

**CITY OF EL PASO, TEXAS
AGENDA ITEM
DEPARTMENT HEAD'S SUMMARY FORM**

AGENDA DATE: February 7, 2023

PUBLIC HEARING DATE: NA

CONTACT PERSON(S) NAME AND PHONE NUMBER:

Jonathan P. Killings, Fire Chief, (915) 493-5609
K. Nicole Cote, Managing Director, Purchasing and Strategic Sourcing, (915) 212-1092

DISTRICT(S) AFFECTED: All

STRATEGIC GOAL: 2 – Set the Standard for a Safe and Secure City

SUBGOAL: 2.3 – Increase public safety operational efficiency

SUBJECT:

Discussion and action on the award of solicitation 2023-0113R Regional Catastrophic Consultant (Re-bid) to Innovative Emergency Management, Inc., for one (1) year term for an estimated amount of \$406,599.00. This contract will provide consulting services to the Fire Department to develop and conduct training, tabletop and functional exercises in accordance with the Homeland Security Exercise and Evaluation Program.

BACKGROUND / DISCUSSION:

This contract is to receive consulting services from Innovative Emergency Management, Inc., to develop training and exercise to incorporate and integrate the Paso del Norte Regional Supply Chain Resilience Plan, Regional Mass Evacuation Plan, the Regional Mass Shelter Plan, and Regional Catastrophic Coordination Framework to develop training and exercises and after action reports/improvement plans to validate and update these plans through lessons learned.

SELECTION SUMMARY:

Solicitation was advertised on November 8, 2022 and November 15, 2022. The solicitation was posted on City website on November 8, 2022. There were a total of three hundred and seventy-six (376) viewers online; one (1) proposal was received; none being local.

CONTRACT VARIANCE:

No contract variance, new contract.

PROTEST

No protest received for this requirement.

PRIOR COUNCIL ACTION:

NA

AMOUNT AND SOURCE OF FUNDING:

Amount: \$406,599.00

Funding Source: 322 – 521000 – 2720 – 22130 – EMT2019GR

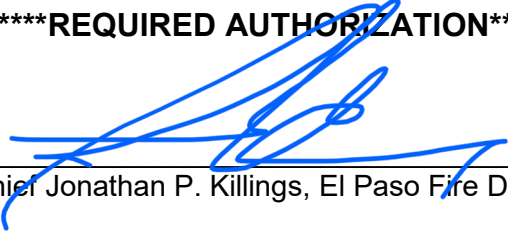
Account: Supply Chain Resiliency Project Grant Funds

HAVE ALL AFFECTED DEPARTMENTS BEEN NOTIFIED? X YES NO

PRIMARY DEPARTMENT: Fire
SECONDARY DEPARTMENT: Purchasing & Strategic Sourcing

*****REQUIRED AUTHORIZATION*****

DEPARTMENT HEAD:



Fire Chief Jonathan P. Killings, El Paso Fire Department

**PROJECT FORM
(RFP)**

Please place the following item on the **CONSENT** agenda for the Council Meeting of **February 7, 2023**.

STRATEGIC GOAL 2 – Set the Standard for a Safe and Secure City

The linkage to the Strategic Plan is subsection 2.3 – Increase Public Safety Operational Efficiency.

Award Summary:

Discussion and action on the award of solicitation 2023-0113R Regional Catastrophic Consultant (Re-bid) to Innovative Emergency Management, Inc., for one (1) year term for an estimated amount of \$406,599.00. This contract will provide consulting services to the Fire Department to develop and conduct training, tabletop and functional exercises in accordance with the Homeland Security Exercise and Evaluation Program.

Contract Variance:

No contract variance, new contract.

Department:	Fire
Vendor:	Innovative Emergency Management, Inc., Morrisville, NC
Item(s):	All
Initial Term:	1 Year
Total Estimated Award:	\$406,599.00
Account No.:	322-521000-2720-22130-EMT2019GR
Funding Source:	Supply Chain Resiliency Project Grant Funds
District(s):	All

This is a Request for Proposal, service contract.

The Purchasing & Strategic Sourcing and Fire Departments recommend award as indicated to Innovative Emergency Management, Inc., the highest ranked and sole proposer based on evaluation factors established for this procurement. In accordance with this award, the City Manager or designee is authorized to exercise future options if needed.

CITY OF EL PASO RFP SCORESHEET

PROJECT: 2023-0113R Regional Catastrophic Consultant (Re-bid)

Evaluation of Submittal

		MAX POINTS	Innovative Emergency Management, Inc. Morrisville, NC
Factor A - Offeror's Fee Proposal	30	30.00	
Proposed Cost			\$ 406,599.00
Factor B - Experience – Comparable Contracts	20	13.88	
Factor C - References	10	4.00	
Factor D - Understanding of the Scope of Work	20	20.00	
Factor E - Project Schedule	20	20.00	
TOTAL SCORE	100	87.88	
			1



CITY OF EL PASO REQUEST FOR PROPOSALS TABULATION FORM



Bid Opening Date: DECEMBER 14, 2022

Solicitation #: 2023-0113R

Project Name: Regional Catastrophic Consultant (Re-bid)

Department: Fire Department

VENDOR'S NAME:	LOCATION:	AMENDMENT(S) ACKNOWLEDGED:
Innovative Emergency Management, Inc.	Morrisville, NC	Yes
RFPs SOLICITED: 376 LOCAL RFPs SOLICITED: 123 RFPs RECEIVED: 1 LOCAL RFPs RECEIVED: 0 NO BIDS: 5		

NOTE: The information contained in this RFP tabulation is for information only and does not constitute actual award/execution of contract.

Approved: /S/

Date: 1/26/2023

2023-0113R Regional Catastrophic Consultant (Re-bid)