



**Request for Proposals**

**For**

**Federal Lobbying Services**



**Request For Proposals  
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## **SECTION 1 – GENERAL INFORMATION**

### **1.1 Purpose**

The City of Billings is soliciting proposals from qualified Consultants to provide federal lobbying services. The City is interested in entering into a two-year contract with the successful individual or firm. The City reserves the right to exercise the option to renew the contract for an additional two years by mutual agreement of both parties.

### **1.2 General Submission Information**

The City intends to award a single contract for federal lobbying services. The proposal should address the Consultant's capabilities for performing all aspects of the scope of work.

### **1.3 Questions**

Questions regarding this proposal shall be submitted to

Public Works Department  
Jennifer Duray, Deputy Public Works Director  
2251 Belknap Avenue  
Billings, MT 59101  
406-657-8239  
[durayj@billingsmt.gov](mailto:durayj@billingsmt.gov)

from 8:00 a.m. to 5:00 p.m., local time, Monday through Friday.

### **1.4 Preparation Costs**

The City shall not be responsible for proposal preparation costs, nor for costs including attorney fees associated with any (administrative, judicial or otherwise) challenge to the determination of the highest-ranked Proposer and/or award of contract and/or rejection of proposal. By submitting a proposal each Proposer agrees to be bound in this respect and waives all claims to such costs and fees.

## **SECTION 2 – RULES GOVERNING COMPETITION**

### **2.1 Examination of Proposals**



Proposers should carefully examine the entire RFP, any addenda thereto, and all related materials and data referenced in the RFP. Proposers should become fully aware of the nature of the Work and the conditions likely to be encountered in performing the Work.

## **2.2 Proposal Acceptance Period**

Award of this proposal is anticipated to be announced within **forty five (45) calendar days**, although all offers must be completed and irrevocable for **ninety (90) days** following the submission date.

## **2.3 Confidentiality**

The content of all proposals will be kept confidential until the selection of the Contractor is publicly announced. At that time the selected proposal is open for review. After the award of the Contract, all proposals will then become public information.

## **2.4 Proposal Format**

Proposals are to be prepared in such a way as to provide a straightforward, concise delineation of the Proposer's capabilities to satisfy the requirements of this RFP. Emphasis should be placed on:

- Conformance to the RFP instructions
- Responsiveness to the RFP requirements
- Overall completeness and clarity of content

## **2.5 Signature Requirements**

All proposals must be signed. An officer or other agent of a corporate vendor, if authorized to sign Contracts on its behalf; a member of a partnership; the owner of a privately owned vendor; or other agent if properly authorized by a Power of Attorney or equivalent document may sign a proposal. The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature.

## **2.6 Proposal Submission**

One electronic copy (PDF or similar) or two (2) hard copies with one electronic copy (PDF on flash drive or similar), of the proposal must be received by the City prior to 5:00 PM, Friday, April 8, 2022. Proposals shall be e-mailed, mailed or delivered to:



City of Billings, Public Works Department  
Jennifer Duray, Deputy Public Works Director  
2251 Belknap Avenue  
Billings, MT 59101  
[durayj@billingsmt.gov](mailto:durayj@billingsmt.gov)

Questions may be directed to the same address or by phone at 406-657-8239 or email at [durayj@billingsmt.gov](mailto:durayj@billingsmt.gov).

## **2.7 News Releases**

News releases pertaining to the award resulting from the RFPs shall not be made without prior written approval of the Public Works Department.

## **2.8 Disposition of Proposals**

All materials submitted in response to this RFP become the property of the City of Billings. One copy shall be retained for the official files of the Public Works Department and will become public record after award of the Contract.

## **2.9 Modification/Withdrawal of Proposals**

A respondent may withdraw a proposal at any time prior to the final submission date by sending written notification of its withdrawal, signed by an agent authorized to represent the agency. The respondent may thereafter submit a new or modified proposal prior to the final submission date. Modifications offered in any other manner, oral or written, will not be considered. A final proposal cannot be changed or withdrawn after the time designated for receipt, except for modifications requested by the City after the date of receipt and following oral presentations.

## **2.10 Oral Change/Interpretation**

No oral change or interpretation of any provision contained in this RFP is valid whether issued at a pre-proposal conference or otherwise. Written addenda will be issued when changes, clarifications, or amendments to proposal documents are deemed necessary by the Municipality.

