

COUNTY OF BOONE - MISSOURI



**REQUEST FOR PROPOSAL
FOR
LOBBYING SERVICES FOR BOONE COUNTY - MISSOURI**

**RFP # 41-07OCT14
Release Date: September 9, 2014**

**Submittal Deadline:
October 7, 2014
not later than 9:15 a.m. Central Time**

**Boone County Purchasing
613 E. Ash Street, Room 110
Columbia, Missouri 65201**

**Melinda Bobbitt, CPPO, Director of Purchasing
Phone: (573) 886-4391 Fax: (573) 886-4390
E-mail: mbobbitt@boonecountymo.org**

I. Purpose

Boone County, Missouri, (the "County") is seeking a firm to provide services to the County in researching, monitoring and providing representation to the County concerning Missouri State General Assembly Legislation as described herein. County Officials desire to contract a firm with a demonstrated ability to have effective legislative and administrative lobbying representation. Knowledge of County government is preferred.

II. Background

The County is situated in central Missouri and is dissected by Interstate 70 and US Highway 63. The County has a population of approximately 165,000 and contains 685 square miles. It contains 13 population centers consisting of cities, towns, villages and small communities. With a population of nearly 110,400, the City of Columbia serves as County seat.

The County issued a proposal in 2001 for Legislative Lobbying Services and awarded to Burnett and Associates. The County's current contract will expire on December 31, 2014.

III. Contract Term:

Contract Term: The successful offeror shall enter into a Contract Agreement that shall be effective for the period **January 1, 2015 through December 31, 2015**. The agreement may be extended beyond the expiration date by order of the County for **four additional one year periods** and thereafter will automatically renew until either the County or the Contractor provide a thirty day advance written notice of termination.

IV. Scope of Work

The County of Boone is seeking a responsible firm or organization to:

- a) Review pre-filed bills applicable to County government in particular counties of the first class.
- b) Provide the County Officials, upon request, copies of proposed legislation applicable to County governments or as would otherwise relate to or affect the operation of County government.
- c) Coordinate with the proposed sponsor and the Boone County delegation to get Boone County prepared legislative amendments introduced to the General Assembly as directed by various County officials.
- d) Individually contact state legislators to explain position on various legislation proposals taken by the County and/or its officers.
- e) Testify at or attend legislative hearings on behalf of Boone County as directed when Boone County officials are not available.
- f) Provide legislative updates to County weekly through electronic media and in person at least bi-weekly during the legislative session.

- g) Coordinate lobbying efforts with other organizations involved in issues common to Boone County as directed by relevant County officials.
- h) Coordinate meetings with various departments and agencies of state government at the County's request.
- i) Attend meetings as directed by the County Officials.
- j) Assist in drafting legislation or amendments as needed.

V. Response Requirements

The items listed below shall be submitted with each proposal response and shall be submitted in the order shown. All pages of the proposal should be numbered. Each response to Section V - Response Requirements, should reference the corresponding requirement number in Section V. Repeat the text of the requirements as it appears in the RFP. Proposals that are not organized in this manner risk elimination from consideration if the evaluators are unable to find where the RFP requirements are specifically addressed.

- a) **Business/Organizational Information** - Provide basic biographical information about your organization, including the name and any former names, address, date organization was established, mission statement of the organization, names of all members, and management staff.
- b) **Staff Information** - Provide resumes of each professional in the organization, including a description of experience, technical competence, and areas of expertise. The description should also include the number of ancillary staff with job descriptions or titles and relevant experience available for assignment.
- c) **Work History** - Provide a listing of all government agencies for which work was performed within the preceding two years and a description of the expertise provided in government relation's service of similar scope including examples that improved performance or solved issues. In the event your organization has not performed professional services for governmental entities, then provide a listing of institutional or business clients for whom work has been performed in the preceding two years. Provide a contact name, title, and phone number for each reference. If references are unavailable, provide a detailed explanation of why references are not available. Provide a description of experience providing government relations consulting service on priority issues of Boone County including but not limited to state grants, environmental quality rules and regulations, changes effecting sales and property tax, neighborhood improvement districts, debt issuance, etc.
- d) **Performance Ability** - Identify the staff that would be assigned to this contract. Indicate the lead lobbyists that will be engaged with the County. Describe the programs or activities your firm will perform in order to meet the requirements of the Scope of Work described above. Please describe your approach using your experience to meet the needs of Boone

County. Describe in detail, anticipated transitioning requirements and time frames should your firm be selected.

