



CITY OF MUSTANG

MUSTANG OKLAHOMA

REQUEST FOR WRITTEN PRICE QUOTES

Emergency Operations Plan Update Project

Professional Emergency Management Consulting Services

EMERGENCY MANAGEMENT PERFORMANCE GRANT FUNDED PROJECT

RFQ NUMBER 2026 OEM FY25 EMPG RFQ

ISSUE DATE September 25, 2026

QUOTE DUE DATE October 16, 2026

QUOTE DUE TIME 3:00 p.m. Central Time

ISSUED BY

City of Mustang | Mustang Fire Department

465 West State Highway 152 | Mustang, Oklahoma 73064

(405) 376-9365 | ccarruth@cityofmustang.org

Written quotes requested under federal small purchase procedures

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This RFQ is intended to obtain written price quotes from several qualified firms. It is not a sealed-bid solicitation and does not require a lengthy narrative response or duplicate submission forms.

1 Request and Project Summary

The City of Mustang, Oklahoma, requests written price quotes from qualified emergency management consultants or firms to comprehensively review, revise, develop, validate, and support implementation of the City's Emergency Operations Plan.

This procurement will use federal small purchase procedures. The anticipated contract is below the applicable federal simplified acquisition threshold, and the City is requesting written quotes from several qualified sources. The City intends to make a best-value selection under the evaluation factors in this RFQ.

The project is funded in whole or in part through the Emergency Management Performance Grant. Execution of the service agreement is contingent upon any approval required from the State of Oklahoma or other EMPG pass-through entity, including approval required under section 17(3) of the grant agreement.

Project Budget

The anticipated maximum consultant budget is \$32,000. The quote must state one firm-fixed price that includes the complete accepted scope, all required deliverables, travel, meetings, supplies, administrative costs, electronic-file delivery, and other incidental costs.

Required Completion

The final EOP and all required electronic deliverables must be completed, submitted, and accepted by the City no later than May 31, 2027. The consultant must submit the final invoice sufficiently early to allow all project costs to be reviewed and paid no later than July 30, 2027.

City Project Contact

Chief Craig Carruth
Mustang Fire Department
465 West State Highway 152
Mustang, Oklahoma 73064
(405) 376-9365
ccarruth@cityofmustang.org

2 Project Objectives and Planning Standards

Project Objectives

- Assess the strengths, gaps, outdated elements, and operational usability of the existing EOP.
- Develop the updated EOP through a collaborative whole-community planning process.
- Reflect the City's current organization, hazards, capabilities, authorities, emergency responsibilities, and coordination requirements.
- Clearly establish roles, authorities, responsibilities, and coordination among field command, the Emergency Operations Center, City leadership, mutual-aid partners, Canadian County, the State, and federal partners.
- Integrate the National Incident Management System, Incident Command System, Unified Command, Community Lifelines, accessibility, continuity, recovery, and plan-maintenance concepts as applicable.
- Produce a concise, scalable, maintainable, and operationally useful plan rather than merely editing or reformatting the existing document.
- Give the City complete unlocked and editable project files so it can independently maintain the EOP.

Mandatory Planning Standard

The consultant must develop, revise, validate, and deliver the EOP in accordance with FEMA Comprehensive Preparedness Guide 101 Developing and Maintaining Emergency Operations Plans

Version 3.1 dated May 2025. The consultant must apply the six-step planning process and provide an editable compliance crosswalk identifying where the final EOP addresses applicable guidance.

If FEMA publishes successor guidance during the contract, the consultant must notify the City and assess the effect on scope, deliverables, cost, and schedule. Nonmaterial changes that reasonably fit within the accepted scope, price, and schedule must be incorporated without additional cost. Material changes require a written amendment approved by the City and, when required, the pass-through entity.

3 Scope of Services

City Responsibilities and Assumptions

- Designate a project manager and appropriate points of contact.
- Provide the existing EOP and annexes and reasonably available City records. The City will provide materials electronically when available but is not required to create, scan, convert, or reproduce records that do not already exist electronically.
- Coordinate reasonable access to City personnel and assist with scheduling City-controlled meetings.
- Provide available City meeting space and technology for meetings held in Mustang.
- Consolidate comments into one City-approved response for each formal review cycle.
- Retain responsibility for final approval and adoption of the EOP.

