



Response to Request for Proposals

**Proposal to**

**The City of Key West, FL**

**Federal Government Relations  
Services**

**RFP No.: 004-12**

March 21, 2012

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## 1.0 Introduction

Venable LLP (Venable) is pleased to present this proposal to provide federal government relations services and appropriations advocacy for the City of Key West, FL (the City), before Congress and the Executive Branch of the federal government, to represent the City, generally, and in support of the City's efforts to secure funding for the City's projects.

Our proposal includes our office locations, identification of our proposed project manager and team members, a description of our experience providing the services that the City requires, a description of our implementation plan, and our fees. We also provide descriptions of our firm and our legislative practice.

Full resumes for our proposed team members, the required forms, and a representative client list can be found in Appendices A – C, respectively.

### 1.1 Firm Name and Office Locations

Venable is a limited liability partnership that provides high quality legal services from its headquarters in Washington, DC and offices in Maryland, Virginia, New York and California. Our office locations are provided below.

Location	Address	Telephone #	Fax #
Washington, DC	575 7th Street, NW Washington, DC 20004	202.344.4000	202.344.8300
Baltimore, MD	750 E. Pratt Street, Suite 900 Baltimore, MD 21202	410.244.7400	410.244.7742
Tysons Corner, VA	8010 Towers Crescent Drive, Suite 300 Vienna, VA 22182	703.760.1600	703.821.8949
Towson, MD	210 W. Pennsylvania Avenue, Suite 500 Towson, MD 21204	410.494.6200	410.821.0147
Rockville, MD	One Church Street, 5 <sup>th</sup> Floor Rockville, MD 20850	301.217.5600	301.217.5617
New York, NY	Rockefeller Center 1270 Avenue of the Americas, 25 <sup>th</sup> Floor New York, NY 10020	212.307.5500	212.307.5598
Los Angeles, CA	2049 Century Park East, Suite 2100 Los Angeles, CA 90067	310.277.5967	310.277.5968

### 1.2 Project Manager

Greg Gill, a partner in Venable's Legislative and Government Affairs Group, has served as lead attorney on numerous federal relations initiatives. He has extensive experience with state and local government, and served as a staff member on Congressional committees, prior to joining Venable. His

“insider” insight and established relationships enable him to achieve success on behalf of a diverse clientele.

Mr. Gill has more than 20 years of experience as a lobbyist and 10 years of experience on Capitol Hill, and in other Legislative and Executive Branch capacities. Over the past three decades, including his work prior to joining Venable, Mr. Gill held senior positions and served as a staff member on Congressional committees and in the offices of several members of the House of Representatives and the Senate. During his tenure on Capitol Hill, he served as Legislative Director to current House Majority Leader Steny Hoyer (D-MD) and as a staff member on the House Appropriations Committee. He also served as a lobbyist and general counsel at one of Washington’s leading government affairs firms. Mr. Gill is able to draw on his relationships with the rank and file Members of Congress, as well as the House and Senate leadership, to ensure that his client representations are strategic and effective. Mr. Gill has also held senior positions in the state and local governments in Maryland.

Mr. Gill has broad experience with bipartisan legislative affairs and particular skills in appropriations advocacy. Through his advocacy efforts, Mr. Gill has helped some of the largest hospital networks and universities in the nation secure needed federal funding for critical projects. Mr. Gill’s lobbying and Hill experience cover a broad array of topics, including but not limited to economic development, telecommunications, health care and education policy, defense authorizations and appropriations.

Additional information for Mr. Gill is provided in Section 3.1 and in Appendix A.

Tel: 202.344.4615

Fax: 202.344.8300

Email: [GMGill@Venable.com](mailto:GMGill@Venable.com)

### **1.3 Current Client List**

Venable represents corporate, institutional, governmental, nonprofit, and individual clients throughout the United States and around the world. An exhaustive list of the firm’s clients spans many pages. A list of our legislative affairs clients, current as of February 6, 2012, is provided in Appendix B.

In addition to the listed clients, Venable has provided federal government relations services and appropriations advocacy to the following municipal and related clients:

- Cook County, IL
- Tulsa Airport Authority
- Napa Valley Vine Trail Coalition
- Town of Telluride, CO

## **2.0 Firm Experience and References**

### **2.1 Experience with Similar Contracts**

Our Legislative and Government Affairs Group brings many years of legislative and Executive Branch experience and strong relationships to bear on behalf of our clients. For example, Gregory M. Gill has represented clients, prepared testimony, and briefed witnesses and Congressional staff on various matters for more than 20 years and across a broad spectrum of issues and Congressional committees. A full description of our Legislative and Government Affairs Group is provided in Section 6.2.

Representative examples of our experience in providing federal government relations services and appropriations advocacy are provided below, followed by client reference information.

#### **Experience with Federal Government Relations**

- Provided general legislative representation on Capitol Hill and with Executive Branch agencies for Cook County, IL
- Provided legislative advocacy related to U.S. Department of the Interior issues on behalf of the Town of Telluride, CO
- Venable has represented the National Aquarium in Baltimore on appropriations, authorizations and Executive Branch matters for many years. For example, we assisted the Aquarium with the effort to pass the No Child Left Behind legislation. Our work included assisting the Aquarium in developing supporting materials and other activities to support the passage of the legislation. Venable has also worked with the Aquarium on negotiations relating to its lease. Our representation of this client is ongoing.
- Greg Gill represents the Hospital for Special Surgery before Congress on health care research, reimbursement, and funding issues.
- On behalf of CareFirst BlueCross BlueShield, Venable monitors any issues relating to health care insurance and the Federal Employee Health Benefit Program on Capitol Hill.
- On behalf of Altria, Venable monitors Capitol Hill and the Executive Branch agencies for actions that may affect the company's product lines and companies owned by Altria, as well as programs that fund public health education.
- Venable has been retained by Tiffany and Co. to address online counterfeiting.

#### **Experience with Appropriations Advocacy**

Venable has a well-positioned, successful appropriations practice that can be of great benefit to the City. Our experience includes performing appropriations work for the Tulsa Airport Authority, Tulsa, OK, and for the Napa Valley Vine Trail Coalition, among other engagements.

Mr. Gill, proposed as project manager if Venable is selected for this engagement, has particular skills in securing appropriations and federal grant funding on behalf of clients. Representative examples of Mr. Gill's and Venable's experience are presented below.

- **Miami-Dade Community College (MDCC):** Mr. Gill assisted M-DCC on numerous legislative and regulatory issues related to its educational and community service programs. In close cooperation with community groups involved in the effort to “rebuild” Miami in the wake of Hurricane Andrew, M-DCC proposed to relocate the Aviation Training Program to Homestead Air Force Base. Mr. Gill’s efforts resulted in \$10.5 million in funding for M-DCC’s initiative, through Defense Appropriations. Worked successfully with M-DCC to maintain the student financial aid eligibility of legal resident aliens, which was proposed for elimination in the Welfare and Immigration Reform Act. Worked with Members of Congress from both Florida and California to remove provisions directly and indirectly eliminating legal immigrants from student loan and grant programs. At M-DCC, approximately 8,000 students would have been affected by these provisions with an estimated loss of \$28 million to the College.

Mr. Gill also worked successfully with M-DCC to attract \$150,000 through the Commerce, Justice and State Appropriations bill for an Entrepreneurial Education Center. Also assisted M-DCC in securing \$1 million through Aeronautics and Space Transportation section of the VA/HUD Appropriations bill to develop a technology-oriented business incubator in Homestead, Florida.

