

February 23, 2012

To: All Prospective Proposers

City of Key West RFP #004-12 – Federal Government Relations Services contains the following documents:

- a. Cover letter one (1) page in length
- b. Proposal three (3) pages in length
- c. Required permit/license one (1) page in length
- d. Anti-Kickback Affidavit one (1) page in length
- e. Local Vendor Certification one (1) page in length
- f. Entity Crimes Statement three (3) pages in length
- g. Call for Proposals one (1) page in length

Please review your proposal package to ensure it contains all of these documents. If not, contact Sue Snider, City of Key West Purchasing Agent at (305) 809-3815, immediately, to obtain copies of any missing document(s).

Proposers submitting proposals should ensure that the following documents are completed, certified, and returned as instructed: Anti-Kickback Affidavit, Public Entity Crimes Certification, Copy of Current Occupational License, and Local Vendor Certification, if applicable.

SUBJECT: RFP#004-12
FEDERAL GOVERNMENT RELATIONS SERVICES

ISSUE DATE: FEBRUARY 23, 2012

PRE-PROPOSAL
CONFERENCE: NONE

MAIL PROPOSALS TO: CITY CLERK
CITY OF KEY WEST
3126 FLAGLER
KEY WEST, FL 33040

DELIVER PROPOSALS TO: SAME AS ABOVE

PROPOSALS MUST BE
RECEIVED: MARCH 21, 2012

NOT LATER THAN: 3:00 P.M.

SUE SNIDER
PURCHASING AGENT
CITY OF KEY WEST

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Enclosures

FEDERAL GOVERNMENT RELATIONS SERVICES
RFP 004-12

ARTICLE I. GENERAL DESCRIPTION OF SERVICES

The City of Key West is requesting Proposals 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 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 or to discuss legislative issues affecting the City.

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 two 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 are as follows:

Max Points	Category
20	Experience of Firm <ul style="list-style-type: none"> • Experience of the firm with similar projects • Past accomplishments with similar projects • References.
20	Qualifications and availability of "core team" <ul style="list-style-type: none"> • Qualifications of "core team" members • Availability of "core team" members
20	Methodologies <ul style="list-style-type: none"> • Proposed methods for identifying funding opportunities • Lobbying and advocacy strategies for securing federal funds through direct legislation or through Federal grant opportunities.
10	Location consideration and how it impacts effective communication between the City, consultant, and key federal contacts <ul style="list-style-type: none"> • Location(s) of the firm and key "core team" members • Approach to maintaining good communication/coordination with clients.
5	Scheduling <ul style="list-style-type: none"> • Willingness to meet City time requirements • Recent, current and projected workload of the firm.
5	Knowledge/understanding of the City and Projects <ul style="list-style-type: none"> • Understanding of the City's government process • Understanding of the City's projects.
20	Cost <ul style="list-style-type: none"> • 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

One (1) original and four (4) copies of the proposal and one copy via compact disk or USB drive in PDF format are to be submitted to the following address not later than 3:00 P.M. March 21, 2012.

City of Key West
City Clerk
3126 Flagler Avenue
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.

PERMIT REQUIREMENT
CITY BUSINESS TAX RECEIPT, IF OFFICE OR BRANCE OFFICE LOCATED WITHIN
CITY OF KEY WEST CITY LIMITS
COST NOT TO EXCEED \$98.70 PER YEAR

ANTI-KICKBACK AFFIDAVIT

STATE OF FLORIDA

SS

COUNTY OF MONROE

I, the undersigned, hereby duly sworn, depose and say that no portion of the sum herein bid will be paid to any employee of the City of Key West as a commission, kickback, reward or gift, directly or indirectly by me or any member of my firm or by an officer of the corporation.

