

## **Request For Proposals**

### **FMAG Infrastructure Preparation (8/1/2024; amended 8/12/2024)**

The Alabama Forestry Commission (AFC) is seeking professional services to prepare the agency's accounting and recordkeeping infrastructure so that the agency is prepared, if a future need arises, to seek and obtain Fire Management Assistance Grants (FMAG) from the Federal Emergency Management Agency (FEMA). The AFC is requesting proposals from potential Contractors to provide such professional services, subject to the following requirements and parameters:

**NAME:** Fire Management Assistant Grant (FMAG) Infrastructure Preparation

**SYNOPSIS:** To prepare for supplementing the recovery of costs of catastrophic wildfires affecting the citizens, property, and natural resources of the State of Alabama, the AFC seeks to ensure that it has the mechanisms in place to effectively seek an FMAG. Being able to accurately track both agency and support-agency costs will help the AFC know when and if the agency is able to apply for an FMAG. Since an FMAG is a collaborative effort between the AFC, support agencies, local and state EMA, and FEMA, a unified plan needs to be developed before the State enters a period of significant wildfire potential.

**SCOPE OF WORK:** Contractor is to perform professional services involving all of the following subject areas:

1. **Evaluate AFC Fire Reports and Cost:** Contractor will review the current AFC fire report process to ensure proper documentation is being captured to enable the AFC to effectively seek FMAG funding for the State of Alabama. Contractor will determine if AFC cost rates match permissible FEMA reimbursement rates.
2. **Facilitate Stakeholder Meetings:** Contractor will establish and facilitate stakeholder meetings involving all cooperators and other parties whose involvement will be required for the AFC to effectively seek FMAG funding for the State of Alabama.
3. **Provide Guidance and Documentation Templates:** Contractor will provide all needed guidance to facilitate the creation of agency and stakeholder forms that will accurately track information needed to effectively seek FMAG funding for the State of Alabama.
4. **Provide Training on FMAG:** Contractor will educate AFC personnel and key cooperators and stakeholders on how FMAG implementations and reimbursements work.

Contractor will furnish all labor, supplies, and transportation (including all travel expenses) necessary for provision of professional services to the AFC. The work required of Contractor will require travel throughout the State of Alabama and will require in-person meetings and teleconference meetings as needed. No meeting with cooperators will be coordinated or conducted by Contractor without prior approval of the AFC. Any proposed changes to agency infrastructure will be submitted by Contractor to the State Forester for consideration.

**TERM OF CONTRACT:** The AFC intends to execute an initial contract with Contractor for a period of two (2) years. The contract may thereafter be renewable for three (3) additional years, pending written agreement of Contractor and the AFC, dependent upon required state approvals and availability of funds, at the full discretion of the AFC. The contract will commence pending Chief Purchasing Officer signature, Legislative Review Committee approval, and Governor's signature. Each contract renewal will be presented to the Legislative Oversight Committee for approval.

**CONTRACTOR REQUIREMENTS:** Contractor must have an in-depth knowledge of wildland fire at both national and state levels, including knowledge of state forestry wildland fire agencies and FEMA programs. Contractor must be a qualified National Wildfire Coordination Group (NWCG) Incident Business Advisor (INBA), and must have experience as a Finance Section Chief 3 (FSC3) or higher. Contractor must have in-depth knowledge of and experience with the FMAG process, including all aspects of its design, implementation, and closeout. Contractor must provide proof of qualifications in the form of appropriate certificates, red card, and/or personal master records from the Incident Qualification System Incident/Qualifications Certification System (IQS/IQCS).

### **Proposal Requirements**

- a) Contractor must provide a **single, per-year price** for providing professional services to fulfill all of the four (4) subject areas identified in the Scope of Work stated above.
- b) Contractor must clearly demonstrate that he/she meets all the Contractor Requirements stated above. This shall include submitting copies of all documents necessary to establish Contractor's credentials and experience.

### **Proposal Evaluation Process**

The evaluation process is designed to award a contract to the vendor with the best combination of attributes based upon the RFP requirements and evaluation of criteria that constitutes the "best value" for the Alabama Forestry Commission. The criteria to be considered in the evaluation of proposals are shown below. Each category will be weighed as follows, and one hundred (100) points is the maximum total number of points that can be awarded to a proposal:

- Contractor's qualifications and knowledge of the FMAG process 40
- Contractor's practical experience utilizing the FMAG process 40
- Pricing/overall cost to the agency 20

### **Proposal Submittals**

Anyone interested in becoming the Contractor for this project must submit a formal written proposal to the Alabama Forestry Commission via email by the close of business (5:00 p.m. CDT) on **Tuesday, August 27, 2024**. Proposals received by the AFC after the deadline will not be considered.

Any questions regarding this Request for Proposals must be submitted in writing via email by the close of business (5:00 p.m. CDT) on **Friday, August 9, 2024**.

Please share this information with anyone you feel may be interested in submitting a proposal. **The AFC reserves the right to refuse any or all proposals.**

Proposals and questions must be submitted to:

Alabama Forestry Commission  
Forest Protection Division Director John Goff  
[John.Goff@forestry.alabama.gov](mailto:John.Goff@forestry.alabama.gov)