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February 14, 2013

TO: Each Supervisor

FROM: Jonathan E. Fielding, M.D., M.P.H. *Cynthia A. Harding*
Director and Health Officer

SUBJECT: **NOTIFICATION OF INTENT TO ENTER INTO SOLE SOURCE AGREEMENT WITH COMMUNITY PARTNERS FOR EMERGENCY PREPAREDNESS AND RESPONSE SERVICES**

This is to advise you that the Department of Public Health (DPH) intends to enter into a sole source agreement with Community Partners in the amount of \$469,000, effective upon execution by both parties through August 9, 2013, fully funded by the Centers for Disease Control and Prevention (CDC), Public Health Emergency Preparedness grant for the Los Angeles County Community Disaster Resilience (LACCDR) Project. Under this agreement, Community Partners will support the Emergency Network Los Angeles (ENLA), the County's designated Voluntary Organizations Active in Disasters (VOAD) and a key community partner in the LACCDR project. ENLA's Board of Directors has identified Community Partners as their fiscal sponsor to contract with DPH on their behalf. In addition to serving as the fiscal sponsor, Community Partners will provide administrative oversight, management, capacity building, and strategic planning services to ENLA.

Background

Beginning in 2010, the Centers for Disease Control and Prevention (CDC) awarded funds to the DPH to implement a first in the nation, multi-year project to improve community resilience among vulnerable populations. Within the first two years, with ENLA's contributions as a founding partner, LACCDR held community forums and workgroups to bring in organizations representing various community sectors to consider what makes communities more resilient to disasters and to develop specific methods to build those capabilities within the county. LACCDR is aligned with Objective One in the National Health Security Strategy (NHSS): "Informing and empowering community members," and the CDC Public Health Emergency Preparedness Grant Capabilities 1 and 2: "Community Preparedness" and "Community Recovery." The LACCDR

project will strengthen the overall emergency preparedness and resilience of participating pilot communities and the ability of DPH to support related activities throughout L.A. County.

The LACCDR is now at the pilot stage in which sixteen communities across the county, two in each Service Planning Area, will explore and consider sets of tools and activities designed to improve the knowledge and skills to help county residents to prepare to withstand and recover from disasters. ENLA will provide support to pilot communities through subject matter expertise and consultation in community preparedness and resilience planning, training, and exercising. Additionally, ENLA will foster connections to their networks of community and faith based organizations active in disasters.

In order to build upon this effort within the pilot communities, Community Partners will provide a wide range of support services to ENLA including training, strategic planning, implementation, and assistance with the revision of the Resilience Training Curriculum and Toolkit which has been developed for a range of natural, man-made, and public health emergencies or significant events. Overall, this work is critical in improving the organizational connectedness among DPH, the pilot communities, stakeholders, and other participating agencies.

With the fiscal sponsorship of Community Partners, ENLA will help DPH to identify successful strategies that emerge from pilot community input and build capacities to partner with community and faith based organizations in order to strengthen community emergency preparedness, response, and resilience. The successes identified through this project will inform and support future similar activities across the county.

Justification of the Sole Source Contract

ENLA has been an integral partner the LACCDR project during the last two years as they have been instrumental in identifying and working with communities and organizations. Their continuous participation is critical to the success of this project. ENLA does not have the internal capability to perform the managerial and fiscal aspects of a contract. As a result, ENLA's Board of Directors has identified Community Partners as their fiscal sponsor to contract with DPH on their behalf. ENLA selected Community Partners due to their capacity to act as a fiscal sponsor as well as their expertise in emergency preparedness and community resilience.

ENLA is a unique county-wide network of public and community-based organizations that provide assistance to individuals, families, and organizations following emergencies and disasters. The mission of this network is to enhance the capacity of community and faith-based organizations, governmental agencies, and the private sector for preparedness, response to, and recovery from disasters in the county. As mentioned previously, ENLA is the County's designated VOAD, and is recognized by both Southern California and National VOADs. Additionally, ENLA is recognized by the County Operational Area and the City of Los Angeles as the networking agency for community-based organizations.

Community Partners is a fiscal sponsor that has the internal capacity to provide emergency preparedness and community resilience-related project planning, network management, and

organizational consulting. Community Partners has significant experience providing fiscal sponsorship services to a wide range of community-based organizations throughout the county. Additionally, in 2009, Community Partners authored an important guide on helping communities recover and rebuild after a major disaster. It outlined strategies for community members, government agencies, volunteers, and community organizations to work together toward recovering and rebuilding their communities.

Next Steps

To allow time for your review and comments, we will not begin negotiations with Community Partners until 10 business days from the date of this memorandum. In the meantime, if you have any questions or would like additional information, please let me know.

JEF: ar

c: Chief Executive Officer
County Counsel
Executive Officer, Board of Supervisors