

**REQUEST FOR PROPOSAL (RFP)
FOR
EMERGENCY MANAGEMENT CONTRACTUAL SERVICES
RFP No. 2023-02**

Washington County Emergency Management is seeking a qualified Emergency Management Consultant(s) with experience in Emergency Management Planning, Financial and Grant Administration, Emergency Management Plans, Policies and Procedures, Training Courses, Federal Emergency Management Agency (FEMA) Public Assistance (PA) Program, and Debris Removal Monitoring. **The County reserves the right to enter into contracts with one of more proposed contractors and award tasks based upon the sole discretion of the County.**

RFP Deadline: Sealed proposals to provide Emergency Management Contractual Services will be received until 3:00 PM CST, July 18, 2023, at 1331 South Blvd, Chipley, FL 32428.

The complete Request for Proposal information package can be obtained from Kimberly Birge-Gorman by email at kbirge@washingtonfl.com. Washington County Board of County Commissioners accepts no responsibility for any expenses incurred by bidders in the preparation of a response to this bid.

To be considered, the respondent must submit one (1) manually signed original, three (3) hard copies and one (1) digital copy on USB Flash Drive (in pdf) of the SUBMITTAL in a sealed envelope or package, clearly marked with the respondent's name and address, and the words "RFP 2023-02 Emergency Management Contractual Services " addressed to Washington County Board of County Commissioners, c/o Kimberly Birge-Gorman, 1331 South Boulevard, Chipley, Florida 32428.

LATE SUBMITTALS RECEIVED AFTER THE FOREMENTIONED DEADLINE DATE, EITHER BY MAIL, OR OTHERWISE, WILL NOT BE CONSIDERED AND RETURNED UNOPENED. THE TIME OF RECEIPT WILL BE DETERMINED BY THE TIME RECEIVED IN THE PURCHASING AGENT'S OFFICE. IT IS THE SOLE RESPONSIBILITY OF THE FIRM FOR ASSURING THAT THE SUBMITTAL IS RECEIVED IN THE COUNTY ADMINISTRATION OFFICE BY THE DESIGNATED DATE AND TIME. NO FAXED, ELECTRONIC OR ORAL SUBMITTAL WILL BE ACCEPTED. FIRM/INDIVIDUALS ARE RESPONSIBLE FOR THE DELIVERY OF ITS' SUBMITTAL. SUBMITTALS RECEIVED AFTER THE SPECIFIED DAY AND TIME WILL NOT BE OPENED.