



To: Bay Area UASI Approval Authority
From: Catherine Spaulding, Assistant General Manager
Date: February 12, 2015
Re: Item 4: Regional Procurement Process

Staff Recommendation:

Approve the regional procurement process for the closeout of UASI FY14

Action or Discussion Items:

- (a) Regional procurement process for the closeout of UASI FY13 (Discussion)
- (b) Regional procurement process for the closeout of UASI FY14 (Action)

Discussion:

Background

Last minute funding has become available in prior years during the final months of grant performance periods. Although Bay Area UASI Management Team project managers monitor the status of projects during implementation, and although jurisdictions plan to spend money in a timely way, last minute complications or unexpected events occur and funds can't always be spent in the time period allowed. In anticipation of last minute funding becoming available, the Management Team has identified a process for regional procurement of widely-needed equipment that fills critical gaps that can be implemented in the closing weeks of the performance period.

(a) UASI FY13 Regional Procurement Process

In March 2014, the Approval Authority approved a process for the regional procurement of equipment in anticipation of the closeout of the UASI FY13 grant year. In January 2015, the Management Team identified a total of \$1.3 million in returned FY13 funds. Applying the 2014 risk-based hub funding formula to this amount, the following funds are now available to each Operational Area to purchase items through the regional procurement process:

Operational Area	2014 Risk Percentage	Allocation
Alameda	17.63%	\$229,190
Contra Costa	7.64%	\$99,320
Marin	1.77%	\$23,010
Monterey	3.28%	\$42,640
Napa	0.72%	\$9,360
San Benito	0.24%	\$3,120
San Francisco	31.12%	\$404,560
San Mateo	10.34%	\$134,420
Santa Clara	21.04%	\$273,520
Santa Cruz	1.22%	\$15,860
Solano	2.79%	\$36,270
Sonoma	2.21%	\$28,730
Total	100%	\$1,300,000

The Management Team has prepared a procurement process for the following items:

- Radios (Motorola APX P25 700/800 MHz) – unit price \$6,000
- NukeAlert-Early Warning Radiation Detector – unit price \$1,535
- 125 Gallon Water Monster Tank – unit price \$995

These items were identified after consultation with Bay Area UASI workgroups, and they were selected due to regional interest and because they can be delivered within the remaining grant period (i.e. they have a short delivery cycle with no installation required).

Starting next week, the Management Team will contact Approval Authority members for direction on which equipment to purchase and in what quantity. All orders must be completed by February 27th. Emily Wang, Grants Specialist, will be coordinating these efforts on behalf of the Management Team.

Equipment procurement and the required follow up monitoring will be performed by the City and County of San Francisco as the fiscal agent for the Bay Area UASI.

(b) UASI FY14 Regional Procurement Process

The Management Team proposes that we again prepare a regional procurement in preparation for the closeout of UASI FY14 in the anticipation of last minute unspent funds becoming available. The Management Team will again develop a menu of widely-needed equipment that fills critical gaps, including radios.

The Management Team will implement the 2014 closeout process in the same manner as what will occur for UASI FY13. The Management Team will determine all unspent funds available at the end of January 2016 and then reallocate these funds by Operational Area based on the most recently-approved, risk-based hub funding formula. The Management Team will then contact Approval Authority members for direction on which equipment to purchase and at what quantity.

The Management Team welcomes any feedback from the Approval Authority concerning how to run the regional procurement process as well as what particular items we should include in the menu of available equipment.