



CITY OF KIRKLAND
Department of Finance & Administration
123 Fifth Avenue, Kirkland, WA 98033 425.587.3100
www.ci.kirkland.wa.us

To: Kurt Triplett, City Manager

From: Tracey Dunlap, Director of Finance & Administration
Barry Scott, Purchasing Agent

Date: September 15, 2010

Subject: WAIVER OF COMPETITIVE PROCESS– Zone One Emergency Management Coordinator Contract

RECOMMENDATION:

It is recommended that, in accordance with KMC 3.85.210(a), the City waive the use of a competitive process to award the 2010-2011 contract for the Zone One Emergency Management Coordinator's position to Public Safety Support Services (Mike Ryan).

BACKGROUND DISCUSSION:

As explained in the attached memo from Deputy Chief Helen Ahrens-Byington, Mike Ryan of Public Safety Support Services was hired by the King County Emergency Services Advisory Committee to serve as the Zone One Emergency Management Coordinator in 2003. This position is funded by a sub-grant of \$100,000 per year that is provided by the State Homeland Security Program (SHSP).

The City of Kirkland began administering the Zone One Emergency Management Coordinator contract in June, 2009. Due to the need for continuity in the program, the competitive process was waived by the City Manager. We have been informed by Deputy Chief Ahrens-Byington that the City of Kirkland will administer the contract again from June, 2010 through May, 2011 and it is desired that, once again, the use of a competitive process for awarding the contract be waived in the interest of the program's continuity.

At this time, we do not know if grant funding will be available to continue the funding of the Zone One Emergency Management Coordinator after the current contract ends in 2011. However, if the contract continues to be funded beyond 2011 and the City of Kirkland is designated to again administer the contract, we recommend that a competitive process be used to award the contract.

While Mike Ryan is believed to be eminently qualified to serve in the capacity of Zone One Emergency Management Coordinator, it is the City's policy to allow for competition and to periodically explore the market when awarding contracts of this nature. As an alternative to conducting a future competitive process for the award of this contract, the Zone One Emergency Services Advisory Committee has the option of designating another agency to administer the next contract.

**CITY OF KIRKLAND****Fire & Building Department****123 Fifth Avenue, Kirkland, WA 98033 425.587.3000****www.ci.kirkland.wa.us**

MEMORANDUM

To: Barry Scott, Purchasing Agent

From: Helen Ahrens-Byington, Deputy Fire Chief/City Emergency Manager

Date: August 20, 2010

Subject: Request to Waive Competitive Process for Zone One Emergency Management Coordinator Contract

The City of Kirkland will continue to oversee a sub-grant through King County on behalf of the other 19 Zone One jurisdictions supported by the Coordinator.

The Zone One Emergency Management Coordinator represents an on-going program funded with State Homeland Security Program (SHSP) funds overseen by the King County Emergency Management Advisory Committee (EMAC). In its role as the Region 6 Homeland Security Subcommittee, EMAC set aside funds from its FY03 SHSP Grant monies to fund a position to support local emergency management organizations. Initially, this was a part-time position and Mike Ryan was hired to fill the role.

More recently SHSP funds have been managed at the local level by one agency on behalf of the others within the respective Zones. The FFY08 SHSP was administered through King County Emergency Management and the City of Kirkland coordinated the contract with Mike Ryan/Public Safety Support Services on behalf of Zone One during 2009-2010.

The City has agreed to continue with the administration of the FFY09 SHSP during 2010-2011 on behalf of Zone One and will be utilizing Mike Ryan for a second year due to his expertise in the field and to maintain consistency with the program.

With the history of this contract and position, I am requesting the competitive purchasing process be waived and approval be granted for this contract in order to continue to utilize Mike Ryan's expertise; and to meet the expectations of King County and the Zone One regional jurisdictions.