



**JEFFERSON COUNTY
DEPARTMENT OF ADMINISTRATIVE SERVICES**
729 MAPLE ST / PO BOX 100
HILLSBORO MO 63050
WWW.JEFFCOMO.ORG

ADDENDUM #1:

**Request for
Proposal:**

**PROFESSIONAL GOVERNMENTAL
CONSULTING AND LEGISLATIVE SERVICES**

**Addendum 3-20-2017
Date Issued:**

ORIGINAL INVITATION FOR BID NOTICE ISSUED: 2-28-17

BIDS SHALL BE ACCEPTED UNTIL: **TUESDAY, APRIL 11, 2017** AT 2:00 P.M. LOCAL TIME.

**Specification
Contact:**

DAVID COURTWAY

Department of Administrative Services
636-797-6487
dcourtway@jeffcomo.org

**Contract
Contact:**

VICKIE PRATT

Department of Administrative Services
636-797-5380

**Mail (3) Three
Complete Copies
With Vendor And
Bid Information As
Shown In Sample:**

SAMPLE ENVELOPE

VENDOR NAME

VENDOR ADDRESS

CONTACT NUMBER

DEPARTMENT OF THE COUNTY CLERK

JEFFERSON COUNTY MISSOURI

729 MAPLE ST / PO BOX 100

HILLSBORO MO 63050-0100

SEALED BID: (BID NAME)

**Contract Term:
UPON APPROVAL OF THE
COUNTY COUNCIL AND
COUNTY EXECUTIVE**

The undersigned certifies that he/she has the authority to bind this company in an agreement/contract to supply the commodity or service in accordance with all terms, conditions, and pricing specified. Prices are firm during this agreement term, unless agreed upon in writing by the County. The County has the option to renew this agreement at the same terms and conditions as the original agreement for one additional one-year term with the written consent of the successful bidder. Price increases for renewals are not authorized unless approved in writing by the County.

**Vendor
Information:**

Company Name

Authorized Agent (Print)

Address

Signature

City/State/Zip Code

Title

Telephone #

Date

Tax ID #

E-mail

Fax #

ADDENDUM #1:

THE INVITATION FOR BID FOR PROFESSIONAL GOVERNMENTAL CONSULTING AND LEGISLATIVE SERVICES BID SPECIFICATIONS HAS BEEN REVISED.

Addendum 1

The current bid opening date for Professional Governmental Consulting and Legislative Services has changed and will now open on APRIL 11, 2017. Please see below for changes.

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5.3 Information, which documents successful results on past similar assignments, especially those assignments related to the requirements of this Request for Proposal. Related project experience shall be restricted to those assignments undertaken within the last five (5) years. Include references for five (5) or more recent contracts which provide the best indication of your firm's ability to undertake successful lobbyist services for the County, including any recent public entity contracts. Include contact names, titles, telephone numbers, email, fax and mailing addresses.

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GRADING CRITERIA	POINTS
Firm's Credentials	20
Qualifications and previous Similar Experience of Persons Assigned to the County	15
Documented Results on Similar Jobs as Verified by References	25
Firm's capacity to effectively meet scope	10
Responsiveness to RFP	10
Cost Proposal	20
Total Possible Points	100

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ESTIMATED SCHEDULE

The estimated schedule is as follows:

County releases RFP	March 3, 2017
Responses due	April 11, 2017
Consultant Interviews if needed (begin)	April 12, 2017
Contract awarded	April 24, 2017