













**All correspondence relating to this RFQ, from advertisement to award shall be sent to the Jefferson County Purchasing Department. All presentations and/or meetings between Jefferson County and the vendor relating to this RFQ shall be coordinated by the Jefferson County Purchasing Department.**

Selected vendors may be expected to make a presentation/product demonstration to an Selection Review Committee. RFQ Responses, vendor presentations, and product/service evaluations may develop into negotiating sessions with the vendor(s) as selected by the Selection and Review Committee. Jefferson County expects to conduct negotiations with vendor representatives authorized to contractually obligate the vendor with an offer. If vendor is unable to agree to contract terms and conditions, Jefferson County reserves the right to terminate contract negotiations with that vendor and initiate negotiations with another vendor. In addition to a presentation, visits by the Selection and Review Committee to representative vendor client sites may be conducted where the proposed solution can be demonstrated in a production environment.

#### **1.11 SERVICES.**

A. A description of services that may be utilized under this RFQ includes:

1. The qualified individuals/consulting firms selected for this project is to provide all the necessary labor, research, and data required for the satisfactory preparation and submission of a grant application for the funding of a Community Wildfire Protection Plan (CWPP). If the County is awarded grant funding the awarded individual/firm will also provide grant administration and management services for this project.

#### **1.12 LAWS AND REGULATIONS.**

A. The **Grant Administrator** contracted for this project must comply with all laws, ordinances, and rules and regulations which govern the work specified in this contract.

## SECTION 4: EVALUATION CRITERIA AND PROCESS

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### 4.1 SELECTION REVIEW COMMITTEE

A Selection Review Committee will evaluate all Responses received for this RFQ. Responses shall be evaluated on the basis of the Evaluation Criteria noted herein. The committee may make the selection on the basis of the proposals received, or may choose to "shortlist" prospective firms for further negotiations. The firm selected for the award will be chosen on the basis of the apparent greatest benefit to the County, *and not necessarily on the basis of lowest price*. Individual interviews may be required for the top firms who have submitted the required information.

#### **(OMIT) Evaluation Criteria Weight:**

- ~~Cost 10% (10 points)~~
- ~~Understanding of the project and/or services required 25% (25 points)~~
- ~~Years in business/experience/history working with government 30% (30 points)~~
- ~~Methodology/functionality / service or project plan 15% (15 points)~~
- ~~Management plan/administration 15% (15 points)~~
- ~~Preference for minority and women owned businesses/labor surplus area firms 5% (5 points)~~

**~~TOTAL % / POSSIBLE EVALUATION POINTS: 100% (100 points)~~**

### 4.2 ADDITIONAL INFORMATION TO BE INCLUDED IN RFQ RESPONSE.

1. Provide a listing of all current litigation(s), outstanding judgements and liens affecting the firm.

### 4.3 CONFIDENTIAL/PROPRIETARY INFORMATION.

If any material in the Statement of Qualifications is considered by Respondent to be confidential or proprietary information (including manufacturing and/or design processes exclusive to the Respondent), Respondent **must** clearly mark the applicable pages of Respondent's Statement of Qualifications to indicate each claim of confidentiality. Additionally, Respondent must include a statement on company letterhead identifying all Statement of Qualifications section(s) and page(s) that have been marked as confidential. Jefferson County will protect from public disclosure such portions of a Statement of Qualifications, unless directed otherwise by legal authority, including existing open records acts. Merely making a blanket claim that the entire Statement of Qualifications Response is protected from disclosure because it contains some proprietary information is not acceptable, and will make the entire Statement of Qualifications subject to release under the Texas Public Information Act.

By submitting a Statement of Qualifications, Respondent agrees to reproduction by Jefferson County, without cost or liability, of any copyrighted portions of Respondent's Statement of Qualifications response or other information submitted by Respondent.

Jefferson County will take all necessary affirmative steps to ensure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible (certification of MBE/WBE/Labor surplus firms required to receive the 5 points).

Reference checks, when conducted, will not be rated but will be considered on a "pass/fail" basis.

Following an individual rating period, the evaluation team will meet to discuss the initial rating and may choose to make an award at that time. Failure of the proposer to provide any information requested in this RFQ may result in disqualification of the proposal.

**This Request for Statements of Qualifications (RFQ) is not a competitive bid based on price only.** The RFQ allows Jefferson County to select the contractor that best meets the needs of the County, taking into consideration the RFQ Respondent's qualifications, price, service capabilities, and other factors relevant to the County's policies, programs, administrative resources, and budget.



