



REQUEST FOR PROPOSALS: STATE CONTRACT LOBBYIST SERVICES
ANTICIPATED CONTRACT START DATE: AUGUST 1, 2023

REQUEST FOR PROPOSALS (RFP) RELEASE DATE

Date: Tuesday, May 2, 2023

QUESTIONS/CLARIFICATIONS DEADLINE

Date: Monday, May 15, 2023

Time: No later than 5:00 p.m. ET

PROPOSAL DUE DATE AND TIME

Date: Wednesday, May 31, 2023

Time: No later than 5:00 p.m. ET

FIRST ROUND INTERVIEW

Date: June 14-16, 2023

Time: TBD

CONTRACT START DATE

Date: August 1, 2023

Time: n/a

CONTACT PERSON

Frank J. Mazza

Director of Government Relations

fmazza@pacounties.org

(570) 262-2493

SECTION 1 - INTRODUCTION

PURPOSE

A. The County Commissioners Association of Pennsylvania (CCAP) is conducting this Request for Proposals (RFP) to establish a contract for State Contract Lobbying Services, with oversight by the CCAP Director of Government Relations & Executive Director.

B. CCAP expects to award the contract to a contract lobby firm who demonstrates the highest qualifications, overall best value, and meets the requirements in this solicitation. The contract lobby firm selected for award will be the individual or firm whose proposal is responsive, responsible, and is the best fit with CCAP, as determined by the CCAP Executive Director and Director of Government Relations.

CCAP DESCRIPTION

The County Commissioners Association of Pennsylvania (CCAP) is the voice of Pennsylvania counties. CCAP provides county leaders with information and guidance related to legislation, education, media, insurance, technology and many other issues that help create and maintain crucial services for residents throughout the state.

CCAP supports county leadership that is responsive to the needs and circumstances of citizens. CCAP stands firmly against state and federal actions that limit fiscal, administrative or programmatic authority over those developed locally.

For general information about CCAP, please visit CCAP's website at: www.pacounties.org

SCOPE OF WORK

The awarded firm will provide State Contract Lobbying Services in accordance with the Scope of Work and Specifications provided in Appendix A.

CONSULTANT MINIMUM QUALIFICATIONS

The successful Consultant must possess the following qualifications. Responses must clearly show compliance to these minimum qualifications.

A. Individual must have at least three (3) years' experience providing legislative and intergovernmental services before the Pennsylvania General Assembly and Administration Harrisburg.

B. Individual must be physically located in Harrisburg, PA.

C. Individual must have experience in and knowledge of Harrisburg political & legislative landscape and have demonstrated history working with the General Assembly and the Administration.

D. Individual must have a demonstrated ability to build positive relationships with legislative leadership in the Senate and the House of Representatives to ensure that the organization's interests are represented.

E. Individual should have experience interfacing with association staff and members.

AWARD

The contract will be awarded to the individual whose offer is most advantageous to CCAP, based upon the evaluation criteria as specified herein, results of negotiations, and the final offer. Thus, while the weights in the evaluation criteria indicate their relative importance, the total scores will not necessarily be determinative of the award. Rather, the total scores will guide CCAP in making an award decision based on CCAP's requirements and the best value proposal received.

CONTRACT TERM

The initial term of the Contract resulting from this RFP will be from approximately August 1, 2023 through July 31, 2024. The Contract may be extended for additional one (1) year terms or portions thereof on an annual basis.

SECTION 2 – GENERAL INFORMATION

QUESTIONS AND COMMUNICATION

All questions and communication concerning this Solicitation should be directed to the staff listed below. All oral communication will be considered unofficial and non-binding. Contract Lobby Firms are to rely only on written statements issued by CCAP.

Key Contact: Frank Mazza
Email Address: fmazza@pacounties.org
Phone Number: (717) 736-4733
Address: County Commissioner Association of PA
2789 Old Post Road
Harrisburg, PA 17110

ANTICIPATED SCHEDULE

The activities and dates listed below represent the anticipated deliberation schedule. CCAP reserves the right to change the schedule.

