

REQUEST FOR PROPOSALS

“STATE LOBBYING SERVICES”

Bid #01-18-19-02

For



January 7, 2019

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COVER PAGE

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INTRODUCTION

It is the intent of the City of Danbury ("City") by issuing this Request for Proposals (RFP) to secure lobbying services for the City of Danbury before the Connecticut General Assembly and Connecticut State agencies for a period of one calendar year beginning in 2019, plus two one year option years in 2020 and 2021, that may be exercised by the City.

The lobbying firm shall prepare correspondence and testimony, make appointments, monitor legislative activity, and communicate effectively with State legislators, General Assembly staff, City representatives, and the City delegation and their staff, as well as political entities who share specific interests with the City of Danbury. These activities shall be conducted in furtherance of the City's legislative and executive agendas. The lobbying firm shall also provide the City with monthly status reports concerning its activities on behalf of the City.

By this RFP, the City seeks to identify and select a lobbying firm that will be fully and solely responsible for the performance of all activities provided in connection with this engagement regardless of political parties, districts, legislative Committees or Subcommittees, or individuals contacted or lobbied in connection with this engagement. The successful firm must commit to representing the City at all times with decorum and integrity.

Responses must be received by no later than 2:00 P.M., February 25, 2019. The City will thoroughly review all responses and, as described in this RFP, the City will identify no more than four Respondents that it deems to be the most responsible and qualified as is described in the "Method of Evaluation and Selection" section of this RFP.

Section I

General Terms and Conditions

1. Due Date and Delivery

Written responses must be submitted no later than **2:00 P.M., February 25, 2019.**

Please deliver five original copies of your response to:

Mr. Charles J. Volpe Jr.
Purchasing Agent
City of Danbury
155 Deer Hill Ave
Danbury, CT 06810

Please allow ample time for receipt of responses. Responses received after this time will not be accepted or recognized. Postmarks do not determine actual receipt.

2. Additional Information

Any questions or requests for additional information should be addressed, in writing, to Mr. Charles J. Volpe Jr. via mail to the address above or via email at c.volpe@danbury-ct.gov no later than 12:00 p.m. on January 28, 2019.

Reasonable requests will receive expeditious response. Requests for additional information or interpretations must be received by the RFI Due Date, as described in the timetable. Interpretations, corrections and changes to this RFP will be made by Addendum issued by the City. Interpretations, corrections and changes of the RFP made in any manner other than by such an Addendum will not be binding, and Respondents shall not rely upon them. Addenda will be issued no later than the Addenda Close Date, as described in the timetable. Addenda will be provided to all prospective Respondents that inform the City in writing of its desire to receive Addenda.

Section II

Required Qualifications

1. The lobbying firm must have successful experience as a lobbyist for municipalities or other organizations of a similar size or with similar needs as the City. The lobbying firm and its representatives must have knowledge of the inner workings and regulatory requirements of a Connecticut municipality.
2. The lobbying firm and its representatives must have knowledge of legislative Committees, Subcommittees and leadership by topical area.
3. In addition, the lobbying firm must be highly effective in both verbal and written communication with the City's legislative delegation, State legislators, General Assembly and their staffs, and administrative personnel in State departments and commissions.
4. The lobbying firm shall provide sufficient documentation that they are qualified to represent the City of Danbury in the manner providing the City with the maximum opportunity to advance its agenda.
5. The lobbying firm shall identify topics and areas of legislative or administrative activity to the Danbury delegation, relevant committee chairs and membership, and City administration officials.
6. The lobbying firm shall strongly advocate positions on behalf of the City.
7. The lobbying firm shall prepare correspondence and testimony.
8. The lobbying firm shall meet with legislators and staff, and facilitate such meetings for City officials.
9. The lobbying firm shall monitor legislative activity.
10. The lobbying firm shall recommend actions to be taken by the City.
11. The lobbying firm shall perform follow up with groups supporting Danbury municipal interests.
12. The lobbying firm shall undertake other advocacy activities as necessary in consultation with the City and its delegation.
13. Meet with State administrative staff and facilitate such meetings for City officials.

Section III ***Format for Responses***

Responses to this RFP should be in the following format:

1. Instructions

The City of Danbury requests that all responding lobbying firms follow the guidelines below. Each copy of the submission shall contain the following sections:

- Section 1 A Letter of Interest
- Section 2 Technical Response/Corporate Experience and Capacity
- Section 3 Committed Staff and Project Organization
- Section 4 References
- Section 5 Fee Proposal

2. Letter of Interest

The cover letter must specify the following:

- The name and address of the proposer.
- The name, title, e-mail address and telephone number of the individual whom the City of Danbury should contact regarding questions and clarifications.
- Expression of Interest Statement.
- Certification that the firm will meet the primary qualifications identified in Section 2 of this RFP.

