

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

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. Proposal 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.

ITEM	DESCRIPTION	AMOUNT
1	FEMA Public Assistance Program Specialist	\$
TOTAL WRITTEN BID AMOUNT: _____		Dollars

Vendor Name: _____

Address: _____

Telephone: _____ E-Mail Address: _____

Signature: _____ Date: _____

**REQUEST FOR PROPOSALS
COUNTY COMMISSION OF KANAWHA COUNTY
CHARLESTON, WEST VIRGINIA**

ITEM: FEMA Public Assistance Program Specialist

DATE: July 11, 2016

LOCATION: Kanawha County Commission
Kanawha County Courthouse
409 Virginia Street, East
Charleston, WV 25301

CONTACT:

<p><u>Questions Regarding Proposal Submission</u></p> <p>Jerie Whitehead Purchasing Director Kanawha County Commission 407 Virginia Street, East P.O. Box 3627 Charleston, WV 25301 Telephone (304) 357-0115 <u>jeriewhitehead@kanawha.us</u></p>	<p><u>Questions Regarding Proposal Specifications</u></p> <p>Andrew Gunnoe Deputy County Manager Kanawha County Commission 407 Virginia Street, East Charleston, WV 25301 Telephone (304) 357-0125 <u>andrewgunnoe@kanawha.us</u></p>
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The following Request for Proposals is intended to describe the need for a FEMA Public Assistance Program Specialist and the details contained in this Request for Proposals are not designed to exclude any vendor from bidding, but are offered as a means of describing the needs of the Kanawha County Commission. Where brand names may be used, the words "or equal" are assumed to follow.

Public Assistance Program Specialist

"...As a direct result of the June 22nd, 2016, flood event 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. **Complete and have on file Kanawha County Commission Vendor Registration Form, "No Debt Affidavit" and Internal Revenue Service Form W-9.**
5. **No bid shall be withdrawn for a period of ninety days after the time of the bid opening without the consent of the owner.**
6. **Rejection of Bids: The Kanawha County Commission reserves the right to reject any and/or all bids, in whole or in part, and to waive any informality in bidding.**