

Skyland Fire Department Board of Directors  
Request for Proposals  
Quantitative and Qualitative Review/Evaluation for Fire Chief

Date of Solicitation: September 25, 2020

The Skyland Fire Department is seeking qualified and responsible vendors to submit proposals for conducting a fire chief evaluation from hire to present. The core need is to assess the department's demonstrated performance related to the leadership under the current fire chief and desire to provide the fire chief a professional development plan that will contribute to the Skyland Fire Department's overall strategic plan.

This comprehensive review would include multiple management and leadership aspects including, but not limited to, budgeting, human resources, administrative leadership and emergency incident management. The Board desires the following components to be evaluated at a minimum:

Fiscal Analysis

- Fees
- Revenue
- Expenditures

Organizational Planning

- Tactical
- Operational
- Strategic
- Emergency Management

Personnel Management

- Policies, records and recordkeeping, compensation, EAP
- Health and Wellness

Staffing

- Administrative
- Operations

Capital Assets

- CIP
- Facilities
- Apparatus – Replacement and funding

Service Delivery

- Demand
- Service area demand
- Reliability

Training

- Competencies
- Administrative
- Facilities

# Skyland Fire Department Board of Directors

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### Quantitative and Qualitative Review/Evaluation for Fire Chief

#### Risk Reduction

- All risk approach

#### Future System Demand

- Population history and growth projections
- Demographics
- Response standards
- Critical resource tasking

Provide the fire chief with a Profile XT analysis, or equivalent, that is specifically benchmarked against other fire chiefs to help better determine his strengths and abilities and help recognize areas where he needs to depend more heavily upon other staff members or board members.

Present findings to the Skyland Board of Directors and respond to questions from board members regarding the findings in a virtual format.

The following requirements shall apply to all proposals submitted:

#### **Authority to Transact Business:**

The vendor must be authorized to conduct work in the State of North Carolina and be registered with the North Carolina Secretary of State. The vendor must have the capability and capacity in all aspects to fully satisfy all of the contractual requirements and provide a FIN or FEI number within their proposal. All costs of proposal preparation shall be borne by each offeror.

#### **References:**

The vendor must provide at least four (4) current or recent accounts that they have provided similar professional services within the State of North Carolina. Each account should provide the name, address and telephone number of the primary point of contact.

#### **Service Delivery Requirements:**

All vendors must be ready to initiate work no later than November 9, 2020 and complete their scope of work prior to December 15, 2020.

#### **Evaluation Criteria:**

The Board will review proposals and make a selection based upon: 1) Technical expertise, 2) Professional qualifications, and 3) Comparable reviews completed. The Board will make their decision based upon the firm that is considered to provide the best value to the Skyland Fire Department. Proposals submitted will be evaluated through the following methodology:

Price: 30%

Technical Factors: 70%

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- Experience: peer review team for strategic plan report should be comprised of individuals with significant practical experience as fire chiefs or executive level fire service leaders.
- Demonstrated success developing strategic plans for municipal fire departments.
- Demonstrated success facilitating focus groups in virtual environment.
- Demonstrated knowledge of industry standards and best practices. Credentialed by the Center for Public Safety Excellence (CPSE).

### **Insurance Requirements:**

The following insurance requirements must be followed by any vendor submitting a proposal and must be evidenced by a Certificate of Insurance specifically naming the Skyland Fire Department submitted as an integral part of the proposal. Failure to submit a certificate of insurance meeting or exceeding the below requirements shall result in an immediate rejection of the proposal.

By signing and submitting a proposal under this solicitation, the offeror certifies, at its sole expense, they currently hold insurance coverage with a company or companies authorized to do business within the State of North Carolina. Insurance policies must contain the following types of coverages and minimum limits, protecting from claims which may arise out of or result from the Offeror's performance or non-performance of services under this Contract, or the performance or non-performance of services under this Contract by anyone directly or indirectly employed by the Offeror or for whose acts it may be liable:

1. Workers' Compensation - Statutory requirements and benefits. Coverage is compulsory for employers of three or more employees, to include the employer. Businesses who hire subcontractors who will perform the same trade or are hired to fulfill contract requirements must include the subcontractor's employees when determining the total number of employees for workers compensation. A waiver of subrogation in favor of the Skyland Fire Department and its officers, employees, agents, and volunteers must be endorsed on the workers compensation policy. This policy shall specifically list North Carolina as a covered state.
2. Employer's Liability - \$500,000 each accident/\$500,000 each disease-policy limit/\$500,000 each disease-each employee. This policy shall specifically list North Carolina as a covered state.
3. Commercial General Liability - \$1,000,000 per occurrence/\$2,000,000 aggregate limit. Commercial General Liability is to include bodily injury and property damage, personal injury, advertising injury, contractual liability, and premises, operations and products and completed operations coverage. The Skyland Fire Department, its officers, employees' agents and volunteers must be named as additional insureds and be so endorsed on the policy on a primary and non-contributory basis. A waiver of subrogation in favor of The Skyland Fire Department is required on the commercial general liability policy.

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4. Automobile Liability - \$1,000,000 per accident. Coverage is to include hired, owned, non-owned, temporary, and leased vehicles. An additional insured endorsement in favor of the Skyland Fire Department and its officers, employees, agents and volunteers is required on the Commercial auto policy on a primary and non-contributory basis. A waiver of subrogation naming the Skyland Fire Department and its officers, employees, agents and volunteers is also required on the commercial auto policy.
5. Umbrella Liability Coverage- minimum coverage of \$1,000,000 or greater; must be follow form and go over the underlying general liability, commercial auto and employer's liability policies. The Skyland Fire Department and its officers, employees, agents and volunteers must be named as additional insureds and be so endorsed on the umbrella policy on a primary and non-contributory basis. A waiver of subrogation naming the Skyland Fire Department and its officers, employees, agents and volunteers is also required on the umbrella policy.
6. Professional (E & O) Coverage - \$1,000,000
7. Professional Liability Insurance: At its sole expense, and prior to commencing any activities under this Agreement, Offeror shall secure professional liability insurance, covering any damages caused by the negligent or wrongful acts or omissions of the Offeror, its employees and agents in the performance of this Agreement, with coverage in an amount not less than \$1,000,000 per claim/\$2,000,000 aggregate ("Required Insurance"). Offeror shall maintain the Required Insurance in effect throughout the Term of this Agreement and for a period of three (3) years following final acceptance of the project by the Skyland Fire Department. Upon execution of this Agreement, Offeror shall provide the Skyland Fire Department with a certificate of insurance, or other written documentation satisfactory to the Skyland Fire Department in its sole discretion, issued by Offeror's insurance company(ies), confirming the Required Insurance and the beginning and ending date(s) of Contractor's policy(ies). Upon receipt of any notice, verbal or written, that the Required Insurance is subject to cancellation, Offeror shall immediately (within one business day) notify the Skyland Fire Department. Offeror's failure to comply with any of the requirements of this Section shall constitute a material breach of this Agreement entitling the Skyland Fire Department to terminate this Agreement without notice to Offeror and without penalty to the Skyland Fire Department.

#### All insurance coverage:

1. Shall be issued by an insurance carrier authorized to do business within the State of North Carolina and rated A – VIII or better, by A. M. Best Company or equivalent rating from an alternate recognized ratings agency, and otherwise acceptable to the Skyland Fire Department;
2. Shall be kept in force throughout performance of services;
3. Shall be an occurrence-based policy; professional liability may be claims made basis;
4. Shall include completed operations coverage;

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5. Shall contain a cross liability or severability of interest clause or endorsement. Insurance covering the specified additional insured shall be primary and non-contributory, and all other insurance carried by the additional insureds shall be excess insurance;
6. Where additional insured required, such policy shall not have a restriction on the limits of coverage provided to the Skyland Fire Department as an additional insured. The Skyland Fire Department shall be entitled to protection up to the full limits of the offerors' policy regardless of the minimum requirements specified in the Contract.

**Submissions:**

All proposals must be directed and submitted to TJ Fortenberry by email ONLY at [finishlinetowingrecovery@Yahoo.com](mailto:finishlinetowingrecovery@Yahoo.com) no later than Friday, October 23, 2020 at 5pm EST. Proposals received past this date and time will not be accepted. There is no pre-quote conference scheduled for this solicitation. Each proposal must bear the signature of a person authorized to make the proposal that has the authority to bind the company to the terms, conditions and information contained within the proposal. Failure of an authorized signature will result in immediate rejection of the proposal.