

BRENDA D. FORMAN
Clerk of the Circuit and County Courts
Broward County, Florida

201 SE 6th Street
Purchasing Division, Room 265
Ft. Lauderdale, FL 33301
(954) 831-6399 phone
(954) 831-5658 fax

GOVERNMENT LOBBYIST SERVICES

REQUEST FOR PROPOSAL

RFP #2017-001



**REQUEST FOR PROPOSAL
CLERK OF THE CIRCUIT AND COUNTY COURTS
BROWARD COUNTY, FLORIDA**

**GOVERNMENT LOBBYIST SERVICES
RFP #2017-001**

NOTICE IS HEREBY GIVEN: The Clerk is accepting sealed proposals from qualified firms at 201 SE 6th Street, Purchasing Room 265, Ft. Lauderdale, FL 33301 for the following project:

GOVERNMENT LOBBYIST SERVICES

Question Due Date: October 06, 2017

PROPOSAL DUE DATE: October 13, 2017, 12:00 PM (Noon)

For additional information contact

Karen Joiner
Purchasing Manager
(954) 831-6399 phone
(954) 831-5658 fax
kjoiner@browardclerk.org

CLERK
201 SE 6TH Street
Purchasing, Room 265
Ft. Lauderdale, FL 33301
(954) 831-6399

STATEMENT OF NON-SUBMITTAL

If you do not intend to submit a proposal on this service, please return this form to the above address immediately. If this statement is not completed and returned, your company may be deleted from the Clerk's consultants list for this service.

The entity listed below has declined to submit a proposal on the requested service for RFP #2017-001, GOVERNMENT LOBBYIST SERVICES, for the following reason(s):

- _____ The entity has insufficient time to respond to this RFP
- _____ The entity does not offer this service
- _____ The entity's schedule does not permit it to perform
- _____ The entity is unable to meet the bond/insurance requirements
- _____ The entity is unable to meet the proposal specifications
- _____ The specifications are unclear (please explain below)
- _____ The entity requests removal from the vendor list for this service
- _____ The reason is not listed (please provide reason below)

REMARKS:

ENTITY'S NAME: _____

SIGNATURE: _____

TELEPHONE: _____ **DATE:** _____

**GOVERNMENT LOBBYIST SERVICES
RFP #2017-001**

TABLE OF CONTENTS

	Page
STATEMENT OF NON-SUBMITTAL RESPONSE PAGE	
SECTION I REQUEST FOR PROPOSALS	1
SECTION II SPECIAL TERMS AND CONDITIONS	2
SECTION III INFORMATION TO BE INCLUDED IN THE SUBMITTED PROPOSAL	7
SECTION IV MATRIX OF RESPONSES — EXHIBIT “A”	10

SECTION I - REQUEST FOR PROPOSALS

The Clerk of the Courts for Broward County, Florida, hereinafter, referred to as Clerk, invites qualified firms to submit Letters of Interest and Statements of Qualification and Experience for consideration to provide services on the following project:

GOVERNMENT LOBBYIST SERVICES

A. PURPOSE

The Clerk is seeking qualified, experienced and licensed firm(s) to provide government lobbyist services for the Clerk's office, in accordance with the terms, conditions, and specifications contained in this Request for Proposals (RFP). These services shall include representing and advocating for the Clerk's positions on issues considered by the Governor, State Legislature, administrative agencies and their committees, and Broward County.

B. SUBMISSION DEADLINE

Sealed proposals shall be delivered during the Clerk's normal business hours in a sealed envelope and addressed to the Broward County Clerk, 201 SE 6th Street, Room 265, Fort Lauderdale, Florida 33301(Broward County Courthouse) no later than **October 13, 2017, 12:00 PM (Noon)**. After the deadline, proposals will not be accepted. Firms are responsible for making certain that their proposal is received at the location specified by the due date and time. The Broward County Clerk is not responsible for delays caused by any mail, package or courier service, including the U.S. mail or caused by any other occurrence or condition. The Clerk's normal business hours are Monday through Friday, 8:00 am through 3:30 pm excluding holidays observed by the Clerk.