- **Hampton University:** Mr. Gill assisted Hampton University in securing the Federal appropriations support described below.
  - **Fiscal Year 2009** – \$8.5 million for the Proton Beam Cancer Therapy Institute from the Defense Appropriations Bill and the Labor, Health and Human Services and Education Bill.
  - **Fiscal Year 2008** – \$1 million from the DoD Appropriations Bill for the Proton Beam Cancer Therapy Institute; \$1 million from the Energy and Water Appropriations Bill for the Institute; and \$390,000 from the Labor HHS, and Education Appropriations Bill for health professions training at the Institute.
- **Clafin University:** Mr. Gill assisted Clafin with the appropriations support described below.
  - **Fiscal Year 2010** – \$2 million from the Department of Defense for the detection and remediation of chemical weapons; \$244,487 for BioFuel Feedstock Field Station and \$229,237 for BioFuel Feedstock Field Station Phase II from the U.S. Department of Agriculture; \$2 million from the Department of Defense Appropriations Bill for next generation BioFuels Research and Development; \$2 million from the Department of Energy for Technology 21<sup>st</sup> Century; and \$999,018 for Research Infrastructure Improvement in Environment Science from the Department of Energy.
  - **Fiscal Year 2009** – \$700,000 for the Forensic Laboratory from the Commerce, Justice and Related Agencies Appropriations Bill; \$2 million from the Defense Appropriations Bill for the detection and remediation of biological and chemical weapons; and \$2 million for *biobutanol* production from the same bill.
  - **Fiscal Year 2008** – \$500,000 for *biofuel* production from the Energy and Water Appropriations Bill; a significant portion of a \$10.5 million appropriation for South Carolina HBCU science and technology initiative in the same bill; \$2 million for detection and remediation of biological and chemical weapons from the Defense Appropriations Bill; and authorizations in the Energy and Independence and Security Act and Farm Bills of 2007.
  - **Fiscal Year 2007** – \$2.5 million for the Science and Technology Center from the Energy and Water Appropriations Bill.

- **Fiscal Year 2006** – \$2 million the Energy and Water Appropriations Bill for the Science Center; \$300,000 for the Forensics Laboratory from the Commerce, Justice and Related Agencies Appropriations Bill; and \$1.7 million for a Pedestrian Walkway between Claflin and South Carolina State University from the Transportation Appropriations Bill.
- **Reed Elsevier:** Venable has monitored the appropriations bills for language that would hurt the company’s publishing business and, in some years, has worked with Members and staff to keep language out of the bills or dropping undesired language that was included at some point in the process.

## 2.2 Client References

### Venable’s Similar Contracts

<b>Client</b>	<b>Hospital for Special Surgery</b>
Description of work	General legislative representation on Capitol Hill and with Executive Branch agencies
Dates covering the term of the contract	Contract began in 2004
Client contact person, phone number and email	Deborah Sale, Executive Vice President Tel.: 212.606.1231 Email: <a href="mailto:saled@hss.edu">saled@hss.edu</a>
Results of the project	The project is ongoing.
<b>Client</b>	<b>The National Aquarium in Baltimore, MD</b>
Description of work	General legislative representation on Capitol Hill and with Executive Branch agencies
Dates covering the term of the contract	March 2010 – February 2011
Client contact person, phone number and email	Robert Ramin, Director of Federal Relations Tel.: 410.659.4213 Email: <a href="mailto:bramin@aquaria.org">bramin@aquaria.org</a>
Results of the project	The project is ongoing.
<b>Client</b>	<b>CareFirst BlueCross BlueShield</b>
Description of work	Federal representation related to health care and insurance
Dates covering the term of the contract	Contract began in 2009
Client contact person, phone number and email	Maria Tildon Tel.: 410.605.2591 Email: <a href="mailto:maria.tildon@carefirst.com">maria.tildon@carefirst.com</a>
Results of the project	The work is ongoing.
<b>Client</b>	<b>Altria</b>
Description of work	General legislative representation on Capitol Hill
Dates covering the term of the contract	Contract began in 2009
Client contact person, phone number and email	John Hoel, Vice President Tel.: 202.354.1524 Email: <a href="mailto:john.hoel@altria.com">john.hoel@altria.com</a>
Results of the project	The work is ongoing.



**Venable’s Similar Contracts** (continued)

<b>Client</b>	<b>Cook County, IL</b>
Description of work	General legislative representation on Capitol Hill and with Executive Branch agencies
Dates covering the term of the contract	Contract began Feb 1, 2009
Client contact person, phone number and email	Derek Blaida Tel.: 312.630.8833 Email: <a href="mailto:derekblaida@yahoo.com">derekblaida@yahoo.com</a>
Results of the project	
<b>Client</b>	<b>Clafin University</b>
Description of work	Appropriations and general legislative representation
Dates covering the term of the contract	April 1, 2009 – March 31, 2010 (renews annually)
Client contact person, phone number and email	Drexel Ball, Executive Vice President Tel.: 803.535.5263 Email: <a href="mailto:gmilller@clafin.edu">gmiller@clafin.edu</a>
Results of the project	\$7.2M in federal funds in FY 2010

### 3.0 Personnel Qualifications and Availability

#### 3.1 The Venable Team

We propose to establish a Core Team to work with the City Manager and/or his designée, comprising attorneys and senior legislative advisors who have the experience and relationships necessary to provide optimal services to the City. This team is truly bi-partisan and has the ability to reach all necessary decision makers in the House, Senate, and the Executive Branch. These Core Team members will have primary substantive responsibility for the work, under the direction of our proposed Project Manager, Venable partner Gregory M. Gill.

For efficiency, cost-effectiveness, and responsiveness to the City’s needs, we are proposing a diverse, bipartisan team of professionals with various experience levels and relevant abilities, who represent Venable’s superior quality, client service orientation, ethics, and high standards. All of the Core Team members work in Venable’s Washington, DC office.

If Venable is selected for this engagement, the attorneys and legislative professionals selected for the Core Team will be able to draw upon the experience and knowledge of attorneys in all of Venable’s practice areas, as needed, ensuring that the City will have access to the full breadth and depth of Venable’s capabilities.

Our proposed Core Team is introduced below. The table includes proposed roles and percentage of time each team member will be assigned for work on the City’s projects.

Full résumés for all proposed team members are provided in Appendix A.

