



**KITSAP COUNTY
REQUEST FOR PROPOSAL
2016-160
STATE LOBBYIST/PUBLIC AFFAIRS REPRESENTATIVE
SUBMISSION DEADLINE:
WEDNESDAY, OCTOBER 12, 2016 3:00PM**

PLEASE READ CAREFULLY!

SCOPE OF SERVICE

The County of Kitsap is requesting that qualified firms submit proposals to represent the County on legislative issues during the State Legislative Session in Olympia for the term of the contract. The County anticipates awarding a three (3) year contract with the potential of a two (2) year extension. Services performed by the selected firm include: providing strategic advice and planning in the development of an annual comprehensive state affairs strategy, implementing the County's legislative agenda, and keeping the County apprised of developments on broad range of issues of concern to the County.

PROPOSALS MUST MEET THE REQUIREMENTS OUTLINED IN THIS REQUEST FOR PROPOSAL TO BE CONSIDERED VALID. PROPOSALS WILL BE REJECTED IF NOT IN COMPLIANCE WITH THESE REQUIREMENTS.

I. Background

Kitsap County ("County") is located on the Kitsap Peninsula in Washington State across the Puget Sound from Seattle. It comprises a total land mass of 393 square miles. The County occupies a unique portion of the State of Washington, directly between the urban areas of Seattle and Tacoma and the wilderness of the Olympic Mountains. It is bounded by the Hood Canal on the west, Puget Sound on the east, and Mason and Pierce Counties to the south.

Kitsap County was founded in 1857 with the county seat being Port Orchard. The residents are governed by three elected County Commissioners, and are served by a variety of agencies and government departments.

The total County Population in 2014 was 254,183 with approximately 170,000 living in the unincorporated area. Kitsap County ranks 36th in size among Washington counties and is the 3rd most densely populated county in the state.

To learn more about Kitsap County, visit: www.kitsapgov.com.

II. Scope of Services

The County is soliciting proposals from qualified consultants/firms/ individuals (“consultant”) to represent the County on legislative issues in years 2017-2019 with a primary focus during the State Legislative Sessions in Olympia.

It is anticipated that the activities in this scope of work will be year-round with special emphasis and work product expected before and during the legislative session and the period during which the Governor may take action on bills passed. The following is to be used as a general guide, and is not intended to be a complete list of all work necessary to complete any efforts:

- A. Register as the County’s lobbyist with the Washington State Public Disclosure Commission.
- B. Identify state legislation and legislative proposals that may impact the County.
- C. Identify proposed state regulatory changes and rule-making that may impact the County.
- D. Work with the Board of County Commissioners to develop an annual legislative agenda for the County.
- E. Develop and lobby for operations, transportation and capital budget funding requests identified by the Board of Commissioners.
- F. Meet with the legislators year round to promote the County’s legislative agenda items.
- G. Attend all relevant legislative hearings.
- H. Lobby the Legislature on all issues developed under the approved legislative agenda.
- I. Identify and lobby defensively on legislation introduced that would negatively impact the County.
- J. Provide the County with real-time updated bill tracking that can be accessed via the internet.
- K. Provide the County with a weekly legislative report during the legislative session that includes weekly hearing schedules and a summary of bills important to or that may affect the County.
- L. Work with the County Commissioners Office in arranging lobbying visits to Olympia for the Commissioners and/or appropriate staff.
- M. Communicate County’s position and interest to associations and other special interest groups, including but not limited to the Washington State Association of Counties

(WSAC) and other associations that may have common interests or those that possibly conflict with the County's legislative agenda.

- N. Develop talking points and draft letters on legislation budget requests as necessary.
- O. Testify on behalf of the County at hearings before legislative committees.
- P. Maintain close working relationships with the Board of Commissioners, County Administrator, Board Policy staff and other designated County staff.
- Q. Provide post-session reporting and recommendations.

III. Contract Duration

The duration of the contract shall be for three (3) years after the award. The contract will afford the opportunity for a single two (2) year extension upon mutual written agreement before the expiration of the three year term. Any plan review already underway at the end of the contract date will be completed at the expiring contract's rate of compensation.

IV. Proposal Outline

The County requires that the proposal be submitted in the format outlined in this section. The County reserves the right to require additional information or materials after the proposals are submitted. The proposal should be signed by one of the firm's legally authorized officers.

Format: Proposals are limited to 10 numbered pages (8 ½ by 11 inch) excluding any appendices. All pages must be in portrait orientation with one inch (1") margins. Font size shall be 11 point or larger. Proposals that do not follow this format may be rejected. The cover letter shall include the RFP title, and number, name, title, email address, phone number and current address of the submitting firm's main contact and include the information listed below under "Summary".

