***Submit completed worksheet to:***

*Siskiyou County Clerk, 311 Fourth St., Rm 201, Yreka, CA 96097*

# **Agenda Worksheet**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Regular** | **[ ]**  |  | **Time Requested:** |  | **Meeting Date:** | **2/21/2023** |
| ***OR*** |
| **Consent** | **[x]**  |  |
| **Contact Person/Department:** | **Bryan Schenone/Adam Heilman - Emergency Services** | **Phone:** | **530-841-2155** |
| **Address:** | **1312 Fairlane Rd. Suite 8** |
| **Person Appearing/Title:** | **Bryan Schenone, Director**  |
| **Subject/Summary of Issue:** |
| Contract with ESi Acquisition for WebEOC SAASThe Siskiyou County Office of Emergency Services is requesting approval of a 5 year contract with ESi Acquisition Inc. for subscription to WebEOC Saas System. WebEOC will help streamline all aspects of the Emergency Operations Center and consolidate information needed to manage an incident upto and including the submission of reimbusement requests for eligible expenses covered under State and Federal Emergency Proclaimations. The total cost of the contract over the 5 year span is $83,500, $24,380 for initial establishment and year 1, and then $14,780 each year for years 2 through 5.OES has committed to fund $24,380 for year 1 from EMPG-ARPA funds, with following years to be funded from the OES Operating Budget.  |
| **Financial Impact:** |
| **NO** | [ ]  | *Describe why no financial impact:*       |
| **YES** | [x]  | *Describe impact by indicating amount budgeted and funding source below* |
| Amount: | $24,380 |  |  |  |  |
| Fund:  | 1001 |  | Description: | General Fund | Org.: | 207020 | Description: | Emergency Services |
| Account: | 723000 |  | Description: | Prof & Spec Svc |  |
| Activity Code:  | TBD |  | Description: |       |  |
| Local Preference: YES [ ]  NO [x]  |
| For Contracts – *Explain how vendor was selected:* This is a sole source vendor due to the specialized nature of this software. |
| Documentation from the Vendor justifying the sole source purchase is attached. |
| Additional Information: | EMPG-ARPA Grant and associated funds transfer establishing line items was approved |
| during the February 7, BoS Meeting. Auditor establishment of activity code for EMPG-ARPA funds is pending. |
| **Recommended Motion:** |
| "Move to approve the agreement with ESi Acquisition, Inc. for Web EOC software subscription and services |
| **Reviewed as recommended by policy:** |  | ***Special Requests*:** |
| County Counsel |       |  |  |
|  |  |  | *Certified Minute Order(s)* |       | *Quantity:* |       |
| Auditor |       |  |  |  |  |  |
|  |  |  |  |  |  |
| Personnel |       |  | *Other:* |       |
| CAO |       |  |       |

***NOTE: For consideration for placement on the agenda, the original agenda worksheet and backup material must be submitted directly to the Board Clerk (after reviewing signatures have been obtained) by 10:00 a.m. on the Monday the week prior to the Board Meeting.*** Revised 8/09/2021