

NOTICE FOR REQUEST FOR PROPOSALS

RFP NO. _10-01_____

The Cibola County Board of County Commissioners is accepting qualifications-based competitive sealed proposals from lobbyist consultants with offices in Washington, D.C. and New Mexico, to conduct professional lobbying services at both the federal and state levels for Cibola County, New Mexico.

Subject to Commission Approval

Specifications and requirements are on file and copies are available at the **Cibola County Courthouse, Office of the County Manager, Grants, New Mexico**, during normal business hours or may be requested by mail:

Purchasing: RFP NO. _10-01_____
515 W. HIGH STREET
Grants, NM 87020

Sealed RFPs will be received at the Cibola County Courthouse until: 11:00 a.m., Friday, February 26, 2010.

The County Commission reserves the right to accept or reject any offer or portion thereof.

CIBOLA COUNTY
RFP # 10-01
REQUEST FOR PROPOSALS
TO PROVIDE LOBBYIST SERVICES
IN WASHINGTON, DC & SANTA FE, NM

The Cibola County Board of County Commissioners is soliciting proposals to obtain lobbying services in both Washington, DC, and Santa Fe, NM, to assist in the procurement of funds and the monitoring of government programs, rules, and regulations, essential and/or of interest to the safety, health, and welfare of Cibola County's residents. Proposals will be accepted until 11:00 a.m., **Friday, February 26, 2010, in the Cibola County Courthouse, 515 W. HIGH ST, Grants, New Mexico 87020.**

Scope of Services.

1. Assist Cibola County in identifying sources for funding and develop a list of funding sources for County use. This would include but not be limited to identifying the source committee(s) from which funds will be requested. The Lobbyist may be asked to rate and rank each item request and coordinate activities with New Mexico state and federal legislators.
2. Develop a lobbying campaign based on the County's identified needs for funding in the areas to include, but not limited to: program development, infrastructure development, and capital improvements, with particular emphasis on funding for the activities that are suggested by the County Administration. Tailor the campaign to educate the state legislature, U.S. Congress, and administrative agencies about the County's needs and to promote Cibola County. Act as a liaison between the County and New Mexico state and federal legislators.
3. Develop a strategy to ensure that Cibola County receives the maximum amount of funding possible, in accordance with the approved rating and ranking schedule for funding sources.
4. Ensure that New Mexico state and federal legislators have received all required funding requests (and/or associated documentation) and that they are aware of each request and the County's priority.
5. Return all communication requests within twenty-four (24) hours.
6. Copy all correspondence to the Cibola County Board of County Commissioners and the Cibola County Manager. This may be used as a basis for a briefing document.
7. Develop a legislative strategy and give quarterly progress reports via agreed medium, per the contract, to the Cibola County Board of County Commissioners and the Cibola County Manager.

8. Meet with appropriate committee members and agency representatives on each request and/or initiative, to ensure that Cibola County is represented for the funding and/or policy request.
9. Provide the methodology for each request to the Cibola County Board of County Commissioners and the Cibola County Manager.
10. Draft request letters for state and federal legislators, to be delivered to the relevant funding committees and/or subcommittees. Secure signatures and ensure that the requests meet the panel deadlines. Identify the methodology to ensure finalization of funding and/or policy request procedure, from the initial request through the final approval for the distribution of funds and/or implementation of policy. Inform the Cibola County Board of County Commissioners and the Cibola County Manager on an approved timeline.
11. Identify the methodology to assist with the fund distribution process. Include all requirements stipulated per fund award.
12. Maintain absolute confidentiality concerning requests, if indicated by Cibola County Board of County Commissioners and the Cibola County Manager.
13. The Lobbyist will be registered (if required) and will follow all applicable laws and regulations concerning Lobbyists.
14. The Lobbyist will respond to inquiries within twenty-four (24) hours, through the Cibola County Board of County Commissioners and the Cibola County Manager.

Qualifications.

All responses should include information about your qualifications and other information that is pertinent to aid the County in making a determination. Include samples of any work that is similar in nature to the request for proposal (RFP). The following knowledge, skills, and abilities (KSAs) are required:

1. Working knowledge of U.S. government and lobbyist efforts.
2. Working knowledge of New Mexico government and lobbyist efforts.
3. Knowledge of current developments and trends in area of expertise.
4. Knowledge of and experience with issues of importance to the Southwestern United States.
5. Skills in organizing resources and establishing priorities.
6. Ability to provide all necessary information to Cibola County officials.
7. Ability to respond to Cibola County's needs within a twenty-four (24) hour period.

Content of Proposals.

All proposals must include the following:

1. Campaign Plan.

2. Proposed Development Strategy.
3. Three (3) client references.
4. Years of experience in field and familiarity with County government.
5. Proposed fee.

Contract Term.

The contract term is for one year from award date and may be extended, in writing and upon mutual consent, for an additional three (3) one-year terms, for a total of four (4) years.

Evaluation Criteria.

The proposals will be evaluated and selected based on the following criteria:

1. Capacity and Capability (20 possible points).

Provide information regarding past capability to meet schedules and project administration requirements. Include overall coordination and management ability.

2. Past Record of Performance (20 possible points).

Provide past experience of working with local government agencies as a Lobbyist. Provide details of campaign successes with like public agencies.

3. Qualifications (20 possible points).

Provide proof of the firm's professional qualifications. Include staff and specific knowledge of Cibola County.

4. References (20 possible points).

The proposal should include a list, with telephone numbers, of a minimum of three (3) references to contact by the County. Include a client list.

5. Methodology (15 possible points).

Discuss methods and approach to meet the desired goal and objectives.

6. Cost Proposal (5 possible points).

Provide a detailed fee schedule.