

CITY OF KEY WEST REQUEST FOR PROPOSAL #005-06
FEDERAL GOVERNMENT RELATIONS SERVICES

ARTICLE I. GENERAL DESCRIPTION OF SERVICES

The City of Key West is requesting Proposal from qualified individuals/firms to provide Federal Government Relations services for the City before the Congress and executive branch of the federal government to secure funds for and otherwise represent City efforts.

ARTICLE II. TERM

The contract shall be for a term of three years with an option for two additional one-year terms by mutual written agreement. The selected individual/firm shall identify available federal funds or grants for the City and provide other government relation's services as required in order to secure federal funds and enhance relations for the City.

ARTICLE III. SCOPE OF SERVICES

Working in consultation with the City Manager and/or his designee, the following are areas of responsibility of the Federal Government Relations firm:

1. Work closely with the City to obtain all necessary project information.
2. Secure federal funding for the City including proactive identification of specific funding opportunities.
3. Monitor federal legislation and programs of federal agencies to identify new funding sources.
4. Prioritize funding opportunities according to their potential as funding sources.
5. Develop time lines giving dates when certain activities should begin, or when materials should be compiled, to meet Federal guidelines and deadlines.
6. Act as a representative of the City and its projects.
7. Coordinate with the County and State Congressional Delegation in gaining support for federal funding for the City; assist in drafting appropriate correspondence, schedule briefings and meetings.
8. Identify and meet with key federal agencies, officers of the federal government and members of Congress related to specific funding sources; propose and implement lobbying and advocacy strategies for gaining their support for City projects.
9. Establish and maintain liaisons with key federal agencies and officers, and elected officials to gain support for City projects.
10. If requested, prepare federal grant applications.
11. Provide technical assistance and guidance to City staff in preparing correspondence and reports for Federal funding contacts.

12. As requested or necessary, arrange meetings between federal agencies and members of Congress and the Mayor, City Commission Members and the City Manager to promote the funding of City projects.
13. Identify agencies or local governments which may be competing for specific grants or appropriations, and help align support for City projects.
14. Provide quarterly reports to the City Manager demonstrating the progress of the firm toward securing funding for City projects. The report shall provide sufficient information as needed in order for the City Commission, City Manager and staff to support any lobbying strategies.
15. Appear before the City Commission as requested to report on fund development activities, approximately four times annually. Appearances will be scheduled in advance at the request of the Commission.

Article IV. Instructions for Proposals

Proposals shall address the following areas. A Proposal's failure to address all areas may result in a rejection of the Proposal. In addition, all Proposals shall strictly correspond to the format indicated below, placing additional or supplemental information at the end of the Proposal. Ten (10) copies of the proposal shall be submitted

Section 1: Introduction

1. Proposer's name and address of central and satellite offices.
2. Project Manager: telephone number and fax number.
3. Current client list, including local governments.

Section 2: Firm Experience and References

This section shall include a description of at least two other professional contracts or experiences that are similar to the scope of services described in this Proposal. Each shall include reference name and telephone numbers.

Section 3: Personnel Qualifications and Availability

Identify the names, qualifications and availability of all individuals who will be assigned to this account. Proposals shall also include the role and percent of time that each person will be assigned for work on this project.

Section 4: Implementation of Scope of Services

Identify the consultant's proposed methods and an estimate of time necessary for specific activities in the identification and pursuit of federal funding opportunities.

Section 5. Fees

Provide a fixed fee proposal for performing all the work described in this Request for Proposal. Identify all costs anticipated to be associated with this proposal, including meals, travel, lodging and business expenses. Please provide a description of the cost basis for your proposal.

ARTICLE V. SELECTION

The City Commission's selection shall be based on the extent to which the City determines the Proposal most closely meets the City's needs, the firm's experience, the qualifications of assigned personnel, the fees and costs of the Proposal. The City may select a short list of finalists to present its qualifications to the City Commission. The City shall not be responsible for any costs of preparation or costs incurred in relation to any opportunities for an interview. The City reserves the right to reject all proposals.

The evaluation criteria is as follows:

Max Points	Category
20	Experience of Firm <input type="checkbox"/> Experience of the firm with similar projects <input type="checkbox"/> Past accomplishments with similar projects <input type="checkbox"/> References.
30	Qualifications and availability of "core team" <input type="checkbox"/> Qualifications of "core team" members <input type="checkbox"/> Availability of "core team" members
20	Methodologies <input type="checkbox"/> Proposed methods for identifying funding opportunities <input type="checkbox"/> Lobbying and advocacy strategies for securing federal funds.
10	Location consideration and how it impacts effective communication between the City, consultant, and key federal contacts <input type="checkbox"/> Location(s) of the firm and key "core team" members <input type="checkbox"/> Approach to maintaining good communication/coordination with clients.
5	Scheduling <input type="checkbox"/> Willingness to meet City time requirements <input type="checkbox"/> Recent, current and projected workload of the firm.
5	Knowledge/understanding of the City and Projects <input type="checkbox"/> Understanding of the City's government process <input type="checkbox"/> Understanding of the City's projects.
10	Cost <input type="checkbox"/> Fee and Cost basis.

ARTICLE VI. CONTRACT

The selected proposer will be expected to execute a contract with the City within 30 days of award. If the contract cannot be successfully negotiated, the City may elect to negotiate with its second ranked proposer and so forth.

SUBMITTAL OF PROPOSAL

Ten (10) copies of the proposal must be submitted to the following address not later than 3:00 P.M. April 26, 2006.

City of Key West
 City Clerk
 525 Angela Street
 Key West, Florida 33040

Proposals shall stipulate that they are valid for 120 days from the date of submittal. Proposals must be signed by an official who has the legal authority to bind the firm or individual.