



Key West Fire Department

DIVISION OF EMERGENCY MANAGEMENT & TRAINING
EXECUTIVE SUMMARY

DATE: December 16, 2011

TO: Jim Scholl, City Manager
CC: David Fraga, Fire Chief
David Fernandez, Assistant City Manager, Operations
Mark Finigan, Assistant City Manager, Administration
Shawn Smith, City Attorney

FROM: Craig Marston, Division Chief, Emergency Management and Training

SUBJECT: RFP 004-11 As Needed Emergency Management Consulting Services: Unclear Solicitation

ACTION STATEMENT:

Resolution 07-080 provided for a continuing contract with Early Alert, Inc. which ended 17 April, 2010. A Request for Proposals was advertized. Five responses were received.

STRATEGIC PLAN:

Emergency Management planning, for all hazards, has been identified as a major priority in the Environment Management section of the Strategic Plan. The selected consultant will also assist with identifying and applying for potential funding sources to enhance the City's emergency responses.

An Evaluation Committee was convened. However, the evaluation criteria provided an interchange of bid and proposal resulting in an unclear solicitation.

CITIZEN BENEFIT:

Selecting a company with emergency management and training experience ensures good business practices, which are in line with Federal Emergency Management Agency (FEMA) and State guidelines for reimbursement.

An "As Needed Contract" offers flexible management for development, implementation, and evaluation, of plans guiding mitigation, emergency response, recovery, and restoration. The contract also provides for services, identified for emergency management training consistent and in compliance with FEMA and the Emergency Management Institute (EMI).

RECOMMENDATIONS:

Staff recommends rejecting all proposals because of the interchange of bid and proposal resulting in an unclear solicitation. City Ordinance Chapter 2 Administration, Article VII Division 3 Subdivision 4, Section 2-834 Rejection of bids, statement of qualifications or requests for proposals. The city may reject ant bid, proposal, or statement of qualifications made pursuant to this division for any of the following reasons: (4) If determined that acceptance of a bid is not in the best interest of the city, all bids may be rejected for convenience. (Code 1986, § 1.267(i))