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<b>Name and Title</b>	<b>Gregory M. Gill, Partner and Project Manager</b>
<b>Proposed Role</b>	Project Manager; Legislative and Executive Branch Services; Appropriations Advocacy
<b>Summary of Qualifications</b>	Greg Gill's qualifications summary is provided in Section 1.2, Project Manager.
<b>% Time on the City's Issues</b>	10%
<b>Name and Title</b>	<b>Robert L. Smith, II, Partner</b>
<b>Proposed Role</b>	Legislative and Executive Branch Services; Appropriations Advocacy
<b>Summary of Qualifications</b>	<p>Robert Smith advises clients on legislative and government relations, with an emphasis on obtaining funding via the Congressional appropriations process, federal grants, and through direct marketing and sales to federal agencies.</p> <p>Prior to joining Venable, Mr. Smith worked on Capitol Hill as legislative director for Congressman Wes Watkins (R-OK), focusing on trade and tax issues related to the Congressman's membership on the Ways &amp; Means Committee, and as the military legislative aide to Armed Services Committee member Congressman Joel Hefley (R-CO). In that role, Mr. Smith worked on defense procurement and military construction issues. Mr. Smith maintains an extensive network of contacts on Capitol Hill.</p>
<b>% Time on the City's Issues</b>	10%
<b>Name and Title</b>	<b>Richard Y. Hegg, Senior Legislative Advisor</b>
<b>Proposed Role</b>	Legislative and Executive Branch Services; Appropriations Advocacy
<b>Summary of Qualifications</b>	<p>Rick Hegg is a Senior Legislative Advisor with more than 12 years of experience advocating for clients' interests before Congress and the administration. Mr. Hegg advises a wide range of clients, with emphasis in the areas of appropriations, defense, transportation, health care, agriculture, homeland security, education, government contracts; and foreign affairs.</p> <p>Mr. Hegg works extensively with Congress and the Executive Branch on a variety of domestic and international matters. He also has extensive legislative experience in general public policy analysis, planning, and appropriations matters. This includes complex legislative initiatives and their subsequent implementation, assisting clients in incorporating public policy into their strategic planning, integrating public relations into their advocacy activities, and legislative drafting.</p>
<b>% Time on the City's Issues</b>	15%
<b>Name and Title</b>	<b>Kristen Rosa, Legislative Coordinator</b>
<b>Proposed Role</b>	Support for Legislative and Executive Branch Services and Appropriations Advocacy
<b>Summary of Qualifications</b>	<p>As a legislative coordinator, Kristin Rosa assists with client matters, provides legislative research and written support, and tracks congressional and federal agency activities.</p> <p>Ms. Rosa spent six years on Capitol Hill, working in both the U.S. House of Representatives</p>

and the U.S. Senate. Most recently, she worked for Senator Bob Corker (R-TN), advising him on defense; foreign relations; veterans; and trade issues, including providing support for the Senator's membership on the Committee on Foreign Relations. Prior to working in the Senate, Ms. Rosa worked for Representative John J. Duncan, Jr. (R-TN) and at the White House, Office of Presidential Advance.

**% Time on the City's Issues** 15%

### **3.2 Availability and Responsiveness**

Venable will give the City immediate access to our team of attorneys and legislative professionals, as well as widespread sharing of our knowledge and information to help the City meet its advocacy, scheduling and budgetary goals. We are known for timely and responsive client service. Our policy is to respond promptly to client telephone calls and email messages. Our attorneys have wireless, email-enabled devices and, as such, are continuously available. Calls and messages will be returned within 24 hours, either by the principal or, in that person's absence, by a designated attorney. Further, the team will conduct weekly meetings that will allow each team member to provide status and respond to inquiries if a team member is, or will be, unable available for any reason. Through this regular communication, it is our expectation that the City will have an informed, consistently available, highly responsive team.

Venable will be available not only to the City, but to members of Congress and their staffs, governmental agencies and other key individuals who are critical to effective legislative advocacy. Our Washington, DC location facilitates meetings with key contacts, attending hearings, delivering testimony and performing other functions that are part of the legislative advocacy process. City officials are encouraged to use our office space while they are in Washington.

## **4.0 Implementation of Scope of Services**

### **4.1 Proposed Methodology**

Venable understands that the City requires competent, strategic, and aggressive legislative advocacy before the United States Congress, Executive Branch agencies, federal administrative agencies, and departments and other entities of the United States government. Venable further understands that such services will be designed to assist the City in securing funding, influencing policy, and furthering favorable legislation and executive action, strategically and effectively.

As described above, Venable has a depth of experience in representing its clients interests before all of the entities necessary to further the City's agenda, including legislative committee hearings and meetings, rulemaking proceedings or other administrative or legislative agency meetings, and audiences with individual legislators, legislative staff and Executive Branch personnel. Over the years, our attorneys and legislative advisors have developed an approach to legislative representation that has proven to be effective and has enabled us to achieve success on behalf of our clients, with regard to policy, legislation and appropriations. However, we tailor our approach to each legislative project such that it is specific to each client challenge. We work in close collaboration with our clients to customize our recommended strategies and related activities to the client's goals, objective and needs. In so doing, we take into account such factors as the legislative and political environment, potential allies and opponents, key relationships and available resources. Our primary goal is to combine the

strengths of the client and the firm into a plan of action that is designed to achieve the client's specific set of objectives.

With decades of experience, we have a strong foundation to use as a starting point for each client. Our methodology is the result of decades of experience and a the development of a proven approach to legislative representations that have enabled Venable's legislative personnel to achieve success on behalf of their clients, with regard to policy, legislation, appropriations, and the media. Our primary goal is to combine the strengths of our team and the City into a plan of action designed to achieve the City's specific goals, and address all of the elements of the City's Scope of Services, as set forth in the RFP.

While we propose to proceed as outlined generally below, we will tailor our approach to the City's specific interests, using our experience and relationships to the City's advantage.

Our proposed approach for representing the City is outlined below.

### **Managing the Relationship**

If our team is selected for this engagement, Gregory M. Gill will be the Project Manager and Relationship Manager for the City, and will coordinate provision of the legislative services requested by the City, including the Scope of Work services set forth in the RFP. However, the City's personnel will have direct access to our team and to other professionals at our firm, as necessary. In his role as Relationship Manager, Mr. Gill will lead our team; will manage billing and contract compliance; and will be the primary point of contact for the City.

### **Defining Issues**

The foundation for any effective legislative program is a clear understanding of the issues. We understand that, in recent legislative cycles, the City of Key West has sought federal funding from the Energy and Water Development Appropriations Bill, the U.S. Army Corps of Engineers, the Transportation and Housing and Urban Development Appropriations Bill, and the Commerce Justice Science Appropriations Bill, for issues such as:

- Environmental infrastructure program for water quality improvements in the Florida Keys
- Building a transit facility
- Extension of a ferry terminal pier
- Economic development
- Community block grant program
- Law enforcement technology

We also understand that legislative advocacy has involved issues such as seeking to change or delay implementation of certain EPA water quality rules for Florida.

As a first step, we will take appropriate steps gain an in-depth understanding of the City's legislative issues, and to ensure that all team members – the City's and Venable's – understand every issue, the

underlying legal or policy considerations driving the issue, the potential outcomes, the City's desired outcome, and factors that could impact the outcome. We will begin by reviewing the City's legislative goals and priorities for the prior year. To understand and define issues fully, and to ensure a strong, consistent legislative program, we will integrate our efforts with the City Manager and/or his designee to obtain all necessary project information, and we will accomplish the objectives of Scope of Services requirement #1.

### **Planning and Establishing Strategy**

The attorneys and other professionals comprising this integrated team understand the technical, fiscal and political aspects of existing and proposed legislation. Venable, in collaboration with the City, will develop and execute a strategic legislative and appropriations advocacy plan – encompassing the City's objectives and requirements at the federal level – that will include clearly defined legislative and appropriations strategies that reflect our broad understanding.

Venable has significant experience in developing lobbying strategies. In one instance, for example, legislation was on a glide path to passage in the House of Representatives. In the eleventh hour, one of our lobbyists was retained to kill the legislation and develop a compromise. After a massive lobbying effort, the bill was killed, but there were very harsh feelings among interested parties on both sides. We worked with both sides to develop a compromise strategy that included an international accord instead of federal legislation.

