



Request for Qualifications
Legislative Monitoring, Government Relations, and Advocacy Services
August 5, 2019

A. Introduction

The City of Lenexa ("City") is requesting proposals for a legislative advocate to monitor and advise the Governing Body and City staff on the activities of the State legislative and executive branches. The legislative advocate will assist in crafting the City's annual legislative policy agenda, represent the City and its policy positions to elected and appointed officials, and facilitate necessary meetings or discussions with State officials and/or independent organizations.

B. Scope of Services

The legislative advocate will provide proactive legislative advocacy services for the City before the Kansas legislative and executive branches of government on matters pertaining to municipal government, including providing assistance in the production and presentation of legislative testimony and testifying before legislative committees as directed by the City.

The legislative advocate will keep the Governing Body and staff apprised of State public policy and budget activities through frequent written, verbal, and in-person communication. The legislative advocate will provide, at a minimum, weekly written and monthly in-person reports during the legislative session.

The legislative advocate will monitor and analyze pending legislation as well as recommend strategic courses of action based upon the City's legislative platform positions in consultation with City staff and the Governing Body.

C. Representation Not Exclusive

It is understood by both parties that the legislative advocate is an independent contractor and the services rendered are not exclusive to the City. The legislative advocate is specifically allowed to represent additional clients in non-competing areas, but shall not take a position adverse to the City.

D. Deliverables

1. A cover memo outlining experience and qualifications in governmental affairs and legislative advocacy, including the names, titles, and qualifications of the specific person(s) who will be providing services to the City.
2. Three (3) physical copies of a statement describing the approach for monitoring legislation, advising on strategy, and advocating on behalf of the City in accordance with the parameters provided in the Scope of Services. The statement should include a proposed timeline for regular in-person reports to be made to the City for the duration of the 2020 Kansas state legislative session as well as a suggested schedule for discussing, considering, and adopting a legislative agenda for the 2021 legislative session.
3. A list of references to include the proposer's five (5) most recent clients and the contact information of the individual(s) the proposer directly worked with in providing legislative advocacy services.
4. An example of reports the proposer has used to organize and communicate legislative and executive branch activities to other clients.
5. A statement of the proposed fee that is itemized based on the following schedule:
 - a. 40% Legislative Advocacy
 - i. Provide proactive legislative advocacy services for the City before the Kansas legislative and executive branches of government on matters related to local government, and provide assistance to the City in the production and presentation of legislative testimony, including testifying before legislative committees as directed by the City.
 - b. 40% Government Relations Services
 - i. Communicate and meet regularly with the Lenexa Governing Body and City staff to discuss policy, budget, regulatory, and administrative issues related to State legislative and executive branch activities.
 - c. 20% Legislative Monitoring Services

- i. Analyze and report on legislative bills relating to items listed on the City's legislative agenda, or otherwise impact the finances or operations of the City, and communicate such analysis on a regular and timely basis.
6. An electronic copy of the proposal and all collateral materials on a USB drive.

E. Selection Process

1. Proposers should submit three (3) copies of their proposal, including an electronic copy on a USB drive, to Mike Nolan, Assistant to the City Manager, 17101 W. 87th Street Parkway, Lenexa, KS 66219 by **12:00 PM, August 23, 2019.**
2. Any questions about the request for proposals should be directed to Mike Nolan, Assistant to the City Manager, either by telephone (913)477-7707 or e-mail: mnolan@lenexa.com.
3. A proposal may be withdrawn prior to the submission deadline. After the submission deadline, all proposals received shall remain valid and be binding upon the applicant if accepted by the City within sixty (60) calendar days after the submission date. The City is not responsible for any costs incurred in connection with preparation of any proposal submittal.
4. The City reserves the right to accept or reject any and all proposals and to waive any technicalities or irregularities therein. Further, the City reserves the right to negotiate any and all terms of the proposals. All applicants submitting a proposal agree that rejection shall create no liability on the part of the City because of such rejection.
5. The City will evaluate each proposer's qualifications and select the applicant that meets the requirements of the proposal and is the lowest and best proposal considering price, responsiveness and responsibility of the applicant, and all other evaluation criteria specified. The City shall be the sole judge of the proposals and the resulting negotiated agreement. The decision of the City shall be final.
6. The City's evaluation criteria include, but are not limited to:

- a. The overall responsiveness to the request for qualifications and quality of the proposal in clearly stating an understanding of the work to be performed;
 - b. The extent of applicable resources available to the applicant;
 - c. The qualifications and experience of the proposer and the persons responsible for providing the services to the City;
 - d. The technical ability of the proposer to perform the required services;
 - e. The experience and reputation of the proposer as represented in the submittal and the quality of references; and
 - f. The cost of the proposed services.
7. After evaluating the proposals, the City may request additional information including participation in interviews with representatives of some or all of the applicants. The successful proposer will be required to enter into the city's standard consultant services agreement in a form substantially similar to that set forth in Exhibit A.
8. Anticipated timeline for selection:
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| August 5 | RFQ issue date |
| August 23 | RFQ submission deadline |
| August 26-September 6 | City evaluation and possible interviews |
| October 1 | Expected contract award date |