



## LEGISLATIVE MEMORANDUM

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Suzanne Sherman, City Manager

**THRU:** Richard E. Stover, Fire Chief and George Barber, Chief Procurement Officer

**DATE:** October 17, 2024

**RE:** Award of Proposal: National Incident Management System (NIMS)/Incident Command System (ICS) training - RFP 51-0-2024 - Fire Rescue Department (Rescue Training Associates, Inc. - \$149,250).

### SUMMARY:

At the request of the Fire Department, the Procurement Department solicited proposals on behalf of the City for National Incident Management System (NIMS)/Incident Command System (ICS) Training. The intent of this solicitation is to have the awarded vendor teach the full suite of National Incident Management System (NIMS)/ICS Training courses, to include ICS-300 Intermediate ICS for Expanding Incidents, ICS-400 Advanced ICS, and O-305 Type 3 All Hazards Incident Management Team and other position specific courses. The total number of courses covered by this contract is approximately 16 courses that will be taught over multiple offerings via an "in-person" format at a location chosen by the City.

The solicitation was issued on August 2, 2024, and closed on September 10, 2024. Three (3) proposals were received. The Procurement Department staff reviewed the proposals for responsiveness. The proposals were evaluated by a committee consisting of qualified staff from the two (2) departments, who assigned points for non-price factors such as Summary of Qualifications and Technical Response. Points for cost were determined by the Procurement Department. See attached Scoring-Ranking form. The Evaluation Team unanimously recommended Rescue Training Associates, Inc. out of Deerfield Beach, FL as the top-ranked vendor for award.

Rescue Training Associates, Inc. demonstrated they had the personnel, experience, and capability to lead these trainings in the desired time frame indicated in the solicitation, within 18 months of the award of the contract.

**REQUESTING DEPARTMENTS:**

Fire

Procurement

**FISCAL IMPACT:**

The estimated budget for this project was \$153,600. Total project award will be \$149,250. Funding was approved through savings within the budget in September 2024 and the funds will move forward into FY 25 in the Training and Education general ledger account 001-6023-525.55-01.

**STAFF RECOMMENDATION:**

Motion to approve the award of RFP #51-0-2024/NC, National Incident Management System (NIMS)/Incident Command System (ICS) Training to Rescue Training Associates, Inc. located in Deerfield Beach, FL. Council approval is requested to establish a one-year term contract, renewable by the Procurement Department for two (2) additional one-year terms.

**ATTACHMENTS:**

1. Tabulation Sheet
2. Scoring-Ranking Form