In another instance, a client's request was not supported by either of their two U.S. Senators, for complicated reasons. Their Congressman also was unable to gain traction with the relevant subcommittee chairman on the House side. We developed a strategy of going to another Congressman on the panel from the same state as the client. He was able to break the log jam at the subcommittee. The subcommittee funded the request and the two senators were "forced" to support it after it made it out of the House of Representatives.

We will work closely with the City's personnel to assess and evaluate key political issues and opportunities that enable us to define and establish primary objectives. We will develop comprehensive strategies to achieve those objectives, applying creativity when necessary, as described above. Our strategies will be based on our experience, knowledge and findings with regard to any specific matter.

Our legislative strategies will be consistent with the City's objectives and the requirements of the RFP, will minimize risk to the City, and will be both legal and ethical. Our collaborative method of strategy development ensures that our team will be aligned with the City's objectives, as implemented by the City's staff. Once the City has approved our recommended strategic plan for legislative activities and appropriations advocacy, or otherwise made a final determination with regard to strategy, we will match the appropriate team members and other personnel to matters assigned to us, based on the knowledge, experience and relationships required for each given matter, and always with an eye towards containing costs without compromising the quality of our services.

### **Implementing the City's Federal Government Relations and Appropriations Advocacy Program**

We will provide a full range of lobbying, legislative counsel and advocacy services, including advising the City of the status of legislation while Congress is in session. We will use our strong relationships

with governmental and non-governmental entities and individuals to advance the City's agenda. Working in cooperation and coordination with the City Manager and/or his designee, to ensure a cohesive effort, we will execute the tasks addressed in Scope of Services requirements #3 – #13 in implementing the City's strategic legislative and appropriations advocacy plans.

## **Identifying and Pursuing Funding Opportunities**

### **Appropriations and Authorizations**

Typically, municipalities focus primarily on the appropriations subcommittees that are relevant to their interests, as the primary sources of funding opportunities. Such committees and agencies would have program authority that matches the City's needs. While we will pursue these avenues, it is important to note that these committees are not the sole sources of funding. We also would target authorization bills that could be helpful in any number of ways, as well as direct appeals for assistance to the Executive Branch agencies. We will bring our experience to bear as we identify and analyze traditional and non-traditional opportunities.

An additional point should not be overlooked regarding targeted selection bills. The City and its legislative representatives will need to stay focused on the specific appropriations and authorization bills that are more likely to be enacted into law than others, and pursue legislative vehicles that will become law.

The appropriations funding process in this arena is highly Member- and district-by-district oriented. This can pose a challenge to the City. To represent the City effectively, Venable would need to understand current mechanisms used to establish priorities and perhaps make recommendations as to how to improve this process.

### **Grants and Grant Administration**

In addition to appropriations and authorizations, Venable would pursue grant funding. We have significant experience with grant funding related to homeland security (including FEMA), commerce, energy, education and other issues. In addition, we have several avenues for exposure to grant funding opportunities. For example, Venable has one of the most well-respected nonprofit practices in the country, which provides our attorneys with steady exposure to grant procurements at agencies across the federal government. Our Government Contracts group is another source of leads. Venable will support the City's efforts in pursuit of federal grant opportunities.

Venable also has broad experience in counseling grant recipients, having advised many clients on issues related to federal grant programs, including compliance with cost principles and other regulatory requirements applicable to grant recipients from sources such as state and local governments, educational institutions, and nonprofit organizations. We have specific experience with HUD grant programs and requirements unique to grant funding under the Recovery Act. For example, we have advised on cost issues and compliance with OMB Circular A-122 for various grantees; investigated compliance with A-122 and grants control issues; and negotiated a favorable civil false claims act settlement in grants context.

Venable provides a service to clients that includes monthly notices of federal grant opportunities in areas of interest to the respective client. The service provides helpful hints on how to write a

successful grant for each grant opportunity. We also can provide a list of grant writers that clients can hire to write grant applications.

Venable will craft the most appropriate strategy and action plan, in consideration of the City's requirements, the political environment and other factors. Our team will perform in a collaborative manner that capitalizes on the strengths of both our team and the City. A collaborative working relationship will also help to ensure the most effective and efficient use of resources and personnel, and will give us the best chance of accomplishing the objectives of Scope of Services requirements #2 and #15.

### **Ensuring Responsiveness**

Maintaining strong lines of communication with the City will be a critical to successful resolution of the City's issues. Our team takes communication seriously, as there is risk in both under- and over-communicating. From initial intake and throughout the process of handling any matter, Venable will provide status reports and remain easily accessible and available to respond to the City's needs.

Our Relationship Manager will follow up consistently with the City's designated personnel to ensure that the work is on-track, on-schedule and that the desired results are being achieved, and will take steps to correct the situation, if any issues are adversely affecting our performance.

Our team will be available, if requested, on a 24-hour basis during the session to assist in writing, interpreting, and monitoring legislation and regulations; drafting legislation, amendments, proviso language, position papers and testimony; and reporting.

Venable also will provide staff, office and logistical support to the City officials, if needed.

### **Reporting**

We will provide reports in according with Scope of Services requirement #14. Specifically, we will provide quarterly reports to the City Manager demonstrating our progress toward securing funding for City projects. The report will provide sufficient information as needed for the City Commission, City Manager and staff to support any lobbying strategies. We also will appear before the City Commission to report on and demonstrate our progress toward securing funding for the City's projects, as set forth in Scope of Services requirement #15.

Our reports also will include recommendations for future actions on any issues. A sample of our report format is provided in Appendix D. We will modify our standard report, as needed, to ensure that it conforms to the City's requirements for format and level of detail.

### **Ensuring Issue Resolution and Timeliness**

We will make every effort to handle the City's matters and resolve issues in a timely, cost-effective manner. We will establish and manage schedules for every project, with the City's concurrence. We will:

- Monitor the schedule, with the City's participation
- Identify and address, early in the process, any variables that are likely to impact the desired timeline or outcome.

## **4.2 Time Estimate**

Venable's estimated timeline is based on traditional tasks associated with implementing a federal government relations and appropriations advocacy plan. Tasks may be added as necessary to address the City's issues effectively and efficiently.

Our preliminary timeline is provided below.



**Estimated Timeline**

Tasks	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Meet with the City Manager designated other City personnel to discuss past strategies, accomplishments, challenges, goals and objectives												
Develop legislative and executive branch strategies												
Begin meeting with Congressional officials to discuss legislative requests												
Meet again with the City Manager designated other City personnel to discuss and finalize strategic legislative plan												
Review the President's budget submission												
Obtain deadlines and submit requests for federal support to Capitol Hill												
Hold meetings with Executive Branch officials to seek support, partnerships and grant opportunities.												
Review potential authorizations and appropriations bills as vehicles for funding the City's initiatives												
Monitor federal activities, including rulemaking												
Seek opportunities to testify on Capitol Hill												
Meet with appropriate Congressional staff to develop support beyond the State's Congressional delegation												
Monitor appropriation subcommittee mark-ups												
Monitor movement of relevant authorization vehicles												
Monitor appropriations committee mark-ups												
Follow floor votes												
August recess on Capitol Hill; continue our work with Executive Branch												
Monitor all legislation for opportunities												
Provide quarterly reports												
Conduct continuous communications with the City Manager and designated other City personnel												

## **Scheduling**

Venable will work with the City to modify the preliminary timeline. We are willing to meet the City's scheduling and timeframe requirements.

Venable's recent, current and projected workloads will not present an issue for the City.

