

**AGENDA**  
**EMERGENCY OPERATIONS BOARD**  
**Monday, September 20, 2004, 1:30 p.m.**  
**EOB Room, P4 Level, City Hall East**

**I. Declaration of Quorum; Introductions; Approval of Minutes**

**II. Action Items**

**A. EOCIMS Recommendation Report - Mark Davis**

That the Emergency Operations Board, as recommended by the Emergency Management Committee, approve the attached EOCIMS Recommendation Report and direct the Emergency Preparedness Department (EPD), with the support of the City Attorney, to negotiate a contract with ESI – Web EOC.

**B. 2004 City of Los Angeles Emergency Preparedness Fair - Carol Parks**

That the Emergency Operations Board approve and forward to the Mayor for transmittal to the City Council the Emergency Preparedness Department report regarding the 2004 Emergency Preparedness Fair.

**III. Information Items**

**A. Homeland Security Grants - Anna Burton**

**B. FY 2005-06 Proposed Emergency Operations Fund Budget – Anna Burton**

**C. Citywide Public Safety Bond Program - Rob Freeman**

**D. 2004 Emergency Management Workshop - Mark Davis**

**E. Local Hazard Mitigation Plan - Larry Meyerhofer**

**F. 2003 EOO Workshop Recommendations - Carol Parks**

**G. Other Announcements - Board Members**

**IV. Public Comment Period**

Members of the public may address the Board on any matter which is within the subject matter jurisdiction of the Board.

**V. Adjourn**

EOB MEETING INFORMATION IS AVAILABLE ON THE EMERGENCY PREPAREDNESS DEPARTMENT WEBSITE. Go to <http://www.lacity.org/epd/epdeooeob1.htm>.

If you would like to be added to the EOB email distribution list, please send an email to [claw@mailbox.lacity.org](mailto:claw@mailbox.lacity.org) or contact Cecilia Law at (213) 978-0542.

# CITY OF LOS ANGELES

## INTER-DEPARTMENTAL CORRESPONDENCE

Date: July 9, 2004

To: William J. Bratton, Chair  
Emergency Operations Board

Emergency Operations Board Members

From: Anna Burton, Executive Assistant  
Emergency Operations Board

Subject: **EOCIMS RECOMMENDATION REPORT**

### Recommendation

That the Emergency Operations Board, as recommended by the Emergency Management Committee, approve the attached EOCIMS Recommendation Report and direct the Emergency Preparedness Department (EPD), with the support of the City Attorney, to negotiate a contract with ESI - Web EOC.

### Executive Summary

The City's existing contract for Emergency Operations Center Information Management Software (EOCIMS) expires in March 2005. The Emergency Management Committee (EMC) established the EOCIMS Task Force in 2003 to review commercially available off-the-shelf Emergency Operations Center (EOC) incident management system software applications. This group, comprised of representation by more than twenty City departments, was directed to report back to the EMC with a recommendation as to which software application would best meet the City's operations and technical requirements. The process and recommendation was designed to ensure the City execute and implement a successor contract prior to the termination date of the existing contract, which is currently held by eteam, Inc.

A Request for Proposal (RFP) was released in January 2004. The City received a total of eleven proposals. Of the eleven, three were deemed to be non-compliant and another declined to participate in the review process. Seven candidates provided the evaluation team with an overview of their product and underwent an on-site evaluation in the City's EOC. The on-site evaluations were conducted in April and May of 2004.

The operational, technical and administrative scores from the evaluations were documented and tabulated in June 2004. A copy of the RFP Cumulative Scoring report is attached. There was consensus among the evaluation team that the top candidate was ESI - Web EOC. They scored the highest (122.6) of the seven candidates and finished approximately 20% ahead of the nearest competitor (EIS - Incident Master which scored 101.45).

As an additional component of the administrative evaluation, EPD staff completed a review of references provided by the vendors. EPD and the Information Technology Agency also reviewed the relative cost of the applications. ESI - Web EOC was the lowest priced application with a total purchase, customization, installation and implementation cost of under \$100,000. We believe ESI - Web EOC is the lowest price, responsible bidder that best meets the City's operational, technical and administrative requirements.

If approved, EPD will work with the City Attorney to execute, administer and fund this contract.