3. Technical Response Format/Corporate Experience and Capacity

The lobbying firm shall include detailed information regarding previous projects, similar in nature and complexity to that required by the City of Danbury, where lobbying services were performed successfully.

The lobbying firm shall provide a list of evidence that its work has been successfully utilized on work of similar scope to that reflected in this RFP. The list is not limited, but must include the following:

- Project name/type.
- Type of state outcome required.
- Person in the lobbying firm responsible.
- Activities undertaken.
- Results achieved.
- Timeframe for achieving results.

4. Committed Staff and Project Organization

Project Management Plan and Organization: The lobbying firm shall submit an organizational chart including all key personnel who will be responsible for implementing services to the City of Danbury.

Project Manager and Technical Staff Skills and Experience: A detailed resume must be included for each individual who will be assigned or committed to working with the City of Danbury. Resumes should highlight similar projects the individual has worked on and approximately when the work was performed.

5. References

The lobbying firm must indicate which projects listed above the City may call for references, and include contact information.

6. Fee Proposal

The lobbying firm must include a lump sum fee proposal for services through December 31, 2019, and then one for each of the two following calendar years (2020 and 2021) in order to conduct Danbury lobbying efforts at the Connecticut General Assembly (including budget acts, bonding, tax and implementer acts at a minimum), as well as any necessary administrative action with State Departments. No hourly fee or cost plus expenses method of presentation will be accepted. The City will identify the most qualified and responsible Respondents in the manner described in this RFP.

Additional Information

Notwithstanding anything to the contrary contained in this RFP, the City reserves the right to withdraw this RFP; to find that any or all of the Respondents are not qualified to provide the services; to reject any or all Responses, in whole or in part; to refrain from awarding any contract for services; and/or to exclude any or all Respondents from inclusion in any Request for Proposals, or any other form of solicitation for the provision of the services. Any contract to be awarded to a qualified lobbying firm to represent Danbury is contingent upon the annual availability of funds to the City of Danbury.

The City reserves the right to accept modifications and clarifications of the responses when The City determines such action would be in the best interest of the City. The City further reserves the right to waive any non-conformity in a response.

Information and data provided in this RFP have been compiled with the greatest care and attention to accuracy. However, the data has not been audited or verified and the City cannot, and does not, warrant the accuracy of all the information provided in this RFP.

The City prohibits harassment and discrimination on the basis of race, color, religious creed, age, marital status, military or veteran status, national origin, sex, ancestry, sexual orientation, or past or present physical or mental disability in accordance with Titles VI, VII of the Civil Rights Act of 1964, Title IX of the Education Amendments Act of 1973; Section 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1991; and applicable state laws.

Section IV

Timetable for the RFP Process

The City anticipates proceeding in a manner consistent with the following timetable. This timetable is subject to change at The City's sole discretion.

RFP advertised:	On January 7, 2019
RFP released:	On January 7, 2019
Last Date to Receive Questions/ Requests for Information: (The " <u>RFI Due Date</u> ")	By 12:00 p.m. on January 28, 2019
Answers/Addenda issued through: (The " <u>Addenda Close Date</u> ")	On February 11, 2019
Response Deadline:	On February 25, 2019, 2:00 p.m.
Qualification Interviews, as necessary:	On or about the week of March 4, 2019
Identification of Most Qualified Respondent(s)	On or about the week of March 11, 2019
Engagement Awarded:	On or about the week of March 11, 2019

Section V Method of Evaluation and Selection

- 1.** Responses will be opened in private, on the Response Deadline (as defined in this RFP).
- 2.** Responses will first be evaluated to determine the experience and qualification of the firm and individuals who would be representing the City.
- 3.** Responses from Respondents thus qualified will then be reviewed and evaluated. The City will be looking for comprehensive responses to items outlined in the Preliminary Scope of Services section of this RFP.
- 4.** To the extent the City deems necessary, the City will invite no more than four Respondents to an interview (the “Qualification Interview”). The outcomes and impressions of any such interview, and any modifications or clarifications of a Response resulting from the same, may be considered by the City in the evaluation of Responses. Respondents should expect to have key members of their team who will handle proposed projects available and present at these interviews.
- 5.** The City will, after deliberations, select one of the interviewed respondents as the City’s contracted State lobbyist.