

**OGEMAW COUNTY
REQUEST FOR PROPOSALS (RFP)
EMERGENCY MANAGEMENT COORDINATOR SERVICES**

Issue Date:

Proposal Due Date:

Contract Amount: \$28,000 Annually

Contract Term: One (1) Year with Annual Renewal Options

Purpose

Ogemaw County is seeking proposals from qualified individuals or firms to provide Emergency Management Coordinator Services. The successful proposer shall serve as the County's Emergency Management Coordinator and shall be responsible for coordinating emergency preparedness, mitigation, response, recovery, planning, training, exercises, grant administration, and public outreach activities in accordance with the Michigan Emergency Management Act, Michigan State Police Emergency Management and Homeland Security Division (MSP-EMHSD) requirements, Federal Emergency Management Agency (FEMA) requirements, and Emergency Management Performance Grant (EMPG) program requirements.

The Emergency Management Coordinator is responsible for planning, coordinating, developing, implementing, and maintaining Ogemaw County's emergency management and homeland security programs. The Coordinator serves as the County's primary point of contact for emergency preparedness, mitigation, response, recovery, and continuity of government operations.

This position requires a highly organized, self-motivated professional capable of working independently and under stressful conditions. The Coordinator must be available to respond to emergencies and disasters on a 24-hour-per-day, 7-day-per-week basis and may be required to work evenings, weekends, holidays, and extended hours during emergencies.

The Coordinator serves as a liaison between Ogemaw County and federal, state, regional, local, private-sector, volunteer, and military organizations to ensure effective emergency preparedness and response capabilities throughout the County.

Reporting Relationships

This position operates under the general supervision of the Ogemaw County Administrator. It works closely with the Ogemaw County Board of Commissioners, Sheriff, local emergency response agencies, municipal officials, public safety organizations, and the Michigan State Police Emergency Management and Homeland Security Division.

Security Requirements

Due to the sensitive nature of emergency management operations and information, the successful candidate shall complete:

- Criminal background investigation
- Fingerprinting
- Driving record review
- Verification of education, certifications, and employment history

Working Conditions

Work is primarily performed in an office environment; however, the position frequently requires attendance at meetings, training events, emergency scenes, disaster sites, Emergency Operations Center activations, and public events.

The position may involve:

- Extended work hours
- Evening and weekend work
- Emergency call-back
- Travel throughout the County and State
- Standing and walking for extended periods
- Moderate lifting
- Exposure to hazardous conditions, weather extremes, disaster sites, and emergencies

Minimum Qualifications

Education

Associate degree or completion of two years of college coursework in Emergency Management, Public Administration, Criminal Justice, Homeland Security, Fire Science, Public Safety, or a related field preferred. Equivalent combinations of education and experience may be considered.

Experience

Minimum of two (2) years of experience in emergency management, public safety, fire service, EMS, law enforcement, military service, homeland security, or a closely related field.

Training

- Must obtain and maintain all FEMA-required training for Emergency Managers.
- Ability to obtain and maintain all FEMA, MSP-EMHSD, NIMS, and EMPG-required training and certifications.
- Knowledge of emergency management principles, practices, and procedures.
- Knowledge of FEMA, NIMS, ICS, EMPG, and homeland security programs.
- Knowledge of grant administration and reimbursement processes.
- Ability to prepare plans, reports, policies, budgets, and grant applications.
- Ability to communicate effectively with elected officials, department heads, emergency responders, and the public.
- Ability to analyze emergencies and make recommendations under stressful conditions.

- Ability to maintain confidential and sensitive information.
- Strong public speaking, organizational, and leadership skills.
- Proficiency with computer systems, emergency communications, and reporting software.