Attachment

# CITY OF LOS ANGELES

## INTER-DEPARTMENTAL CORRESPONDENCE

Date: July 6, 2004

From: Mark Davis, Chair  
Emergency Operations Center  
Information Management System (EOCIMS) Task Force

To: Anna Burton, Chair  
Emergency Management Committee

**Subject: EOCIMS RECOMMENDATION REPORT**

As per direction of the Emergency Management Committee (EMC), the Emergency Operations Center Information Management System (EOCIMS) Task Force submits the following recommendation and report regarding the review and selection of Emergency Operation Center (EOC) incident management system software.

### **Recommendation**

That the EMC approve and forward to the Emergency Operations Board for approval the recommendation that the City negotiate a contract with ESI – Web EOC for the purchase, customization, installation and support of EOCIMS software. As coordinator of the Emergency Operations Organization (EOO), the Emergency Preparedness Department (EPD) General Manager is directed to execute, administer and fund this contract with the guidance of the City Attorney's Office.

### **Background**

The City's existing contract with E Team, Inc. for EOC incident management software services is due to expire in March of 2005. To assist in the renewal or selection of new EOCIMS software, the Emergency Management Committee (EMC) established the EOCIMS Task Force in 2003 and instructed this group to review commercially available off-the-shelf EOC incident management system software applications. The group was further instructed to report back to the EMC with a recommendation as to which software application would best meet the City's operational and technical requirements. The Task Force process and recommendation was designed to ensure the City execute and implement a successor contract prior to the termination date of the E Team contract.

The Task Force developed a thorough and objective methodology for the review, evaluation and recommendation process. Best practices of other emergency management programs were evaluated including the National Institute of Justice's 2003 evaluation of incident management software. A set of operational, technical and administrative criteria for review and evaluation were developed that reflected input from the various departments with EOC response roles.

The Task Force prepared and issued a formal request for proposal (RFP) to qualified software vendors and developed an on-site evaluation methodology using actual EOC

responders from twenty different departments. A weighted scoring mechanism using the same operational and technical criteria contained in the RFP was also developed and evaluators were trained on its use. The evaluation criteria included such factors as ease of use, incident reporting, damage assessment, resource requesting and cost tracking, geographic information system capabilities and the application's ability to work within the state mandated Standardized Emergency Management System (SEMS).

The City received a total of eleven proposals. Three were deemed to be non-compliant based on the conditions of the RFP. Another candidate declined to participate in the on-site evaluation component of the selection process. Seven candidates were scheduled to provide the evaluation team with an overview of their product and undergo an on-site evaluation in the City's EOC. The on-site evaluations were conducted in April and May of 2004 by the inter-departmental EOO evaluation team.

The operational, technical and administrative scores from the evaluations were documented and tabulated in June 2004. A copy of the RFP Cumulative Scoring report is attached for your review. There was consensus among the evaluation team that the top candidate was ESI – Web EOC. They scored the highest (123) of the seven candidates and finished approximately 20% ahead of the nearest competitor (EIS - Incident Master which scored 101).

As an additional component of the administrative evaluation, EPD staff completed a review of references provided by the vendors to gauge their products use in the emergency management profession. Of the top four candidates, ESI – Web EOC, EIS – Incident Master and E Team, Inc., all are well established within the profession and are used by recognized emergency management agencies.

EPD and ITA also reviewed the relative cost of the applications. Web EOC was the lowest priced application with a total purchase, customization, installation and implementation cost of under \$100,000. We believe Web EOC is the lowest, most responsible bidder that best meets the City's operational, technical and administrative requirements as evidenced by the scoring.

In conclusion the Task Force submits its recommendation for ESI – Web EOC who best meets the City's needs and recommends the City begin negotiations of a contract for their EOC incident management system services.

If you have any questions or comments, please contact me at 213 978-0590.