The hazard and vulnerability review will rely on reasonably available information. The project does not include a new engineering study, geographic information system study, environmental assessment, cybersecurity assessment, or separate Threat and Hazard Identification and Risk Assessment unless added by written amendment. Meetings may be held in person or virtually as agreed by the City and consultant.

Baseline Engagement Quantities

- One project kickoff meeting.
- Up to three collaborative planning-team meetings.
- Up to eight departmental or stakeholder interviews.
- One stakeholder planning workshop.
- Two consolidated EOP review cycles.
- One City-approved plan-validation workshop or tabletop exercise.
- One leadership and staff orientation session.
- One formal approval or adoption presentation if requested by the City.

A firm may recommend a different combination of engagement activities or reasonable scope adjustments if it determines the baseline cannot be completed within the \$32,000 maximum budget. The quote must clearly identify all adjusted quantities, assumptions, exclusions, schedule effects, and effects on deliverables. Any adjustment must still meet the mandatory CPG 101 Version 3.1, EMPG, federal, electronic-delivery, and May 31, 2027 completion requirements.

Phase 1 Project Initiation

Conduct kickoff; review existing plans and supplied records; establish the collaborative planning team; and develop the work plan, schedule, document request, engagement approach, document controls, review process, and project-risk measures.

Deliverables. Project work plan and schedule; document request; engagement and document-control procedures; kickoff agenda and summary; initial planning-team roster.

Phase 2 Risk Hazard and Gap Analysis

Evaluate the existing EOP against CPG 101 Version 3.1, NIMS, ICS, City responsibilities, applicable State requirements, and EMPG requirements. Review available hazard, vulnerability, after-action, exercise, and improvement information and identify assumptions, gaps, dependencies, and priorities.

Deliverables. Combined EOP gap and hazard planning assessment; preliminary CPG 101 compliance assessment; findings and recommendations; proposed EOP and annex structure.

Phase 3 Stakeholder Engagement and Planning Framework

Conduct the accepted planning meetings, interviews, and workshop. Document operational roles, responsibilities, gaps, overlaps, and conflicts. Recommend a Basic Plan and annex structure suited to Mustang.

Deliverables. Stakeholder engagement summary and participation records; updated planning-team roster; recommended EOP framework; proposed roles and responsibilities.

Phase 4 EOP Development

Develop or substantially revise the complete EOP, including the Basic Plan and appropriate functional or hazard-specific annexes, appendices, forms, checklists, and operational tools. Explain the relationships among field command, the EOC, executive coordination, mutual aid, county and State coordination, federal assistance, resource ordering, and public information.

Deliverables. Complete draft EOP package; draft CPG 101 Version 3.1 compliance crosswalk.

Phase 5 Review Validation and Revision

Complete two consolidated review cycles; maintain a comment and adjudication matrix; facilitate one approved validation workshop or tabletop exercise; document corrective actions; and revise the EOP based on City-approved findings.

Deliverables. Comment and adjudication matrix; revised EOP; validation materials, roster, findings, and corrective-action recommendations.

Phase 6 Final Approval and Implementation

Complete final revisions and compliance review; support City acceptance and adoption; provide one requested adoption presentation; conduct one leadership and staff orientation; and recommend future maintenance, training, and exercises.

Deliverables. Final EOP package; final editable CPG 101 crosswalk; executive summary; quick-reference guide; maintenance recommendations; orientation and requested presentation materials; editable source files; searchable PDF; required project closeout documentation.

4 Required Deliverables and Electronic Files

All deliverables must be accurate, internally consistent, operationally usable, suitable for governmental use, and designed for actual emergency operations, as well as, compliance.

Editable Files

- Complete Basic Plan, annexes, appendices, forms, tables, charts, checklists, quick-reference materials, and other text in Microsoft Word format unless the City approves another editable format in writing.
- Project-specific spreadsheets, presentations, organizational charts, diagrams, forms, maps, graphics, and supporting materials in their native editable formats when reasonably available.
- An unlocked, editable CPG 101 Version 3.1 compliance crosswalk in Microsoft Word, Microsoft Excel, or another City-approved Microsoft Office format.
- One complete searchable, publication-ready PDF in addition to the editable source files.

