

# Greene County, NY Emergency Services

## Request for Proposal

### Emergency and Disaster Planning Consultant

Issued: January 25, 2019

**RFP Due Date**

**2:00 P.M. Eastern Time**

**February 15, 2019**

Return submission to:  
Greene County Emergency Services  
25 Volunteer Drive  
Cairo, NY 12413

## **Background and Description**

The county of Greene is seeking proposals from Emergency and Disaster Planning Consultants to update current plans and create appropriate annexes as detailed below. This project is funded from multiple sources and detailed invoicing of service will be required.

### **Project Scope:**

1. Review current Basic Plan of the Comprehensive Emergency Management Plan ensuring it meets applicable standards including inclusion of Access and Functional Needs aspects and edit as necessary.
2. Review the current County Emergency Preparedness Assessment (CEPA).
3. Review Annexes and Appendices to ensure they meet applicable standards and recommend additional annexes and appendices based on CEPA results.
4. Create Continuity of Operations Plan for the county.
5. Update the Hazardous Materials response plan
6. Review and update other Emergency Plans as may be needed.

### **Form of Proposal:**

Three copies of the following shall be provided:

- § Letter of proposal indicating the consultant's interest;
- § Brief description of the firm's qualifications, principals, and areas of particular expertise;
- § A list of clients and relevant projects;
- § A remuneration schedule showing hourly rates for project team members and any other supplemental expenses typically incurred for the described services, which will become the fee schedule for the contract period.
- § NYS Vendor Certification(s), as applicable, on the NYS Contract System for any vendor that is certified as a Minority or Women-Owned Business Enterprise (MWBE) or Service Disabled Veteran Owned Business Enterprise. If applicable, provide the Vendor DBA, Certification Types, and Certification numbers.
- § Any other information proposer deems relevant.

## Company Selection:

Staff of the Department of Emergency Services will review proposals. Greene County may conduct interviews with one or more proposers. The Greene County Legislature will authorize the DES to enter into contract with the selected vendor.

## Special Conditions:

- § The selection of a company shall not guarantee any minimum amount of services under the contract;
- § Greene County reserves the right to reject any or all proposals; to negotiate any elements of a proposal; to conduct interviews at its sole discretion; and to solicit and/or select contractors outside of the scope of this RFP;
- § Greene County assumes no responsibility or liability for costs incurred by respondents to this RFP, including any requests for additional information, interviews, or negotiations; and
- § All applicable State and Federal rules and regulations must be adhered to by the consultant including stipulations on equal opportunity employment, affirmative action, nondiscrimination, civil rights, prevailing wage, Americans with disabilities, and record keeping.
- § Greene County anticipates that this RFP will meet its needs for consultants to complete the aforementioned services, and is conducting this process in accordance with the procurement rules and procedures established and known at the time of the release of this RFP. Contract language with the successful consultant (s) shall include the appropriate State and Federal language regarding the provision of services to the County.
- § Greene County requires its consultants working on New York State funded projects to meet any employment and business goals imposed on grant awards through Executive Law 15-A for the State's Minority and Women Business Owned Enterprise contracting program (MWBE). Greene County also requires its consultants working on New York State funded projects to meet any employment and business goals imposed on grant awards through Executive Article 17-B for participation by Service Disabled Veteran Owned Businesses.
- § Companies working on Grant funded projects will be required to submit staffing forms and vendor responsibility profiles as required by the specific grant project.

### **Evaluation Criteria:**

Greene County at its sole discretion, will select the most qualified vendor based on the best value evaluation of the following criteria:

- § Relevance of previous experience;
- § Prior experience with the County of Greene or comparable municipal entities;
- § Demonstrated capacity to complete assignments and manage projects in a timely manner;
- § Minority and/or women owned business enterprise or service disabled veteran business certification; and
- § Cost effectiveness of proposed remuneration schedule.

### **Deadline for Submission**

Proposals are due no later than 2:00 p.m. on February 15th, and shall be directed to Daniel King, Emergency Management Specialist, Greene County Emergency Services 25 Volunteer Drive, Cairo, NY 12413 Inquiries may be addressed to [emergency@gc911eoc.com](mailto:emergency@gc911eoc.com) or 518-622-3643.