

REQUEST FOR PROPOSALS

Lobbyist/Consultant

The Village of Bensenville, population 18,350 with a daytime population of 60,000, is accepting proposals from firms to provide the services of a state of Illinois Lobbyist/Consultant(s) to support and promote Bensenville residential and business stakeholders' interests by formulating, promoting, monitoring and reporting on the state legislative initiatives and priorities. Located immediately adjacent to the western boundary of O'Hare International Airport, the Village is significantly impacted by aircraft noise and environmental issues. The Village is also the most impacted community from the Elgin-O'Hare Wester Access project being constructed by the Illinois Tollway. The Lobbyist/Consultant should demonstrate key relationships with leadership in the State, City of Chicago and DuPage and Cook Counties and should be well informed on both Department of Aviation and O'Hare Modernization Program and the EOWA project.

The Village operates under the Council-Manager form of government as established by referendum. The Village Manager is appointed by the Village Board of Trustees which comprises a Village President, six Trustees and a Village Clerk, who are elected for overlapping four-year terms. The Village Board will provide the Lobbyist/Consultant legislative priorities on an annual basis and as issues emerge.

The Village seeks an innovative approach to lobbying and is requesting proposals with fees for both an issue-by-issue type contract (where services are solicited on an as-needed basis) and a full-year contract for general consulting services invoiced monthly.

SCOPE OF SERVICES

The Consultant will work under the direction of the Village Manager and act as a liaison with state government officials. It is anticipated that the full-year contract engagement, if selected, will include at least the following activities and tasks:

- Research, prepare and lobby proposals desired by the Village.
- Position the Village to maximize state and federal funding opportunities.
- Promote the Village's legislative proposals by communicating with state and other governmental officials through personal contact, position papers, testimony and other such means as appropriate.
- Monitor legislation, arrange for bill sponsorship, perform issue analysis and brief Village officials on legislative issues.
- Draft legislation in support of the Village's legislative priorities.
- Prepare monthly informational reports and action calls during legislative sessions to inform the Village of the legislative process and status of Village proposals.
- Perform other duties in relation to the Village's intergovernmental relations, including counsel, attendance and testimony at intergovernmental meetings.
- Assist the Village in strategy formulation.

OVERVIEW OF THE PROCESS

This RFP will be conducted pursuant to the following process:

- After review and evaluation of the submittals received, staff will identify the most qualified firms and invite them in for interviews.
- At the completion of the interview process the Village will refine the scope of services and request final offers from the most qualified firm or firms interviewed.

The Lobbyist/Consultant will be selected based on their experience, depth of network, and accomplishments for like units of local government on legislative and grant initiatives. The final offer submittal will consist of two parts to be submitted at the same time. Qualitative information will be submitted and evaluated first, then cost. Costs will be submitted in a separate sealed envelope to be included with the submittal documents. A final selection will be made based on the criteria described herein.

SUBMITTAL REQUIREMENTS

Interested individuals/firms shall submit one (1) original, five (5) copies, and one (1) electronic version of proposal in pdf format, including a cover letter expressing their interest in providing these services to the Village of Bensenville to the following:

Mary Ribando, Executive Assistant
mrribando@bensenville.il.us
Village of Bensenville
12 S. Center Street
Bensenville, IL 60106

Proposals shall not exceed 25 pages in length. Any attachments may be included with no guarantee of review. Proposals shall correspond with the format indicated below.

1. Cover letter
2. Table of Contents
3. Proposer Background and Statement of Staff Experience
4. Qualifications and Availability
5. Statement of Equal Opportunity Employment Practices
6. Scope of Services
7. Proposed Work Plan and Required Services
8. References
9. Additional data and other information
10. Concluding remarks

Cover Letter

This section should contain the name of the Consultant, the address of the proposing office(s), and the contact individuals authorized to answer technical, price, and/or contract questions together with their telephone numbers and mailing addresses. The cover letter must also be signed by a person or persons authorized to bind the consulting firm.

Table of Contents

The contents shall include an index of the proposal contents and attachments.

Proposer Background and Statement of Staff Experience

This section should state the full name and principal address of your firm(s). Describe your experience and how this relates to Bensenville’s legislative needs. Please express your intent to comply with the Lobbyist/Consultant Registration Act during the contract term.

Qualifications and Availability

Provide information concerning the qualifications, registrations, and availability of all persons who will be involved in the responsibilities and specific assignments related to lobbying activities. Include the names and experience of all persons, including outside Consultants and associates. Proposals shall also include the role and the percent of time that each member will be assigned to this contract.

Statement of Equal Opportunity Employment Practices

See Affidavit of Compliance, Section 9, Equal Employment Opportunity Clause.

Scope of Services

Refer to scope of services listed earlier in this request. Any suggested changes to the scope should be noted and explained in detail in the Additional Data and Other Information Section.

Proposed Work Plan and Required Services

References

Provide complete references of all government clients similar in size and scope of work as requested in this Request for Proposal.

Additional Data and Other Information

Since data not specifically requested must not be included in the foregoing proposal sections, give any additional information considered essential to the proposal in this section. Alternative proposals, which you feel may benefit the parties, may also be advanced

Concluding Remarks

This section shall contain any final remarks or elaboration that the vendor believes is important to gain a clear understanding of the proposed services and/or the Proposer’s capabilities.

SELECTION PROCESS AND QUALIFICATIONS CRITERIA

Evaluation Process Overview

The Consultant will be selected based on experience in Illinois as a legislative consultant and Lobbyist/Consultant for clients with similar interests. It is expected that the Consultant have a strong background in legislative advocacy and analysis as well as experience representing municipal government interests. The first submittal will focus on the Consultants experience and capabilities to perform the services needed, the creativity of their solution and their understanding of the State of Illinois legislative process as it relates to City's legislative needs. The final submittal which will be requested from short-listed firms will consist of two parts to be submitted at the same time. Qualitative information will be submitted and evaluated first, followed by the cost proposal. Costs will be submitted in a separate sealed envelope to be included with the second submittal documents. Do not submit a cost proposal with the first submittal.

Evaluation scoring will follow this process:

1) First Submittal - Qualitative Information. Due October 2, 2015 by 3:00pm.

The following items will be considered when evaluating the proposer's qualitative submittal:

- a) Depth and comprehensiveness of legislative resources. (25%)
- b) Experience of proposed team members with local government, legislative advocacy or analysis (25%)
- c) References (25%)
- d) Proposed solution and understanding of the City's legislative needs (25%)

The evaluation of these categories will yield a score. This score will be on a scale of 0 to 100.

2) Second Submittal – Detailed Proposal and Cost Estimates.

The Village will invite selected firms to provide final proposals and cost proposals in response to the City's detailed scope of services. Upon receipt of the proposals, staff will re-evaluate qualitative scores. The total price, which is submitted in the Second Submittal, is divided by the qualitative score (expressed as a decimal) to yield an "adjusted score." The lowest adjusted score is recommended for contract award. The final staff recommendation will be presented to the Village Board for review and approval.