No Electronic Restrictions

Deliverables may not be password protected, editing restricted, copy restricted, print restricted, subject to digital rights management, or otherwise configured to prevent City access, copying, revision, reproduction,

printing, maintenance, or updating. A locked PDF, flattened file, view-only file, or consultant-controlled portal does not satisfy final delivery.

Ownership and Proprietary Material

Upon payment for accepted work, project-specific work products become City property, subject to applicable federal requirements and disclosed pre-existing intellectual property. The City may use, reproduce, modify, maintain, distribute, and create governmental derivative works. The quote must identify any pre-existing proprietary material that could limit the City's use or editing. No continuing subscription, proprietary account, special software license, or continuing consultant relationship may be required.

Sensitive Information

The consultant must safeguard nonpublic, security-sensitive, operationally sensitive, or otherwise protected information and may not publicly release project information or draft or final EOP materials without written City authorization. Sensitive content must be organized separately from public portions when appropriate.

5 Project Schedule

The quote must provide a detailed schedule tied to the firm's proposed notice-to-proceed date and demonstrate completion and City acceptance of all substantive work by May 31, 2027. Activities may overlap with City approval. The consultant remains responsible for allowing adequate time for City review, corrections, acceptance, invoice processing, and grant closeout.

Milestone	Required or Anticipated Timing
Contract execution and notice to proceed	Anticipated November 2026
Project initiation and document review	Weeks 1 through 3
Risk hazard and gap analysis	Weeks 4 through 8
Stakeholder engagement and planning framework	Weeks 9 through 12
Draft EOP development	Weeks 13 through 20
Review validation and revision	Weeks 21 through 24
Final approval orientation and implementation support	Weeks 25 through 28
Final EOP and all electronic deliverables	No later than May 31 2027
Final consultant invoice	In time for City review and payment
All project costs incurred and paid	No later than July 30 2027

6 Quote Submission Requirements

Submission Method

Submit one complete written quote electronically in PDF format to ccarruth@cityofmustang.org by the date and time shown on the cover. Use the subject line City of Mustang EOP Update RFQ. The City may reject a late quote. Questions must be submitted in writing to the same email address by October 13, 2026. Only a written City response provided to all firms receiving the RFQ may modify this solicitation.

Required Quote Content

1. Cover letter signed by a person authorized to bind the firm.
2. Brief description of the firm's understanding of the project and proposed technical approach, including application of CPG 101 Version 3.1.
3. Work plan, proposed engagement quantities, assumptions, exclusions, and quality-control approach.
4. Detailed schedule demonstrating final completion by May 31, 2027.
5. Qualifications and relevant experience of the firm and key personnel, emphasizing Oklahoma municipal or local-government EOP work when applicable.
6. Identification of key personnel and subcontractors who will perform the work.
7. Three references for comparable emergency management planning work.
8. Completed Price and Milestone Payment Form stating one firm-fixed total price.
9. Evidence of active SAM.gov registration and the firm's Unique Entity Identifier.
10. Completed and signed IRS Form W-9.
11. Completed conflict-of-interest disclosure and certifications in this RFQ.
12. Acknowledgment of any written clarifications or addenda.

Quotes and prices must remain valid for at least 90 days after the deadline. The City may request clarification, confirm references, verify information, or conduct interviews before selection.

7 Qualifications and Eligibility

- Practical experience applying CPG 101 to municipal or local-government EOPs.
- Knowledge of NIMS, ICS, Unified Command, EOC operations, all-hazards planning, accessibility, continuity, recovery, and plan maintenance.
- Experience leading collaborative planning teams, stakeholder engagement, technical writing, and plan validation.
- Sufficient staff, technical resources, and project-management capacity to meet the schedule.
- Ability to provide all required unlocked and editable files.
- Active SAM.gov registration when the quote is submitted and through award and performance as required, with no federal exclusion, debarment, or suspension affecting eligibility.
- Responsibility, integrity, satisfactory past performance, and compliance with applicable public policy.

No geographic preference applies. Relevant Oklahoma EOP experience may be considered because it may demonstrate familiarity with State requirements and local coordination structures, but an Oklahoma office or address will not receive points by itself.

8 Evaluation and Selection

The City will select the responsive and responsible firm offering the best overall value. Award will not necessarily be made to the firm offering the lowest price. Evaluation will use the factors below.