- e) **Additional Information** - Please submit a copy of written legislative updates or analysis typical of your representation of public governmental entities. The proposing firm shall provide proof of appropriate lobbyist registration applicable to Missouri Law, and shall maintain the same during the Contract period.
- f) **Conflict of Interest** - Disclose any possible conflicts of interest with Boone County. If a potential conflict of interest were to arise during the contract period with Boone County, describe the process used to address the conflict within the firm. Describe how Boone County would be notified of future conflicts of interest.
- g) **Insurance** – Adequacy of insurance coverage must be approved by the County. Describe the type and amount of professional liability insurance the firm carries.
- h) **Other Information** – Provide any other information you believe pertinent to this request for proposal regarding your qualifications. Include a description of how you would propose to work with the County. Identify the information you would need the County to provide. Identify support, if any, that the County would need to provide. For example, do you prepare and suggest language to the County to meet a need and the County edits?
- i) **Fee and Payment Terms** – Indicate a lump sum for the services to be provided for a contract period of **January 1, 2015 through December 31, 2015**. The Successful Offeror may submit monthly statements which are paid 30 days after receipt of a correct and valid statement. The consultant may be reimbursed for such expenses the consultant incurs if pre-approved by order of the Boone County Commission. The expenses shall be identified prior to being incurred by order of the majority vote of the Boone County Commission or by a County Commissioner who has been authorized to approve such expenses by order of a majority vote in the Boone County Commission and only when such approval is within the scope of such authorization.

VI. Selection Process

1. After determining a responsive Offeror and a responsive proposal through the determination that the proposal satisfies the mandatory requirements stated in the Request for Proposal, the evaluator(s) shall use both objective analysis and subjective judgment in conducting a comparative assessment of the proposal in accordance with the evaluation criteria stated below:
 - a. Method of Performance
 - b. Experience/Expertise of Contractor
 - c. Cost

2. The evaluation committee will then score all proposals based upon the evaluation factors detailed herein. Upon completion of the scoring, the committee may recommend short listing the proposals that are potentially acceptable.
3. At this point, the County may request presentations by Offerors, question and answer interviews, and carry out negotiations for the purpose of obtaining best and final offers, and conduct detailed reference checks on the short listed Offerors.
 - a) Offeror may be asked to make an oral presentation of their proposal to the evaluation team at a designated Boone County location. Attendance cost shall be at the Offeror's expense. All arrangements and scheduling will be coordinated by the County.
4. The County reserves the right to contact any and all references to obtain, without limitation, information regarding the Offeror's performance on previous projects.
5. Competitive Negotiation of Proposals: The Offeror is advised that under the provisions of this Request for Proposal, the County reserves the right to conduct negotiations of the proposals received or to award a contract without negotiations. If such negotiations are conducted, the following conditions shall apply:
 - a) Negotiations may be conducted in person, in writing, or by telephone.
 - b) Negotiations will only be conducted with potentially acceptable proposal(s). The County reserves the right to limit negotiations to those proposal(s), which received the highest rankings during the initial evaluation phase.
 - c) Terms, conditions, prices, methodology, or other features of the Offeror's proposal may be subject to negotiation and subsequent revision. As part of the negotiations, the Offeror may be required to submit supporting financial, pricing and other data in order to allow a detailed evaluation of the feasibility, reasonableness, and acceptability of the proposal.
 - d) The mandatory requirements of the Request for Proposal shall not be negotiable and shall remain unchanged unless the County determines that a change in such requirements is in the best interest of the entities.

VII. Contract

1. The final form of the Contract between the Lobby Services Firm and the County will be subject to the approval of County's legal counsel, and such Contract shall include the following:
 - i. This RFP;
 - ii. Any Addenda;

- iii. The vendor's response to RFP;
- iv. Any Best and Final Offers and responses
- v. Clear provision for Missouri law to apply;
- vi. Provisions for required insurance and indemnity in favor of County;
- vii. No mandatory arbitration clauses;
- viii. Clear terms on pricing;
- ix. A termination clause in favor of County that will allow termination upon 30 days notice with payment for work incurred prior to notification of the County's intent to terminate, and any agreed-to wrap-up work from the date of notification until contract termination.

