

**KANAWHA COUNTY COMMISSION
407 VIRGINIA STREET, EAST
CHARLESTON, WEST VIRGINIA 25301
(304) 357-0115**

**Addendum #1
Request for Proposals**

RE: FEMA Public Assistance Program Specialist

DUE DATE: Proposals must be received on or before Friday, July 29, 2016, at 11:00 a.m. in the Kanawha County Commission Purchasing Office, 407 Virginia Street, East, Third Floor, Room 229, Charleston, WV 25301 (P.O. Box 3627, Charleston, WV 25336)

INSTRUCTIONS TO BIDDERS:

***PLEASE USE THIS FORM AS THE COVER SHEET FOR YOUR PROPOSAL**

- 1. Proposals must be received in a sealed envelope with the due date and time on the outside of the envelope. Faxed or electronically submitted proposals will not be accepted.**
- 2. Proposals must be F.O.B. Delivery Point, unless otherwise indicated in the specifications.**
- 3. All proposals should be signed and in ink, showing all facts and the total amount.**
- 4. The Kanawha County Commission reserves the right to accept or reject in part or in whole any proposal submitted, whichever is in the best interest of the County.**

Vendor Name: _____

Address: _____

Telephone: _____ E-Mail Address: _____

Signature: _____ Date: _____

KANAWHA COUNTY COMMISSION

407 Virginia Street, East,
Charleston, WV 25301
304-357-0115

Addendum #1

Re: FEMA Public Assistance Program Specialist

Date: July 20, 2016

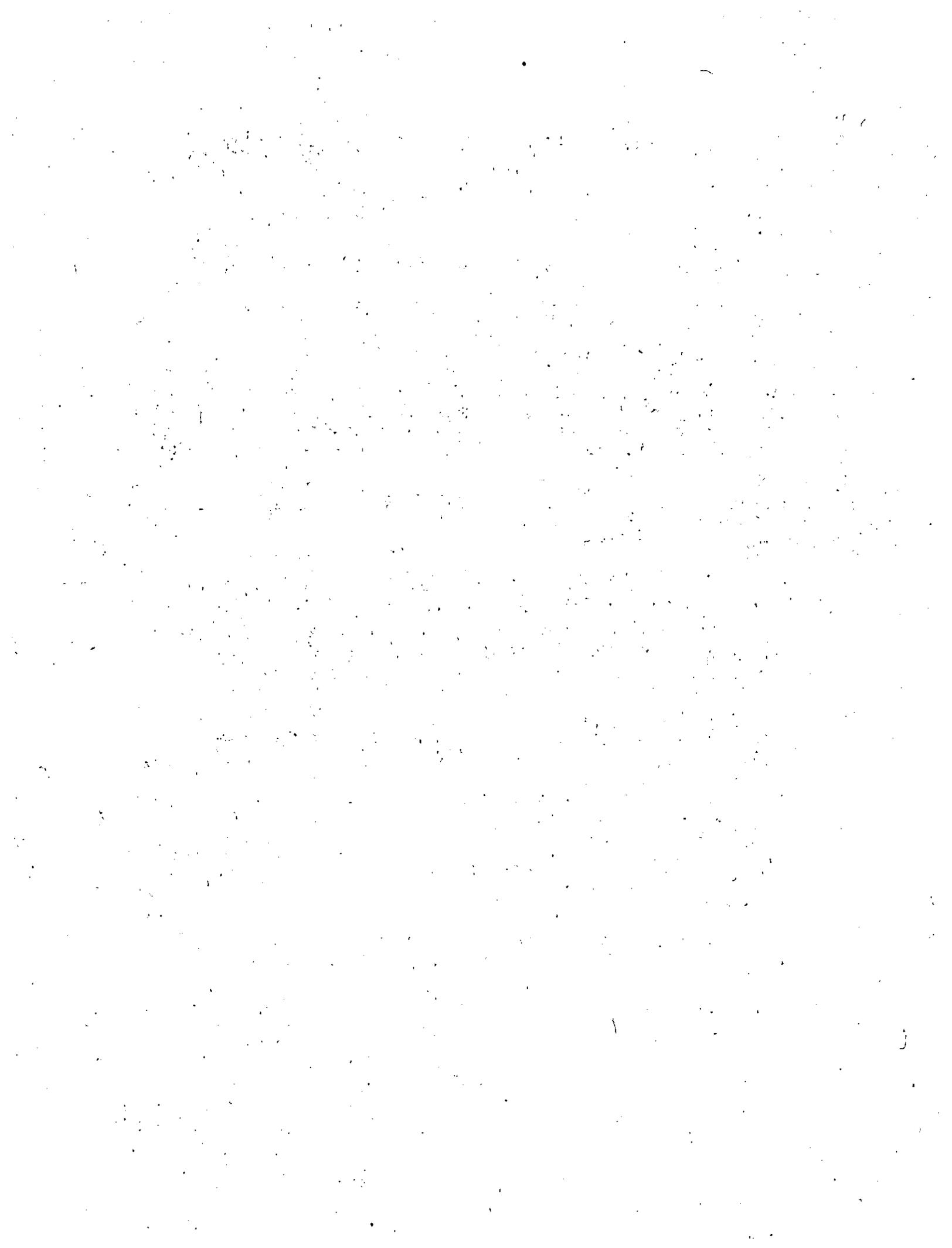
Proposal: Proposals must be received on or before Friday, July 29, 2016, at
Due Date: 11:00 a.m. in the Kanawha County Commission Purchasing Department
located in the Kanawha County Courthouse, 407 Virginia Street, East,
Third Floor, Room 229, Charleston, West Virginia 25301. (P.O. Box 3627
Charleston, WV 25336).