## **5.0 Fees**

### **5.1 Proposed Fee**

Venable is proposing a fixed fee of \$6,000 per month, plus reasonable expenses, including local transportation, travel and lodging costs associated with travel to Key West.

### **5.2 Fee Basis**

Consistent with commercial practice in the legal services industry, Venable's rates for attorneys and legal staff are based on competitive market forces – not on the cost of providing those services.

Annually, Venable obtains results of surveys of the marketplace to use as benchmarks in establishing or adjusting our rates each year, and then, analyzes the survey data. After review of Venable's survey analysis, Venable's executive committee consults with practice group leaders, who in turn consult with firm practitioners and clients regarding whether Venable's rates are competitive with firms providing like services in similar locations, of like size, practice areas, expertise, experience, and reputation. Venable then adjusts its commercial rates based on the survey data and internal discussions.

Venable refines its rates by establishing different categories of commercial rates for each attorney so that the pricing of any matter corresponds to the particular area of law, the complexity involved, whether the issues are novel or routine, and risk. Thus, we are able to provide rates that are competitive, fair and reasonable for our clients.

In establishing rates for particular client matters, we base our fees on the hourly rates of the individual attorneys and legal services professionals who are doing the work. Typically, we then bill for our services against a monthly retainer based on estimated hours and the attorneys' rates, derived as explained above. With cost-effectiveness in mind, we reduced our hourly rates substantially to formulate a retainer that ensures fair and reasonable rates for the City. However, the City can be assured that the proposed fee reduction will not impact the quality of our representation.

## **6.0 Supplemental Information**

### **6.1 Firm Description**

Venable is a limited liability partnership, established in 1900. One of *The American Lawyer's* top 100 law firms, Venable has attorneys practicing in all areas of corporate and business law, complex litigation, intellectual property and government affairs. Venable serves corporate, institutional, governmental, nonprofit, and individual clients throughout the United States and around the world. Our offices are located in Washington, DC, California, Maryland, New York, and Virginia.

The firm has a long history of steady growth, high-quality service, and sound management. With more than 550 attorneys and other legal services professionals, Venable provides superior quality legal counsel in traditional and developing areas of law, organized in practice groups under four divisions: Business, Technology, Litigation, and Government. While the practice groups are autonomous, the boundaries surrounding them are not rigidly defined. If Venable is selected for this engagement, the attorneys and legislative advisors selected to represent the City will be able to draw upon the experience and knowledge of attorneys in all of these practice areas, as needed, thus giving the City access to the full breadth and depth of Venable's capabilities.

Venable represents a diverse clientele – from emerging companies to large national and international concerns in industries that include utilities financial, manufacturing, hospitality, health care, pharmaceuticals, transportation, mass media, and information technology, as well as governmental entities, nonprofit organizations, and individuals. Venable also is committed to building and maintaining a diverse group of attorneys and staff who reflect not only the multiplicity of the communities in which the firm practices, but also the clients we serve.

The firm's commitment to social responsibility is further exemplified by The Venable Foundation. Established in 1983, The Venable Foundation works to promote the health and well-being of the communities where Venable's clients and attorneys live and work. The Foundation supports a wide range of civic, cultural and charitable endeavors as well as public interest law and legal education. In 2010, the Foundation gave more than \$2 million in contributions to a wide variety of organizations, continuing a long tradition of unparalleled giving that complements the extensive *pro bono* legal work and community service of Venable attorneys and staff.

## **6.2 Description of the Legislative and Government Affairs Practice**

Venable's Legislative and Government Affairs practice is one of the most highly regarded in Washington, D.C., and is ranked by *Legal Times/Influence* as one of the Top 15 Legislative and Government Affairs law firm practices in Washington. Our Group has an extensive network of active contacts from both major political parties on Capitol Hill. Our attorneys bring many years of legislative and executive branch experience and strong relationships to bear on behalf of our clients.

We assist clients in every aspect of federal legislative advocacy before both branches of government, including:

- Research and analysis
- Issue management
- Legislative drafting, strategy development and implementation
- Public policy advocacy
- Preparation of committee report language and congressional testimony
- Identifying sources of and obtaining federal funding
- Appropriations and authorizations advocacy

Our team regularly monitors legislation, legislative activities, and policies on Capitol Hill related to our clients' interests. We work closely with clients to continually assess and evaluate political risks and opportunities that enable us to establish primary objectives. We also develop and execute comprehensive strategies to achieve those objectives. In many situations, we are called upon to prepare advocacy materials, including proposed statutory language and related legislative history; detailed briefing materials and talking points that explain issues fully; and responses to potential

arguments from an opposing party. Our legislative professionals also provide advice on how to organize, coordinate and manage similarly situated constituencies in support of our clients' goals.

## **Our Attorneys**

Venable's attorneys and legislative advisors are the greatest strength of our Legislative and Government Affairs Group. We have the knowledge and experience to accomplish virtually any task, including assisting our clients in securing funding for high priority projects through the appropriations process.

Our attorneys and legislative advisors are skilled practitioners in public policy advocacy, and in assisting clients in securing funding for high priority projects through the appropriations process. We have gained a strong working knowledge of legislative, administrative and regulatory processes at the federal level, in part, through the direct experience of more than 20 attorneys and legislative advisors in our legislative practice.

Many of our attorneys have held senior positions in various government agencies, including: the Department of Justice, Treasury Department, the Securities and Exchange Commission, the Board of Governors of the Federal Reserve System, the Comptroller of the Currency, the Federal Deposit Insurance Corporation, the Office of Thrift Supervision or its predecessor agency Federal Home Loan Bank Board, the National Credit Union Administration, and others.

Venable's Legislative and Government Affairs practice includes:

- A former U.S. Senator who served for 18 years
- A former U.S. Secretary of Transportation
- Two attorneys named as "Washington's Lobbying Leaders" by *Influence* magazine
- One of the most well-connected veteran lobbyists in Washington, consistently included in rankings of D.C.'s top lobbyists
- Two former tax counsels for the Senate Finance Committee and the Joint Committee on Taxation
- A former counsel and policy coordinator for the House of Representatives Energy and Commerce Subcommittee on Telecommunications and the Internet under the current Chairman, Congressman Fred Upton.
- A chief counsel for the Senate Permanent Subcommittee on Investigations

## **Key Contacts**

Venable has extensive experience in working with Senate and House committees. Many of our attorneys have direct experience in supporting Congressional committees. In addition to the former roles of some of our attorneys listed above, our Legislative Group also includes attorneys who have served as staff members on Congressional committees and in the offices of several members of the House of Representatives and the Senate. Not only has this provided our attorneys with an insider's view of the workings of these agencies, it has given them the opportunity to build, develop and maintain contacts with key officials in each agency.

Venable has extensive contacts in the Executive Branch. Representative examples are provided below.

