

Greene County, NY Emergency Services

Request for Qualifications

Emergency and Disaster Planning Consultant

Issued: Monday, December 4, 2023

RFQ Due Date

2:00 P.M. Eastern Time

December 21, 2023

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

emergency@gc911eoc.com

Background and Description

The county of Greene is seeking to update/renew the list of qualified Emergency and Disaster Planning Consultants to assist in updating and revising current plans, create new plans as needed, and assist with exercise design. Planning consultant(s) will work primarily with the Department of Emergency Services in the development of plans. Most of the work can be done remotely, however occasional visits to the county may be necessary. All plans will conform to the format laid out in the Comprehensive Emergency Management Plan.

Anticipated plans include but are not limited to:

1. Public Information and Warning
2. EOC Operations
3. Critical Infrastructure
4. Debris Management
5. Mass Care/Sheltering
6. Recovery
7. Damage Assessment

Form of Proposal:

Electronic or paper proposal must include the following:

- Brief description of the firm's qualifications, principals, and areas of particular expertise.
- A detailed description of the firm's planning process including timelines and/or typical completion time information.
- 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.
- 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). 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 establish a list of qualified vendors.

Special Conditions:

- The selection of a company for inclusion shall not guarantee any minimum amount of services under the contract;
- Greene County assumes no responsibility or liability for costs incurred by respondents to this RFQ, 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 RFQ 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 RQP. 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).
- Companies working on grant-funded projects will be required to submit staffing forms and vendor responsibility profiles as required by the specific grant project.
- Companies working on county projects will be required to be in compliance with all county policies related to workplace violence, sexual harassment, and Title VI Non-discrimination requirements

Evaluation Criteria:

Greene County at its sole discretion, will select the most qualified vendor(s) 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 enterprises;
- Cost-effectiveness of proposed remuneration schedule.

Deadline for Submission

Proposals are due no later than 2:00 p.m. on December 21, 2023 and shall be directed to Daniel King, Deputy Director, Greene County Emergency Services 25 Volunteer Drive, Cairo, NY 12413 Inquiries may be addressed to emergency@gc911eoc.com or 518-622-3643.