VIII. Instructions and General Conditions

1. Guidelines for Written Questions

All questions regarding this Request for Proposal should be submitted in writing no later than **5:00 p.m., Wednesday, October 1, 2014** in order to allow enough time for the County to issue an Addendum. All questions must be mailed, faxed or e-mailed to the attention of Melinda Bobbitt, CPPO, Director of Purchasing. All such questions will be answered in writing, and such answers will be provided to all parties having obtained a Request for Proposal packet by the County by posting the addendum on the County Web site at www.showmeboone.com (Select Purchasing, then Current Bid Opportunities). Submit questions to:

Melinda Bobbitt, CPPO
Director of Purchasing
Boone County Annex
613 E. Ash Street, Room 110
Columbia, Missouri 65201
Phone: (573) 886-4391
Fax: (573) 886-4390
E-mail: mbobbitt@boonecountymo.org

a) Offerors and their agents (including subcontractors, employees, consultants, or anyone else acting on their behalf) must direct all of their questions or comments regarding the RFP, the evaluation, etc. to the buyer of record indicated above. Offerors and their agents may not contact any County employee other than the buyer of record regarding any of these matters during the solicitation and evaluation process. Inappropriate contacts are grounds for suspension and/or exclusion from specific procurements. Offerors and their agents who have questions regarding this matter should contact the buyer of record.

2. Addenda: In the event that it becomes necessary to revise any part of this RFP, written addenda will be issued. Any addendum to this RFP is valid only if in writing and issued by the Boone County Purchasing Department. Verbal conversations or agreements with any officer, agent, or employee of the County which modify any terms or obligations of this RFP are invalid.
3. Delivery of Proposals: Sealed proposals, subject to Instructions and General Conditions and any special conditions set forth herein, will be received at the Boone County Purchasing office until the proposal closing date and time indicated herein for furnishing the County with services as detailed in the following request for proposal.

- a) **Proposal Closing:** All proposals shall be **delivered before 9:15 A.M., Central Time, on Tuesday, October 7, 2014 to:**

Boone County Purchasing Department
Melinda Bobbitt, CPPO, Director of Purchasing
613 E. Ash Street, Room 110
Columbia, Missouri 65201-4460

- b) The County will not accept any proposals received after the proposal due date and time and will return such late proposals to the Offeror.
- c) Offerors must submit one (1) original and six (6) copies of the proposal (total of seven). Proposals will be opened publicly, but only names of Offerors will be read aloud. All proposal responses will be considered public information, and following contract execution or rejection of all proposal responses, all responses will become a part of public record and will be released to any person who requests it.
- d) Proposals must be submitted in a sealed envelope identified with the proposal number and date of closing. List the proposal number on the outside of the box or envelope and note "Response to Request for Proposal enclosed."
- e) If you do not care to submit a proposal, please return the *No Bid Response Page* and note your reason. No fax or electronic transmitted proposals will be accepted.
- f) If you have obtained this proposal document from our Web Page or from a source other than the Boone County Purchasing Department, please check with our office prior to submitting your proposal to ensure that you have a complete package. The Purchasing Department cannot be responsible for providing addenda if we do not have you on our Vendor list for this proposal. You may check our web site for addenda at www.showmeboone.com, then select "Purchasing", then "Current Bid Opportunities".

