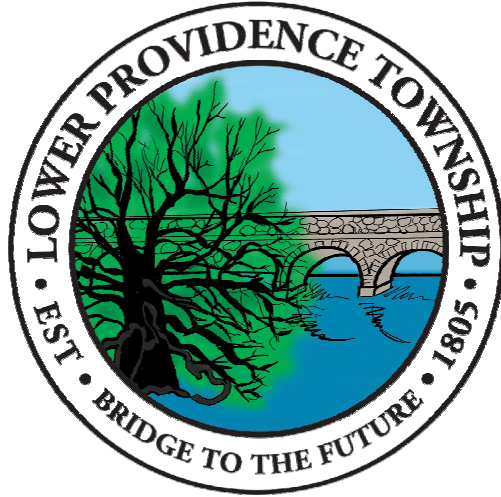


LOWER PROVIDENCE TOWNSHIP



REQUEST FOR PROPOSALS

**Legislative Lobbying Services RFP
RFP #08-02**

11/20/2008

Sealed proposals must be received no later than **December 22, 2008 at 10:00 A.M.**

**Lower Providence Township
100 Parklane Drive
Eagleville, PA 19403
610-539-8020**

**REQUEST FOR PROPOSALS FOR:
LEGISLATIVE LOBBYING SERVICES**

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CALENDAR OF EVENTS

The Township will make every effort to adhere to the following schedule:

Activity	Responsibility	Date
Deadline to submit questions via email to: ndysard@lowerprovidence.org	Potential Offerors	12/18/2008
Please monitor website for all addenda and communications regarding the RFP.	Potential Offerors	Ongoing
Sealed proposal must be received by the Township on or before 10:00 A.M. at: Lower Providence Township Attn: Nathaniel Dysard 100 Parklane Dr. Eagleville, PA 19403	Potential Offerors	12/22/2008
Final Selection, Contract Approval, and Award	Township	Completed no later than 2/20/2009
Services Start	Township	Upon Notice to Proceed

PART I

GENERAL INFORMATION

I-1. Purpose. This request for proposals (RFP) provides to those interested in submitting proposals for the subject procurement (“Offerors”) sufficient information to enable them to prepare and submit proposals for the Township’s consideration to satisfy a need Legislative Lobbying Services (“Project”). The “Issuer” and sole point of contact for this RFP shall be Nathaniel Dysard, phone: 610-635-3514, email: ndysard@lowerprovidence.org.

I-2. Scope. This RFP contains instructions governing the requested proposals, including the requirements for the information and material to be included; a description of the service to be provided; requirements which Offerors must meet to be eligible for consideration; general evaluation criteria; and other requirements specific to this RFP.

I-3. Problem Statement. Lower Providence Township invites all interested, qualified firms to submit a proposal to provide professional consulting services for representing the Township in legislative matters at the State and Federal level for projects identified by the Board of Supervisors. Additional detail is provided in **Part IV** of this RFP.

I-4. Type of Contract. It is proposed that if the Township enters into a contract as a result of this RFP the contract shall follow the Standard Contract Terms and Conditions as shown on the Township website at www.lowerprovidence.org/procurement. The Township, in its sole discretion, may undertake negotiations with Offerors whose proposals, in the judgment of the Issuing Office, show them to be qualified, responsible and capable of performing the Project.

I-5. Rejection of Proposals. The Township reserves the right, in its sole and complete discretion, to reject any proposal received as a result of this RFP.

I-6. Incurring Costs. The Township is not liable for any costs the Offeror incurs in preparation and submission of its proposal, in participating in the RFP process or in anticipation of award of the contract.

I-7. Pre-proposal Conference. The Township will not hold a pre-proposal conference. Please submit all questions before the deadline as specified in the Calendar of Events.

I-8. Questions & Answers. If an Offeror has any questions regarding this RFP, the Offeror must submit the questions by email (**with the subject line “RFP# 08-02 Question”**) to the Issuer named in **Part I, Section I-1** of the RFP. If the Offeror has questions, they must be submitted via email **no later than** the date indicated on the Calendar of Events. The Offeror shall not attempt to contact the Issuer by any other means. The Township shall post the answers to the questions on the Township procurement website.

