

# Memorandum

## City of Lawrence

### Fire Medical

**TO:** David Corliss, City Manager  
Diane Stoddard, Assistant City Manager  
Cynthia Wagner, Assistant City Manager

**FROM:** Mark Bradford, Fire Chief

**Date:** May 10, 2011

**RE:** Request for Sole Source Approval

#### **Background**

Eligibility to become, or remain, an accredited agency depends heavily on three documents: the Self Assessment Manual, the Standards of Cover/Risk Assessment, and a Strategic Plan. Rather than stand-alone, these three core documents rely on each other and are intertwined. CPSE facilitated the development of our strategic plan in 2006 as part of the accreditation process and solicited input from community stakeholders as well as internal stakeholders. The result was a comprehensive document addressing citizen and department needs and goal mapping.

#### **Current Status**

The department is tentatively scheduled to be evaluated in late 2012 for accreditation renewal. This process requires a re-evaluation of our three core documents, and relying on a strategic plan that will be more than six years old at the time will not be acceptable. We will also need to address the goals outlined in our 2006 Strategic Plan.

Although other consulting firms are capable of producing a strategic plan, CPSE has a unique position that cannot be matched. Aside from experience in developing strategic plans specifically for fire departments across the nation, CPSE is the parent organization of the Commission on Fire Accreditation International (CFAI), which grants agency accreditation. As such, CPSE has a unique understanding of the accreditation process and how to devise a strategic plan that can meet agency goals as well as the strict standards set by CFAI.

#### **Request**

We are requesting the approval for use of the Center for Public Safety Excellence (CPSE) as a sole source vendor to facilitate our department's strategic plan. CPSE has submitted a proposed bid of \$13,050 for this project, which is valid until June 30, 2011.