4. Ambiguity, Conflict, or Other Errors in the RFP

- a) If an Offeror discovers any ambiguity, conflict, discrepancy, omission, or other error in the Request for Proposal, they shall immediately notify the Purchasing Department of such error in writing and request modification or clarification of the document. The County will make modifications by issuing a written revision and will give written notice to all parties who have received this RFP from the County.
 - b) The Offeror is responsible for clarifying any ambiguity, conflict, discrepancy, omission, or other error in the Request for Proposals prior to submitting the proposal or it shall be waived.
 - c) Implied Requirements: Services that are not specifically requested in this RFP, but which are necessary to provide the functional capabilities proposed by the Offeror, shall be included in the proposal.
 - d) The County will not be liable in any way for any costs incurred by any Offeror in the preparation of their proposal in response to this RFP, nor for the presentation of their proposal and/or participation in any discussions or negotiations.
5. Rejection of Proposals: The right is reserved to accept or reject in whole or in part any or all proposals submitted, to waive technicalities, and to accept the offer the County considers the most advantageous to the County. Further, the County shall reject the proposal of any Offeror that is determined to be non-responsive. The unreasonable failure of an Offeror to promptly supply information in connection with respect to responsibility may be grounds for a determination of non-responsibility.
 6. Validity of Proposals: Offeror should state how many days or months proposals remain valid beyond the 120 days minimum.
 7. Receipt and Opening of Advertised, Sealed Proposals: The Offeror(s) and public are invited, but not required, to attend the formal opening of proposals. Offeror(s) names only will be read aloud to the public. No decisions related to an award of a contract or creation of any contractual or lease relationship, or purchase order will be made at the opening. Proposals are due by **9:15 a.m. central time October 7, 2014**. Offerors names will be read aloud during the Boone County Commission meeting at **9:30 a.m. on October 7, 2014** and posted on our web site shortly after.
 - a) Information provided in your response will be considered proprietary and will not be divulged during the selection process. The successful firm's proposal will become public record after its acceptance by the County Commission. All proposals and tabulation sheets are kept by the County for a period of time established by regulation or statutes after the award is made and are available for inspection at any time during regular working hours.
 8. Withdrawal of Proposals: Proposals may be withdrawn without prejudice any time before the deadline for receipt of proposals. If a mistake or error is discovered by the Offeror or by the County after the proposal opening, the County has the right to call this error to the Offeror's

attention and request verifications of the proposal. If the Offeror acknowledges the mistake and requests relief, the County will proceed in the following manner:

- a) Withdrawal: Permission to allow an Offeror to withdraw their proposal without prejudice may be given when clear and convincing evidence supports the existence of an error. If there is a significant and obvious disparity between the prices of the lowest Offeror and of the other Offerors, an Offeror may be permitted to withdraw without prejudice, upon submission of evidence that a non-intentional error occurred.
9. The County reserves the right to withdraw this RFP at any time and for any reason and to issue such clarifications, modifications, and/or amendments as it may deem appropriate.
10. Receipt of a proposal by the County or a submission of a proposal to the County offers no rights upon the Offeror nor obligates the County in any manner.
11. No negotiations, decisions, or actions shall be initiated by any firm as a result of any verbal discussion with any County employee prior to the opening of responses to the Request for Proposal. Boone County reserves the right to select the Offeror which best meets its goals and objectives, needs, fiscal constraints, quality levels and service expectations.
12. Designee: Boone County Commission, 801 E Walnut, Room 333, Columbia, MO 65201.
13. INDEMNITY AGREEMENT: To the fullest extent permitted by law, Contractor shall indemnify, hold harmless and defend the County, its directors, officers, agents, and employees from and against all claims, damages, losses and expenses (including but not limited to attorney's fees) arising by reason of any act or failure to act, negligent or otherwise, of Contractor, of any subcontractor (meaning anyone, including but not limited to consultants having a contract with contractor or a subcontract for part of the services), of anyone directly or indirectly employed by contractor or by any subcontractor, or of anyone for whose acts the contractor or its subcontractor may be liable, in connection with providing these services. This provision does not, however, require contractor to indemnify, hold harmless, or defend the County of Boone from its own negligence.
14. In the event the lead lobbyist assigned to the County is removed from the engagement by the firm, the County requires 30 days written notice, when feasible. The County has the ability to request at any time a substitution of the lead lobbyist by providing 30 days written notice to the firm.

IX. Response Form

PLEASE PLACE THIS FORM AT THE BEGINNING OF YOUR PROPOSAL RESPONSE

In compliance with this Request for Proposal and subject to all the conditions thereof, the Offeror agrees to furnish the services/equipment/supplies requested and proposed and certifies he/she has read, understands, and agrees to all terms, conditions, and requirements of this proposal and is authorized to contract on behalf of the firm named below.