I-9. Addenda to the RFP. If the Township deems it necessary to revise any part of this RFP before the proposal response date, an addendum will be posted to the Township website at www.lowerprovidence.org/procurement. It is the Offeror’s responsibility to periodically check

the website for any new information or addenda to the RFP. Answers to the questions asked during the Questions & Answers period also will be posted to the website as an addendum to the RFP.

I-10. Response Date. To be considered for selection, hard copies of proposals must arrive at the Township on or before the time and date specified in the RFP Calendar of Events. The Township will **not** accept proposals via email or facsimile transmission. Offerors who send proposals by mail or other delivery service should allow sufficient delivery time to ensure timely receipt of their proposals. If, due to inclement weather, natural disaster, or any other cause, the office location to which proposals are to be returned is closed on the proposal response date, the deadline for submission will be automatically extended until the next Township business day on which the office is open, unless the Issuer otherwise notifies Offerors. The hour for submission of proposals shall remain the same. The Township will reject, unopened, any late proposals.

I-11. Proposals. To be considered, Offerors should submit a complete response to this RFP, using the format provided in **Part II**, providing an original and **five identical paper** copies of the proposal to the Township. Each proposal page should be numbered for ease of reference. An official authorized to bind the Offeror to its provisions must sign the proposal. For this RFP, the proposal must remain valid for **90** days or until a contract is fully executed. If the Township selects the Offeror's proposal for award, the contents of the selected Offeror's proposal will become, except to the extent the contents are changed through final negotiations, contractual obligations. The information in the proposal will become a public record upon contract execution, except as limited by Section 106 (b)(1) of the *Commonwealth Procurement Code*, 62 Pa. C.S. § 106 (b)(1).

Each Offeror submitting a proposal specifically waives any right to withdraw or modify it, except that the Offeror may withdraw its proposal by written notice received at the Township's address for proposal delivery before the exact hour and date specified for proposal receipt. An Offeror or its authorized representative may withdraw its proposal in person prior to the exact hour and date set for proposal receipt, provided the withdrawing person provides appropriate identification and signs a receipt for the proposal. An Offeror may modify its submitted proposal prior to the exact hour and date set for proposal receipt only by submitting a new sealed proposal or sealed modification, which complies with the RFP requirements.

I-12. Economy of Preparation. Offerors should prepare proposals simply and economically, providing a straightforward, concise description of the Offeror's ability to meet the requirements of the RFP.

I-13. Alternate Proposals. The Township has identified the basic approach to meeting its requirements, allowing Offerors to be creative and propose their best solution to meeting these requirements. The Township will not accept alternate proposals.

I-14. Discussions for Clarification. Offerors may be required to make an oral or written clarification of their proposals to the Township to ensure thorough mutual understanding and Offeror responsiveness to the solicitation requirements.

I-15. Prime Contractor Responsibilities. The contract will require the selected Offeror to assume responsibility for all services offered in its proposal whether it produces them itself or by subcontract. The Township will consider the selected Offeror to be the sole point of contact with regard to contractual matters.

I-16. Proposal Contents. Offerors should not label proposal submissions as confidential or proprietary. The Township will hold all proposals in confidence and will not reveal or discuss any proposal with competitors for the contract, unless disclosure is required:

- i) Under the provisions of any Commonwealth or United States statute or regulation; or
- ii) By rule or order of any court of competent jurisdiction.

After a contract is executed, however, the successful proposal is considered a public record under the *Right-to Know Law*, 65 P.S. § 66.1—66.9, and therefore subject to disclosure. All material submitted with the proposal becomes the property of the Township. The Township has the right to use any or all ideas presented in any proposal regardless of whether the proposal becomes part of a contract.

I-17. Best and Final Offers. The Township reserves the right to conduct discussions with Offerors for the purpose of obtaining “best and final offers.” To obtain best and final offers from Offerors, the Township may do one or more of the following:

- i) Enter into pre-selection negotiations, including the use of an online auction;
- ii) Schedule oral presentations; and
- iii) Request revised proposals.

The Township will limit any discussions to responsible Offerors (those that have submitted responsive proposals and possess the capability to fully perform the contract requirements in all respects and the integrity and reliability to assure good faith performance) whose proposals the Township has determined to be reasonably susceptible of being selected for award. The Criteria for Selection found in **Part III, Section III-4**, shall also be used to evaluate the best and final offers.