## **2.11 Late Submissions**

**PROPOSALS NOT RECEIVED PRIOR TO THE DATE AND TIME SPECIFIED IN THE ADVERTISEMENT (5:00 PM, APRIL 8, 2022) WILL NOT BE CONSIDERED AND WILL BE RETURNED UNOPENED AFTER RECOMMENDATION OF AWARD.**



## **2.12 Rejection of Proposals**

The City of Billings reserves the right to reject any or all proposals if determined to be in the best interest of the City.

# **SECTION 3 – SCOPE OF WORK**

## **3.1 Background**

The City of Billings is the largest city in Montana with a population of approximately 117,000. Billings is the trade and distribution center for much of eastern Montana, northern Wyoming, and western portions of North Dakota and South Dakota. The City owns and operates Billings Logan International Airport and MET Transit which provides fixed-route and paratransit bus service to the City. The City also provides the normal range of core governmental services including water, wastewater, street and traffic maintenance and infrastructure, stormwater, solid waste collection, regional landfill, parks and recreation, library, and public safety (police, fire, and municipal court).

The City of Billings is seeking to retain lobbyists to represent the interests and advance the City's legislative agenda at the federal level. The goal of such representation shall secure legislation and federal funding for programs and projects identified by the City of Billings as priorities.

## **3.2 General Scope of Work**

The City of Billings seeks to retain the services of a lobbyist consultant that possess significant demonstrable experience in lobbying and advocacy at the federal level. The lobbying consultant shall be able to develop relationships with the City's representatives and shall have existing relationships with federal governmental staffers both within the state and federal capitals, at governmental agencies, and with other industry lobbyists. The ideal candidates will have strong existing relationships at the federal levels with all of the individuals indicated previously, in order to act as trusted advisors, lobbyists, and expert navigators for the City. The City is primarily seeking a lobbyist that can help the City secure federal funding, advocate for the City's policy and financial needs, and be an expert navigator of the federal government.

Specifically, the requested services may include but are not limited to the following:



1. Identify and devise strategies to successfully secure federal funding for the City of Billings.
2. Pursue major funding opportunities and investigate other opportunities. Lobbying consultant shall research and provide information to the City of Billings on existing and emerging legislation, availability of funding, distribution of funding, techniques to be used by the City to capitalize on opportunities, and examples of successful federal government applications.
3. Monitor bills that may impact the City's interests in accordance with the legislative priorities established by the City and provide interpretation and analysis of bills to City staff.
4. Work closely with City staff to assess the impact of certain bills and administrative decisions and to develop a response from the city either in support, opposition, or seek amendments to bills or administrative rules.
5. Provide frequent legislative briefings for key city staff, including information regarding major highlights and information on priority bills that require the City's attention.
6. Represent the city and meet with legislators, their staff, and governmental agency officials to advance the city's legislative agenda and interests.
7. Testify at committee hearings and other meetings on behalf of the city.
8. Track and review press releases, informational bulletins, and other important information released by the federal governments and their agencies.
9. Review and notify city staff of relevant federal grants.
10. Advocate for city funding in the federal budgets, through grants and legislation, and through any other appropriate means.
11. Work with the City of Billings staff to secure sponsors for proposed bills and/or amendments to Federal law.
12. Provide the City of Billings staff with monthly written summary of legislative activities on behalf of the City of Billings.

### **3.3 Proposed Schedule**

- April 8, 2022 @ 5:00pm – Deadline for receiving proposals
- April 11 – April 15, 2022 – Staff evaluation of proposals
- April 25, 2022 – City Council award of Professional Services Agreement
- May 9, 2022 – Agreement fully executed and formal Notice to Proceed issued to consultant

**(actual schedule to be discussed and agreed to with selected consultant)**

## **SECTION 4 – PROPOSAL AND SUBMISSION REQUIREMENTS**



To achieve a uniform review process and obtain the maximum degree of comparability, the proposals shall be organized in the manner specified below. Proposals shall not exceed two (2) pages in length (**excluding** resumes, title page(s), index/table of contents, attachments, or dividers). Information in excess of those allowed will not be evaluated/scored. One page shall be interpreted as one side of single-spaced, typed (11 pt font or greater), 8½" X 11" sheet of paper. Firms are encouraged to include resumes and any applicable past projects in an appendix that will **NOT** count toward the pages of the narrative.

