



# CITY OF LONG BEACH

FIRE DEPARTMENT

3205 Lakewood Boulevard • Long Beach, CA 90808 • (562) 570-2500 • FAX (562) 570-2506

MICHAEL A. DuREE  
FIRE CHIEF

November 22, 2016

HONORABLE MAYOR AND CITY COUNCIL  
City of Long Beach  
California

## RECOMMENDATION:

Adopt Specifications No. RFP FD16-133 and award a contract to Advanced Problem Solving, LLC, of Claremont, CA, for video and curriculum development, in an annual amount not to exceed \$600,000, for a period of one-year, with the option to renew for two additional one-year periods, at the discretion of the City Manager. (Citywide)

## DISCUSSION

City Council approval is requested to enter into a contract with Advanced Problem Solving, LLC (APS) for the creation of a Los Angeles Area Fire Chiefs Association (LAAFCA) Regional Training videos and curriculum development.

APS will produce six training drills for the LAAFCA Regional Training Group (RTG). The drills will focus on Chemical, Biological, Radiological, Nuclear, and high yield Explosives (CBRNE) in the form of a video platform and online lessons. The bi-monthly training will be available to 25 to 31 agencies within LAAFCA and will include training materials for 3,000 to 9,000 firefighters. The contract will be funded by the 2015 Urban Area Security Initiative Grant.

A Request for Proposals (RFP) was advertised in the Long Beach Press-Telegram on June 21, 2016, and 5,044 potential proposers specializing in professional services were notified of the RFP opportunity. Of those proposers, 38 downloaded the proposal via the City's electronic bid system. The proposal document was made available from the Purchasing Division, located on the seventh floor of City Hall, and the Division's website at [www.longbeach.gov/purchasing](http://www.longbeach.gov/purchasing). A proposal announcement was also included in the

Purchasing Division's weekly update of Open Bid Opportunities, which is sent to 22 local, minority and women-owned business groups. Three proposals were received on July 7, 2016. Of those three proposers, none were Minority-owned Business Enterprises (MBEs), one was a Women-owned Business Enterprise (WBE), two were certified Small Business Enterprises (SBEs), and none were Long Beach businesses (Local).

A selection committee, comprised of representatives from the RTG and LAAFCA board members, evaluated the proposals based on the criteria listed in the RFP and determined that APS's combination of specialized experience and relative cost competitiveness offers the best overall value to the City.

### **Local Business Outreach**

In an effort to align with the City's outreach goal, Long Beach businesses are encouraged to submit proposals for City contracts. The Purchasing Division also assists businesses with registering on the Bids Online database to download the proposal specifications. Through outreach, 537 Long Beach vendors were notified to submit proposals, of which three downloaded, and none submitted a proposal. The Purchasing Division is committed to continuing to perform outreach to local vendors to expand the proposer pool.

This matter was reviewed by Deputy City Attorney Monica J. Kilaita on October 31, 2016 and by Budget Analysis Officer Julissa José-Murray on November 4, 2016.

### **TIMING CONSIDERATIONS**

City Council action to adopt Specifications No. RFP FD16-133 and award a contract concurrently is requested on November 22, 2016, to ensure the contract is in place expeditiously.

### **FISCAL IMPACT**

The total contract cost will not exceed \$600,000 annually. Contract expenses will be fully offset by grant reimbursement revenue from the Department of Homeland Security under the 2015 Urban Area Security Initiative (UASI) program. Sufficient appropriation is budgeted in the General Grants Fund (SR 120) in the Fire Department (FD) to support this contract. No match or in-kind service mandate is required, and there is no local job impact associated with this recommendation.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,



MICHAEL A. DUREE  
FIRE CHIEF



JOHN GROSS  
DIRECTOR OF FINANCIAL MANAGEMENT

APPROVED:

  
\_\_\_\_\_  
PATRICK H. WEST  
CITY MANAGER