*The Executive Office of the President*

- The White House Office
- Office of the Vice President
- Office of Management and Budget
  - Office of Procurement Policy
- National Security Council
- U.S. Trade Representative

*U.S. Department of State*

- Office of the Secretary
- Bureau of African Affairs
- Bureau of Economic and Business Affairs
  - Free Trade Agreements
  - Economic Sanctions/Terrorist Finance
- Bureau of International Security and Nonproliferation Sanctions
- Bureau of Near East Affairs
- Office of Alcohol and Tobacco Tax and Trade Bureau

*U.S. Department of Commerce*

- Bureau of Industry and Security
- International Trade Administration
- USAID
- Millennium Challenge Corporation

*U.S. Department of the Treasury*

- Office of the Secretary
- Office of International Affairs
  - Office of Tax Policy
  - Office of Legislative Affairs
  - Office of Terrorism and Terrorist Finance
    - Financial Crimes Enforcement Network
    - Office of Foreign Assets Control
- Office of Domestic Finance
  - Office of Financial Stability
  - Troubled Assets Recovery Program
- Internal Revenue Service
- Financial Management Service

*U.S. Department of Homeland Security*

- Office of Science and Technology
- U.S. Customs and Border Protection
- U.S. Immigration and Customs Enforcement

***Other Departments***

- U.S. Department of the Interior
- U.S. Environmental Protection Agency, and analogous state agencies
- U.S. Department of Energy

Our legislative attorneys and legislative advisors also have extensive contacts in the legislative branch, including:

***Federal Legislative Contacts***

U.S. Congress

***Executive Branch Contacts***

- U.S. Department of Commerce
- Environmental Protection Agency
- U.S. Department of Transportation
- U.S. Department of Homeland Security
- U.S. Department of Housing and Urban Development
- U.S. Department of the Interior

**Our Work**

The firm's legislative affairs team regularly monitors Capitol Hill and Executive Branch activity related to legislation, legislative activities, and policies, concerning our clients' interests. We work closely and continually with clients to assess and evaluate political risks and opportunities, enabling them to establish priorities. We also develop and execute comprehensive strategies to achieve those objectives. In many situations, the firm is called upon to prepare advocacy materials, including proposed statutory language and related report language; detailed briefing materials and talking points that more fully explain issues; and responses to potential arguments from an opposing party. Venable's legislative attorneys and other professionals provide advice on how to organize, coordinate and manage similarly situated constituencies in support of its clients' goals.

With regard to appropriations advocacy, Venable has substantial experience in assisting municipal clients with securing federal funding for various projects and initiatives. As a brief summary, our team has worked for both public and private interests with funding requests before Congress and a variety of Executive Branch agencies. This includes funding for projects involving transportation infrastructure, real estate development, education, healthcare initiatives, and other issues of critical importance to state and local government clients. We also have assisted with grant applications for projects involving transportation, homeland security and other issues.

Given the firm's success in providing legislative representation to clients in the areas of interest to the City, Venable is confident that a successful legislative effort depends on having the technical knowledge of relevant legislation, as well as the experience and political standing with key Members of Congress and their staffs. Venable combines, in a single firm, not only the technical knowledge and experience required to lobby issues at the federal level on behalf of the City, but the ability to call upon the experience and judgment of former Members of Congress, former senior staff members and former regulatory agency attorneys who are now members of Venable's legislative affairs team.

## 7.0 Validity of Proposal

Venable stipulates that the proposal submitted herein is valid for 120 days from the date of submittal.



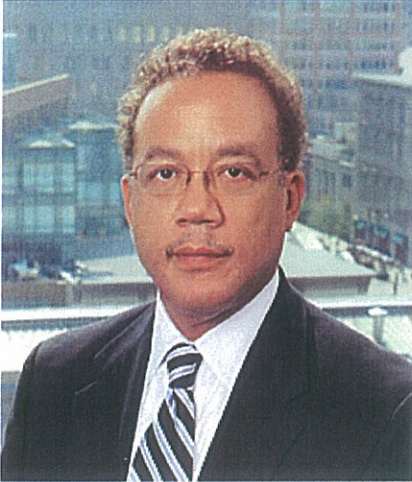
Gregory M. Gill, Partner

# Appendix A

## Venable Team Résumés

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## Gregory M. Gill

Partner

*Washington, DC Office*

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[gmgill@Venable.com](mailto:gmgill@Venable.com)

### AREAS OF PRACTICE

Legislative and Government Affairs  
Political Law  
Healthcare

### INDUSTRIES

Transportation and Transportation Infrastructure  
Hospitality and Lodging

### GOVERNMENT EXPERIENCE

Staff Member, United States House of Representatives, House Appropriations Committee  
Legislative Director, United States House of Representatives, Office of Representative Steny Hoyer (D-MD)

### BAR ADMISSIONS

District of Columbia  
Maryland  
Pennsylvania

Gregory Gill counsels clients on legislative and regulatory matters across a broad range of public policy issues, including defense, health care, transportation education, labor relations and biomedical research. As a former House Appropriations Committee staff member, Mr. Gill has extensive legislative experience on funding and policy matters.

Over the past three decades, Mr. Gill has advocated on behalf of clients, held senior positions in Maryland state and local government, and served as a staff member on Congressional committees and in the offices of several members of the House of Representatives and the Senate. During his tenure on Capitol Hill, Mr. Gill served as Legislative Director to current House Minority Whip Steny Hoyer (D-MD) and as a staff member on the House Appropriations Committee. Prior to joining Venable, Mr. Gill served as a lobbyist and general counsel at one of Washington's leading government affairs firms.

Through his advocacy efforts, Mr. Gill has helped some of the largest hospital networks and universities in the nation secure needed federal funding for critical projects.

His diverse client base ranges from large corporations and educational institutions to small nonprofit organizations. Mr. Gill has lobbied for numerous business interests, both individually and as part of business coalitions, on a wide variety of topics including intellectual property and the Employee Free Choice Act. He recently helped create and shepherd through Congress a comprehensive plan to bring the U.S. Government's rules for "conflict diamonds" into international compliance. He has worked on reforming the nation's mining laws, which remain largely based on legislation originally created in 1872.

Mr. Gill maintains strong relationships with members of the House and Senate and their staff as well as with members of the Obama Administration.

### SIGNIFICANT MATTERS

At his previous firm, Mr. Gill maintained a thriving legislative affairs practice, was responsible for the firm's compliance with federal lobbying disclosure laws and acted as General Counsel on the firm's day-to-day legal issues.

During his tenure as Legislative Director for then-House Minority Whip Hoyer, Mr. Gill managed Congressman Hoyer's legislative initiatives. As Associate Staff to the Appropriations Committee, Mr. Gill counseled the Congressman on matters relating to multiple congressional subcommittees,

## EDUCATION

J.D., University of Maryland  
School of Law, 1977

B.S., Frostburg State College,  
1974

## MEMBERSHIPS

Bowie State University  
Foundation

Maryland State Bar Association

J. Franklyn Bourne Bar  
Association

including Labor, Health and Human Services, Education, Commerce, Justice, State and Judiciary, HUD and Independent Agencies.

After his tenure on Capitol Hill, Mr. Gill served for two years in the Cabinet of Prince George's County Executive and future Maryland Governor Parris Glendenning. There, Mr. Gill was responsible for coordinating the county's drug policy.

## HONORS

Mr. Gill has been honored as a Congressional Fellow at the University of Virginia Medical School and also at Baxter Corporation. He received a Resolution of Appreciation from the American Association of MESBICS and he was awarded Outstanding Young Man of America.

## ACTIVITIES

Mr. Gill serves as the senior warden of St. Thomas Episcopal Church in Croom. He enjoys tennis, jogging and horseback riding.

