



Request for Proposals

For

Lobbying Services



**Request For Proposals
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SECTION 1 – GENERAL INFORMATION

1.1 Purpose

The City of Quincy is soliciting proposals from qualified Consultants to provide lobbying services. The City is interested in a contract with a successful individual or firm. The City reserves the right to exercise the option to renew the contract by mutual agreement of both parties.

1.2 General Submission Information

The City intends to award a single contract for lobbying services. The proposal should address the capabilities for performing all aspects of the scope of work.

1.3 Questions

Questions regarding this proposal shall be submitted to

City of Quincy
Juanita Brunson, Purchasing Agent
404 West Jefferson Street
Quincy, FL 32351
850-618-1888
jbrunson@myquincy.net

from 8:30 a.m. to 5:00 p.m., local time, Monday through Friday.

1.4 Preparation Costs

The City shall not be responsible for proposal preparation costs, nor for costs including attorney fees associated with any (administrative, judicial, or otherwise) challenge to the determination of the highest-ranked Proposer and/or award of contract and/or rejection of the proposal. By submitting a proposal each Proposer agrees to be bound in this respect and waives all claims to such costs and fees.

SECTION 2 – RULES GOVERNING COMPETITION

2.1 Examination of Proposals



Proposers should carefully examine the entire RFP, any addenda thereto, and all related materials and data referenced in the RFP. Proposers should become fully aware of the nature of the Work and the conditions likely to be encountered in performing the Work.

2.2 Proposal Acceptance Period

The award of this proposal is anticipated to be announced no sooner than within a **fifteen (15) calendar day period**.

2.3 Confidentiality

The content of all proposals will be kept confidential until a selection is made and publicly announced. At that time the selected proposal is open for review. After the award of the Contract, all proposals will then become public information.

2.4 Proposal Format

Proposals are to be prepared in such a way as to provide a straightforward, concise delineation of the Proposer's capabilities to satisfy the requirements of this RFP. Emphasis should be placed on:

- Conformance to the RFP instructions
- Responsiveness to the RFP requirements
- Overall completeness and clarity of content

2.5 Signature Requirements

All proposals must be signed. An officer or other agent of a corporate vendor, if authorized to sign Contracts on its behalf; a member of a partnership; the owner of a privately owned vendor; or another agent if properly authorized by a Power of Attorney or equivalent document may sign a proposal. The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature.

2.6 Proposal Submission

Submit one original and five copies to the City of Quincy, 404 West Jefferson St., in a sealed envelope, appropriately marked: "SEALED PROPOSAL FOR LOBBYING SERVICES". Late proposals will not be considered. Proposals will be opened in a special meeting at Quincy City Hall at 3:00 pm, est. on January 20, 2023, and subsequently evaluated and ranked, and approved by the City of Quincy. The City of Quincy is an equal-opportunity employer and procurer.



Questions may be directed to the same address or by phone at 850-618-1888 or by email to jbrunson@myquincy.net.

2.7 News Releases

News releases pertaining to the award resulting from the RFPs shall not be made without the prior approval of City Manager Robert Nixon.

2.8 Disposition of Proposals

All materials submitted in response to this RFP become the property of the City of Quincy. One copy shall be retained for the official files by the City Clerk and will become a public record after the award of the Contract.

2.9 Modification/Withdrawal of Proposals

A respondent may withdraw a proposal at any time prior to the final submission date by sending written notification of its withdrawal, signed by an agent authorized to represent the agency. The respondent may thereafter submit a new or modified proposal prior to the final submission date. Modifications offered in any other manner, oral or written, will not be considered. A final proposal cannot be changed or withdrawn after the time designated for receipt, except for modifications requested by the City of Quincy after the date of receipt.

2.10 Oral Change/Interpretation

No oral change or interpretation of any provision contained in this RFP is valid whether issued at a pre-proposal conference or otherwise. Written addenda will be issued when changes, clarifications, or amendments to proposal documents are deemed necessary by the Municipality.

2.11 Late Submissions

PROPOSALS NOT RECEIVED PRIOR TO THE DATE AND TIME SPECIFIED IN THE ADVERTISEMENT (5:00 PM, JANUARY 18, 2023) WILL NOT BE CONSIDERED AND WILL BE RETURNED UNOPENED AFTER THE RECOMMENDATION OF AWARD.



2.12 Rejection of Proposals

The City of Quincy reserves the right to reject any or all proposals if determined to be in the best interest of the City.

SECTION 3 – SCOPE OF WORK

3.1 Background

The City of Quincy is seeking to retain a lobbyist to represent the interests and advance the City's legislative agenda at the state level. The goal of such representation shall secure legislation and state funding for programs and projects identified by the City of Quincy as priorities.

3.2 General Scope of Work

The City of Quincy seeks to retain the services of a lobbyist that possesses significant demonstrable experience in lobbying and advocacy at the state level. The lobbyist shall be able to develop relationships with the City's representatives and shall have existing relationships with state governmental staffers. The ideal candidate will have strong existing relationships at the state level with all the individuals indicated previously, to act as trusted advisors, lobbyists, and expert navigators for the City of Quincy. The City of Quincy is primarily seeking a lobbyist that can help the City secure state funding, advocate for the City's policy and financial needs, and be an expert navigator of the state government.