BY: _____

sworn and prescribed before me this _____ day of _____, 2012

NOTARY PUBLIC, State of Florida

My commission expires: _____

LOCAL VENDOR CERTIFICATION PURSUANT TO CKW ORDINANCE 09-22 SECTION 2-798

The undersigned, as a duly authorized representative of the vendor listed herein, certifies to the best of his/her knowledge and belief, that the vendor meets the definition of a "Local Business." For purposes of this section, "local business" shall mean a business which:

- a. *Principle address as registered with the FL Department of State located within 30 miles of the boundaries of the city, listed with the chief licensing official as having a business tax receipt with its principle address within 30 miles of the boundaries of the city for at least one year immediately prior to the issuance of the solicitation.*
- b. *Maintains a workforce of at least 50 percent of its employees from the city or within 30 miles of its boundaries.*
- c. Having paid all current license taxes and any other fees due the city at least 24 hours prior to the publication of the call for bids or request for proposals.
 - o Not a local vendor pursuant to Ordinance 09-22 Section 2-798
 - o Qualifies as a local vendor pursuant to Ordinance 09-22 Section 2-798

If you qualify, please complete the following in support of the self certification & submit copies of your County and City business licenses. Failure to provide the information requested will result in denial of certification as a local business.

Business Name

Phone:

Current Local Address:
(P.O Box numbers may not be used to establish status)

Fax:

Length of time at this address

Signature of Authorized Representative

Date

STATE OF _____
COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____.

By _____, of _____
(Name of officer or agent, title of officer or agent) Name of corporation acknowledging)
or has produced _____ as identification
(type of identification)

Signature of Notary

Return Completed form with
Supporting documents to:
City of Key West Purchasing

Print, Type or Stamp Name of Notary

Title or Rank

SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(A)
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS,

1. This sworn statement is submitted to _____
by _____
(Print individual's name and title)
for _____
(print name of entity submitting sworn statement)

whose business address is _____
and (if applicable) its Federal Employer Identification Number (FEIN) is _____
(If the entity has no FEIN, include the Social security Number of the individual signing this sworn statement: _____)

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "conviction" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment of information after July 01, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
1. A predecessor or successor of a person convicted of a public entity crime;
- or

2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. the term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment of income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement (indicate which statement applies).

___ Neither the entity submitting this sworn statement, or any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July, 1989.

The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 01, 1989.

The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 01, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (attach a copy of the final order).

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH ONE (1) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES, FOR THE CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

(SIGNATURE)

(DATE)

STATE OF _____

COUNTY OF _____

PERSONALLY APPEARED BEFORE ME, the undersigned authority _____ who, after first being sworn by me, (name of individual) affixed his/her signature in the space provided above of this _____ day of _____, 2012

NOTARY PUBLIC

My commission expires: _____

CALL FOR PROPOSALS

NOTICE is hereby given to prospective Proposers that sealed proposals will be received by the CITY OF KEY WEST by the office of the City Clerk, 525 Angela Street, Key West, Florida 33040, until 3:00 P.M. March 21, 2012 for RFP# 004-12 – Federal Government Relations Services. Proposals will be opened in the office of the City Clerk then and there. Late Proposals will not be considered. SPECIFICATIONS AND DOCUMENTS may be obtained from DemandStar by Onvia at www.demandstar.com/supplier - or by calling 1.800.711.1712 or City of Key West website at www.keywestcity.com. One (1) original and four (4) copies of the proposal and one copy via compact disk or USB drive in PDF format are to be enclosed in two (2) sealed envelopes, one within the other, each clearly marked on the outside: RFP #004-12 – Federal Government Relations Services, addressed and delivered to:

CITY CLERK
CITY OF KEY WEST 3126 FLAGLER AVENUE
KEY WEST, FLORIDA 33040

At the time of the award, the successful Proposer must show satisfactory documentation of such State, County and City licenses as would be required. Any permit and/or license requirement and subsequent costs are located within the documents. The successful Proposer must also be able to satisfy the City Attorney as to such insurance coverage, and legal requirements as may be demanded by the proposal in question. The City may reject bids: (1) for budgetary reasons, (2) if the Proposer misstates or conceals a material fact in its proposal, (3) if the Proposer does not strictly conform to the law or is non-responsive to proposal requirements, (4) if the Proposal is conditional, or (5) if a change of circumstances occurs making the purpose of the Proposal unnecessary or (6) if such rejection is in the best interest of the City. The City may also waive any minor informalities or irregularities in any bid.

SUE SNIDER, PURCHASING AGENT

Published: February 23, 2012