C. POINT OF CONTACT

For information concerning procedures for responding to this solicitation, contact Purchasing Manager, Karen Joiner by email at kjoiner@browardclerk.org. Such contact shall be for clarification purposes only.

SECTION II – SPECIAL TERMS AND CONDITIONS

2.1 ADDENDA, CHANGES, AND INTERPRETATIONS

Requests for clarification, modification, interpretation or changes must be received prior to the question and answer deadline. Requests received after this date may not be addressed. Questions and requests for information that would not materially affect the scope of services to be performed or the solicitation process will be answered within the question /answer feature and shall be for clarification purposes only. Material changes, if any, to the scope of services or the solicitation process will only be transmitted by official written addendum issued by the Clerk as a separate addendum to the RFP. Under no circumstances shall an oral explanation given by any Clerk's staff be binding upon the Clerk and should be disregarded. All addenda are a part of the competitive solicitation documents and each firm will be bound by such addenda. It is the responsibility of each to read and comprehend all addenda issued.

2.2 CHANGES AND ALTERATIONS

Consultant may change or withdraw a proposal at any time prior to proposal submission deadline; however, no oral modifications will be allowed. Modifications shall not be allowed following the proposal deadline.

2.3 PROPOSER'S COSTS

The Clerk shall not be liable for any costs incurred by proposers in responding to this RFP.

2.4 INVOICES/PAYMENT

The Clerk will accept invoices no more frequently than once per month. Each invoice shall fully detail the related costs and shall specify the status of the particular task or project as of the date of the invoice with regard to the accepted schedule for the task or project. Payment will be made within forty-five days after receipt of an invoice acceptable to the Clerk, in accordance with the Florida Local Government Prompt Payment Act. If at any time during the contract, the Clerk shall not approve or accept the lobbyist work product and agreement cannot be reached between the Clerk and the lobbyist to resolve the problem to the Clerk's satisfaction, the Clerk shall negotiate with the lobbyist on a payment for the work completed and usable to the Clerk.

2.5 RELATED EXPENSES/TRAVEL EXPENSES

All costs including travel are to be included in your proposal. The Clerk will not accept any additional costs.

2.6 MISTAKES

The consultant shall examine this RFP carefully. The submission of a proposal shall be prima facie evidence that the consultant has full knowledge of the scope, nature, and quality of the work to be performed; the detailed requirements of the specifications; and the conditions under which the work is to be performed. Ignorance of the requirements

will not relieve the consultant from liability and obligations under this RFP.

2.7 ACCEPTANCE OF PROPOSALS/MINOR IRREGULARITIES

2.7.1 The Clerk reserves the right to accept or reject any, all, or parts of proposals which do not make the proposal conditional in nature. A minor irregularity shall be defined as a variation from the solicitation that does not affect the price of the contract or does not give a respondent an advantage or benefit not enjoyed by other respondents, does not adversely impact the interests of other firms, or does not affect the fundamental fairness of the solicitation process. The Clerk also reserves the right to reissue an RFP.

2.7.2 The Clerk reserves the right to disqualify any consultant during any phase of the competitive solicitation process and terminate for cause any resulting contract upon evidence of collusion with intent to defraud or other illegal practices on the part of the consultant.

2.8 RESPONSIVENESS

In order to be considered as a responsible bidder, a firm shall be fully capable of meeting all of the requirements of the solicitation and subsequent contract, possessing the full capability, including financial and technical requirements, of performing as contractually required, and capable of documenting the ability to provide good faith performance.

2.9 MINIMUM QUALIFICATIONS

Proposers shall be in the business of government lobbyist services and must possess sufficient financial support, equipment and organization to ensure that it can satisfactorily perform the services if awarded a contract. Proposers must demonstrate that they, or the principals assigned to the project, have successfully provided services with similar magnitude to those specified in the scope of services to at least one entity similar in size and complexity to the Clerk or can demonstrate that they have the experience with public sector clients and the managerial and financial ability to successfully perform the work.

2.9.1 The firm or principals shall have no record of judgments, pending lawsuits against the Clerk or criminal activities involving moral turpitude and no conflicts of interest.

