



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

Request for Proposals

RE: Public Assistance Program Specialist COVID-19 Technical Assistance

DUE DATE: **Five (5) copies of the Proposal must be received on or before Wednesday, May 27, 2020, 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. Five (5) copies of the Proposal 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.

Vendor Name: _____

Address: _____

Telephone: _____ E-Mail Address: _____

Signature: _____ Date: _____

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

ITEM: Public Assistance Program Specialist COVID-19 Technical Assistance

DATE: May 5, 2020

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

CONTACT:	<u>Questions Regarding</u>	<u>Questions Regarding</u>
	<u>Proposal Submission:</u>	<u>Proposal Specifications:</u>
	Jerie Whitehead	Andrew Gunnoe
	Purchasing Director	Deputy County Manager
	Kanawha County Commission	Kanawha County Commission
	407 Virginia Street, East	407 Virginia Street, East
	P.O. Box 3627	Charleston, WV 25301
	Charleston, WV 25301	Telephone (304) 357-0125
	Telephone (304) 357-0115	andrewgunnoe@kanawha.us
	jeriewhitehead@kanawha.us	

DUE DATE: Five (5) copies of the Proposal must be received in a sealed envelope, with the date and time the proposals are due on the outside of the envelope, on or before Wednesday, May 27, 2020, at 11:00 a.m., in the Kanawha County Commission Purchasing Office, 407 Virginia Street, East, Third Floor, Room 229, Charleston, West Virginia 25301 (P.O. Box 3627, Charleston, WV 25336). *Faxed or electronically submitted proposals will not be accepted.*

The following Request for Proposals is intended to describe the need for a Public Assistance Program Specialist COVID-19 Technical Assistance. 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 COVID-19 TECHNICAL ASSISTANCE

Introduction: On March 13, 2020, the President of the United States issued proclamation declaring that the COVID-19 outbreak in the United States constitutes a national emergency, beginning March 1, 2020. On March 16th, the Governor of West Virginia declared a State of Emergency in West Virginia. Also on March 16th, the Kanawha County Commission issued an emergency policy declaration in response to the COVID outbreak.

On March 27th, 2020, the President of the United States signed into law the Coronavirus Aid, Relief, and Economic Security (CARES) Act, a \$2.2 trillion economic stimulus package to provide financial and emergency relief to the U.S. economy and the American people amid the COVID-19 pandemic. CARES including funding for the FEMA Disaster Relief Fund, State and Local Law Enforcement Assistance Fund, and other assistance to local government.

On April 3rd, 2020, the President of the United States approved a **Major Disaster Declaration** for the State of West Virginia with a date beginning on January 20, 2020.

Therefore, the Kanawha County Commission seeks technical expertise related to the President's Major Disaster Declaration and Federal Emergency Management Agency (FEMA) Public Assistance (PA) Program. The County is also in need of technical assistance with the funding made available to local governments under the 2020 CARES Act. The County wishes to maximize any potential reimbursement assistance from the State of West Virginia and FEMA.

A Program Specialist must be able to assist with the above goals and be proficient in and able to perform the following:

1. Advise the Kanawha County Commission, County elected offices, and other county agencies as needed on documentation standards and all pertinent rules and regulations on all categories of work performed.
2. Advise and provide guidance to the County, elected offices, and county agencies on the collection and organization review supporting source documentation, to include review of documentation for eligible reimbursement expenses.
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. Analyze, provide feedback and prepare information intended to support claims for reimbursement from the state of West Virginia under the CARES Act.
5. Provide support and assistance, in an advisory role, as the County continues to organize costs and expenses for reimbursement resulting from the COVID-19 public health crisis.

PROCUREMENT BY COMPETITIVE PROPOSALS – COVID -19 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 and 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 and the CARES act.
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. 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 emergency services or public safety agencies.
- 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 demobilization, 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.

6. **Summary:** Provide a concise summary of the vendor's proposal, written in non-technical language.

B. 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, and other state and federal grant funding projects,

specifically the processing of reimbursement requests and claims resulting from the 2020 COVID-19 pandemic.

- 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 to expense tracking, reimbursement tracking, expense eligibility determinations and duplication of benefits monitoring, requests for emergency funding, preparation of project submittals and project worksheet submissions, preparation of claims, assistance with any appeals of denials by FEMA or the State, 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 a 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.
 - c. RFPs will be scored by a selection committee with points assigned based on the criteria established herein. Firms will be scored based on the strength of their written proposals submitted.
 - d. Addendums: Any Addendums to the RFP will be posted on County website. It is the responsibility of any firm desiring to submit a proposal to monitor the website for posting.
3. **Reimbursement:** The County will not reimburse vendors 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. It is intended the term will run at least through December 31st 2020. Any contract awarded under this proposal shall include a “not to exceed” clause.
 6. **Submission:** See Coverage Page for Submission deadline and other requirements.
 7. Successful bidder must complete or have on file a Kanawha County Commission Vendor Registration Form, a “No Debt Affidavit” and an Internal Revenue Service Form W-9.
 8. No bid shall be withdrawn for a period of ninety days after the time of the bid opening without the consent of the Kanawha County Commission.
 9. **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.

