September 11, 2018

The Honorable Board of Supervisors
County Administration Building
1221 Oak Street
Oakland, CA 94612

SUBJECT: APPROVE THE STANDARD SERVICES AGREEMENT WITH LEADERSHIP INCORPORATED TO PROVIDE CONSULTATION TO THE URBAN SHIELD AD HOC COMMITTEE

Dear Board Members:

RECOMMENDATIONS

A. Establish the Urban Shield Ad Hoc Committee (Committee) in accordance with your Board’s action on March 27, 2018, with the Committee operating under the Brown Act as per the previous practice of the Urban Shield Task Force;

B. Accept the appointees to the Committee by each member of your Board as listed on Attachment A;

C. Authorize the Health Care Services Agency Director or her designee to negotiate a Standard Services Agreement with Leadership Incorporated (Principals: Omowale Satterwhite and Kathleen Harris; Location: East Palo Alto) to provide consulting services to the Committee for the period 9/1/18 – 1/31/19 in an amount not to exceed $29,262;

D. Authorize the Board President to execute the Standard Services Agreement with Leadership Incorporated upon approval as to form by County Counsel; and

E. Waive the County’s competitive procurement process for Leadership Incorporated with respect to this contract.

SUMMARY/DISCUSSION

The goal of the Bay Area Urban Areas Security Initiative (UASI) is to sustain and improve regional capacity to prevent, protect against, mitigate, respond to, and recover from terrorist attacks and catastrophic disasters. Urban Shield is a regional training and exercise program for emergency first responders, established by the Alameda County Sheriffs’ Office. Urban Shield has grown into a comprehensive, full-scale regional preparedness exercise assessing the overall Bay Area UASI Region’s response capabilities related to multi-discipline planning, policies, procedures, organization, equipment and training. The Alameda County Board of Supervisors formed an
this item will formalize the Urban Shield Ad Hoc Committee and make the Ad Hoc Committee adhere to the legal requirements of the Brown Act.

The County Administrator’s Office was designated to administer a contract for facilitation services and is recommending approval of a standard services agreement with Leadership Incorporated to provide facilitation services to the Urban Shield Ad Hoc Committee. The services include design and facilitation of a series of meetings of the Urban Shield Ad Hoc Committee to enable this body to fulfill its charge and draft a final report with findings and recommendations for submission to the Board of Supervisors. All meetings of the Ad Hoc Committee will be hosted by Alameda County. The five-month schedule begins September 1, 2018 and concludes January 31, 2019.

**SELECTION CRITERIA**

Your Board is requested to approve the attached resolution to waive the competitive bidding process and waive the Small, Local, and Emerging Business (SLEB) program requirements for Leadership Incorporated. Leadership Incorporated provides capacity development services that promote social change in underserved and underrepresented communities and works with social justice, health/human services, governmental, community development and philanthropic organizations throughout the Bay Area. Leadership Incorporated designed and co-facilitated the Urban Shield Task Force meetings held from March, 2017 through September, 2017. Given the short timeline and Leadership Incorporated’s direct experience with the County, staff recommends that the firm continue to serve as a consultant and facilitator to support your Board’s Ad Hoc Urban Shield Task Force.

**FINANCING**

There is no increase in net county cost as the agreement will be funded within the existing FY 2018-19 Final Budget.

Very truly yours,

Susan S. Muranishi
County Administrator

SSM:CC:PC:mr
cc: County Sheriff
    County Auditor Controller
    County Counsel
    Health Care Services Agency Director

Attachment
ATTACHMENT A

URBAN SHIELD AD HOC COMMITTEE MEMBERS

<table>
<thead>
<tr>
<th>NAME</th>
<th>APPOINTED BY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Matthew Snelson</td>
<td>District 1</td>
</tr>
<tr>
<td>Cinthya Munoz-Ramos</td>
<td>District 2</td>
</tr>
<tr>
<td>Ana-Marie Jones</td>
<td>District 3</td>
</tr>
<tr>
<td>Erin Armstrong</td>
<td>District 4</td>
</tr>
<tr>
<td>John Lindsay-Poland</td>
<td>District 5</td>
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September 18, 2018