2.9.2 The firm and those performing the work must be appropriately licensed and registered in the State of Florida.

2.10 INSURANCE REQUIREMENTS

2.10.1 WORKERS' COMPENSATION: Coverage to apply to all employees for statutory limits in compliance with the applicable state and federal laws. The policy must include employer's liability with a minimum limit of \$1,000,000.00 each accident or incident.

2.10.2 COMPREHENSIVE GENERAL LIABILITY: Shall have minimum limits of

\$1,000,000.00 per occurrence combined single limit for bodily injury liability, property damage liability and contractual liability endorsement.

2.10.3 BUSINESS AUTO POLICY: Shall have minimum limits of \$1,000,000.00 per occurrence combined single limit for bodily injury liability and property damage liability. This shall include owned vehicles, hired and non-owned vehicles and employee non-ownership.

2.10.4 PROFESSIONAL LIABILITY (ERRORS AND OMISSIONS) INSURANCE COVERAGE POLICY: Shall have minimum limits of \$1,000,000.00 per occurrence professional liability (errors and omissions) insurance.

2.10.5 SPECIAL REQUIREMENTS: An appropriate hold harmless clause shall be included in the contract.

Insurance policies meeting the requirements herein identified shall be maintained for the term of the agreement. Renewal certificates shall be sent to the Clerk of Court 30 days prior to any expiration date. There shall also be a 30 day notification to the Clerk of Courts in the event of a cancellation or modification of any stipulated insurance coverage.

It shall be the responsibility of the lobbyist to insure that all subcontractors/consultants comply with the same insurance requirements that the lobbyist is required to meet.

The lobbying firm will name the Clerk's office as an additional insured under all required policies.

All required insurance policies shall be based on occurrence and not based on claims made.

Certificates of insurance meeting the required provisions shall be sent to

BROWARD COUNTY CLERK OF COURTS
PURCHASING DIVISION, ROOM 265
201 S.E. 6th STREET
FT. LAUDERDALE, FLORIDA 33301

2.11 SELECTION PROCESS

A Selection/Negotiation Committee (SNC) will be responsible for recommending the most qualified firm. It is anticipated, but not required, that the process for this procurement will proceed in the manner described below. The Clerk's selection of the most qualified firm may not necessarily follow the SNC's recommendation, as the Clerk retains absolute discretion in the selection process.

2.11.1 REVIEW OF WRITTEN SUBMITTALS

Each firm should submit evidence of its capability to provide the services required for this project. Attached to the RFP is a proposed selection criteria that may be used by

the SNC to prepare a matrix of responses. This matrix is a tool that may be used by the SNC in making its decision for short listing. Each short listed firm will be contacted in a manner designated by the Clerk to advise firms of the date and time for any presentations or interviews.

2.11.2 The Clerk will not consider oral communications prior to the conclusion of shortlisting firms which vary the terms of the submittals. All questions seeking clarification of this RFP must be submitted in writing by email to the purchasing manager in a timely manner to permit the Clerk's office to prepare a formal answer. All responses to this RFP must be submitted by the due date. No exceptions or extensions of the RFP due date will be granted.

2.11.3 PRESENTATIONS AND INTERVIEWS

The SNC may choose to recommend a firm based solely on the responses to this RFP. If the SNC determines that a presentation and interview is necessary to make its recommendation to the Clerk, then the SNC will provide to the firms a list of the subjects for discussion. Each short listed firm will be given equal time to make a presentation; however, any question-and-answer times may vary. Based upon any factors the SNC determines to be appropriate to the selection process, the SNC will make its recommendations to the Clerk for her consideration.

2.11.4 CANCELLATION OF PROJECT

Subject to the Clerk's approval, the SNC may choose to cancel this project and/or recommend rejecting all submitted proposals.

2.11.5 CONFIDENTIAL & PROPRIETARY

Records of the Clerk's office are subject to Chapter 119, Florida Statutes, and all related public records law. No response submitted to the RFP will be accepted by the Clerk if it contains a statement declaring any of the documents submitted to be confidential and proprietary unless a specific exemption from the public records law exists and the exemption is cited in the response to the RFP.