Evaluation Factor	What the City Will Consider	Points
Qualifications and relevant experience	Experience with municipal or local-government EOPs; Oklahoma EOP experience when applicable; qualifications of assigned personnel; understanding of Mustang and State coordination requirements.	30
Technical approach and work plan	Application of CPG 101 Version 3.1; collaborative planning; stakeholder engagement; EOP structure; validation; quality control; deliverable completeness.	25
Schedule and capacity	Credible staffing and schedule; ability to complete and obtain City acceptance by May 31, 2027; schedule-risk management.	15

Evaluation Factor	What the City Will Consider	Points
Past performance and references	Quality and relevance of comparable work; reference feedback; history of controlling cost and schedule.	10
Firm-fixed price and overall value	Total price; milestone allocation; completeness; price reasonableness; value to the City within the \$32,000 maximum budget.	20
Total		100

The City may negotiate clarifications or permissible contract terms with the highest-ranked firm. If the City cannot reach an acceptable agreement, it may end negotiations and proceed to another firm. Final selection, contract execution, and notice to proceed are subject to required City and State approvals and availability of EMPG funding.

9 General and Contract Conditions

City Rights

The City may reject any or all quotes, waive nonmaterial irregularities, request clarification, verify information, cancel or reissue the solicitation, conduct interviews, and negotiate permissible terms consistent with applicable law and grant requirements.

No Contract

This RFQ and any quote do not create a contract. Work may begin only after execution of a written professional services agreement and issuance of written notice to proceed.

Quote Costs

The City is not responsible for costs incurred in preparing or submitting a quote.

Public Records

Quotes may be public records under Oklahoma law. A firm claiming an exemption must identify the specific information and legal basis. Blanket confidentiality designations may be disregarded.

Conflicts

The firm must disclose actual, potential, and apparent conflicts involving the firm, key personnel, or subcontractors and promptly disclose any conflict that arises during performance.

Subcontractors

The quote must identify proposed subcontractors. The selected consultant remains responsible for their work and must flow down applicable federal requirements.

Insurance And Indemnification

Required insurance and legally permissible indemnification terms will be established in the final agreement as approved by the City. Nothing waives protections available to the City under Oklahoma law, including the Governmental Tort Claims Act.

Independent Contractor

The consultant will perform as an independent contractor and not as a City employee or agent.

Firm-Fixed Price And Changes

The agreement will use a firm-fixed price tied to accepted milestones. Work outside the accepted scope is not compensable without a prior written amendment approved by the City and, when required, the pass-through entity.

Acceptance And Payment

Invoices must document the milestone and accepted work. The City may withhold payment for incomplete or nonconforming deliverables. Final payment may be withheld until all required editable source files have been received, opened, and verified.

10 Federal and EMPG Requirements

The procurement and resulting agreement must comply with applicable EMPG award conditions, pass-through entity instructions, 2 CFR Part 200, and applicable Appendix II contract provisions. A more restrictive applicable award requirement controls to the extent required by law or the award.

Competition and Outreach

The City intends to obtain quotes from several qualified sources and maintain a record of solicitation, quotes received, evaluation, selection, price reasonableness, and award. When practicable, the City will include qualified small businesses, minority businesses, women's business enterprises, veteran-owned businesses, and labor-surplus-area firms among the sources solicited. The selected consultant must apply applicable affirmative steps to subcontracting opportunities.

Federal Contract Provisions

- Termination for cause and convenience, including settlement terms, because the anticipated agreement exceeds \$10,000.
- Debarment, suspension, and federal exclusion requirements for the consultant and covered subcontractors.
- Access to records for the City, pass-through entity, FEMA, DHS, the Comptroller General, Inspectors General, and other authorized representatives when required.
- Record retention for the period required by federal law, the EMPG award, the pass-through entity, the State, and the City.
- Written approval of material changes to scope, price, schedule, or terms.
- Restrictions on unauthorized use of DHS or FEMA seals, logos, flags, crests, and reproductions.
- Compliance with applicable federal statutes, regulations, executive requirements, FEMA award conditions, and EMPG requirements.
- Acknowledgment that the Federal Government is not a party to the City's agreement and assumes no obligation to the consultant.
- Prohibitions on false, fictitious, or fraudulent statements, records, certifications, invoices, or claims.
- Applicable requirements concerning copyrightable material and federal rights in work produced under the award.
- Applicable prohibitions concerning covered telecommunications and video-surveillance equipment or services.
- Applicable domestic-preference and recovered-material requirements.
- Flow down of applicable federal requirements to covered subcontracts.
- Funding contingency based on availability and continuation of EMPG funds as stated in the final agreement.