## PUBLICATIONS

- January 2011, Capitol View - January 2011, Capitol View
- August 2010, Section 1502 of the Dodd-Frank Act: New SEC Reporting Requirements for Issuers Using Conflict Minerals, SEC Update
- January 2009, Capitol View - January, 2009, Capitol View

## SPEAKING ENGAGEMENTS

- October 3, 2011, "The Regulatory Landscape for Private Equity" at the National Association of Investment Companies (NAIC) Annual Conference



## Robert L. Smith, II

Senior Legislative Advisor

Washington, DC Office

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[rlsmith@Venable.com](mailto:rlsmith@Venable.com)

### AREAS OF PRACTICE

Legislative and Government Affairs

Homeland Security

Privacy and Data Security

### INDUSTRIES

Consumer Financial Protection Bureau Task Force

### GOVERNMENT EXPERIENCE

Legislative Director, United States House of Representatives, Office of Representative Wes Watkins (R-OK)

### EDUCATION

M.B.A., University of North Carolina, Kenan-Flagler Business School, 2011

B.A., University of Oklahoma, 1994

Rob Smith serves as Co-Chair of Venable's Legislative Practice Group. Mr. Smith represents a diverse client base including entities from the defense, pharmaceutical, health care, environmental, financial services and transportation industries. A veteran of Capitol Hill, Mr. Smith uses his experience and knowledge to advise these clients on all aspects of federal advocacy, including obtaining federal funding, marketing and sales to federal agencies and developing effective relationships with their constituent members of Congress and congressional staff. Using his numerous bipartisan relationships on Capitol Hill, he has led many successful legislative coalition efforts on behalf of his clients. These successes are a direct result of his well-established relationships with representatives from both parties.

A native Oklahoman, Mr. Smith is politically active and serves on the steering and finance committees for many elected officials.

In 2004 and 2008, Mr. Smith served as a professional volunteer in the Official Proceedings Division of the Republican National Committee. In that role, he was responsible for the logistics and hospitality of over twenty members of Congress and VIPs.

Prior to joining Venable, Mr. Smith served as federal affairs representative for Sun Microsystems. He represented Sun, one of the world's largest technology companies, on numerous legislative and regulatory matters including domestic and international tax, broadband, employee compensation and benefits, accounting and export controls. He was active in directing Sun's participation in major technology trade associations, coalitions and congressional working groups and was the company's prime liaison before key political party organizations.

Mr. Smith's time on the Hill was spent as legislative director for Congressman Wes Watkins (R-OK), focusing on trade and tax issues, and as the military legislative aide to Armed Services Committee member Congressman Joel Hefley (R-CO), where he worked on defense procurement and military construction issues.

Mr. Smith earned his B.A. from the University of Oklahoma in 1994 and his M.B.A. from University of North Carolina, Kenan-Flagler Business School in 2011.

### PUBLICATIONS

- December 2011, House Intelligence Committee Announces Cybersecurity Legislation: Path Forward Uncertain, Cybersecurity Alert

- July 2011, Patent Reform Bill Nearing Passage; Financial Services Sector to Be Impacted, IP Buzz
- March 2011, It Doesn't Pay to "Pay to Play" – Investment Adviser Compliance With Advisers Act Rule 206(4)-5 Is Now Mandatory: What You Should Do Now To Avoid Significant Penalties Later, Client Alerts
- January 2011, Capitol View - January 2011, Capitol View
- July 2010, Energy Legislation – Three Critical Weeks, Energy Alert
- March 2010, Greenhouse Gas Permits Delayed Until January 2011 - Sort Of, Environmental Alert
- June 11, 2009, Historic Credit Card Crackdown Law Affects Creditors, Credit Card Issuers, Gift Card Sellers, Colleges and More, Financial Services Alert
- March 31, 2009, Treasury and the SEC Intend to Require Managers of Hedge Funds to Register
- February 18, 2009, Executive Compensation Limitations & Corporate Governance Standards in Stimulus Bill, Financial Services Alert
- October 15, 2008, Federal Government Takes Historic Actions in Support of U.S Financial Institutions, Economic Crisis Team Alert
- October 8, 2008, Economic Crisis Team Alert: "Overview of the Emergency Economic Stabilization Act of 2008", Economic Crisis Team Alert

#### SPEAKING ENGAGEMENTS

Mr. Smith spoke on a panel at BIO 2005 regarding the congressional appropriations process. He also spoke on behalf of the High Tech Coalition on Trade Promotion Authority before an audience of congressional staff. Mr. Smith recently spoke on behalf of the High Tech Coalition on TPA before an audience of congressional staff.

- September 20, 2011, "Joint Select Committee on Deficit Reduction: Beyond the Basics... What You Need to Know" hosted by Venable
- June 8, 2011, How Investment Advisers and Financial Services Professionals are Being Impacted by Decisions in Washington, DC
- December 4, 2007, THE CREDIT CRUNCH: How to Not Only Survive, But Prosper



## Richard Y. Hegg

Senior Legislative Advisor

Washington, DC Office

T 202.344.4417 F 202.344.8300

[ryhegg@Venable.com](mailto:ryhegg@Venable.com)

Mr. Hegg is a Senior Legislative Advisor for Venable LLP and has more than 12 years of experience advocating clients' interests before Congress and the administration. Mr. Hegg advises a wide range of clients, with emphasis in the areas of appropriations, defense, transportation, health care, agriculture, homeland security, education, government contracts, and foreign affairs. His broad background has provided him with the skills to craft successful strategies that enable clients to achieve their objectives throughout the federal government.

Mr. Hegg works extensively with Congress and the executive branch on a variety of domestic and international matters. He also has extensive legislative experience in general public policy analysis, planning, and appropriations matters. This includes complex legislative initiatives and their subsequent implementation, as well as assisting clients in incorporating public policy into their strategic planning, integrating public relations into their advocacy activities, and legislative drafting.

Before joining the firm, Mr. Hegg spent six years as Legislative Director for the consulting firm, The Potomac Group, where he developed substantial experience in policy analysis and issue advocacy. Prior to that, Mr. Hegg assisted the 1998 Democratic Coordinated Campaign in South Carolina. Mr. Hegg earned his B.A. degree in Political Science from the College of Charleston in 1997.

Over the past 12 years, Mr. Hegg has provided legislative advocacy across a broad and diverse number of issues:

- Appropriations, including assisting clients with obtaining federal funds through Congress with particular emphasis on homeland security, defense, transportation, education and energy matters
- Transportation, including assistance with the full-funding of the Maritime Security Program, Jones Act advocacy, Title XI ship building loan guarantee program, short sea shipping, harbor maintenance tax, infrastructure banks, intermodal development and public private partnerships
- Homeland Security, including cargo security (maritime and aviation), aviation screening and scanning, federal building security, nuclear facility security, chemical facility security, port infrastructure security, rail and transit security and urban area security grant programs

### AREAS OF PRACTICE

Legislative and Government Affairs

### INDUSTRIES

Transportation and  
Transportation Infrastructure  
Maritime

### EDUCATION

B.A., College of Charleston,  
1997

- Defense, including UAVs, body armor, veteran's affairs, troop support and advocacy, major weapon systems and procurement matters
- Foreign relations, including private security contractors, government contracting in theatre, and Asian affairs
- Education, including children's museums, post secondary health worker education, higher education institution funding/grants and educational exhibits
- Agriculture, including foreign currency trading matters and farm bill issues generally

### SIGNIFICANT MATTERS

Most recently, Mr. Hegg helped to garner support from Members of Congress to appropriate funds for the Maritime Security Program's new 60-ship program at \$156 million for FY'06. Mr. Hegg obtained the support of 31 of the Members who committed to the program, which was fully funded.

