



City of Stevenson

Leana Kinley, City Administrator

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To: City Council
From: Leana Kinley, City Administrator
RE: Fire Department Strategic Plan Contract
Meeting Date: February 17, 2022

Executive Summary:

The Fire Department has budgeted for 2022 having a consultant conduct a Strategic Plan in the amount of \$20,000. The current procurement policy adopted in 2009 requires a procurement plan for any professional services in excess of \$10,000. Staff researched options and has chosen Emergency Services Consulting International (ESCI) for a cost of \$16,350. These costs will be split 50/50 with Fire District 2.

Overview of Items:

Washington State does not require any specific procurement procedures for non-public works services (with the exception of engineering and architectural services). The City's requirements for the procurement of professional services in excess of \$10,000 require the City to prepare a procurement plan.

Procurement Plan

1. Interviewed other agencies regarding a consultant source for a strategic plan for a small volunteer fire department.
2. Reached out to Don Bivins in 2019 regarding a strategic plan for the fire department.
3. Revived the conversation in 2021 with Emergency Services Consulting International (ESCI), the company Don Bivins worked for, regarding the process and an estimate.
4. Notified of a purchasing co-op, NPPGov, to piggyback procurement of the consultant at a discounted rate.

Present Options to City Council

1. City council discussed process and options through the budget process and at the December 2021 council meeting with the Fire Chief.
2. City council to determine whether to award to preferred company.

Action Needed:

Approve Participating Agency Endorsement and Authorization for participation in National Purchasing Partners (NPPGov) Intergovernmental Cooperative Purchasing Agreement.

Approve Personal Services Contract with ESCI in the amount not to exceed \$16,350.