

**REQUEST FOR QUALIFICATIONS (RFQ) #02-12/13
FOR EMS AND FIRE SERVICES CONSULTING SERVICES**

Florence County is accepting statements of qualifications from qualified consulting firms to assist the County with consulting services in the area of EMS and Fire Services. Interested firms are invited to submit qualification statements in accordance with this solicitation.

SUBMITTAL OF QUALIFICATIONS must be no later than 3:00 p.m. EST on Friday, August 17, 2012 to the address below. Submittals shall contain one (1) original and five (5) copies of the information requested. Submittals received after the deadline will not be opened. Facsimile or e-mail submittals will not be accepted. All submittals should be sent to:

Florence County Procurement
City-County Complex, MSC-R
180 N. Irby Street, Room B-5
Florence, South Carolina 29501
(843) 665-3018

Qualification statements must be submitted to Florence County Procurement in accordance with the date and time outlined above. Respondents to this request for qualification statements will be publicly identified at that time. Qualification statements must be submitted in a sealed envelope with the following information on the envelope: Submitting firm's name and address, RFQ title, and RFQ closing date and time.

This request for qualification statements does not commit Florence County to award a contract, to pay any cost incurred in the preparation of qualification statements or to procure or contract for the articles of goods or services. Florence County reserves the right to accept or reject any or all qualification statements received as a result of this request, to negotiate with any or all qualified offerors, or to cancel in part or in its entirety this RFQ, if it is in the best interest of the County to do so.

Any written questions should be emailed to:

Suzanne King, Administrative Services Director
sking@florenceco.org

DEADLINE FOR WRITTEN QUESTIONS IS WEDNESDAY, AUGUST 8, 2012.

GENERAL INFORMATION:

1. Florence County is soliciting qualification statements from firms to provide various consulting services in the area of EMS and Fire Services. The County desires a comprehensive evaluation of both delivery of emergency medical services and fire protection services. The consulting services may also include, but not be limited to, an operational study to evaluate the feasibility of shared services and/or a staffing analysis. A final scope of services will be determined prior to execution of a contract.
2. The selection of the firm(s) will be made in accordance with the Florence County Procurement Code.
3. Qualification statements will not be accepted from any firm, company, individual, person or party, parent or subsidiary, against which the County has an outstanding claim, or a financial dispute relating to a prior contractual performance with the County.

4. An original and five (5) copies of the qualification statement must be delivered to the County by 3:00pm on Friday, August 17, 2012. The qualification statement may be:

MAILED TO:

Florence County Procurement
180 North Irby Street, MSC-R
Florence, South Carolina 29501

HAND-CARRIED TO:

Florence County Procurement
180 North Irby Street, Room B-5
Florence, South Carolina 29501

5. Offerors mailing a qualification statement should allow sufficient mailing time to ensure timely receipt. The County is not responsible for qualification statements delayed by mail and/or delivery services of any nature. Qualification statements received after the set time for closing will be returned unopened.
6. Qualifications must be made in the official name of the firm or the individual under which business is conducted (showing the official business address) and must be signed in ink by a person duly authorized to legally bind the person, partnership, company or corporation submitting the qualification statement. Qualification statements must be valid for a minimum of ninety (90) days. Qualification statements may be withdrawn by offeror prior to, but not after, the time set for the opening.
7. Upon receipt by the County, the qualification statement shall become the property of the County, without compensation to the offeror, for disposition or usage by the County at its discretion. The County shall have the sole discretion in evaluating both the qualification statement and the qualifications of the offerors. The County reserves the right to reject any and all qualification statements and is not bound to accept any qualification statements, if the qualification statement acceptance is contrary to the best interest of the County. The particulars of any qualification statement will remain confidential until a contract is signed with the successful offeror.
8. The County reserves the right to conduct interviews with any proposer as part of the final decision making process.

INFORMATION REQUESTED:

1. Name, address, phone number, e-mail, fax number, type of ownership, number of years in business and principals, including names, titles, education, experience and technical competence, as evidenced by resumes and experience records.
 - Type of entity
 - Brief history
 - Location
 - Number of Employees
 - Area of expertise
 - Staff members anticipated to actively work on project
2. The firm shall demonstrate its capabilities, specialized experience, and technical competence in the EMS and Fire Services area by providing information on a minimum of five (5) engagements completed for local governments in the past seven (7) years of similar size and type of consulting services. Preference will be given to engagements of South Carolina local governments. Provide local government name, location, date of services, and consulting services provided.

3. Provide a current reference for each project to include name, job title, and telephone number. Written letters of reference are preferred.
4. Provide resumes of the individuals in the firm with the experience and level of expertise needed to perform the services required for the project. Limit resume to a single sheet (1 page). At a minimum, provide name, title, project assignment, education, current license(s) and any other experience and qualifications relevant to this project assignment.
5. Signed statement attesting that the qualifications submitted are statements of fact including name, title, signature and date.

SELECTION:

The following is a list of criteria that will be used in evaluating qualifications. Respondents will be evaluated on the Statement of Qualifications submitted. Florence County shall be the sole judge of the relative weight of the evaluation criteria. The order of this list does not represent which criteria are most important. Submittals will be evaluated in accordance with criteria specified.

1. Experience with local governments in similar size and type of consulting services.
2. Experience with South Carolina local governments in similar size and type of consulting services.
3. Evidence of relevant experience of staff to be assigned to project.
4. References on similar projects completed within past ten years.
5. Responsiveness of statement of qualifications.

Negotiations will be initiated with the top ranked firm.

NOTE: By submission of your letter of interest and qualification statements in response to this announcement, you are certifying that neither your firm nor any of its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or excluded for participation in this procurement process by any governmental department or agency. Further, if such a debarment or suspension occurs during the course of the procurement, you shall so inform Florence County.

NOTE: No proposer shall, directly or indirectly, engage in any conduct (other than the submission of a proposal or other prescribed submissions and/or presentations before the Evaluation or Selection Committees) to influence any employee or elected official of Florence County concerning award of a contract as a result of this solicitation. Violation of this prohibition may result in disqualification of the proposer from further participation in the solicitation for services or goods sought herein, or from participation in future Florence County solicitations or contacts.

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