2.11.6 GOVERNING LAW/POLICY

Interested vendors agree that any resulting contract between the firm and the Clerk's office shall be governed by the laws of the State of Florida, and the venue for any legal action arising thereto will be Broward County, Florida.

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit an offer to perform work as a consultant or contract with a public entity, and may not transact business with the Clerk for a period of 36 months from the date of being placed on the convicted vendor list.

Interested vendors agree to comply with the Clerk's policy on lobbying.

2.11.7 CONE OF SILENCE

At the time of short listing in this RFP process, a cone of silence will be imposed. This cone of silence means that after the short listing process potential vendors and their representatives are substantially restricted from communicating regarding this RFP with any Clerk's staff or any person appointed by the Clerk to evaluate or recommend selection in this RFP process. The cone terminates when the Clerk takes action which ends the solicitation.

2.11.8 NO CONTINGENCY FEES

By responding to this solicitation, each firm warrants that it has not and will not pay a contingency fee to any company or person, other than a bona fide employee working solely for the firm, to secure an agreement pursuant to this solicitation. For breach or violation of this provision, the Clerk, at his sole discretion, shall have the right to reject the firm's response or terminate any agreement awarded without liability or to deduct from the agreement price or otherwise recover the full amount of such fee, commission, percentage, gift or consideration.

2.11.9 CLERK'S RIGHT TO REJECT LETTERS, DEMAND ADDITIONAL INFORMATION, AND TO USE UNSUCCESSFUL PROPOSALS

The Clerk retains the absolute right to reject any or all letters, to request additional information (the failure to provide such additional information may be considered a basis for rejecting a letter), and to retain letters and use any ideas contained in them. The Clerk is not obligated in any manner to reimburse firms for costs incurred in connection with responding to the RFP.

RFP SUBMISSION

Interested firms should submit 5 total copies of all materials which indicate their qualifications to

Brenda D. Forman, Clerk
Broward County Clerk of Courts
Purchasing Division, Room 265
201 SE 6th Street
Fort Lauderdale, FL 33301

Submittals **MUST BE RECEIVED** by the Purchasing Manager **no later than 12:00 PM (Noon), October 13, 2017, ELECTRONICALLY TRANSMITTED, LATE OR MISDIRECTED SUBMITTALS WILL NOT BE ACCEPTED.**

SECTION III - INFORMATION TO BE INCLUDED IN THE SUBMITTED PROPOSAL

The Clerk is seeking proposals from qualified proposers, hereinafter referred to as the lobbyist, for the provision of state and local lobbyist services to represent the Clerk of Broward County with the state and local governments to advocate for the Clerk's interests and to secure funding with an emphasis on state and local legislation, before the Florida Legislature, State of Florida administrative agencies, the Florida Governor and Cabinet, Cabinet members, all branches, departments and agencies of the state and local governments. Such services shall include attending government committee hearings and meetings, rule making proceedings or other administrative or legislative agency meetings.

The following issues should be fully responded to in your proposal in concise narrative form. Each issue should be referenced and presented in the following order:

3.1 EXPERIENCE AND QUALIFICATIONS

3.1.1 Executive Summary

Submit a brief abstract stating the lobbyists understanding of the nature and scope of the services to be provided and capability to comply with all terms and conditions of RFP.

3.1.2 Company Profile

- A. Provide an overview and history of your company.
- B. How long has your company been in business?
- C. What types of services do you perform?
- D. Describe the business structure of the firm including registration as a legal entity of the State of Florida.
- E. Supply an organizational chart showing all individuals, including their titles, to be assigned to this project. This chart must clearly identify the firm's employees and those of subcontractors or consultants.

3.1.3 Lobbyist's Qualifications

- A. Describe, in detail, the qualifications your firm has to conduct the services requested by this RFP.
- B. How many years of experience does the firm have in providing government lobbying services?
- C. Describe the key individuals or lobbyist who would comprise your firm's team for providing the services requested by this RFP. Include a resume or curriculum vitae for each individual. **NOTE: The Clerk reserves the right to reject, or require the lobbyist to change, any individual on the team.**
- D. For each individual, state the percentage of his or her time that would be devoted to this RFP.

