



Brevard County Board of County Commissioners

2725 Judge Fran Jamieson
Way
Viera, FL 32940

Legislation Text

File #: 2625, **Version:** 1

Subject:

Permission to Develop and Advertise a Request for Proposal for Consultant Services to Assist with Administration of Federal and State Funding in Response to Emergency Declarations

Fiscal Impact:

Dependent on current events and natural disasters/emergencies; Costs for consultant services are generally reimbursable through funding following natural disasters and other emergencies. Expenses associated with these services will correspond to their funding source(s).

Dept/Office:

Budget Office

Requested Action:

It is requested the Board of County Commissioners:

- Authorize the development and advertisement of a Request for Proposal for Administration of Federal and State Funding Sources in Response to Emergency Declarations Consultant Services; and
- Approve the appointment of the Selection and Negotiation Committees consisting of:
 - o Jill Hayes, Budget Director
 - o Tom Mulligan, Solid Waste Assistant Department Director
 - o Larry Wojciechowski, Parks and Recreation Support Services Manager
- Authorize the Chair to execute any and all resulting contracts and contract related documents upon review and approval by the County Attorney's Office, Risk Management, and Purchasing Services; and
- Authorize the County Manager to approve task orders issued against the contract(s) and approve any necessary budget change requests.

Summary Explanation and Background:

It is requested that the Board approve the development and advertisement of a Request for Proposal (RFP) for Consultant Services for the Administration of Federal and State Funding Sources in Response to Emergency Declarations.

The existing Disaster Reimbursement Consultant Services Contract is set to expire on November 30, 2021. The existing contract and scope of services encompasses FEMA Public Assistance Alternative Procedures (PAAP,) Direct Administrative Costs (DAC), which allows subrecipients to receive a fixed estimated Direct Administrative Costs (DAC) award, calculated as a flat percentage of eligible emergency and permanent work projects.

Given the unprecedented amount of funding and the changing mechanisms, sources, and regulations

associated with emergency assistance at the Federal and State level, issuing a new RFP will provide the County with more flexibility in obtaining consultant services. Approval of this competitive solicitation will provide the County with the ability to broaden the scope of services to encompass not only disaster reimbursement services, but also to assist the County in oversight and administration of funds received directly from the Federal or State governments in response to a state of emergency.

If approved for development and advertisement, the scope of services under this RFP and any resulting contract(s) will include items such as, but not limited to, providing technical assistance related to Public Assistance (PA) application process, financial management, policy development, preparing correspondence to state and federal agencies, participating in damage assessments and site visits, training, assisting in the preparation of project worksheets, developing standardized reporting and documentation systems, assisting in financial tracking and management, preparing closeout packages, reconciliations, final inspections and audits. The Budget Office will provide oversight to include contract monitoring, coordination between departments, and assisting in financial tracking.

Clerk to the Board Instructions:

None