

## **Request for Proposals for a FEMA Public Assistance Program Specialist**

As a direct result of the August 2023 Kanawha County flooding event, and the resulting damage to areas of Kanawha County, the Kanawha County Commission seeks a program specialist to provide technical assistance in regards to the Federal Emergency Management Agency's Public Assistance (PA) program. The Program Specialist must be proficient in and able to perform the following: advise the County on documentation standards and all pertinent rules and regulations on all categories of work performed under the FEMA PA program or other applicable federal programs; analyze and prepare information intended to support claims for reimbursement from the state of West Virginia and the FEMA PA Program; provide support and assistance, in an advisory role, as the County continues to organize costs and expenses for reimbursement and any other duties as it relates to the flooding event and FEMA PA program.

Procurement by Expression of Interest and Statement of Qualifications. Interested individuals or firms should submit an Expression of Interest including a Statement of Qualifications. Successful applicants should address the following: Past experience with similar projects, past experience with the FEMA PA program, proposed scope of work and technical process, list of hourly rates and proposed fees, a non-discrimination statement and statement of compliance with all applicable laws. The selected firm will be required to agree upon a contract detailing the scope of work to be performed and further outlining terms and conditions. The contract shall include a do not exceed clause regarding the cost of services provided.

Successful firms must be able to complete or have on file a Kanawha County vendor registration form, a "no debt affidavit" and a W-9. No proposal or fee schedule can be withdrawn within thirty days following the submission deadline. 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.

Interested firms must submit five (5) copies of the requested information to the Kanawha County Commission Purchasing Office, no later than 11:00 a.m., on Tuesday, September 19, 2023, in order to receive consideration. Faxed or electronically submitted proposals will not be accepted. For questions regarding submission, please contact the purchasing office at 304-357-0115.

KANAWHA COUNTY COMMISSION  
KANAWHA COUNTY, WEST VIRGINIA