

Minutes

RFP Evaluation Committee Meeting

RFP 25-022 State and Federal Lobbying Services

Location: City Commission Conference Room, 1300 White Street, Key West, Florida 33040

1. Call to Order

The meeting was called to order at [11:00AM] by Lucas Torres-Bull

2. Roll Call/Attendance

The following members were present:

[Todd Stoughton], Committee Member - **Present**

[Carolyn Sheldon], Committee Member - **Present**

[Michael Turner], Committee Member - **Present**

[Lucas Torres-Bull], Procurement Representative (non-voting) - **Present**

3. Purpose of Meeting

The purpose of the meeting is to evaluate the responses received in response to Request for Proposal (RFP) No. [RFP 25-022], for State and Federal Lobbying Services, and to rank the firms based on their overall proposals in accordance with the evaluation criteria outlined in the RFP.

4. Overview of Evaluation Criteria

Evaluation Representative reviewed the evaluation process and criteria, which included the following:

	<ul style="list-style-type: none">· Demonstrated ability to understand the City's state and federal legislative, budgetary, and policy needs.· Proposed methods and strategies to effectively address the City's priorities at both the state and federal levels.· Approach to identifying and pursuing state and federal funding opportunities, including grants and appropriations.· Reporting procedures and other methods of	
1. Proposed Methodology, Approach, and Strategies		20

	communication with City staff and officials.	
2. Qualifications of the Firm and Key Personnel	<ul style="list-style-type: none"> · Demonstrated experience lobbying at the federal, regional, and/or state levels. · Demonstrated knowledge of and experience with legislative affairs, including Congressional and federal agency processes. · Ability to interpret legal implications and legislative policy statements at both state and federal levels. · Relevant experience over the past five (5) years in providing similar lobbying services to municipalities or public-sector agencies, including representation before Congress and federal regulatory bodies. · Qualifications and experience of all proposed key personnel involved in the contract, particularly those responsible for federal legislative strategy and advocacy. · Credentials, certifications, and licenses of all personnel assigned to the contract. · Verifiable examples of major successes for clients, particularly municipalities with similar demographic and policy profiles to the City of Key West, including successes at the federal level. · Experience and qualifications of staff 	20

	assigned to this contract, including relevant federal lobbying experience, credentials, insurance, references, and key accomplishments.	
3. References and Past Performance	<ul style="list-style-type: none"> · Detailed references and past performance in providing lobbying services at the federal, regional, and/or state levels. · Quality and timeliness of deliverables, including legislative reports, funding updates, and advocacy strategies. · Use of only City of Key West references is discouraged; include diverse municipal and public-sector clients, preferably with federal lobbying components. 	15
4. Relationship, Resources, and Capabilities	<ul style="list-style-type: none"> · Existing relationships with federal, regional, and state legislators, executive agency officials, and staff. · Demonstrated rapport with members of the Florida Congressional Delegation, the Florida Legislature, and associations such as the Florida League of Cities and National League of Cities. · Description of all additional resources and capabilities your firm will utilize to 	20

	support the City's state and federal legislative goals.	
5. Knowledge and Understanding of the City and City Projects	<ul style="list-style-type: none"> · Understanding of the City's internal governmental processes, structure, and decision-making framework. · Familiarity with the City's current and future projects, initiatives, and policy priorities at both the state and federal levels. 	10
6. Cost Proposal and Pricing Methodology	<ul style="list-style-type: none"> · All-inclusive annual fee, invoiced monthly, with a clear breakdown of services provided for state and federal lobbying efforts. 	15
7. Litigation	<ul style="list-style-type: none"> · History of litigation, claims, or contract disputes. · Current legal actions that may affect contract performance. <p>Score: 0 if clean, up to -5 if incomplete or missing.</p>	-5 to 0
8. City Forms	<ul style="list-style-type: none"> · Submission of all required City forms. · Completeness, accuracy, and proper signatures. 	-5 to 0

1) Review of Submittals

The committee reviewed and discussed the submittals received from the following proposer:

1. Pittman Law Group, P.L.
2. The Southern Group of Florida and TSG Advocates
3. Becker & Poliakoff, P.A.

Note: Each firm's submission was evaluated individually

2) Total Scoring and Ranking

After discussion, each committee member independently completed a scoring sheet. The individual scores were then compiled, and the firms were ranked in accordance with the results reflected in the Excel Scoring Matrix, which is attached to these minutes as a separate document.

3) Recommendation

Based on the following scoring outcome and evaluations committees conversations, the evaluation committee recommendation that the award for RFP 25-022 to The Southern Group of Florida and TSG Advocates.

4) Adjournment

There being no further business or discussions, the meeting was adjourned at 11:23 AM.

Minutes prepared by:

Lucas Torres-Bull

Procurement Manager

12/15/2025