**Written Inquiries:** Interested applicants may make written inquiries concerning this RFQ to obtain clarification of requirements or additional information. **No inquiries will be accepted after 5:00PM CT, Thursday, September 21, 2023.** Send all inquiries via email, referencing the RFQ number to Jamey West, Contract Specialist at: [Jamey.West@jeffcotx.us](mailto:Jamey.West@jeffcotx.us)

#### **4.4 ADDITIONAL TERMS AND CONDITIONS**

1. Jefferson County reserves the right to reject any and all proposals for failure to meet the requirements herein, to waive any technicalities, and to select the proposal which, in the County's sole judgment, best meets the requirements of the project.
2. The RFQ creates no obligation on the part of the County to award a contract or to compensate the proposer for any costs incurred during the proposal presentation, response, submission, presentation or oral interviews (if held). The County reserves the right to award a contract based on proposals received without further discussion or negotiation. Proposers should not rely upon the opportunity to alter their qualifications during discussions.
3. The County further reserves the right to make such investigation as it deems necessary to determine the ability of proposers to furnish the required services, and proposers shall furnish all such information for this purpose as the County may request.
4. Jefferson County reserves the right to request clarification of information submitted and to request additional information of one or more respondents.
5. Any agreement or contract resulting from this RFQ shall be on forms approved by Jefferson County and shall contain, at minimum, applicable provisions of this document. Jefferson County reserves the right to reject any agreement that does not conform to this document and any County requirements and contracts.
6. The Grant Administrator/Contractor shall not assign any interest in the contract and shall not transfer any interest in the same without prior written consent of the County.
7. No reports, information, or data given to or prepared by the Grant Administrator/Contractor under contract shall be made available to any individual or organization by the Grant Administrator/Contractor without the prior written approval of the County.

#### **4.5 CONTRACT**

Pending successful contract negotiations, one or more contracts may be awarded to the Contractor or Contractors whose RFQ response(s) is/are the most advantageous and offer the best overall value to the County, taking into consideration price and other evaluation factors described in this RFQ. If more than one contract is awarded, an effort will be made to award work in an equitable manner taking into consideration the following criteria for each project:

- 1. Specific area of focus / special requirements**
- 2. Cost**
- 3. Availability of the Contractor**
- 4. Prior performance of the Contractor**

**Management Professional Services Rating Sheet  
NFS CWDG-MOD / CWPP**

Rate the Firm's Proposal in the following areas:

<b>A. Experience and Qualifications</b>	<b>Points Possible</b>	<b>Points Awarded</b>
1. Experience with application grant writing and project delivery services for State and Federally funded projects.	15	
2. Experience working with the Cities and Counties	15	
<b><i>SUBTOTAL</i></b>	<b><i>30</i></b>	

<b>B. Work Performance (references and prior experience with firm)</b>	<b>Points Possible</b>	<b>Points Awarded</b>
1. Work product is consistently of high quality	5	
2. Facilitates completion of project activities on schedule	5	
3. Understands the approach for project implementation	5	
4. References from current/past clients	10	
<b><i>SUBTOTAL</i></b>	<b><i>25</i></b>	

<b>C. Capacity to Perform</b>	<b>Points Possible</b>	<b>Points Awarded</b>
1. Staffing level/experience, special skills	15	
2. Understanding of CWDG/CWPP	15	
<b><i>SUBTOTAL</i></b>	<b><i>30</i></b>	

<b>D. Affirmation Action</b>	<b>Points Possible</b>	<b>Points Awarded</b>
1. Firm is a Historically Underutilized Business (Include Comptroller Cert in proposal)	10	
<b><i>SUBTOTAL</i></b>	<b><i>10</i></b>	

<b>E. Proposed Fee</b>	<b>Points Possible</b>	<b>Points Awarded</b>
1. Price is reasonable considering the firm's experience and qualifications	5	
<b><i>SUBTOTAL</i></b>	<b><i>5</i></b>	

<b>Scoring Summary:</b>	<b>Points Possible</b>	<b>Points Awarded</b>
A. Experience of firm	30	
B. Work performance/program implementation	25	
C. Capacity to perform	30	
D. Affirmation Action	10	
E. Proposed Fee	5	
<b><i>TOTAL SCORE</i></b>	<b><i>100</i></b>	

**ADDENDUM NO. 1 - REVISED RESPONDENT'S CERTIFICATION**

I have carefully examined the **Request for Statements of Qualifications Specifications**, and any other documents accompanying or made a part of this Request for Proposals.

I hereby propose to furnish the goods or services specified in the **Request for Statements of Qualifications**. I agree that my response will remain firm for a period of up to **90 DAYS** in order to allow Jefferson County adequate time to evaluate the qualifications submitted.

I verify that all information contained in this proposal is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this **RFQ Response** on behalf of the firm as its act and deed and that the firm is ready, willing and able to perform if awarded the contract.

I further certify, under oath, that this response is made without prior understanding, agreement, connection, discussion, or collusion with any other person, firm or corporation submitting an RFQ response for the same product or service: no officer, employee or agent of Jefferson County or any other Respondent is interested in said proposal: and that the undersigned executed this Respondent's Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

\_\_\_\_\_  
NAME OF BUSINESS

BY:

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
NAME & TITLE, TYPED OR PRINTED

\_\_\_\_\_  
MAILING ADDRESS

\_\_\_\_\_  
CITY, STATE, ZIP CODE

( ) \_\_\_\_\_  
TELEPHONE NUMBER

Sworn to and subscribed before me  
this \_\_\_\_\_ day of  
\_\_\_\_\_, 2023

\_\_\_\_\_  
Notary Public

State of \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

**REQUIRED FORM**  
**Respondent:**  
**Please complete this form and include**  
**with RFQ response submission.**