I-18. News Releases. Offerors shall not issue news releases, Internet postings, advertisements or any other public communications pertaining to this Project without prior written approval of the Township, and then only in coordination with the Township.

I-19. Term of Contract. The term of the contract will commence on the Effective Date and will end **as identified in the final contract**. The Township will fix the Effective Date after the contract has been fully executed by the selected Offeror and by the Township. The selected Offeror shall not start the performance of any work prior to the Effective Date of the contract and

the Township shall not be liable to pay the selected Offeror for any service or work performed or expenses incurred before the Effective Date of the contract.

I-20. Offeror's Representations and Authorizations. By submitting its proposal, each Offeror understands, represents, and acknowledges that:

- a. All of the Offeror's information and representations in the proposal are material and important, and the Issuing Office may rely upon the contents of the proposal in awarding the contract(s).
- b. The Offeror has not disclosed the price(s), the amount of the proposal, nor the approximate price(s) or amount(s) of its proposal to any other firm or person who is an Offeror or potential offeror for this RFP, and the Offeror shall not disclose any of these items on or before the proposal submission deadline specified in the Calendar of Events of this RFP.
- c. The Offeror has not attempted, nor will it attempt, to induce any firm or person to refrain from submitting a proposal on this contract, or to submit a proposal higher than this proposal, or to submit any intentionally high or noncompetitive proposal or other form of complementary proposal.
- d. The Offeror makes its proposal in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive proposal.
- e. Until the selected Offeror receives a fully executed and approved written contract from the Issuing Office, there is no legal and valid contract, in law or in equity, and the Offeror shall not begin to perform.

I-21. Notification of Selection. The Township will notify the selected Offeror in writing of its selection for negotiation after the Township has determined, taking into consideration all of the evaluation factors, the proposal that is the most advantageous to the Township.

I-22. Use of Electronic Versions of this RFP. This RFP is being made available by electronic means. If an Offeror electronically accepts the RFP, the Offeror acknowledges and accepts full responsibility to insure that no changes are made to the RFP. In the event of a conflict between a version of the RFP in the Offeror's possession and the Township's version of the RFP, the Township's version shall govern.

PART II

PROPOSAL REQUIREMENTS

Offerors must submit their proposals in the format, including heading descriptions, outlined below. To be considered, the proposal must respond to all requirements in this part of the RFP. Offerors should provide any other information thought to be relevant, but not applicable to the enumerated categories, as an appendix to the Proposal. All cost data relating to this proposal should be kept separate from and not included in sections II-1 to II-4.

The Township reserves the right to request additional information which, in the Township's opinion, is necessary to assure that the Offeror's competence, number of qualified employees, business organization, and financial resources are adequate to perform according to the RFP. The Township reserves the right to reject any or all proposals.

II-1. Statement of the Problem. State in succinct terms your understanding of the problem presented or the service required by this RFP.

II-2. Management Summary. Include a narrative description of the proposed effort and a list of the items to be delivered or services to be provided.

II-3. Work Plan. Describe in narrative form your technical plan for accomplishing the work. Use the task descriptions in **Part IV** of this RFP as your reference point. Modifications of the task descriptions are permitted; however, reasons for changes should be fully explained.

II-4. Prior Experience. Experience shown should be work done by individuals who will be assigned to this project as well as that of your company. Studies or projects referred to must be identified and the name of the customer shown, including the name, address, and telephone number of the responsible official of the customer, company, or agency who may be contacted.

II-5. Cost Submittal. The information requested in this section shall constitute the Cost Submittal. The Cost Submittal shall be submitted under a separate section within the sealed proposal, separated from the other sections. The total proposed cost shall be broken down into the following components:

Total cost for Lobbying Services for the time period set in Part IV

Offerors should **not** include any assumptions in their cost submittals. If the Offeror includes assumptions in its cost submittal, the Township may reject the proposal. Offerors should direct in writing to the Township any questions about whether a cost or other component is included or applies. All Offerors will then have the benefit of the Township's written answer so that all proposals are submitted on the same basis.

PART III

CRITERIA FOR SELECTION

III-1. Mandatory Responsiveness Requirements. To be eligible for selection, a proposal must be:

- a. Timely received from an Offeror;
- b. Properly signed by the Offeror.