3.1.4 Lobbyist's Staffing and Management Plan

- A. Provide background information regarding the staff assigned to this RFP, their roles and qualifications, emphasizing prior work experience with issues pertaining to government agencies. Also include the depth of personnel at the firm who are qualified to work on future projects.
- B. Number and size of the projects presently being performed by the firm and the proposed staff.
- C. Number and types of projects the firm and its staff have completed.
- D. The firm's or the staff's ability to bring about a successful completion of similar projects in the past.
- E. Provide at least three references from government agencies dealing with projects similar to the requirements listed in this RFP.

3.2 Scope of Services

3.2.1 The lobbyist shall work closely with the Clerk in the development and ongoing implementation of these programs and shall provide, at a minimum, the following services:

- A. Develop an overall strategy to ensure issues of concern are addressed to the Clerk's satisfaction.
- B. Develop the Clerk's legislative priorities that can be addressed at the state level. Provide written material for each request, including appropriations requests to provide to state staff.
- C. Develop and implement a strategy for the support, opposition, or amendment of pending legislation by tracing legislation regularly.
- D. Work with the Florida delegation (Executive Branch and administrative offices, Florida Senate and House of Representatives) to educate them about the Clerk
- E. Monitor and review on a continuing basis all existing and proposed state policies and state budget process and report to the Clerk, both orally and in writing, any legislative events that may directly or indirectly impact the Clerk .
- F. Provide relevant legislative expertise and consulting services.
- G. Appear and testify before state agency hearings, rule-making proceedings, and other administrative agency or legislative meetings, as required, to promote, oppose, and seek passage of legislation affecting the Clerk. Attend meetings as necessary.
- H. Draft letters to state officials regarding issues of interest and concern to the Clerk, thank you letters after meetings, and letters of appreciation for support, when applicable.

3.2.2 Deliverables

- A. A written report that summarizes the status of the Clerk's legislative priorities shall be provided within one week of the closing of the session and a more detailed final written report on specific legislation and new requirements affecting the Clerk shall be provided within a reasonable time period, not to exceed thirty days from the close of session.
- B. A written summary submitted at the end of each week detailing any legislative action taken during the week, the status of pending legislative issues, the anticipated action during the upcoming week, and a suggested plan of action that the Clerk may implement.

C. Personal briefings with the Clerk as appropriate.

3.3 Cost of Services

3.3.1 Fee Compensation/Expenses

The proposed fee shall detail a firm's fixed annual fee, which includes all expenses including travel for the services outlined in the RFP, to be billed monthly. The monthly billing must include an itemization of services provided.

3.3.2 Conflict of Interest

In the event the lobbyist becomes aware of any conflicts or potential conflicts between the interest of the Clerk and the interests of clients of the lobbyist, the lobbyist shall immediately notify the Clerk, or designee, in writing, of such conflict. Written notice may be in the form of e-mail notification. Such conflict is defined as any client represented by the firm. In the event the Clerk becomes aware of any conflicts or potential conflicts between the interest of the Clerk and the interests of clients of the lobbyist, the Clerk, or designee, shall promptly notify the lobbyist of such conflict. The Clerk and the lobbyist shall attempt to resolve any such conflict in a manner mutually acceptable to the Clerk and the lobbyist. If the conflict cannot be resolved to the satisfaction of the Clerk, the Clerk reserves the right to procure these items/services from other vendors with an appropriate reduction to the lobbyist's fee(s) or terminate the contract at the discretion of the Clerk.

MATRIX — EXHIBIT “A”

The SNC shall evaluate all proposals received according to the following criteria:

CATEGORY	MAXIMUM POINTS
A. Experience and Qualifications	25
B. Scope of Services	25
C. Cost of Services	25
D. References	25
TOTAL	100

Any material received that is not required may be discarded. The evaluation made as a result of reviewing the above information for each firm will be a part of the basis for developing a shortlist of firms by the SNC and may serve as continuing information for final rankings.