Specifically, the requested services may include but are not limited to the following:

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1. Identify and devise strategies to successfully secure state funding for the City of Quincy.
2. Pursue major funding opportunities and investigate other opportunities. The lobbyists shall research and provide information to the City of Quincy on existing and emerging legislation, availability of funding, distribution of funding, techniques to be used by the City to capitalize on opportunities, and examples of successful state government applications.
3. Monitor bills that may impact the City's interests in accordance with the legislative priorities established by the City and provide interpretation and analysis of bills to City staff.
4. Work closely with City staff to assess the impact of certain bills and administrative decisions and to develop a response from the City either in support, opposition, or seeking amendments to bills or administrative rules.
5. Provide frequent legislative briefings for key City staff, including information regarding major highlights and information on priority bills that require the City's attention.
6. Represent the City and meet with legislators, their staff, and governmental agency officials to advance the City's legislative agenda and interests.
7. Testify at committee hearings and other meetings on behalf of the City.
8. Track and review press releases, informational bulletins, and other important information released by the state governments and their agencies.
9. Review and notify City staff of relevant state grants.
10. Advocate for City funding in the state budgets, through grants and legislation, and through any other appropriate means.
11. Work with the City of Quincy staff to secure sponsors for proposed bills and/or amendments to State law.
12. Provide the City of Quincy staff with a monthly written summary of legislative activities on behalf of the City of Quincy.

3.3 Proposed Schedule

- January 18, 2023, @ 5:00 pm – Deadline for receiving proposals
- January 20, 2023, @ 3:00 pm – Opening and evaluation of proposals
- January 23, 2023, @ 6:00 pm – Announcement of award

SECTION 4 – PROPOSAL AND SUBMISSION REQUIREMENTS



To achieve a uniform review process and obtain the maximum degree of comparability, the proposals shall be organized in the manner specified below. Proposals shall not exceed two (2) pages in length (**excluding** resumes, title page(s), index/table of contents, attachments, or dividers). Information more than those allowed will not be evaluated/scored. One page shall be interpreted as one side of single-spaced, typed (11 pt. font or greater), 8½" X 11" sheet of paper. Firms are encouraged to include resumes and any applicable past projects in an appendix that will **NOT** count toward the pages of the narrative.

4.1 Title Page (1 Page)

Show the RFP number and project or contract being proposed, the name of your firm, address, telephone number(s), name of contact person, and date.

4.2 Letter of Transmittal (Limited to 1 Page)

- A. Identify the RFP project or contract for which the proposal has been prepared.
- B. Briefly state your firm's understanding of the services to be performed and make a positive commitment to provide the services as specified.
- C. Provide the name(s) of the person(s) authorized to make representations for your firm, their titles, address, and telephone numbers.
- D. The letter of each proposal must be signed by a corporate officer or another individual who has the authority to bind the firm. The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature.

4.3 Table of Contents (1 Page)

Clearly identify the materials by Section and Page Number.

4.4 Proposal Narrative (Limited to 2 Total Pages)

A. Firm Experience and Key Project Staff (0-30 Points)



1. Detail the firm's experience in the same or similar areas of expertise, stability, and adaptability to providing the required services.
2. Provide at least three references for which your firm has provided the same or similar services. Include a point of contact, a current telephone number, and a brief description of the services provided.
3. Identify your firm's performance on similar projects.
4. Identify key project staff and task leaders expected to provide services on behalf of the firm. Resumes should be included, in an appendix that will **NOT** count toward the page count of the narrative, for each of the individuals referenced, which details their relevant experience.

B. Available Resources and Lobbyists Location (0-30 Points)

1. Provide information on personnel resources available to your firm, which indicates that you have access to the services necessary to perform the work in the time available and within the required standard.

C. Project Methodology and Approach (0-40 Points)

Provide information on the firm's approach to meeting the scope of work requirements identified in Section 3. Describe the overall approach to include special considerations in managing tasks. Provide information on methodologies and practices used to communicate with the City of Quincy and work with key staff.

D. Total Possible Score (100 Points)

SECTION 5 – EVALUATION CRITERIA AND SELECTION PROCESS

5.1 Evaluation Criteria

Submittals will be evaluated in accordance with the following criteria:

A.	Firm Experience and Key Project Staff	0-30 Points
B.	Available Resources and Consultant Location	0-30 Points
C.	Project Methodology and Approach	0-40 Points
	Maximum Score	100 Points



A committee of individuals representing the City of Quincy will perform an evaluation of the proposals. The committee will rank the proposals as submitted.

The City of Quincy reserves the right to award Contract(s) solely on the written proposal.

SECTION 6 – CONTRACT NEGOTIATION PROCESS

The highest-ranked Proposer(s) may be invited to enter into Contract negotiations with the City of Quincy. If an agreement cannot be reached with the highest-ranked Proposer, the City shall notify the Proposer and terminate negotiations. The second-highest Proposer may be contacted for negotiations. This process may continue until successful negotiations are achieved. However, the City reserves the right to terminate negotiations with any Proposer should it be in the City's best interest. The City of Quincy reserves the right to reject any and all proposals submitted.