



MEMORANDUM

TO: Whatcom County Council

FROM: Cathy Halka, Legislative Analyst

RE: RFP for Independent Review of the Response to the COVID-19 Pandemic

DATE: September 7, 2021

On July 13, 2021, Council adopted Ordinance 2021-045 (AB2021-360) – Ordinance to establish an independent review of the community response to the COVID-19 Pandemic, which establishes a commission to examine the makeup of the County Health Board, Unified Command and designated senior county emergency advisory positions as well as examines policy related to open communications with the public. The ordinance specifies the work to be completed by March 31, 2022 and the findings to be incorporated into the County's existing emergency management plan.

A draft schedule to achieve this goal, may be as follows:

- September 2021 - Finalize RFP scope and budget amendment
- October 2021 – Process budget amendment, Release RFP
- November 2021 - Select contractor and execute contract
- December 2021 - Phase 1 – Data Gathering
- January 2022 - Phase 1 – Data Gathering (cont'd)
- February 2022 - Phase 2 – Preliminary Recommendations
- March 2022 - Phase 3 – Final report

For discussion and direction, Council staff requests the following from Council:

1. Feedback and edits to the draft RFP scope,
2. Determine amount of budget amendment to fund the RFP contract, and
3. Confirm members of an RFP Selection Committee.

Please contact Cathy Halka at extension 5019, if you have any questions or concerns.