MD:md

Attachment

City of Los Angeles  
 Emergency Operations Center  
 Incident Management System  
 RFP Cumulative Scoring

	Operational 60%		GIS 5%		Admin 20%		Technical 15%		<b>Total</b>
	raw	factored	raw	factored	raw	factored	raw	factored	
ESI	170	102	16	0.8	33	6.6	88	13.2	<b>123</b>
EIS	139	83	14	0.7	20	4.0	89	13.4	<b>101</b>
Ciber	124	74	6	0.3	38	7.6	88	13.2	<b>96</b>
Eteam	123	74	18.5	0.9	30	6.0	62	9.3	<b>90</b>
Geo-Center	111	67	15	0.8	19	3.8	61	9.2	<b>80</b>
Peminic	110	66	7.5	0.4	9	1.8	90	13.5	<b>82</b>
L3 - Ship Analytics	92	55	8.5	0.4	12	2.4	70	10.5	<b>69</b>

**CITY OF LOS ANGELES**

INTER-DEPARTMENTAL CORRESPONDENCE

Date: September 8, 2004

To: William J. Bratton, Chair  
Emergency Operations Board  
  
Emergency Operations Board Members

From: Anna Burton, Executive Assistant  
Emergency Operations Board

Subject: **2004 CITY OF LOS ANGELES EMERGENCY PREPAREDNESS FAIR**

Recommendation

That the Emergency Operations Board approve and forward to the Mayor for transmittal to the City Council the Emergency Preparedness Department report regarding the 2004 Emergency Preparedness Fair.

Executive Summary

In 1995 the City Council authorized the Emergency Operations Organization Coordinator to accept in-kind donations and monies for deposit into the Emergency Operations Fund (EOF) to defray the costs of the City's Annual Emergency Preparedness Fair. The City Council instructed the Emergency Operations Board to submit an annual accounting of all donated monies, in-kind donations and Fair related expenses.

The attached report itemizes Fair expenses, cash and in-kind donations.

Supporting Document

Inter-Departmental Correspondence from the Emergency Preparedness Department, dated September 1, 2004.

Attachment

**CITY OF LOS ANGELES**  
INTER-DEPARTMENTAL CORRESPONDENCE

Date: September 1, 2004

To: Anna Burton, Chair  
Emergency Management Committee

From: Carol Parks, Chair  
2004 Emergency Preparedness Fair

Subject: **REPORT ON THE 2004 CITY OF LOS ANGELES EMERGENCY  
PREPAREDNESS FAIR**

**SUMMARY**

City Council action on February 7, 1995 (C.F. 95-0307) authorized the Emergency Operations Organization Coordinator to accept in-kind donations and monies for deposit into the Emergency Operations Fund (EOF) to help defray the cost of the City's Emergency Preparedness Fair. The Council instructed the Emergency Operations Board (EOB) to submit an after-action report itemizing all monies accepted and deposited into the EOF, all fair related expenses and all in-kind donations received.

On April 3, 10, 17, 18, 24 and 25, 2004 the City hosted its Thirteenth Annual Emergency Preparedness Fair in the Downtown, West Valley, East Valley, Eagle Rock, West Los Angeles and Central Los Angeles areas, respectively. The total cost of the fair was approximately \$21,679.

The report is as follows:

**I. Funds Available**

Based on the cost of previous fairs, the City's 2003-04 Adopted Budget provided \$10,000 for the 2004 Fair. EPD accepted and deposited \$14,000 in cash donations from Allstate, BICEPP, Northrop Grumman and Occidental.

**II. In-Kind Donations**

The City received an estimated \$92,248 of in-kind donations. Attachment 1 identifies the organizations and the estimated value of their donation.

On May 21, 2004, the City Council formally recognized Fair sponsors.

**III. Funds Expended**

A.	Equipment and furniture rentals.....	\$5,665
	Triple A Rents & Events	\$5,665
B.	Printing of posters, flyers, advertising and information material.....	\$11,496
	Fair Flyers	\$3,370
	Posters	\$1,794
	Advertising & Media Services	\$5,679
	Certificates	\$653
C.	On site supplies: .....	\$18,608
	Water/refreshments	\$516
	Displays/giveaways	\$18,092
	Total Cash Expenditures .....	\$35,679
	Total Cash Donations .....	\$14,000
	TOTAL FAIR COST .....	\$21,679

The format of the Emergency Preparedness Fair was designed to take the fair into high-volume community venues. This year’s Fair was successful in exposing greater numbers of people to the City’s preparedness message, while at the same time reducing direct and indirect costs. Planning for the event also took in account other events occurring in the City and paired where possible to reach the maximum audience.

**RECOMMENDATION**

That the Emergency Management Committee approve and forward to the Emergency Operations Board for approval.

**FISCAL IMPACT STATEMENT**

Approval of this report will have no impact on the City’s General Fund.

Attachments