Addendum #1 is being issued to address the following:

Public Assistance Program Specialist

"...As a direct result of the June 22nd, 2016 and the subsequent federal disaster declaration (DR-4273-WV) the Kanawha County Commission is in need of technical expertise related to the Federal Emergency Management's (FEMA) Public Assistance (PA) Program. The County wishes to maximize any potential reimbursement assistance from the State of West Virginia and FEMA. The Program Specialist must be proficient in and able to perform the following;

- 1. Advise the County on documentation standards and all pertinent rules and regulations on all categories of work performed,*
- 2. Work with County resources to gather and review supporting source documentation,*
- 3. Analyze, provide feedback and prepare information intended to support claims for reimbursement from the state of West Virginia and the FEMA Public Assistance Program."*
- 4. Provide support and assistance, in an advisory role, as the County continues to organize costs and expenses for reimbursement.*



PROCUREMENT BY COMPETITIVE PROPOSALS - Public Assistance Program Specialist

A. Requested Proposal Format & Criteria to be addressed:

1. Introduction and Executive Summary: The purpose of this section is to provide the County with a concise overview of the vendor as well as the vendor's background as it relates to this proposal. The vendor should include any information it believes necessary to provide the county with an overview of the individual/ firm and the ability to provide advice and support to the County as the County organizes costs and claims for reimbursement from the State of West Virginia and the FEMA Public Assistance Program.

2. Qualifications:

- a. Resume, Curricula Vitae, Organization Chart (if applicable), Staff listing (if applicable), or other documentation that provides a concise summary of vendor's background, experience, education and training.
- b. List of previous Public Assistance work during federal declared disasters, including: type of disasters; type of jurisdictions (city, county, state); description of Public Assistance and FEMA or other reimbursement obtained; and any other necessary documentation needed to describe or highlight past public assistance experience.
- c. List any additional relevant experience and expertise regarding FEMA programs; State or Local reimbursement programs, grant funding, or other disaster related public assistance. List past work demonstrating knowledge and experience with Federal, State and Local emergency agencies.
 - i. Strong preference will be given to West Virginia vendors with experience working with the State of West Virginia, West Virginia State's emergency management agencies, and West Virginia State Reimbursement Programs.

- d. List any current or past disaster related public assistance contracts or customers in West Virginia.
- e. Specifically list any past projects that involved reimbursement for major damage to infrastructure; including highways, roads, and bridges.
- f. Specifically list any past projects that involved providing funding, support, or economic development for businesses impacted by a disaster declaration.

3. Technical Process:

- a. Provide a description of the vendor's approach to the project, to include startup procedures/requirements, strategy for obtaining maximum reimbursement, analysis and any other information the vendor deems necessary.
- b. Provide a proposed timeline or estimation of work hours required to fulfill project.

4. Hourly Rates and Fees: Vendor shall submit an hourly billing rate schedule for all required staff that will be assigned to work on this contract. Rates are all inclusive; no additional cost for per-diem, lodging, communications, mobilization and de-mobilization, and travel will be considered.

5. Non-Discrimination Statement/Compliance with Laws: Statement that vendor will comply with all applicable Federal and State laws and regulations.

B. Summary: Provide a concise summary of the vendor's proposal, written in non-technical language that can be easily understood by County Staff.

C. Scope of Services requested & contractual considerations.

1. Scope of Services:

- a. The County is seeking the services of qualified consultant or firm with extensive knowledge and background in providing support and advice during the FEMA public assistance process, specifically the processing of reimbursement requests and claims resulting from the flood relief efforts following West Virginia's June 23rd 2016 Federal declared flood disaster.

- b. Services requested will be advisory in nature. The County will maintain responsibility and supervisory capacity for all County employees and staff; manage employee schedules; procure needed vendors and contractors; monitor and supervise contractors, correspond directly with Federal, State, and Local agencies; provide communication and press bulletins to the public, and perform all other required duties and functions of the local county as necessitated to continue the ongoing disaster recovery efforts.
- c. Vendor will be expected to advise and provide support with damage assessments and substantially damage determination documentation, requests for emergency funding, preparation of project submittals and project worksheet submissions, preparation of claims, determination of eligible reimbursement expenses, assistance with any appeals of denials by FEMA or the State, assistance with infrastructure remediation or reconstruction funding, and assistance with economic redevelopment efforts via funding or other means.
- d. Vendor will be expected to provide guidance regarding whether certain expenses the county may incur are eligible for reimbursement.
- e. Vendor may be asked to provide training to employees, or contractors, under the supervision of the County, as needed regarding Federal and State regulations, requirements and procedures.
- f. Consultant will work directly with the County Manager, the Director of Emergency Services, or their designee.
- g. Consultant may be requested, by the County Manager, to perform additional related services as needed.

2. Award and Right to Reject:

- a. The County is not obligated to enter into a contract on the basis of any proposal submitted in response to this request; further, the County is evaluating RPF submissions on a multi factor basis and is under no obligation to award this project to vendor solely based on the lowest fee

estimate. The County reserves the right to award a contract deemed most advantageous for the County.

- b. The County reserves the right to reject any proposal, to waive minor irregularities in the evaluation process, and to request additional information from any Vendor.
3. **Reimbursement:** County will not reimburse vendor for any costs associated with the preparation and submittal of any proposal, or for any travel and/or per diem cost that are incurred.
 4. **Final Contract:** The vendor will be required to agree upon a contract detailing the scope of work to be performed and further outlining terms and conditions.
 5. **Term:** The term for any contract awarded under this proposal must be agreed upon by the County and vendor prior to entering into a contract for services. Any contract awarded under this proposal shall include a "not to exceed" clause.