Procurement Activity Date and Time RFP Release	May 2, 2023
Questions and Requests for Clarifications	May 15, 2023 – 5:00 p.m.
Proposal Due Date and Time	May 31, 2023– 5:00 p.m.
Anticipated Interviews	June 14-16, 2023
Anticipated Contract Award Date (Board Action)	Mid-July, 2023
Anticipated Contract Start Date	August 1, 2023

REQUIRED DOCUMENTS

Consultants wishing to respond to this RFP should provide the following documents:

A. **General Information:** Provide a brief description of your Firm, including but not limited to the following:

1. Location(s) of offices.
2. Number of partners and associates or employees.
3. Name, address, phone number, fax number and email address of the Firm’s contact person.

B. **Experience and Resources**

- i. Indicate which partners and associates or employees would be involved in providing services to CCAP. Provide appropriate background information and identify what their responsibilities would be in serving CCAP.

ii. Describe your Firm's relevant experience and how your experience correlates to the Scope of Work found in Appendix A.

iii. Discuss any specialized experience that may be relevant to CCAP.

iv. Provide three (3) references from your Firm's corporate or governmental agency clients including names, addresses and telephone numbers.

QUESTIONS AND CLARIFICATION REQUESTS

A. Consultant questions and/or requests for clarification regarding this RFP will be allowed consistent with the respective dates specified in the Anticipated Schedule.

All Consultant questions and/or requests for clarification must be submitted via email to the address listed above.

B. If no requests for clarification are received, CCAP will conclude that the Consultant intends to comply with the RFP as written in its entirety.

CONTRACT TERMS

A. Upon completion of the determination process, CCAP will write the final Contract and submit it to the successful Consultant for negotiations.

B. In no event is a Consultant to submit their own standard contract terms and conditions in response to this Solicitation.

SECTION 3 – PROPOSAL SUBMITTALS

Respond to the following requirements in this section.

SUBMITTAL INSTRUCTIONS

Consultant will submit their complete Proposal in the following manner:

A. **Proposal:** Consultant must complete and submit a written proposal to Frank Mazza, Director of Government Relations

i. **Hard Copies:** No hard copies of Consultant's submittal are required. Any hard copies received will go unevaluated.

ii. **Electronic Submittal:** The electronic Proposal is to be submitted via email to fmazza@pacounties.org, with the subject title stating the "CCAP Contract Lobbying RFP" and Consultant's name. The preferred electronic formats are Microsoft Word (most recent version) and PDF. It is the responsibility of the Consultant to ensure the electronic Proposal was received by CCAP.

SECTION 4 – EVALUATION AND AWARD

OVERVIEW

The responsive Consultant whose Proposal is determined to best meet all RFP requirements and is chosen by the CCAP Executive Board, based on the evaluation factors described herein, will win the contract.

EVALUATION CRITERIA

Award will be made to the Consultant who is regularly established in the services required in this RFP and which demonstrates, in its Proposal, the ability to perform the required services in the best manner at a fair and reasonable price. Recommendation for award will be based upon the following weighted criteria.

VALUATION CRITERIA AND WEIGHTS

Criteria Description Weight

1. EXPERIENCE & QUALIFICATIONS 30%
2. INDUSTRY UNDERSTANDING & APPROACH 25%
3. COST 25%
4. INTERVIEW 10%
5. RESPONSE TO RFP 10%

Total: 100%

EVALUATION PROCESS

A. Initial Determination

- i. Responses will be reviewed by staff to determine compliance with administrative requirements as specified in this RFP. If compliant, responses will be further evaluated against the valuation criteria and weights to determine interviews.

B. Interview

- i. Consultants who submit a Proposal in response to this RFP may be selected to attend an interview with CCAP staff.
- ii. CCAP staff will schedule the time of the interview. Interviews or presentations may be held virtually. Interviews are held at the discretion of CCAP. Failure of the Consultant to participate in interview(s) as requested by CCAP may disqualify their Proposal from receiving further consideration.

C. References

- i. CCAP reserves the right to contact any reference to assist in the evaluation of the Proposal, to verify information contained in the Proposal and to discuss the contract lobbyist's qualifications.

ii. CCAP reserves the right to obtain, consider and substitute information from other sources concerning a contract lobbyist, such as the contract lobbyist's capability and performance under other contracts.

iii. CCAP reserves the right to reject any Proposal submittal if the Consultant receives unfavorable references and may use results as a factor in award.