The submittal shall include a provision under Section 4.4.D - Available Resources for notifying the Department within thirty (30) days of any changes of personnel that are included in this statement and the addition to the Consultant's staff of personnel who may contribute to the discipline specialties for which the Consultant has been selected. The City reserves the right to approve all personnel changes. The Department also reserves the right to cancel any task request in effect should it determine that the proposed staff is not available or assigned to the task order.

#### **4.1 Title Page (1 Page)**

Show the RFP number and project or contract being proposed on, the name of your firm, address, telephone number(s), name of contact person, and date.

#### **4.2 Letter of Transmittal (Limited to 1 Page)**

- A. Identify the RFP project or contract for which proposal has been prepared.
- B. Briefly state your firm's understanding of the services to be performed and make a positive commitment to provide the services as specified.
- C. Provide the name(s) of the person(s) authorized to make representations for your firm, their titles, address, and telephone numbers.
- D. The letter of each proposal must be signed by a corporate officer or other individual who has the authority to bind the firm. The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature.

#### **4.3 Table of Contents (1 Page)**

Clearly identify the materials by Section and Page Number.

#### **4.4 Proposal Narrative (Limited to 2 Total Pages)**

##### **A. Firm Experience and Key Project Staff (0-40 Points)**



1. Detail the firm's experience in the same or similar areas of expertise, stability, and its adaptability to providing the required services.
2. Provide at least three references for which your firm has provided the same or similar services. Include a point of contact, current telephone number, and a brief description of the services provided.
3. Identify your firm's performance on similar projects.
4. Identify key project staff and task leaders expected to provide services on behalf of the firm. Resumes should be included, in an appendix that will **NOT** count toward the page count of the narrative, for each of the individuals referenced, which details their relevant experience.

**D. Available Resources and Consultant Location (0-30 Points)**

1. Provide information on personnel resources available to your firm, which indicates that you have access to the services necessary to perform the work in the time available and within the required standard.
2. Describe the firm's location where the primary services are to be provided, noting if the firm or individual has an office in the District of Columbia

**E. Project Methodology and Approach (0-30 Points)**

Provide information on the firm's approach in meeting the scope of work requirements identified in Section 3. Describe overall approach to include special considerations in managing tasks. Provide information on methodologies and practices used to communicate with the City and working with key staff.

**F. Total Possible Score (100 Points)**

## **SECTION 5 – EVALUATION CRITERIA AND SELECTION PROCESS**

### **5.1 Evaluation Criteria**

Submittals will be evaluated in accordance with the following criteria:

A.	Firm Experience and Key Project Staff	<b>0-40 Points</b>
B.	Available Resources and Consultant Location	<b>0-30 Points</b>
E.	Project Methodology and Approach	<b>0-30 Points</b>
Maximum Score		<b>100 Points</b>



A committee of individuals representing the City of Billings will perform evaluation of the proposals. The committee will rank the proposals as submitted.

The City of Billings reserves the right to award Contract(s) solely on the written proposal.

The City also reserves the right to request oral interviews with the highest-ranked firms (short-list). The purpose of the interviews with the highest-ranking firms is to allow expansion upon the written responses. If interviews are conducted, a maximum of three firms will be short-listed. A second score sheet will be used to score those firms interviewed.

The final selection will be based on the total of all evaluators' scores achieved on the second rating. The highest-ranked Proposer(s), after the second scoring, if performed, may be invited to enter into final negotiations with the City for the purposes of Contract Award.

## **SECTION 6 – CONTRACT NEGOTIATION PROCESS**

The highest-ranked Proposer(s) may be invited to enter into Contract negotiations with the City of Billings. If an agreement cannot be reached with the highest-ranked Proposer, the City shall notify the Proposer and terminate negotiations. The second highest Proposer may be contacted for negotiations. This process may continue until successful negotiations are achieved. However, the City reserves the right to terminate negotiations with any Proposer should it be in the City's best interest. The City of Billings reserves the right to reject any and all proposals submitted.