

Berkeley County Fire Service Board, Inc.

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August 24, 2016

Request for Proposals

Berkeley County Fire Service Board, Inc.

Recruitment and Retention Grant Coordinator

The Berkeley County Fire Service Board, Inc. ("Fire Board") is accepting proposals from interested parties for a Recruitment and Retention Coordinator to manage a Staffing for Adequate Fire and Emergency Response (SAFER) grant, which involves five volunteer departments.

Proposals will be received Monday through Friday, between the hours of 9:00 a.m. and 5:00 p.m. eastern standard time, excluding County holidays, until 5:00 p.m. eastern standard time on Wednesday, September 7, 2016 at the Berkeley County Fire Service Board office. All proposals shall be addressed as follows:

Berkeley County Fire Service Board, Inc.
Fire Board 2016 R & R Grant Coordinator Bid
400 West Stephen Street, Suite A-05
Martinsburg, WV 25401

Proposals received after 5:00 p.m. eastern standard time on Wednesday, September 7, 2016 will be discarded. Bids will be opened and reviewed at the regularly scheduled Berkeley County Fire Service Board meeting on Thursday, September 8, 2016.

Copies for the Request for Proposal for R & R Grant Coordinator may be obtained at the Berkeley County Fire Service Board office at 400 West Stephen Street, Suite A-05 in Martinsburg, WV. It may also be viewed at the Berkeley County Fire Service Board webpage at www.berkeleycountycomm.org then the Fire Board tab on the right hand side.

The Berkeley County Fire Service Board, Inc. reserves the right to waive irregularities and to reject any or all proposals.

Please direct all questions and document requests to Donna Cross at (304) 267-5085 or dcross@berkeleywv.org.

Proposal Specifications
Berkeley County Fire Service Board, Inc.
2016 R & R Grant Coordinator

The Berkeley County Fire Service Board is seeking a Recruitment and Retention Coordinator to manage a Staffing for Adequate Fire & Emergency Response (SAFER) grant, which involves five volunteer fire departments.

COMPLIANCE WITH RULES

Bidders responding to this RFP must follow the procedures and requirements stated within this document. Failure to comply with or complete any part of this RFP may result in rejection of the submitted proposal.

CONFIDENTIALITY OF INFORMATION

All information and data furnished to the bidder by the Fire Board, and all other documents to which the bidder had access to during the preparation and submittal of the proposal shall be treated as confidential. Any oral or written disclosure to unauthorized individuals is prohibited. Similarly, bidder information will be treated as confidential.

PROPOSAL SUBMITTALS

Proposals shall be prepared simply and economically, providing a straightforward, concise description of the bidder's capabilities to satisfy the requirements of the RFP.

Bidders are encouraged to improve upon the tasks, work items, or other elements described in the RFP. However, included improvements should be based on prior experience with A SAFER project, and will be subject to availability of budget.

Bidders shall include in the bid proposal their name, title, address, email address, telephone number and cost of services for the bidder submitting the proposal.

Bidders shall include a detailed statement of understanding of the project. This would include understanding of the work to be performed, key project milestones and key deliverables required by the project.

Bidders shall provide a statement of experience of the individual or firm who will act as the R & R Coordinator managing the grant.

Bidders shall describe in detail how the R & R Coordinator will manage the grant on behalf of the Berkeley County Fire Service Board. This would include previous experience managing SAFER funded recruitment marketing campaigns and experience with SAFER grant reporting and reimbursement processes.

GENERAL STATEMENT OF GRANT MANAGEMENT DUTIES

The Recruitment and Retention Coordinator will manage a SAFER grant on behalf of the Berkeley County Fire Board. The Coordinator will implement the new benefit program and manage the proposed marketing plan. They will create a timeline, establish goals, define roles and responsibilities of the committee members, create a detailed budget and provide the Fire Board with quarterly progress updates.

CONTRACT AWARD

The Fire Board or its designated representatives will evaluate submissions to this request and will ultimately select a candidate judged to be responsive to all aspects of the request based upon the duties and prerequisites contained in this RFP and FEMA guidelines for SAFER.