

BOARD OF PORT COMMISSIONERS
PORT OF REDWOOD CITY

AGENDA SHEET

SUBJECT: MOTION APPROVING REQUEST FOR TASK 1, EXTENSION 2, TASK 3, EXTENSION 7, & TASK 4, EXTENSION 2, AS DESCRIBED IN LETTER REQUEST DATED 5/30/06 TO AGREEMENT WITH AANKO TECHNOLOGIES, INC. (AGREEMENT DATED 06/09/04) AND AUTHORIZING EXECUTION THEREOF

DATE: JUNE 28, 2006

ITEM NO.: VI-B

Submitted by: DONALD K. SNAMAN

<u>AGENDA CLASSIFICATION</u>		<u>PROGRAM AREA</u>	
<input type="checkbox"/> Policies	<input type="checkbox"/> Leases	<input type="checkbox"/> General Operations	
<input checked="" type="checkbox"/> Finance	<input type="checkbox"/> Construction	<input checked="" type="checkbox"/> Marine Terminal Operations	
<input type="checkbox"/> Legal	<input type="checkbox"/> Maintenance	<input type="checkbox"/> Yacht Harbor Operations	
<input type="checkbox"/> Personnel	<input checked="" type="checkbox"/> Other	<input type="checkbox"/> Property Management	
		<input type="checkbox"/> Administration	

BACKGROUND

On June 9, 2004 the Board of Port Commissioners approved an agreement with Aanko Technologies, Inc. (Aanko) to perform security consulting services. Ongoing consulting services (Task # 3) performed recently under that agreement included: preparing and training Port tenants as Facility Security Officers, preparing and training contract security guards for Gate Guard duties, preparing and training of Port staff and commissioners for the Port's Emergency Response Plan and Business Continuity Plan (ERP/BCP), preparing and attending Port Security Committee meetings to conduct USCG mandated quarterly drill and providing assistance in complying with recently enacted Interim Port Worker Screening Program (precursor to Transportation Worker Identification Card – TWIC), assisting Port in establishing Declarations of Security with all foreign flagged vessels, and other Port Facility Security Officer support, as needed.


The Port is requesting Aanko to perform the following activities: conducting one Facility Security Officer training class for the new Assistant Manager of Operations and other staff, tenants, or security staff, conducting two Vehicle Inspection Training classes for contract security guards (if necessary), preparation for and attendance at any meetings for upcoming Golden Guardian exercise, revising FSP after perimeter security fencing improvements are completed (~10/1/06), performing an independent annual audit of the FSP in accordance with USCG regulations, attending security committee meetings on behalf of the Port, preparing for and attending Port Security Committee meetings (two planned), further staff and tenant training for the Port ERP/BCP, and other security support as needed.

Aanko is estimating that these additional efforts will require a \$1,500 extension to Task 1 (FSO Training), a \$23,900 extension to Task 3 (Ongoing Consultation), and a \$1,500 extension to Task 4 (Vehicle Inspection Training) of the June 9, 2004 agreement. Aanko anticipates this additional authorization will enable them to perform the aforementioned services through December 2006. Aanko's total request for this task extension is \$26,900.

Executive Director's Approval



Date



Mr. Donald K. Snaman
Manager of Operations
Port of Redwood City
675 Seaport Boulevard
Redwood City, California 94063-2794

May 30, 2006

Subject: Request For extension of Task Orders 1, 3 & 4

Dear Mr. Snaman:

Aanko Technologies, Inc. (Aanko) is requesting an extension of Task Orders 1 and 3 and 4 to our 9 June 2004 Security Training and Consultation Professional Services Agreement as follows:

- Task 1 Extension – Port Facility Security Officer Training Course
- Task 3 Extension – Ongoing Security Management Consultation
- Task 4 Extension – Port Security Vehicle Inspection Training Course

Scope of Work

The Team will complete the following tasks:

Task 1 - Conduct one, One Day Facility Security Officer Training Courses On-Site for those persons selected by the Port Operations Manager to receive this training in order to meet the requirements of 33 CFR 105.205, including the new Assistant Manager of Port Operations. This training will be scheduled in coordination with the Port Operations Manager. Each training class will not exceed 10 trainees. Class will include all trainee materials.

Task 3 will require approximately 210 hours of consulting services relating to Ongoing Security Management Consultation, in the original agreement and will provide support to the Port until 31 Dec 2006.

Task 4 - Conduct two 4-hour Port Security Vehicle Inspection Training Courses On-Site for those persons contracted by the Port to provide security guard functions, with emphasis on vehicle and personnel inspection, in order to meet the requirements of 33 CFR 105.210. This training will be scheduled in coordination with the Manager for Port Operations and/or the Assistant Manager for Port Operations. Each training class will not exceed 10 trainees. Class will include all trainee materials.

Scope of Work

Provide ongoing security consultation to the Port Executive Director and Port Operations Manager to assist the Port with integrating new security enhancements to lower the risk of identified vulnerabilities. This Scope of Work will provide Task 3 on a time and materials basis and will include:

Subtasks	Integration Consultant Hours	Security Consultant II Hours	Project Manager Hours
Subtask A) Integration of Badging (personnel identification) system	0	0	0
Subtask B) Updating of the Facility Security Plan upon security upgrades (Guardhouses & Fencing)	5	0	4
Subtask C) Attend safety and security seminars and conferences- and follow-up integration into port-specific security enhancements	0	0	8
Subtask D) Coordination with USCG on Maritime Security issues and Area Port Committees	6	0	6
Subtask E) Assist with Port Security Committee meetings and action items	3	0	6
Subtask F) Assistance with Security Drills and Security Exercises required by the USCG	8	0	12
Subtask G) Update of Port Emergency Response Plan & Business Continuity Plan	4	0	4
Subtask H) Establish Declarations of Security for all inbound vessels as necessary	24	0	4
Subtask I) Provide additional security training support, as necessary	60	0	20
Subtask J) Other Port Facility Security Officer Support as needed by the Port	10	0	6
Subtask K) Research, Develop and Write Homeland Security Grants	0	10	10
Total	120	10	80

In carrying out these subtasks the Team will draw upon their knowledge of Port facilities gained through performing the previous Security Assessment, the Interim and Final Port Facility Security Plan, providing Security Training and ongoing security consultation, and their extensive background in maritime security and port operations.

Fee

Task 1: \$1500.00 per course; \$1500.00 total

Task 3: We propose to perform the subtasks in Task 3 described above on a time and materials basis for an estimated fee not to exceed \$23,900.00, based on the labor rates presented in our 9 June 2004 *Proposal For Security Training and Consultation*.

Task 4: \$750.00 per course; \$1500.00 total

Total for all three Tasks is \$26,900.00. These three tasks will increase our total authorization from the Port to \$247,400.00.

Terms and Conditions

This proposal shall be governed by the terms and conditions of the contract between the Port and Aanko Technologies dated 9 June 2004.

Approval and Acceptance

The Team appreciates the opportunity to submit this Request for extensions of Task Orders 1, 3 & 4 for your consideration. If our Request is acceptable as presented, please execute the authorization below as our notice to proceed

Authorization to Proceed

Michael J. Giari
Executive Director
Port of Redwood City

Respectfully,

Steve Longoria, CCP, CHS-III, CPM
Chief Executive Officer