



AGENDA ITEM REPORT

DATE: August 15, 2023
DEPARTMENT: Public Safety
REQUESTER: Benjamin Abes
TITLE: Award Contracts for Emergency Shelter Staffing Vendors

I. MOTION REQUESTED

A) Award Request for Proposal No. RFP230083BJB, Shelter Staffing – Emergency and Disaster to Family Endeavors, Inc. (as primary) and SLSCO LTD. (as secondary) for emergency shelter staffing services, on an as needed basis, for an initial term of three years, as approved in the departments’ annual adopted budget. Individual activations in excess of \$100,000.00 will be presented to the Board for approval.

B) Authorize the Chair to execute the contract documents on behalf of the Board of County Commissioners.

C) Grant the County Manager or designee the authority to renew the contracts, for up to three additional years, and to execute all associated documents, as approved in the departments’ annual adopted budgets, if doing so is in the best interest of Lee County, and there are no cost increases associated with the renewal(s). In the event this contract is used for purposes eligible for federal reimbursement, the solicitation and contract comply with federal reimbursement regulations.

II. ITEM SUMMARY

Approves a contract with Family Endeavors, Inc. as the primary vendor, and SLSCO LTD. as the secondary vendor for emergency shelter staffing services. In the event of an emergency, Lee County may choose to open evacuation shelters for the general public. Under this contract, at the request of the County, the vendor will provide staff to operate shelters for the general public. The contract has been solicited in accordance with all necessary rules and regulations to allow for Federal Emergency Management Agency (FEMA) reimbursement during Presidentially Declared Disasters. All costs are on an hourly basis at rates established by these agreements.

III. BACKGROUND AND IMPLICATIONS OF ACTION

A) Board Action and Other History

Lee County currently maintains an inventory of 21 shelter locations in coordination with the Lee County School District, FGCU, and Hertz Arena, that can be activated in the event of an emergency. During Hurricane Irma, Lee County opened 14 general population shelters, and during Hurricane Ian, Lee County opened 16 general population shelters. The County has previously staffed these shelters with County employees activated through the emergency role program to serve as shelter staff alongside staff from the Lee County School District, FGCU, and Hertz Arena.

These contract vendors would provide dedicated and trained personnel to staff the general population shelters in partnership with the County. The solicitation of a vendor to provide dedicated shelter staffing would allow some County employees to be released from their shelter staffing role to be reassigned to assist in other capacities during and after a disaster.

The contract follows all rules and regulations as required by the Federal Emergency Management Agency (FEMA) to allow for Public Assistance reimbursement in the event that the contract is activated as a result of a Presidentially Declared Disaster.

B) Policy Issues

C) BoCC Goals

D) Analysis

E) Options

IV. FINANCIAL INFORMATION

A)	Current year dollar amount of item:	See Comments below.
B)	Is this item approved in the current budget?	No
C)	Is this a revenue or expense item?	N/A
D)	Is this Discretionary or Mandatory?	Discretionary
E)	Will this item impact future budgets? If yes, please include reasons in III(D) above.	No

F)	Fund: 18200 Program: Public Safety Project: Account Strings:	
G)	Fund Type?	Other:
H)	Comments: Funding will be transferred to appropriate accounts when required and is not included in the annual adopted budget. Upon activation of the contract, there is no charge to the County for this service until staff arrive within the County and begin work.	

V. RECOMMENDATION

Approve

VI. TIMING/IMPLEMENTATION

VII. FOLLOW UP

ATTACHMENTS:

Description	Upload Date	Type
Proposed Agreement Family Endavors RFP230083BJB	7/19/2023	Agreement
Proposed Agreement SLSCO RFP230083BJB	7/24/2023	Agreement
Exhibits A to D - Proposed Agreement SLSCO RFP230083BJB	7/24/2023	Exhibit
Exhibit E - Proposed Agreement SLSCO RFP230083BJB	7/24/2023	Exhibit
081523R-C-18-SLSCO LTD Agreement for Shelter Staffing	8/18/2023	Agreement
081523R-C-18-Family Endeavors Agreement for Shelter Staffing	8/18/2023	Agreement

REVIEWERS:

Department	Reviewer	Action	Date
Public Safety	Tucker, Mary	Approved	8/4/2023 - 10:04 AM
Public Safety	Abes, Benjamin	Approved	8/4/2023 - 10:40 AM
Budget Services	Henkel, Anne	Approved	8/4/2023 - 1:26 PM
Budget Services	Winton, Peter	Approved	8/4/2023 - 4:10 PM
County Attorney	Fraser, Andrea	Approved	8/7/2023 - 9:31 AM
County Manager	Brady, Christine	Approved	8/8/2023 - 9:51 AM