Company Name: _____

Address: _____

Telephone: _____ Fax: _____

E-mail Address: _____

Federal Tax ID (or Social Security #): _____

Print Name: _____ Title: _____

Signature: _____ Date: _____

Note: This form must be signed. All signatures must be original and not photocopies.

Project pricing shall be provided as detailed in paragraph V.i.

X. E-Verify

House Bill 1549 addresses the Department of Homeland Security's and the Social Security Administration's E-Verify Program (Employment Eligibility Verification Program) that requires the County to verify "lawful presence" of individuals when we contract for work/service; verify that contractor has programs to verify lawful presence of their employees when contracts exceed \$5,000; and a requirement for OSHA safety training for public works projects.

The County is required to obtain certification that the offeror awarded the attached contract participates in a federal work authorization program. To obtain additional information on the Department of Homeland Security's E-Verify program, go to:

<http://www.uscis.gov/portal/site/uscis/menuitem.eb1d4c2a3e5b9ac89243c6a7543f6d1a/?vgnextoid=75bce2e261405110VgnVCM1000004718190aRCRD&vgnnextchannel=75bce2e261405110VgnVCM1000004718190aRCRD>

Please complete and return form *Work Authorization Certification Pursuant to 285.530 RSMo* if your contract amount is in excess of \$5,000. **Attach to this form the first and last page of the E-Verify Memorandum of Understanding that you completed when enrolling for proof of enrollment.**

If you are an Individual/Proprietorship, then you must return the attached *Certification of Individual Bidder*. On that form, you may do one of the three options listed. Be sure to attach any required information for those options as detailed on the *Certification of Individual Bidder*. If you choose option number two, then you will also need to complete and return the attached form *Affidavit*.

CERTIFICATION OF INDIVIDUAL BIDDER

Pursuant to Section 208.009 RSMo, any person applying for or receiving any grant, contract, loan, retirement, welfare, health benefit, post secondary education, scholarship, disability benefit, housing benefit or food assistance who is over 18 must verify their lawful presence in the United States. Please indicate compliance below. Note: A parent or guardian applying for a public benefit on behalf of a child who is citizen or permanent resident need not comply.

1. I have provided a copy of documents showing citizenship or lawful presence in the United States. (Such proof may be a Missouri driver's license, U.S. passport, birth certificate, or immigration documents). Note: If the applicant is an alien, verification of lawful presence must occur prior to receiving a public benefit.

2. I do not have the above documents, but provide an affidavit (copy attached) which may allow for temporary 90 day qualification.

3. I have provided a completed application for a birth certificate pending in the State of _____ . Qualification shall terminate upon receipt of the birth certificate or determination that a birth certificate does not exist because I am not a United States citizen.

Applicant

Date

Printed Name

AFFIDAVIT
(Only Required for Certification of Individual Bidder (Option #2))

State of Missouri)
)SS.
County of _____)

I, the undersigned, being at least eighteen years of age, swear upon my oath that I am either a United States citizen or am classified by the United States government as being lawfully admitted for permanent residence.

Date

Signature

Social Security Number
or Other Federal I.D. Number

Printed Name

On the date above written _____ appeared before me and swore that the facts contained in the foregoing affidavit are true according to his/her best knowledge, information and belief.

Notary Public

My Commission Expires:

Debarment Certification
(Please complete and return with Proposal Response)

Certification Regarding
Debarment, Suspension, Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98 Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211).

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR CERTIFICATION)

- (1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name and Title of Authorized Representative

Signature

Date

“No Bid” Response Form



Boone County Purchasing
613 E. Ash Street, Room 110
Columbia, MO 65201
Melinda Bobbitt, CPPO, Director
(573) 886-4391 – Fax: (573) 886-4390

“NO BID RESPONSE FORM”

**NOTE: COMPLETE AND RETURN THIS FORM ONLY IF YOU ARE NOT SUBMITTING
A RFP RESPONSE**

If you do not wish to respond to this proposal request, but would like to remain on the Boone County vendor list **for this service/commodity**, please remove form and return to the Purchasing Department by mail or fax.

If you would like to FAX this “No Bid” Response Form to our office, the FAX number is (573) 886-4390.

RFP: 41-07OCT14 – Lobbying Services

Firm Name: _____
Address: _____

Telephone: _____
Contact: _____
Date: _____

Reason(s) for not submitting a proposal response:

