

**REQUEST FOR PROPOSAL
ADVOCACY AND FEDERAL REPRESENTATION**

I. NAME OF SOLICITING GOVERNMENT

County of Jefferson, Missouri
Contracts and Grants
P.O. Box 100
Hillsboro, Missouri 63050
(636) 797-5382

The County of Jefferson, Missouri (hereafter, “County”) invites written proposals from those desiring to serve the County as an advocate and representative for Jefferson County on its priority federal issues in Washington, D.C. (hereafter, the “Advocate”)

II. BACKGROUND

Jefferson County is located in eastern Missouri along the Mississippi River. It is directly South of the St. Louis metropolitan area. Its population in 2007 is approximately 210,000. The geographic area is approximately 668 square miles.

Jefferson County is a County of the first classification without a charter form of government. The County has a County commission form of government. The three-member Commission includes a Presiding Commissioner and two Associate Commissioners elected from two districts. The County Commission acts as the executive and legislative branches of government.

III. SCOPE OF SERVICES

The Advocate shall undertake the following tasks:

- A. Assist the County with developing a federal legislative agenda;
- B. Prepare, submit and track appropriations requests, and draft, submit and track authorizing requests;

- C. Assist with agency requests and federal executive branch relations;
- D. Provide general legislative monitoring and advocacy;
- E. Assist with identifying grant opportunities and secure congressional support for grant requests;
- F. Provide work and legislative updates upon request by the County and periodic notification of legislative activities and reports on Advocate's ongoing work on County's behalf;
- G. Prepare and file lobbying reports required by Congress; and
- H. Assist the County in preparing any other lobbying disclosure forms required by federal agencies.

IV. SUBMITTAL REQUIREMENTS

Advocate's proposal shall include the following:

- A. Advocate. Provide the name and address of firm, including:
 1. Principals and their involvement in the tasks outlined above
 2. Lead Advocate
 3. Organization and capacity-describe roles and responsibilities and provide a statement about the capability of the firm to complete work within the County's desired schedule
- B. Relevant Qualifications and Experience. Provide a description of the specific relevant experience, capabilities and recent work of the individuals who will contribute to each tasks outlined above. Describe any work in, and knowledge of Jefferson County, Missouri and the Midwest. Three (3) references, including

telephone numbers, must be provided from clients for whom the Advocate has recently performed similar work.

- C. Understanding of the Process. Describe your understanding of the federal legislative and lobbying process. This includes a thorough knowledge of current issues faced by Jefferson County as well as funding sources available to the County.

- D. All-inclusive Fee Schedule.

V. INSTRUCTION TO PROPOSERS

- A. Proposals must be received by 4:30 p.m., local time on May 1, 2007.
- B. All proposals should be sent to:

County of Jefferson, Missouri
County Clerk
P.O. Box 100
729 Maple St.
Hillsboro, MO 63050
Marked: "Advocacy and Federal Representation Proposal"

- C. Four (4) copies of the proposal must be submitted in a sealed envelope.

VI. SELECTION PROCESS

Selection of an Advocate will be in accordance with the following process. A Selection Committee shall be designated and, upon receipt of responses, the Selection Committee will review the submittals based on the following criteria:

- A. **Qualifications.** Includes but not limited to (1) experience and past work of the Advocate for similar governmental entities, (2) knowledge and experience of the specific individuals assigned to various tasks of the project and (3) knowledge and experience in Jefferson County, Missouri.

B. Understanding of the issues facing Jefferson County. Includes understanding of issues faced by Jefferson County as well as funding sources available to the County.

A selection committee composed of County personnel will review all proposals. The selection committee will make a recommendation to the County Commission. The committee's selection is subject to the review and approval of the County Commission.

VII. TERMS AND CONDITIONS

- A. The County reserves the right to reject any and all proposals or to award the contract to the next most qualified Advocate if the successful Advocate does not execute a contract within fifteen (15) days after the award of the proposal.
- B. The County reserves the right to request additional information and/or clarification of information with respect to all written proposals and/or oral presentations of one or more applicants.
- C. Proposal may be withdrawn (upon written request) up until the date and time set above for the submission of proposals. Any proposals not so withdrawn shall constitute an irrevocable offer, for a period of ninety (90) days, to sell to the County the services set forth in the attached specifications, or until one or more of the proposals have been approved by the County Commission.
- D. If, through any cause, the firm shall fail to fulfill in timely and proper manner the obligations agreed to, the County shall have the right to terminate its contract by specifying the date of termination in a written notice to the firm at least thirty (30) working days before the termination date. In this event, the firm shall be entitled to just and equitable compensation for any satisfactory work completed.

- E. Any agreement or contract resulting from the acceptance of a proposal shall be on forms either supplied by, or approved by, the County and shall contain, as a minimum, applicable provisions of the RFP. The County reserves the right to reject any agreement that does not conform to the RFP and any County requirements for contracts and agreements.
- F. The firm selected shall not assign or transfer any interest in the contract without prior written consent of the County.
- G. Reports, information or data given to, or prepared by, the approved firm under terms of the contract shall not be made available to any individual or organization by the firm without the prior written consent of the County. In addition, any report, document or working paper prepared by the Advocate is the property of Jefferson County.
- H. It should be understood that the County would purchase the professional advisory services from the firm, which, in the opinion of the County, is best qualified.
- I. The County of Jefferson, Missouri, is an equal opportunity employer.

VIII. CONTRACT AND FEES

The County will select the most qualified Advocate and endeavor to negotiate a professional services contract. If a contract cannot be successfully negotiated, the County will begin to negotiate with the next most qualified Advocate, until a contract can be agreed upon. The final contract must be approved by the County Commission. All applicants submitting proposals shall be notified of the final selection by mail.

The Advocate will be under contract with the County to perform the activities as described above, plus any other duties identified as necessary and identified in the contract.

IX. ADDITIONAL INFORMATION

To obtain copies, or for further information about this RFP or work to be completed, contact:

**Vickie Pratt
Manager of Contracts and Grants
P.O. Box 100
Hillsboro, MO 63050
(636) 797-5382**