

LOI Questions and Responses

Questions (Q) and Answers (A):

NOTE: A copy of the evaluation sheet is included at the end of the Questions and Answers.

(Q) What evaluation criteria and respective weights will be utilized to determine the final selection of an emergency management consultant firm by the WRPC for the Contractor of Record?

(A) The evaluation criteria will be made up of a combination of the vendor's general business operation, environment location and knowledge; vendor's knowledge of tasks and level of ability; vendor's demonstration of capability on broad range of services and projects; vendor's prior experience on similar projects for public or state agencies and finally; vendor's accreditation and qualification to perform the job/work at the desired quality level.

(Q) Will this be a qualifications based selection only?

(A) The selection will be based on qualifications, knowledge of the emergency management and work product/history.

(Q) May firms submitting a proposal in response to the LOI be required to give an oral presentation to WRPC representatives?

(A) At this point, there is no requirement for any presentation. The WRPC does reserve the right to seek additional information or request verbal or physical communication outside of the initial letter of interest prior to any decisions made on the award.

(Q) is interested in responding to the Request for Letters of Interest to assist the Council with emergency management plan development and the delivery of training and exercises. Could you please indicate how many copies of the proposal should be submitted? Thank you for your consideration and assistance.

(A) We only required one copy.

(Q) Regarding the 20 page limit, do you prefer continuous pages of text with headings or would you prefer each area to be tabbed?

(A) The agency would prefer each heading be tabbed. This will aid us in our handling of the submission.

(Q) Regarding references, do you wish to see the firm's principal project manager name and client reference associated with each project cited or do you prefer only the client reference for each client cited?

(A) The agency will require a client reference.

(Q) Will the WRPC select one Contractor of Record or multiple one's that are qualified?

(A) At this point, it is undetermined how many (one or multiple) contractor of record agreements will be entered into. Currently, there is one contractor with references to Emergency Management services. At this point, the agency desires a single outlet (contractors) for all Emergency Management services.

(Q) The advertisement refers to a "Proposal" but only request a Letter of Interest and Statement of Qualifications. I just want to double check to be sure a Letter of Interest and Statement of Qualifications is all that is required by the planning council for this solicitation?

(A) At this point in the process, the Withlacoochee Regional Planning Council is in fact looking for a Letter of Interest and Statement of Qualifications. This proposal is not related to a singular task, rather it concerns all planning, training and exercises as they relate to emergency management. Please note, this reply will be posted on the agency website, www.wrpc.cc for all potential respondents to view.

SCORING MATRIX FOR VENDOR SERVICES
Contractor of Record- Emergency Management Services

Scoring for : _____

Scoring by : _____

<u>Factors</u>	<u>Max Points</u>	<u>Score</u>
1) Vendor's general business operation, environment, location and knowledge of the region	20	_____
2) Vendor's knowledge of tasks and level of ability.	25	_____
3) Vendor's demonstration of capability on broad range of services and projects.	15	_____
4) Vendor's prior experience on similar projects for public or state agencies	15	_____
5) Vendor's accreditation and qualifications to perform the job/work at the desired quality level	25	_____
TOTAL SCORE		_____ / 100

EVALUATOR COMMENTS: