




Interoffice Memorandum

November 26, 2018

TO: Mayor Jerry L. Demings
and the Board of County Commissioners

FROM:  Carrie Mathes, Manager, Procurement Division

CONTACT: Jason Taylor, Emergency Management Specialist, Office of
Emergency Management
407-836-9805

SUBJECT: Selection of Consultant, Request for Proposals, Y18-1022-MV, Lots A and B
Consulting and Training for the Office of Emergency Management

RECOMMENDATION:

Selection of one firm and an alternate to provide Consulting and Training for the Office of Emergency Management, Request for Proposals Y18-1022-MV, Lots A and B, from the following firms listed alphabetically:

Advanced Planning Consultants, LLC.
Aptim Environmental & Infrastructure, Inc.
Global 7 Environmental, Health and Safety Corporation
Innovative Emergency Management, Inc.
The Olson Group, LTD.

Request authorization for the Procurement Division to negotiate and execute a 1-year contract for both lots with a total budget amount of \$133,500 for Lot A and \$138,500 for Lot B. Further request authorization for the Procurement Division to renew the contract for four additional 1-year terms.

Proposals were evaluated by the Procurement Committee on November 7, 2018. Commissioner Jennifer Thompson was assigned to the Procurement Committee.

PURPOSE:

The consultant will perform professional emergency management activities under the supervision of the Office of Emergency Management. Lot A is consulting services for the Office of Emergency Management consisting of developing emergency management plan and procedures, technical services including developing local mitigation strategies, preparedness studies and grant management. Lot B is training services for the Office of Emergency Management consisting of National Incident Management Training/Incident Command System Training, multi-year training and exercise planning workshops, training curriculum design, development and delivery and an exercise program designed to test and evaluate the programs and operations in use to prepare the County for disasters. Each task to be performed will be ordered by a letter of transmittal to include a written scope of service for the particular tasks. A delivery order based on contractually established pricing will be issued for required services.

FUNDING:

Funding is available in accounts 0001 034 0676 3197, 0001 034 0676 3185, 0001 034 0683 3197, 0001 034 0683 3185, 7480 034 7660 3197 3185, 7577 034 7076 3197, 7577 034 7076 3197, 7577 034 7076 3185, 8318 034 7075 3197, 8318 034 7075 3185.

APPROVALS:

The Fire Rescue Department and Business Development Division concur with this recommendation.

REMARKS:

Eight proposals were received in response to this Request for Proposals. The Procurement Committee evaluated the proposals in accordance with the criteria identified in the solicitation. The proposal received from Emergency Response Educators & Consultants, Inc. was deemed non-responsible for failing to comply with Affidavit of Compliance form. The proposals received by Chloeta Fire, LLC. and Rostan Solutions, LLC. scored too low for Board consideration.

The Procurement Committee's scores are attached.

RFP#: Y18-1022-MV CONSULTING AND TRAINING FOR THE OFFICE OF EMERGENCY MANAGEMENT
LOT A

	QUALIFICATION OF STAFF		QUALIFICATION OF FIRM		TECHNICAL APPROACH		FEE PROPOSAL		TOTAL
WEIGHT:	25		25		25		25		
POINT STRUCTURE: 1= Poor 4= Above Avg. 2= Below Avg. 5= Excellent 3= Average	RAW SCORE	WEIGHTED SCORE	RAW SCORE	WEIGHTED SCORE	RAW SCORE	WEIGHTED SCORE	RAW SCORE	WEIGHTED SCORE	
FIRM NAME:	RAW SCORE	WEIGHTED SCORE	RAW SCORE	WEIGHTED SCORE	RAW SCORE	WEIGHTED SCORE	RAW SCORE	WEIGHTED SCORE	TOTAL
Aptim Environmental & Infrastructure, Inc.	5.00	125.00	4.00	100.00	4.00	100.00	1.85	46.32	371.32
The Olson Group, LTD.	4.00	100.00	4.00	100.00	4.00	100.00	2.28	56.95	356.95
Innovative Emergency Management, Inc.	4.00	100.00	4.00	100.00	4.00	100.00	2.26	56.46	356.46
Advanced Planning Consultants, LLC.	3.00	75.00	3.00	75.00	2.00	50.00	5.00	125.00	325.00

RFP#: Y18-1022-MV CONSULTING AND TRAINING FOR THE OFFICE OF EMERGENCY MANAGEMENT
LOT B


	QUALIFICATION OF STAFF		QUALIFICATION OF FIRM		TECHNICAL APPROACH		FEE PROPOSAL		TOTAL
WEIGHT:	25		25		25		25		
POINT STRUCTURE: 1= Poor 4= Above Avg. 2= Below Avg. 5= Excellent 3= Average	RAW SCORE	WEIGHTED SCORE	RAW SCORE	WEIGHTED SCORE	RAW SCORE	WEIGHTED SCORE	RAW SCORE	WEIGHTED SCORE	
FIRM NAME:									
Aptim Environmental & Infrastructure, Inc.	4.00	100.00	5.00	125.00	4.00	100.00	2.62	65.58	390.58
The Olson Group, LTD.	4.00	100.00	4.00	100.00	4.00	100.00	3.17	79.16	379.16
Global 7 Environmental, Health and Safety Corporation	3.75	93.75	3.50	87.50	3.00	75.00	4.72	117.95	374.20
Innovative Emergency Management, Inc.	3.00	75.00	4.00	100.00	3.00	75.00	3.05	76.14	326.14



Interoffice Memorandum

October 24, 2018

To: Melisa Vergara, Senior Purchasing Agent
Procurement Division

FROM: Sheena Ferguson, Manager 
Business Development Division

SUBJ: **RFP #Y18-1022-MV, Consulting and Training for the Office
Of Emergency Management**

Orange County is receiving federal funding through the Community Development Block Grant Program - CDBG for the services solicited in the Request for Proposal. Accordingly, Orange County's M/WBE ordinance and program do not apply to this solicitation.

Orange County shall participate in the federal requirements 2 CFR 200.321 (or 45 C. F. R. 75.330 for Health and Human Services funds) to ensure small and minority-owned firms, women-owned business enterprises, and labor surplus area firms have been afforded subcontracting opportunities.

The Business Development Division evaluated the eight proposals to denote whether an executed and notarized "Affidavit of Compliance Requirements" form submitted with the proposal was in compliance with the federal requirements. Advanced Planning Consultants, LLC; Aptim Environmental & Infrastructure, Inc; Chloeta Fire, LLC; Global 7 Environmental Health and Safety Corporation; Innovative Emergency Management, Inc; Rostan Solutions, LLC; and The Olson Group LTD provided the executed and notarized federal compliance forms.

Emergency Response Educators and Consultants, Inc submitted the required forms, but stated an exception since they were a certified women owned business with SBA. They did not denote where they planned to subcontract opportunities to other certified small certified small and minority-owned, women-owned business enterprise firms. There are no exception for primes that are SBA/women owned businesses under the federal requirements.