



Interoffice Memorandum

September 12, 2023

TO: Mayor Jerry L. Demings
-AND-
County Commissioners

FROM: ~~Carrie~~ Carrie Mathes, CFCM, NIGP-CPP, CPPO, C.P.M., Manager II, Procurement Division

CONTACT: Lauraleigh Avery, Division Chief, Office of Emergency Management
407-836-9151

SUBJECT: Selection of Contractor, Request for Proposals, Y22-140-MV, Contractor of Record for the Office of Emergency Management (OEM)

RECOMMENDATION:

Selection of one firm and an alternate to provide Contractor of Record for the Office of Emergency Management (OEM), Request for Proposals Y22-140-MV, from the following firms listed alphabetically:

Elite Business Strategies, LLC
Hagerty Consulting, Inc.
Innovative Emergency Management, Inc.
Integrated Solutions Consulting, Corporation

Request authorization for the Procurement Division to negotiate and execute a contract in the estimated amount of \$307,500 for a one-year term. Further request authorization for the Procurement Division to renew the contract for three additional one-year terms.

The proposals were evaluated by the Procurement Committee on September 6, 2023. Commissioner Christine Moore was assigned to the Procurement Committee.

PURPOSE:

The resulting contract will provide consulting and training services for the Office of Emergency Management.

APPROVALS:

The Emergency Management Office and Business Development Division concur with this recommendation.

REMARKS:

Seven proposals were received in response to this Request for Proposals (RFP). The Procurement Committee evaluated the proposal in accordance with the criteria established in this RFP.

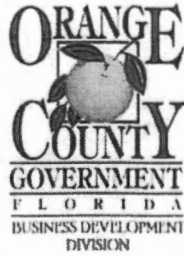
Selection of Contractor, Request for Proposals, Y22-140, Contractor of Record for the Office of Emergency Management (OEM)

Page 2

The proposal submitted by L2 Defense, Inc. was deemed non-responsive for failing to submit updated fee schedule as required in Addendum Number 1. Jogan Health, LLC scored too low for Board consideration. The proposal submitted by Advanced Planning Consultants was deemed non-responsive for failing to submit all required documentation. Innovative Emergency Management, Inc. meets all specifications and other requirements of the RFP. Pricing was determined to be reasonable, as the proposed pricing reflects at 13% increase from the current contract. The Procurement Committee's consensus scores are attached.

Procurement Committee Meeting - September 6, 2023
Y22-140-MV, Contractor of Record for the Office of Emergency Management

CRITERIA	Qual. of Staff	Qual of Firm	Technical Approach	Fee Proposal	Total Weighted Points
Weighted Value	30	25	25	20	100
Elite Business Strategies, LLC.	135.00	112.50	106.25	84.50	438.25
Hagerty Consulting, Inc.	112.50	106.25	87.50	85.76	392.01
Innovative Emergency Management, Inc.	150.00	125.00	100.00	97.34	472.34
Integrated Solutions Consulting, Corporation	112.50	87.50	75.00	100.00	375.00



INTEROFFICE MEMORANDUM

September 27, 2023

TO: Melisa Vergara, Contracting Agent
Procurement Division

FROM: Sheena Ferguson, Manager *S. F.*
Business Development Division

SUBJECT: Business Development Division M/WBE Proposal Evaluation
Revised

PROJECT: **Y22-140-MV, Contractor of Record for the Office of
Emergency Management**

Orange County is receiving federal funding through Federal Emergency Management Agency (FEMA) 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 requirement 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 five proposals to denote whether an executed and notarized "Affidavit of Compliance Requirement" form submitted with the proposal complied with the federal requirements. Elite Business Strategies, LLC.; Hagerty Consulting, Inc.; Innovative Emergency Management, Inc.; Integrated Solutions Consulting, Corporation; and Jogan Health, LLC. provided the executed and notarized federal compliance forms.

Re: Y22-140-MV, Contractor of Record for the Office of Emergency Management
Page two

Only Integrated Solutions Consulting, Corporation listed firms, and listed below is the percentage of their federal small and minority, women participation:

Prime Consultant	Federal M/WBE Firm	Type of Work	Percent* Amount TBD based on Task Order/Project
Integrated Solutions Consulting, Corporation	Ntb Group, LLC*	Training, Planning	10%
	Notice Recovery Consulting*	Recovery	10%
	C & P Government Consulting*	Recovery	10%
	Total Federal M/WBE Participation (%)		0%

*Not able to confirm a register federal firm

cc: File Y22-140