

ADVERTISEMENT  
REQUEST FOR PROPOSALS  
TEMPORARY CLERICAL AND LABOR SERVICES FOR  
DISASTER RESPONSE AND RECOVERY SUPPORT

The Mobile County Commission (COUNTY) is soliciting sealed competitive proposals to select a consultant to provide professional services for temporary clerical and labor staffing related to Disaster Response and Recovery services associated with operating community shelters to respond to threats or impacts from extreme events and/or federally declared disasters. Professional services shall be performed in accordance with all applicable Federal, State, and local laws; regulations, Executive Orders, and authorizing legislation, including but not limited to, the Robert T. Stafford Act (Federal Emergency Management Agency (FEMA) Public Assistance); and/or the Corona Aid, Relief, and Economic Security Act.

To receive a copy of the full Request for Proposal (RFP) document or for additional information concerning this RFP, please contact Tina Sanchez at (251) 574-3229 or [tina.sanchez@mobilecountyal.gov](mailto:tina.sanchez@mobilecountyal.gov). A virtual mandatory pre-submittal meeting will be held on Monday, July 1, 2024, at 10 a.m. central time via a web-based platform. Attendance is required and will be verified. A login link will be provided to those who request the full RFP document. The evaluation factors used during award selection(s) are as follows: Firm/Personnel Experience/Qualifications – 30 pts; Pricing/Staffing – 30 pts; Availability – 25 pts; Project Approach/Plan – 15 pts. The award will be based on the most responsive proposal that represents the best overall value to the COUNTY when considering all evaluation factors.

The COUNTY will receive sealed proposals via EMAIL ONLY to Tina Sanchez at [tina.sanchez@mobilecountyal.gov](mailto:tina.sanchez@mobilecountyal.gov) until 4:00 pm central time on Wednesday, July 10, 2024. The email, with attached complete proposal submittal, must include in the subject line: Disaster Recovery RFP. Email submittals received after the 4:00 pm deadline on Wednesday, July 10, 2024 will not be considered. Physical delivery of submittals will not be accepted.

The COUNTY reserves the right to negotiate with any or all firms submitting proposals, to make awards to one or more consultants, and to reject any and all submittals and waive any minor irregularities or technicalities in Proposals received. The executed contract will meet all rules for Federal grants, as provided for in Title 44 Code of Federal Regulations and 2CFR 200.317 through 200.326 and Appendix II.

The award(s) will include the potential for providing labor and temporary clerical cost recovery services to agencies that are within the COUNTY'S budgeting authority and/or municipal jurisdictions that choose to participate by means of a Memorandum of Agreement.

The COUNTY is an Equal Opportunity Employer without regard to race, color, religion, gender, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, genetic information, status as a veteran or current or prospective member of a uniformed service, family medical history or genetic information, workers' compensation claims, or any other classification protected by federal, state, or local law.

Small and minority businesses, women's business enterprises, Section 3 (as defined by the US Department of Housing and Urban Development (24 CFR 135), and labor surplus area firms are encouraged to submit qualifications and firms using subcontractors must solicit such firms in the subcontracting process per 2CFR200.321.

E-Verify. Prior to the award of a competitively procured contract to a consultant having one or more employees in the State of Alabama, Alabama law requires proof be provided to the County of enrollment in E-Verify (see [www.uscis.gov/everify](http://www.uscis.gov/everify)). All applicants must furnish an affidavit attesting they are enrolled in E-Verify and to execute a certificate of compliance with the Beason-Hammon Alabama Taxpayer and Citizen (Act 2011-535) as amended by Act 2012-491.

Non-Commitment of Funds. Any contract related to this proposed project is subject to the availability of funds and/or the needs of the Mobile County Commission and therefore the COUNTY, at its discretion, may or may not issue a final contract as a result of this RFP. Further, even in the event an initial selection is made by the County, no selection is final until full execution of a written agreement detailing an agreed upon scope of work. If the County deems, at its sole discretion, that a satisfactory agreement cannot be reached in accordance with an initial selection, the County reserves the right to proceed with efforts to make another selection based upon Statements submitted pursuant to this RFP.

Drug Free Workplace. Respondent shall comply with all provisions of the Drug-Free Workplace Act of 1988, as amended by Public Law 105-85, Div. A, Title VIII, Sec. 809, as codified at 41 USC 8102.

Open Records Act. All responses received will be subject to the Alabama Open Records Act, Ala. Code § 36-12-40, (1975), as amended, and may be subject to public disclosure upon request.

Debarment and Suspension Status. Respondent must be registered in [www.SAM.gov](http://www.SAM.gov) and provide their Unique Entity ID for the purposes of confirming suspension status. Mobile County will verify that the contractor or its principals, does not appear on the federal government's Excluded Parties List prior to executing an agreement or contract with that entity. All lower tier transactions must include a term or condition that the award is subject to 31 CFR Part 19.