**Franklin County Board of County Commissioners - Emergency Management**

**Request for Qualifications (RFQ)**

Franklin County Emergency Management has received an agreement for $11,000 and is seeking qualified contractors to execute one (1) Homeland Security Exercise Evaluation Program (HSEEP) Compliant Exercise and at a minimum of one (1) Drill for First Responders in Franklin County. Type of exercise to be determined.

**Deliverables:**

The selected contractor will be responsible for conducting three exercise planning meetings, executing an exercise, developing and completing the After Action Report and Improvement Plan and executing a minimum of one (1) drill for first responders. In addition, the contractor will be responsible for assisting the county emergency management office with completing all required quarterly reports, submitting request for reimbursement and conducting the close out report.

**Basis for Selection:**

Prospective contractors will be evaluated using the below listed criteria. All RFQ’s must be submitted by **June 3, 2016 by 4:00 pm** to be considered for award. Any proposals received after that date will not be reviewed.

1. Proposed execution dates of the planning meetings, exercise and three drills (15%)
2. Qualifications of the Firm (50%)
3. Knowledge and experience with FDEM contract requirements (35%)

Franklin County may give priority to Minority Contractors.

**Submissions:**

Prospective contractors **MUST** submit sealed **four (4) copies of their proposal, one (1) marked as Original.** No binders required, proposals should be stabled in the upper left hand corner. All proposals must be submitted no later than **June 3, 2016 by 4:00 pm** to:

 Franklin County Clerk’s Office

 33 Market Street, Suite 203

 Apalachicola, Florida 32320

**Questions:**

**Any questions regarding the project should be directed in writing no later than May 31, 2016 to Pamela Brownell at** **em3frank@fairpoint.net****.**