

REQUEST FOR PROPOSALS

DISASTER MANAGEMENT CONSULTANT SERVICES

Pursuant to WV Code 5G-1-3, the Clay County Board of Education is seeking requests for proposals for disaster management consultant services. The ideal consultant shall possess demonstrated experience in programmatic disaster recovery and must have intimate knowledge and expertise in the operations of the Federal Emergency Management Agency (FEMA) Public Assistance Program, the West Virginia Division of Homeland Security and Emergency Management (DHSEM) and the School Building Authority of West Virginia (SBA).

General services are to include administration and documentation of loss, and the development of strategies and risk management considerations moving forward. The contracted consultant will manage the process, working directly with FEMA representatives and provide accurate claims documentation and advocate to maximize available FEMA grant money and any other available funding. The awarded consultant will ensure procurement policies and actions are consistent and in full compliance with FEMA and all other applicable regulations.

Qualified consultants are invited to visit the Clay County Schools website at www.claycountyschools.org to obtain a full copy of the request for proposals that includes the scope of work, special conditions, response requirements and criteria for selection. Questions can be directed to Jennifer Paxton at Jennifer.Paxton@k12.wv.us. Proposals must be received no later than 4:00 p.m., Friday, June 9, 2017, at:

Clay County Board of Education
Post Office Box 120
285 Church Street
Clay, WV 25043

Small disadvantaged business entities and minority, women or veteran owned business entities are encouraged to apply.

SCOPE OF WORK:

The selected consultant shall assist the Board with the following duties and others as mutually agreed upon:

- Provide technical advisory services related to recovery from disasters.
- Develop and implement strategies designated to maximize federal and state assistance.
- Provide expert programmatic and policy advice on federal disaster relief programs.
- Provide support for strategic planning and coordination of all recovery efforts.
- Review contracts and purchasing documentation to ensure FEMA and OMB compliance and cost recovery.

- Represent Clay County Board of Education and attend meetings with FEMA, DHSEM and SBA on behalf of the Board.
- Provide damage site assessment and Project Worksheet (PW) formulation.
- Identify potential improvements and maximize public assistance.
- Meet with Board management and collect/compile cost documentation for PW's.
- Document permit requirements; maintain code compliance (building, floodplain, etc.)
- Provide assistance and oversight with claims.
- Interact with the Board's A&E firm.
- Process the Board's progress payment requests.
- Work with officials to resolve disputes with FEMA and/or DHSEM and SBA, including preparation of appeals.
- Provide grants management services, including gathering all necessary documentation for assembly into the grant documents.
- Formulate grants to meet the needs of the Board.
- Provide grant close-out services to ensure funding is retained.

SPECIAL CONDITIONS:

- The selection of a consultant will not guarantee any minimum amount of services under the contract.
- Clay County Board of Education 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.
- Clay County Board of Education assumes no responsibility or liability for costs incurred by respondents to this request, including any requests for additional information, interviews or negotiations.
- All applicable state and federal rules and regulations must be adhered to by the consultant.

RESPONSE REQUIREMENTS:

To properly evaluate each firm, the following materials and information should be submitted in each firm's response:

- Background and experience of the firm.
- A description of the project team and team's approach/methodology.
- An organizational chart showing the proposed project team.
- Biographies or resumes for each member of the project team.
- Management plan for the project.
- Demonstrated understanding of the project.
- References and contact information for similar completed projects.
- Fee schedule: submit a fee schedule showing hourly rates and an itemized list of all direct and indirect costs associated with the performance of this contract.

CRITERIA FOR SELECTION:

The responses to the RFP will be reviewed and the most qualified firm will be selected based on the evaluation of the following criteria:

- Previous relevant and successful experience and qualifications.
- Proposed methodology.
- Management plan for the project.
- Understanding of the project.
- Knowledge and expertise in FEMA, DHSEM and SBA operations and regulations.
- Prior experience with comparable entities.
- Cost effectiveness.
- Timeliness of proposal.