

**REQUEST FOR QUALIFICATIONS
FOR
LOBBYING SERVICES**

RFQ NO. 2018-038

The City of Lee's Summit is requesting electronically submitted Statements of Qualifications for the above-referenced services.

Interested firms must upload their Statement of Qualifications into the Public Purchase E-procurement system prior to the closing date of Friday, October 20, 2017, 12:00 PM noon (Central Daylight Savings Time)

**City of Lee's Summit, Division of Procurement & Contract Services
Attention: DeeDee Tschirhart
220 S.E. Green Street
Lee's Summit, MO 64063
816-969-1087**

It is the responsibility of interested firms to check the City's e-procurement system, Public Purchase at <http://www.publicpurchase.com/gems/leessummit,mo/buyer/public/publicInfo> for any addendums prior to the closing date and time of this RFQ. All addendums must be signed and included with electronic submittal.

Interested individuals, firms, or groups of firms, should prepare a response that addresses the following information:

- Experience and availability of key personnel;
- Experience on similar services for local government agencies;
- Critical Issues and Approaches to Solutions.

The submittals must be double-sided on standard letter-size paper (8.5" x 11") having a minimum font size of eleven (11) points and is no more than three (3) actual sheets of paper in length. Each of the three sheets of paper shall be numbered front and back as page one (1) through six (6). Up to two (2) additional double-sided sheets of paper, numbered front and back as page one (1) through four (4), may be submitted in an attached appendix and may be up to 11" x 17" in size. In addition, a single-sided one-sheet page cover letter should be submitted, which includes the name, title, email address and phone number of the point of contact. The cover letter will not be counted as part of the maximum page requirement. A selection committee will evaluate the submittals based on the above criteria and notify selected applicants for oral interviews (if necessary).

The selected applicants will be expected to sign the City of Lee's Summit's standard contract. For a copy of the standard contract, please contact the Project Manager listed below. If the selected applicant is unable to sign the contract, or requests modifications, please indicate so briefly in the cover letter and submit a separate letter detailing any issue(s) with the standard contract.

Schedule (Subject to Modification)

Electronically Submitted Statement of Qualifications Due
Selection Committee Meeting
Firms Notified
Interviews 50 minutes each (if necessary)

**Friday, October 20, 2017 12:00(noon) PM CDST
Wednesday, November 1, 2017
Friday, November 3, 2017
Week of November 6, 2017 (Tentative)**

Scope of Services**A. Statement of Work Overview**

1. The City of Lee's Summit, Missouri (the "City") is seeking an experienced firm (may be referred to as "Firm" or "Proposer" or "Offeror" or "Contractor"), to provide lobbying and legislative representation services that promote the City's interests before the Missouri General Assembly and other State of Missouri governmental bodies. The City desires to enter into a professional services contract with a qualified individual or firm who can demonstrate competency and experience in providing State lobbying services for municipal governments.
2. In carrying out these services, the Firm will assist the City with representation, information gathering, information dissemination, strategic advice, and support services. The Firm will provide a flexible level of support, depending on the depth or scope of the City's legislative priorities at any given time. The services needed will focus on: 1) garnering support for the City's State of Missouri legislative agenda; 2) identifying, tracking, and responding to legislation that impacts Lee's Summit; and 3) securing various State of Missouri funding.

B. Statement of Work Responsibilities

1. State Lobbying Services – General Requirements:
The general scope of work consists of the Firm performing all of the following services:
 - a. Provide a broad range of State lobbying services on behalf of the City before the Legislative and Executive branches of the Missouri State Government.
 - b. Assist in the formulation of a State policy agenda, working with the Mayor and Council and designated City department heads.
 - c. Represent the City's interests in the State budget process as well as identify, solicit, and lobby for Capital Bond Bills and grants.
 - d. Review and analyze on a continuing basis, all existing and proposed State of Missouri policies, programs, and legislation; identify issues that may impact the City; and provide prompt notification of issues to the City.
 - e. Based on policy direction provided by the City, develop and implement strategies to advance the City's legislative goals.
 - f. In areas such as the environment and transportation, where State and Federal policy overlap, coordinate and collaborate with the City's contracted Federal lobbyist, as necessary.
2. Communications:
 - a. Throughout the year and on a real time basis, inform the City of developments coming out of the Legislative and Executive branches of the State Government that impact Lee's Summit.
 - b. Be available in a timely manner in person, by telephone, or email to provide consultation and advice.
 - c. In response to City direction, act quickly on the City's behalf to rapidly changing developments in the State Government with impact on policy and legislative matters.
 - d. Represent the City on a year round basis, at Task Force/Work Group meetings, bill hearings, Committee meetings, and provide timely written notices and summaries to City staff.
 - e. Provide periodic, timely written reports that track the status of the City's legislative priorities and other legislation of interest on a weekly basis during the Legislative Session, and no less than quarterly at other times of the year, delineating the Firm's activities and actions for the City.
 - f. Provide two in-person reports to the City Council, at least one to occur during the legislative session.
 - g. Work with City staff to prepare written communications that convey the City's position on State legislative, policy, and intergovernmental issues.
 - h. Assist with the logistics related to City officials testifying at bill hearings.

C. Experience Requirements

1. Proposals should contain a history of the firm generally and specific information regarding the primary Consultant along with a summary of similar work for other governmental entities.
2. The Consultant must provide a listing of current and former clients for the last five (5) years for conflict examination.
3. The Consultant shall provide proof of appropriate lobbyist registration under applicable Missouri Law, and shall maintain the same during the Contract period.

Questions

For questions regarding this project, please contact:

Brian W. Head, City Attorney

Law Department

City of Lee's Summit

220 S.E. Green Street

Lee's Summit, MO 64063

Phone: (816) 969-1400

Email: brian.head@cityofls.net

This Request for Qualifications (RFQ) is an invitation by the City for interested Professionals to submit qualifications, which may be subject to subsequent discussions and negotiations. Consultant shall submit not less than six (6) copies of its response to this RFQ. It is not a request for a competitive bid. However, the Consultant shall, under separate cover provide one (1) pricing list for services to be offered in connection with this RFQ. Said pricing list must be submitted separately under seal. The successful consultant shall be required to obtain a City of Lee's Summit business license. Submittal of qualifications does not create any right in or expectation to a contract with the City. The City reserves the right to reject any and all RFQ's.

Section 285.530, RSMo, affects all services provided in excess of \$5,000.00. This Section refers to the prohibition of employment of unauthorized aliens and requires participation in a Federal work authorization program. This law went into effect on January 1, 2009.