Summary:

- A. Provide a general overview of how the requested services will be provided.
- B. Include management team and qualifications of key staff that would be working with the County. Names and qualifications of key personnel who will be responsible for conducting plan reviews as well as the point of contact, including registrations and certifications. A summary of relevant experience in the last five (5) years; specifically, please describe the outcome of lobbying efforts you conducted.
- C. Provide examples of reports and summaries used to relay information to elected officials and government staff regarding legislative activities.
- D. Include a complete list of current clients and those served during the twelve (12) months preceding the submission date and a declaration of any potential incompatibility or conflicts of interest between those clients and the County.
- E. Provide a list of three public agencies for which you provide similar services as references, that the County may contact.

Compensation:

- A. Please present detailed information on the firm’s proposed fee schedule in three separate areas: (1) the lobbyist work at the State and Regional level, (2) the outreach and governmental relationships with other organizations, including Federal representatives, and (3) and any variation for non-routine services including your definition and examples of such tasks, inclusive of applicable sales tax, and any other applicable governmental charges. Please identify fixed costs and variable costs and the applications, and how costs are adjusted according to that classification.
- B. Payment by the County for the services will only be made after the services have been performed, an itemized billing statement is submitted in the form specified by the County and approved by the County Administrator. Payment shall be made on a monthly basis, thirty (30) days after receipt of such billing statement.

Additional Information: Any additional information you deem necessary.

V. Special Terms and Conditions

- A. **Consultant Costs** - The County shall not be liable for any costs incurred by the consultant in preparing or submitting a proposal to the County. Proposals should be prepared simply and economically, providing a straightforward, concise description of consultant’s capabilities to satisfy the requirements of the proposal.
- B. **Oral Presentation** - The County, at its sole discretion, may ask the consultant to make an oral presentation at County facilities without charge to the County.
- C. **Addenda to the RFP** - In the event that it becomes necessary to revise any part of this Request for Proposals, addenda will be provided.
- D. **Evaluation of Proposals** - Proposals will be evaluated based on the factors listed below. The County reserves the right to reject any and all proposals and to waive informalities in the proposal process. The County may enter into an agreement solely on the basis of a submitted proposal. Noncompliance with any condition of this proposal may result in a recommendation to the Board of Commissioners that the consultant be disqualified.
- E. **Rejection of Proposals** – The County reserves the right to reject any and all proposals and to waive irregularities and informalities in the submittal and evaluation process. The Request for Proposals does not obligate the County to accept or contract for any expressed or implied services.
- F. **County’s standard Terms and Conditions** are included as an Attachment A to this RFP and available online at www.kitsapgove.com/purchasing/bids.htm. By submitting Proposal, the Proposer represents that it has carefully read and agrees to be bound by the County’s Standard Terms and conditions.

VI. Selection Criteria

Evaluation and selection will be made by the Kitsap County Board of Commissioners using the following criteria:

Qualifications, Experience and References - 50 points

Identify the proposed team, demonstrate the teams' experience in performing the requested services, provide example of similar work for other entities and describe how the team measures success.

Project Approach – 30 points

Outline the team's recommended approach and methodology for accomplishing tasks required within the scope of services. Describe the team's approach to for communicating between the Commissioners, county staff and various stakeholders involved such as other county elected officials.

Communication – 20 points

Discuss means of communication with the Board, both written and oral, on legislative issues. Differentiate communication on emergent issues and regular updates.

VII. RFP Point of Contact

Questions concerning this RFP will be accepted until 3PM Monday October 3, 2016 and may be directed in writing by mail or email to:

Colby Wattling
614 Division St. MS-7
Port Orchard, WA 98366
cwattling@co.kitsap.wa.us

Responses to any questions received will be released via Addenda by Wednesday, October 5, 2016

VIII. Submission Deadline and Address

Please submit one (1) original and four (4) copies by **WEDNESDAY, OCTOBER 12, 2016 3:00 PM. Faxes, emailed and late response will not be accepted.** Proposals must be delivered (hardcopy forms) to:

By Mail

Colby Wattling
Kitsap County Department of
Administrative Services
Purchasing Office
614 Division Street MS-7
Port Orchard, WA 98366

OR

Express, Courier, or Hand delivery

Colby Wattling
Kitsap County Department of
Administrative Services
Purchasing Office – Fourth Floor
619 Division Street
Port Orchard, WA 98366