Essential Duties and Responsibilities

1. The Coordinator is responsible for developing plans/procedures and coordinating activities related to the preparation for, response to, and recovery from any disaster or emergency affecting the health, safety, and welfare of county citizens.
2. The Coordinator will serve as liaison with the government and any other necessary agencies to maintain effective emergency operations. Develop emergencies and disaster plans. Coordinate the recruitment and training of volunteers; educate the public about actions and exercises; coordinate activities of all public and private agencies in emergencies. Assist the local emergency planning committee in developing site-specific standard operating procedures.
3. The Coordinator identifies and analyzes the effects of hazards that threaten the County of Ogemaw and develops plans to deal with emerging issues related to emergency management effectively.
4. Coordinator manages Emergency Management Programs, including Community Emergency Response Teams (CERT) and National Incident Management Systems (NIMS). Advises departments on their emergency plans and coordinates inter-county activities. Coordinates training programs and emergency operations drills to prepare all participants to respond quickly and effectively to emergencies.
5. Coordinators shall develop goals, objectives, policies, and procedures by administering and monitoring the budget, participating in strategic and operational planning, writing policies and procedures for programs, preparing and submitting required grant documentation and reports, and operating computerized information systems.
6. The Coordinator shall develop and interpret the fiscal and hazard impact on the County of emergency management systems. With submission of the Hazard Mitigation Plan with FEMA. Interprets federal and state funding regulations as they impact the County.
7. Advise the County Administrator and Board of Commissioners regarding emergency preparedness activities, emergency declarations, and emergency management operations.
8. Provide monthly written activity reports to the County Administrator and quarterly program reports to the Board of Commissioners.

Reviews state and federal proposed legislation and provides recommendations. Prepares and presents briefings on disaster preparedness-related topics.

Other Requirements

- Possess and maintain a valid Michigan Driver's License.
- Be available for emergency response twenty-four (24) hours per day, seven (7) days per week.
- Successfully maintain all required certifications and training.
- Demonstrate professionalism, integrity, sound judgment, and the ability to work effectively under pressure.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them.

Compensation

The County intends to enter into a professional services agreement with the selected proposer for an annual amount not to exceed Twenty Eight Thousand Dollars (\$28,000.00).

Proposal Requirements

Proposals shall include:

1. Cover Letter.
2. Resume or Company Qualifications.
3. Description of Relevant Experience.
4. Copies of PEM Certification and FEMA/NIMS Training Certificates.
5. Three Professional References.
6. Proposed Work Plan and Availability.
7. Cost Proposal.
8. Proof of Insurance.

Evaluation Criteria

Qualifications and Experience – 35 Points
Emergency Management Experience – 25 Points
Work Plan and Availability – 20 Points
References – 10 Points
Cost Proposal – 10 Points
Total Possible Points – 100

Insurance Requirements

The successful proposer shall provide proof of:

- General Liability Insurance.
- Professional Liability Insurance
- Workers' Compensation Insurance

Certificates of Insurance shall be provided before contract execution.

Reservation of Rights

Ogemaw County reserves the right to:

- Reject any or all proposals.
- Waive informalities or irregularities.
- Request additional information.
- Negotiate contract terms.
- Conduct interviews.
- Award the contract in the best interest of the County.
- Cancel this solicitation at any time.

Submission of Proposals

Sealed proposals shall be submitted no later than July 24th at 4:30 p.m.

Submit to:

Francine Zysk
County Administrator
Ogemaw County
806 W. Houghton Avenue Suite 107
West Branch, Michigan 48661

Proposals shall be clearly marked:

" Emergency Management Coordinator Services- RFP"

OGEMAW COUNTY
EMERGENCY MANAGEMENT COORDINATOR
JOB DESCRIPTION

Effective: June 25, 2026

FLSA Status: Exempt

Department: Emergency Management

Reports To: County Administrator

General Summary

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5. Coordinator shall develop goals, objectives, policies, and procedures by administering and monitoring the budget, participating in strategic and operational planning, writing policies and procedures for programs, preparing and submitting required grant documentation and reports, and operating computerized information systems.
6. The Coordinator shall develop and interpret the fiscal and hazard impact on the County of emergency management systems. Secures technical and financial assistance available through state and federal programs. Seek and write grant opportunities. Administers the process for submitting federal and state reimbursement claims for the County's costs during and after emergency operations. Interprets federal and state funding regulations as they impact the County. Reviews state and federal proposed legislation and provides recommendations. Prepares and presents briefings on disaster preparedness-related topics.