### PUBLICATIONS

May 2011, Capitol View - May 2011, Capitol View

### SPEAKING ENGAGEMENTS

March 14, 2011, Government Relations Presentation at Polycystic Kidney Disease Foundation's United On The Hill



## Kristin R. Rosa

Legislative Coordinator

Washington, DC Office

T 202.344.4480 F 202.344.4480

[krosa@Venable.com](mailto:krosa@Venable.com)

Kristin Rosa assists with client matters, provides legislative research and written support, and tracks congressional and federal agency activities.

Ms. Rosa spent six years on Capitol Hill working in both the U.S. House of Representatives and the U.S. Senate. Most recently, she worked for Senator Bob Corker (R-TN) advising him on defense, foreign relations, veterans, and trade issues, including providing support for the Senator's membership on the Committee on Foreign Relations. Prior to working in the Senate, Ms. Rosa worked for Representative John J. Duncan, Jr. (R-TN) and at the White House, Office of Presidential Advance.

### AREAS OF PRACTICE

Legislative and Government Affairs

### GOVERNMENT EXPERIENCE

Staff Member, United States House of Representatives, Office of Representative John J. Duncan, Jr. (R-TN)

Staff Member, United States Senate, Office of Senator Bob Corker (R-TN)

Intern/Media Logistics  
Volunteer, White House, Office of Presidential Advance

### EDUCATION

B.S., *cum laude*, Liberty University

Liberty University Honors Program

# Appendix B

## Representative List of Venable's Legislative Affairs Clients

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## **Representative List of Venable's Legislative Affairs Clients**

- AECOM
- Altria Group
- American Chemistry Council
- American Hotel and Lodging Association
- AMR Corporation
- Association of Food and Dairy Retailers, Wholesalers and Manufacturers
- Beachbody, LLC
- Boehringer Ingelheim
- Beverly Hills Unified School District
- Blackstone Group
- BlueKai
- Care First BlueCross BlueShield
- Cheyenne and Arapaho Tribes of Oklahoma
- Chicago State University
- Christ Hospital
- Chrysler Group, LLC
- Cincinnati Museum Center
- Claflin University
- Cleaner Safer Trucking, Inc.
- Coalition Against Organized Retail Crime
- ComScore Networks, Inc.
- Con-Way, Inc.
- Crowley Maritime Corporation
- Design Professionals Coalition
- Direct Marketing Association
- Dun & Bradstreet
- DyStar, LP
- Earthmark Companies
- Edison Chouest Offshore
- Endo Pharmaceuticals, Inc.
- Entertainment Software Association
- Experian, Inc.
- Financial Education & Counseling Alliance
- Florida International Bankers Association
- Guthy-Renker Corporation
- Homeownership Preservation Foundation
- Hornbeck Offshore Services, Inc.
- Hospital for Special Surgery
- ING Bank, FSB
- Interactive Advertising Bureau
- International Foodservice Distributors Association
- John J. McDermott, PLLC
- Landmark Technology, LLC
- Liazon Corporation
- Livingston International Income Fund
- Lockheed Martin Corporation
- Marriott International, Inc.
- MidFirst Bank

## **Representative List of Venable's Legislative Affairs Clients (continued)**

- Napa Valley Vine Trail Coalition
- National Aquarium in Baltimore, Inc.
- National Association of Ticket Brokers
- National Mitigation Bankers Association
- National Association of Real Estate Investment Trusts
- Navy Mutual Aid Association
- Neste Oil Corporation
- Network Solutions, Inc.
- Noble Energy, Inc.
- Otto Candies, LLC
- Port Authority of New York and New Jersey
- Premier Exhibitions, Inc.
- Private Investor Coalition
- Product Partners, LLC
- Quality Parts Coalition
- Reed Elsevier, Inc.
- Resilient Floor Covering Institute
- Securitas AB
- State Street Corporation
- Swaps and Derivatives Market Association
- Sycuan Band of the Kumeyaay Nation
- Tidewater, Inc.
- Tiffany & Co.
- Time Warner, Inc.
- Trust for Architectural Easements
- UBM Global Trade, Inc.
- United Service Organizations
- Utility Solid Waste Activities Group
- VantageScore Solutions, LLC
- Verizon Communications
- Vitol, Inc.
- Waimana Enterprises
- Westmoreland Coal Company
- Wetland Studies and Solutions
- Wildlands, Inc.

*This list is current as of February 6, 2012.*

# Appendix C

## Required Forms

- Anti-Kickback Affidavit
  - Current Occupational License
  - Entity Crimes Statement
-

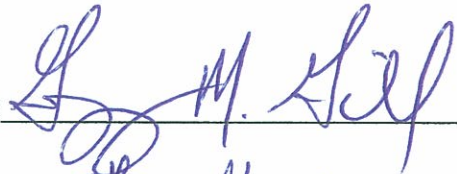
ANTI-KICKBACK AFFIDAVIT

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 15<sup>th</sup> day of March, 2012

  
NOTARY PUBLIC, State of Florida  
District of Columbia

My commission expires: Jan. 1, 2015

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS  
CORPORATIONS DIVISION



**C E R T I F I C A T E**

**THIS IS TO CERTIFY** that all applicable provisions of the District of Columbia Business Organizations Code (Title 29) have been complied with and accordingly, this **CERTIFICATE OF GOOD STANDING** is hereby issued to

VENABLE LLP

**WE FURTHER CERTIFY** that the qualified foreign entity is registered to do business in the District; that all fees, and penalties owed to the District for entity filings collected through the Mayor have been paid and Payment is reflected in the records of the Mayor; The entity's most recent biennial report required by § 29-102.11 has been delivered for filing to the Mayor; and the entity's registration has not been terminated. This office does not have any information about the entity's business practices and financial standing and this certificate shall not be construed as the entity's endorsement.

**IN TESTIMONY WHEREOF I** have hereunto set my hand and caused the seal of this office to be affixed as of 3/19/2012 9:43 AM

Business and Professional Licensing Administration



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PATRICIA E. GRAYS  
Superintendent of Corporations  
Corporations Division

Vincent C. Gray  
Mayor

Tracking #: kjphnaLa

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 The City of Key West

by Gregory M. Gill  
(Print individual's name and title)

for Venable LLP  
(print name of entity submitting sworn statement)

whose business address is 575 7<sup>th</sup> ST, NW Washington, DC 20004  
and (if applicable) its Federal Employer Identification Number (FEIN) is 52-0517250.

(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)

\_\_\_\_\_  
March 21, 2012  
(DATE)

STATE OF Washington  
COUNTY OF Dist. of Columbia

PERSONALLY APPEARED BEFORE ME, the undersigned  
authority GREGORY M. GILL who, after first being sworn by me,  
(name of individual)

affixed his/her signature in the space provided above of this.

15<sup>th</sup> day of March, 2012

  
\_\_\_\_\_  
NOTARY PUBLIC

My commission expires: Jan. 1, 2015



# Appendix D

## Sample Report

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**Monthly Legislative Report to the City of Key West, FL**

**Reporting Period:** \_\_\_\_\_

**Report Summary**

**Issues being monitored**

**Actions taken on any issues**

**Recommendations**

*Detailed report on page 2.*

SAMPLE

**Reporting Period:** \_\_\_\_\_

**Report Details**

**Status of relevant  
authorization bills**

**Status of appropriations  
bills**

**Upcoming hearings**

**Short-term goals**

**Long-term goals**

**Outstanding meeting  
requests**

**Pending matters**

**Update on Congressional  
schedule**