

# REQUEST FOR QUALIFICATIONS

## Professional Services For the Firefighter Recruitment & Retention Coordinator Project

RFQ# 2017-05-15

DATE RFQ ISSUED: May 15, 2017

This request for qualifications shall be distributed by the Park County Fire Warden. All copies must be obtained from the Park County Office of Emergency Management and all statements of qualifications must be submitted to the Park County Clerk and Recorder's Office. The Park County Clerk and Recorder's Office cannot answer questions regarding this request for proposals.

**This request is being offered in accordance with federal and state statutes governing the procurement of professional services. Accordingly, Paradise Valley Fire Service Area Board of Trustees reserves the right to negotiate an agreement based on fair and reasonable compensation for the scope of work and services proposed, as well as the right to reject any and all responses deemed unqualified, unsatisfactory, or inappropriate or not in Park County's best interest. Paradise Valley Fire Service Area Board of Trustees also reserves the right to not enter into a contract.**

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**NOTICE IS HEREBY GIVEN** that the Paradise Valley Fire Department Board of Trustees, will receive statements of qualifications (SOQ) to provide professional services for a firefighter recruitment and retention coordinator and program to benefit all fire departments in Park County.

A contract will be awarded based upon demonstrated competence and qualifications as set forth in the SOQs and what is in the best interest of Park County fire departments. Submittals shall address the experience of the firm, the firm's familiarity with project management, volunteer recruitment and retention, qualifications of key personnel, capability of performing services, availability, the firm's action plan, and the firm's references.

For additional information or questions concerning this RFQ contact Greg Coleman, Park County Fire Warden. All requests for additional information or questions must be submitted in writing to Greg Coleman, Fire Warden, 414 East Callender Street, Livingston, MT or [gcoleman@parkcounty.org](mailto:gcoleman@parkcounty.org). All questions must be submitted in writing before 5pm May 26, 2017.

A detailed Request for Qualifications may be obtained by requesting a copy from the Park County Office of Emergency Management at (406) 222-4190 or [gcoleman@parkcounty.org](mailto:gcoleman@parkcounty.org).

Sealed Statements of Qualifications (SOQs) shall be submitted to the Park County Clerk and Recorder's Office at 414 E. Callender St. Livingston, MT 59047 **on or before Friday June 9<sup>th</sup>, 2017, at 4:00 p.m.** All SOQs envelope must be sealed and marked with "**Response to SOQ for the Paradise Valley Fire Department Firefighter Recruitment**" or the SOQ will not be accepted. Late SOQs will not be accepted. SOQs will be opened on **June 13<sup>th</sup> 2017, at 7:30pm** in the Paradise Valley Fire Station during the regular board meeting.

Submitted SOQs must be complete at the time of submission and may not include references to information located elsewhere. All SOQs will be initially classified as being "responsive" or "non-responsive". If a given SOQ is found to be non-responsive, it will not be considered further. All SOQs and associated documentation become the property of the Paradise Valley Fire Service Area. The SOQ original shall be signed in ink by a person legally authorized to bind the firm. All SOQs shall be fully valid and not subject to change for 90 days following the submission date.

The Paradise Valley Fire Service Area Board of Trustees reserves the right to accept or reject any or all SOQs and to accept the SOQ which is the most qualified based upon the listed criteria in RFQ.

This RFQ is not in any way a commitment to award a subsequent contract and the Paradise Valley Fire Service Area Board of Trustees may or may not choose to award a contract as a result of any response. However, if the Paradise Valley Fire Service Area Board of Trustees chooses to award a contract, it must be entered into within thirty (30) days of the award of the RFQ or the Paradise Valley Fire Service Area Board of Trustees may enter into a contract with the next qualified firm. During the conduct of the RFQ activity and at its sole discretion, the Paradise Valley Fire Service Area Board of Trustees reserves the rights to:

- (a) Waive any formality of the RFQ process;
- (b) Cancel or terminate this RFQ;
- (c) Reject any one or all RFQs received in response to this RFQ;
- (d) Waive any provisions of the RFQ that would not have significant impact on any specific proposed response to this RFQ;
- (e) Not award, or if awarded, to terminate any contract on the grounds of determination by the Paradise Valley Fire Service Area Board of Trustees that adequate budgeted funds to expend on resulting contract were not available.

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**Publish dates: May 16, 23, June 2 - 2017**

  
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Greg Coleman, Park County Fire Warden