7. Advise the County Administrator and Board of Commissioners regarding emergency preparedness activities, emergency declarations, and emergency management operations.

8. Provide quarterly written activity reports to the County Administrator and annual program reports to the Board of Commissioners.

Other Requirements

- Possess and maintain a valid Michigan Driver's License.
- Be available for emergency response twenty-four (24) hours per day, seven (7) days per week.
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MICHIGAN LEGISLATURE

Michigan Compiled Laws Complete Through PA 16 of 2026

Senate adjourned until Tuesday, June 16, 2026 10:00 AM

House adjourned until Tuesday, June 16, 2026 1:30 PM

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MCL - Section 30.409

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Chapter 30

Act 390 of 1976

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EMERGENCY MANAGEMENT ACT (EXCERPT)

Act 390 of 1976

30.409 Emergency management coordinator; appointment; duties; eligibility.

Sec. 9.

(1) The county board of commissioners of each county shall appoint an emergency management coordinator. In the absence of an appointed person, the emergency management coordinator shall be the chairperson of the county board of commissioners. The emergency management coordinator shall act for, and at the direction of, the chairperson of the county board of commissioners in the coordination of all matters pertaining to emergency management in the county, including mitigation, preparedness, response, and recovery. In counties with an elected county executive, the county emergency management coordinator may act for and at the direction of the county executive. Pursuant to a resolution adopted by a county, the county boards of commissioners of not more than 3 adjoining counties may agree upon and appoint a coordinator to act for the multicounty area.

(2) A municipality with a population of 25,000 or more shall either appoint a municipal emergency management coordinator or appoint the coordinator of the county as the municipal emergency management coordinator pursuant to subsection (7). In the absence of an appointed person, the emergency management coordinator shall be the chief executive official of that municipality. The coordinator of a municipality shall be appointed by the chief executive official in a manner provided in the municipal charter. The coordinator of a municipality with a population of 25,000 or more shall act for and at the direction of the chief executive official of the municipality or the official designated in the municipal charter in the coordination of all matters pertaining to emergency management, disaster preparedness, and recovery assistance within the municipality.

(3) A municipality with a population of 10,000 or more may appoint an emergency management coordinator for the municipality. The coordinator of a municipality shall be appointed by the chief executive official in a manner provided in the municipal charter. The coordinator of a municipality with a population of 10,000 or more shall act for and at the direction of the chief executive official or the official designated by the municipal charter in the coordination of all matters pertaining to emergency management, disaster preparedness, and recovery assistance within the municipality.

(4) A municipality having a population of less than 10,000 may appoint an emergency management coordinator who shall serve at the direction of the county emergency management coordinator.

(5) A public college or university with a combined average population of faculty, students, and staff of 25,000 or more, including its satellite campuses within this state, shall appoint an emergency management coordinator for the public college or university. Public colleges or universities with a combined average population of faculty, students, and staff of 10,000 or more, including its satellite campuses within this state, may appoint an emergency management coordinator for the public college or university.

(6) A person is not ineligible for appointment as an emergency management coordinator, or as a member of a county or municipal emergency services or emergency management agency or organization, because that person holds another public office or trust, and that person shall not forfeit the right to a public office or trust by reason of his or her appointment as an emergency management coordinator.

(7) A county coordinator may be appointed a municipal coordinator for any municipality within the county and a municipal coordinator may be appointed a county coordinator.

History: 1976, Act 390, Imd. Eff. Dec. 30, 1976 ;-- Am. 1990, Act 50, Imd. Eff. Apr. 6, 1990 ;-- Am. 2002, Act 132, Eff. May 1, 2002

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