLUTION HAS BEEN FORMALLY
APPROVED BY THE BOARD OF SUPERVISORS ON

DATE

SCOTT COUNTY AUDITOR

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

May 30, 2019

A RESOLUTION APPROVING THE QUOTE FOR CONTINUITY OF
OPERATIONS/CONTINUITY OF GOVERNMENT FROM CH CONSULTING IN THE
AMOUNT OF \$84,870.00.

BE IT RESOLVED BY the Scott County Board of Supervisors as follows:

- Section 1. That the quote for The Continuity of Operations Planning/
Continuity of Government planning is accepted and awarded to CH
Consulting Group in the amount of \$84,870.00,
- Section 2. That the Director of Facility & Support Services is hereby authorized
to execute contract documents on behalf of the Scott County Board
of Supervisors.
- Section 3. This resolution shall take effect immediately.