## Legislation Text

**File #:** ID#20-8267, **Version:** 1

**SUBJECT/RECOMMENDATION:**

Approve the Professional Services Agreement between Innovative Emergency Management, Inc. (IEM) and the City of Clearwater for developing a Continuity of Operations Plan (COOP) document and related services in the amount of $131,660.00 and authorize appropriate officials to execute the same. (consent)

**SUMMARY:**

A COOP is a document that lays out a plan to ensure continued performance of essential functions across a full range of potential emergencies, whether they are natural or man-made. It provides guidance and establishes responsibilities and procedures to ensure that business resilience is developed and maintained.

COOP is not the same as an Emergency Operations Plan, but rather supplements it in the event normal facility or human resources are not available. A COOP plan ensures: Emergency delegation of authority and line of succession; safekeeping of essential personnel, resources, facilities, and vital records; emergency acquisition of resources necessary for business resumption; and the capability to perform critical functions remotely until resumption of normal operations.

IEM's project timeline includes two phases.  The first phase will begin in October 2020 and is separated into six milestones.  Milestones one through three focus on developing the COOP plan and will be completed prior to June 1, 2021.  Milestones four through six will take place between July and October of 2021 and will focus on identifying opportunities for system improvement and future plan maintenance. The second phase will begin in October of 2021 and will focus on the creation of a tabletop exercise, which they will conduct as an effort to test our system to identify areas for improvement.  This phase will be completed by January 2022.

The cost for the services is a fixed price of $131,660.

**APPROPRIATION CODE AND AMOUNT:**

Funds are available in special program 99927, Emergency Operations, to fund this contract.

**USE OF RESERVE FUNDS:**
NA