III-2. Technical Nonconforming Proposals. The Township reserves the right, in its sole discretion, to waive technical or immaterial nonconformities in an Offeror's proposal.

III-3. Evaluation. Selected Township personnel will review and evaluate timely submitted proposals. The Township will notify in writing of its selection for negotiation the responsible Offeror whose proposal is determined to be the most advantageous to the Township as determined by the Township after taking into consideration all of the evaluation factors. The Township reserves the right to reject any and all proposals at its sole discretion.

III-4. Criteria for Selection. The following criteria will be used, in order of relative importance from the highest to the lowest weighted factors, in evaluating each proposal:

- a. **Technical:**
 - 20% Understanding the Problem
 - 20% Offeror Qualification
 - 20% Soundness of Approach
 - 10% Personnel Qualifications

- b. **Cost: 30%**

PART IV

WORK STATEMENT

IV-1. Purpose. Lower Providence Township invites all interested, qualified firms to submit a proposal to provide professional consulting services for representing the Township in legislative matters at the State and Federal level for projects identified by the Board of Supervisors.

IV-2. Nature and Scope of the Project. The successful firm will provide legislative and lobbying services at the State and Federal level to assist Lower Providence Township in developing a legislative agenda and securing funding. This agenda will include areas of general municipal government, including but not limited to: telecommunications, sanitation waste disposal, parks and recreational services, economic development, streets and transportation, sanitary sewer, stormwater, infrastructure, greenspace, police and fire services, grants, and other issues affecting municipalities.

The successful firm must agree to be available at all times upon reasonable request to meet with Township staff and others as specified in order to perform the responsibilities assigned; and to attend meetings, represent the interest of the Township, and act as liaison between the Township and all branches, departments, and agencies of the State and Federal government. It is expected that the successful firm will review and understand the agendas of the House and Senate leaders at the State and Federal level in order to assist the Township to strategically seek funds.

The successful firm will work collaboratively with the Board of Supervisors, Township Manager and designated staff to represent the Township's interests in the State and Federal government.

The successful firm will handle a range of activities including, but not limited to:

1. Work closely with the Township to develop a legislative agenda for acquiring appropriations and funding for the Township.
2. Status updates will be presented to the Board of Supervisors on a semi-annual basis and as needed or required throughout the term of the contract.
3. Identify State and Federal grant opportunities; draft funding/grant applications in collaboration with the Township that address specific funding needs of the Township; monitor and facilitate the progress of funding/grant applications through appropriate state and federal agencies on behalf of the Township, when requested.
4. Identify and aggressively act to obtain funding of Township projects.
5. Review on a continuing basis all existing and proposed state and federal policies, programs, and legislation. Identify those issues that may affect the Township or its residents, and regularly inform the Township on these matters.

6. Assist the Township in drafting any needed correspondence to State and Federal Congressional leaders regarding issues of interest and concern to the Township.
7. Coordinate appointments or meetings between the Township and Congressional leaders.
8. Testify and lobby before State and Federal legislative and appropriations committees as necessary on behalf of the Township.
9. Develop and evaluate strategy for the support, opposition, or amendment of pending legislation that supports the Township's interests.

IV-3. Specific Objectives. There are a number of current priority projects. These projects include, but are not limited to:

1. Ridge Pike Infrastructure funding
2. River Crossings Complex projects
3. U.S. Route 422 ramp improvements

IV-4. Contract Duration. The contract resulting from this RFP is expected to be for one year, starting on the date a final contract is signed and executed. The Township reserves the right at its sole discretion to renew the contract for (2) two additional one-year periods, at the same original contract terms and conditions.

IV-5. Reports and Project Control.

1. Provide written monthly updates and quarterly status reports on the firm's achievements as they relate to the goals and objectives set forth in the Township's legislative agenda.
2. A detailed final written report on specific legislation and new requirements affecting the Township shall be provided and must include information pertaining to funding opportunities explored, monies obtained, action taken at hearings or meetings and other pertinent information. This report should be provided to the Township annually at the end of each year of the contract.
3. Other required reports may include, but not necessarily be limited to, personal briefings and information bulletins pertinent to any legislation, funding, rules, or regulations and other State or Federal policies or programs that affect the Township and its citizens either directly or indirectly.

