
SECTION B**SCOPE OF WORK FOR SERVICES****1.0 INTRODUCTION/DESCRIPTION OF PROJECT/SERVICES:**

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, ~~and the United States Federal Government~~. 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.

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) ~~working to secure securing various State of Missouri funding from the State of Missouri and the United States Federal government~~.

2.0 SCOPE OF SERVICES:**2.1 ~~Federal and~~ State Lobbying Services – General Requirements:**

The general scope of work consists of the Firm performing all of the following services:

- ~~a. Demonstrate knowledge of City's interests and issues.~~
- ~~b. Provide a broad range of State and Federal lobbying services on behalf of the City before the Legislative and Executive branches of the Missouri State Government and the United States Federal Government.~~
- ~~a.c. Assist in providing the City with educational and background information relevant to the City's priority interests.~~
- ~~b.d. Assist in the formulation of a State and Federal policy agenda, working with the Mayor and Council as well as the Legislative and Intergovernmental Relations City Council Committee and designated City department heads.~~
- ~~c.e. Represent the City's interests in the State and Federal budget and appropriation processes as well as identify, solicit, and lobby for Capital Bond Bills and grants.~~
- ~~d.f. Review and analyze on a continuing basis, all existing and proposed Federal and State of Missouri policies, programs, and legislation; identify issues that may impact the City; and provide prompt notification of issues to the City.~~
- ~~e.g. Based on policy direction provided by the City, develop and implement strategies to advance the City's legislative goals with legislators, officials and staff.~~
- ~~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.~~
- ~~g.h. Files such reports with the Missouri Ethics Commission and any similar Federal entity as may be required by the ethics laws of the State of Missouri and the United States including, but not limited to, the Principal's Report.~~

2.2 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 and Federal Government that impact Lee's Summit.
- b. Be available in a timely manner in person, by telephone, or email to provide consultation and advice to the Mayor, members of the City Council Legislative and Intergovernmental Committee and staff.
- c. In response to City direction, act quickly on the City's behalf to rapidly changing developments in the State or Federal 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 Missouri legislative session and remote meetings as necessary to discuss legislative priorities and issues of immediate concern.
- g. Work with City staff to prepare written communications that convey the City's position on State and Federal legislative, policy, and intergovernmental issues.
- h. Assist with the logistics related to City officials testifying at bill hearings or including the drafting or review of testimony and conducting office visits to legislators.-

3.0 EXPERIENCE REQUIREMENTS

- a. Consultant must have strong and reliable relationships with legislators and demonstrate a history of cultivating successful relationships with new and existing legislators
- b. 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.
- c. The Consultant must provide a listing of current and former clients for the last five (5) years for conflict examination.
- d. The Consultant shall provide proof of appropriate lobbyist registration under applicable Missouri State Law and Federal Law, and shall maintain the same during the Contract period.

NOTE: Additional consideration will be given to firms with experience in solid waste issues