11 Price and Milestone Payment Form

The undersigned offers to complete the accepted scope and all required deliverables for the firm-fixed total price below. The total must include all labor, travel, lodging, mileage, meetings, printing, administrative costs, electronic delivery, and incidental expenses.

Accepted Milestone	Firm-Fixed Amount
Phase 1 Project initiation and accepted deliverables	\$ _____
Phase 2 Risk hazard and gap analysis and accepted deliverables	\$ _____
Phase 3 Stakeholder engagement and accepted deliverables	\$ _____
Phase 4 Draft EOP and draft crosswalk	\$ _____
Phase 5 Review validation revision and accepted deliverables	\$ _____
Phase 6 Final EOP editable files orientation and closeout deliverables	\$ _____
Total firm-fixed price	\$ _____

The City will pay only after acceptance of the listed milestone deliverables and receipt of a complete invoice. Any different proposed payment allocation or milestone must be clearly explained and is subject to City approval.

All expenses are included in the total price	_____ Yes _____ No
Price will remain valid for at least 90 days	_____ Yes _____ No
All required unlocked editable files are included without a release licensing conversion transfer access or unlocking fee	_____ Yes _____ No
Firm name	_____
Authorized representative	_____
Title	_____
Signature	_____
Date	_____

12 Qualifications and References Form

Firm name	_____
Address	_____
Primary contact	_____
Telephone	_____
Email	_____
Unique Entity Identifier	_____
SAM.gov registration expiration date	_____
Years providing emergency management planning services	_____
Municipal or local-government EOP projects completed in the past five years	_____
Oklahoma EOP projects completed in the past five years	_____
EOP projects completed using CPG 101 Version 3.1	_____

References

Agency and Project	Contact	Telephone and Email	Completion Date

Attach brief descriptions of relevant projects, key personnel and resumes, proposed subcontractors, and evidence of active SAM.gov registration. Attach a completed IRS Form W-9.

13 Certifications and Final Checklist

Conflict of Interest Disclosure

Disclose any partnership, joint venture, financial interest, business relationship, employment relationship, or other circumstance involving the firm, proposed subcontractors, or key personnel that creates or may reasonably appear to create a conflict concerning this procurement, evaluation, or contract performance.

_____ No conflict requiring disclosure

_____ Disclosure attached

Eligibility and Federal Compliance Certification

The undersigned certifies, to the best of the undersigned's knowledge and belief, that the firm and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or otherwise excluded from applicable federally assisted transactions. The firm has an active SAM.gov registration and will maintain the registration through award and performance as required. The firm will comply with applicable EMPG, 2 CFR Part 200, Appendix II, record access and retention, conflict, telecommunications, nondiscrimination, fraud, and subcontract flow-down requirements incorporated into the final agreement.

Electronic Deliverables Certification

The undersigned agrees that the firm-fixed price includes the complete unlocked and editable EOP, crosswalk, native supporting files when reasonably available, and searchable PDF. The City will not be required to maintain a proprietary subscription, account, platform, special license, or continuing relationship to use and maintain the EOP. Any pre-existing proprietary material that could restrict City use or editing is disclosed in the quote.

Final Quote Checklist

Required Item	Included
Signed cover letter	_____
Technical approach and work plan	_____
Schedule showing completion by May 31, 2027	_____
Firm and key-person qualifications	_____
Three references	_____
Completed Price and Milestone Payment Form	_____
Active SAM.gov registration evidence and UEI	_____
Completed IRS Form W-9	_____
Conflict disclosure	_____
Signed certifications	_____
Subcontractor information	_____
Acknowledgment of written clarifications or addenda	_____

Final Certification

The undersigned certifies that the quote is complete and accurate, the signer is authorized to bind the firm, the firm can complete the accepted scope by May 31, 2027, the price is firm for at least 90 days, and the firm will enter into a written professional services agreement containing the applicable City, State, federal, and EMPG requirements.

Firm name	_____
Unique Entity Identifier	_____
Authorized representative	_____
Title	_____
Signature	_____
Date	_____