D. Evidence of Qualification

After Proposal submittal, CCAP reserves the right to make reasonable inquiry and/or requests for additional information, to assist in determining the overall quality of any Consultant. Requests may include, but are not limited to, educational degrees, business licenses, references, record of past performance, experience, criminal background check, etc. CCAP reserves the right to reject any Proposal where, upon investigation of the available evidence or information, CCAP is not satisfied that the Consultant is qualified to fulfill Contract requirements.

OVERVIEW OF THE AWARD PROCESS

A. The successful Consultant will be the most qualified Consultant whose Proposal, in the sole opinion of CCAP, best meets the requirements set forth in this RFP and is in the best interest of CCAP.

B. CCAP may negotiate any aspect of the proposal or solicitation.

C. All Consultants responding to this solicitation will be notified when CCAP has determined the successful Consultant.

D. If CCAP and the successful Consultant are unable to negotiate an acceptable Contract within a reasonable amount of time, CCAP will terminate negotiations and may proceed to negotiations with the next highest ranked Consultant.

EXECUTION OF CONTRACT

The successful Consultant will execute the final Contract and return it to CCAP within ten Calendar Days of its receipt. A copy of the executed Contract shall be returned to the awarded Contractor.

POST AWARD MEETING

The awarded contractor may be required to attend a post award meeting scheduled with the CCAP Executive Director and Director of Government Relations to discuss Contract performance requirements. The time and place of this meeting will be scheduled following Contract award.

APPENDIX A – SCOPE OF WORK

The Scope of Work for state lobbying services includes, but is not limited to the following:

1. STATEMENT OF WORK OVERVIEW

1.1. CCAP is seeking an experienced individual an/or firm to provide Contract Lobbying Services that promote CCAP's interests before the Pennsylvania General Assembly and the Executive Branch in Harrisburg, PA, in partnership with internal association staff. CCAP desires to enter into a personal services contract with a qualified individual and/or firm who can demonstrate competency and experience in providing Contract Lobbying Services for public sector association clients. This position will be highly collaborative and will work with CCAP's staff to address legislative priorities selected by the membership.

2. GENERAL REQUIREMENTS:

The general Scope of Work consists of the individual performing all of the following services:

2.1. Provide a specified range of State Contract Lobbying Services on behalf of CCAP before the Legislative and Executive branches of the State Government.

2.2. Assist and advise CCAP staff with the identification and analysis of legislation, policy, and regulation (whether current or proposed) related to CCAP's identified legislative priorities and key issues of interest as assigned.

2.3. Create and cultivate alignment and development of relationships with key legislative leadership and their staff to assure issue understanding of association policy priorities, and mutually beneficial relationships that advance county priorities.

2.4. Provide advocacy direction in collaboration with CCAP government relations staff and inform strategies to advance CCAP's annual key priorities and policy goals.

2.5. Use established, long-standing positive working relationships with key decision-makers in the General Assembly and the Executive agencies to achieve CCAP's key priorities and promote the interests of CCAP.

3. SPECIFIC ACTIVITIES:

The Contract Lobbyist will be responsible for the following activities:

3.1. Coordinate with CCAP staff to inform, strategize on and execute CCAP's Legislative Priorities, including timelines and performance measures.

3.2. Monitor key state legislation, including amendments, and state agency regulations relevant to CCAP's strategic priorities.

3.2.1. Establish a regular cadence of communications with CCAP staff on key legislative and regulatory activity related to priorities and to maintain alignment of legislative strategy with CCAP comprehensive strategic goals.

3.2.2. Plan regular meetings/calls to discuss weekly session activity to ensure government relations staff and contract lobbyists are coordinating in an effective and efficient manner.

3.3. Identify key legislative and state agency relationships for CCAP and assist in creating opportunities to build and strengthen relationships with ongoing connections for CCAP.

3.4. Coordinate in-person and/or virtual meetings with key legislative and regulatory staff for CCAP staff and/or members as requested.

3.4.1. Work with CCAP staff (and members as applicable) to develop a list of objectives for each meeting and track success.

3.5. Maintain awareness of proposed amendments and provide timely information to CCAP staff of the same.

3.6. Assist in the drafting of legislative language for applicable laws and regulations when possible.

3.6. Provide a monthly written report to CCAP about the contract lobbyist's accomplishments/activities/challenges.