

**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

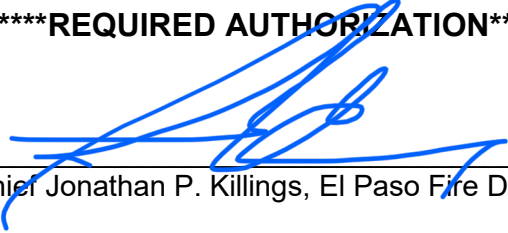
**HAVE ALL AFFECTED DEPARTMENTS BEEN NOTIFIED?  X  YES   NO**

**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
<b>TOTAL SCORE</b>	<b>100</b>	<b>87.88</b>
		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
<b>RFPs SOLICITED:</b> 376 <b>LOCAL RFPs SOLICITED:</b> 123 <b>RFPs RECEIVED:</b> 1 <b>LOCAL RFPs RECEIVED:</b> 0 <b>NO BIDS:</b> 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