

**AGENDA NOTE – HRPDC ANNUAL COMMISSION MEETING**

**ITEM #10J: VIRGINIA PREPAREDNESS PLAN**

**SUBJECT:**

Acceptance of a contract from the Virginia Department of Emergency Management (VDEM) on behalf of the Governor’s Office of Veterans Affairs and Homeland Security (OVAHS).

**BACKGROUND:**

The Virginia Department of Emergency Management has requested that the HRPDC serve as the administrator for a contract to develop the Virginia Preparedness Report.

The project was originally led by the Governor’s Office of Veterans Affairs and Homeland Security but the period of performance ends on December 31, 2012. HRPDC administration of the contract starting on November 1, 2012 will allow for the period of performance to extend to December 31, 2013.

Contract Amount:	\$250,000
Period of Performance:	November 2012 – December 2013
General Scope of Work:	Provide financial administration, on behalf of VDEM/OVAHS, for the contractor preparing the Virginia Preparedness Plan

The HRPDC staff will manage the project and will receive M&A funds in the amount of up to 1 percent of the contract amount to support this effort.

**RECOMMENDED ACTION:**

Authorize the Executive Director to accept the contract from VDEM/OVAHS and execute the necessary consultant contract to accomplish the project.