



Shelby County Tennessee

Mark H. Luttrell, Jr., Mayor

Request for Qualifications Shelby County Government Purchasing Department

160 N. Main, Suite 900
Memphis, TN 38103

Issued: June 26, 2015

Due: July 21, 2015 no later than 3:00 P.M. (Central Standard Time)

RFQ #15-006-56

State Government Relations Services (Shelby County Board of Commissioners)

Shelby County Government (the “County”), an Equal Opportunity, Affirmative Action Employer, is soliciting professional services on behalf of the Shelby County Board of Commissioners (the “County Commission”) from qualified government relations and/or law firms, sole practitioners or expert consultants to provide consulting services to lobby and monitor administrative and legislative issues related to the State of Tennessee and the Tennessee General Assembly.

This notification and any future information regarding this RFQ is and will be located on the County’s website at www.shelbycountyttn.gov. At the top of the home page, click on the links “Department”, “P” for the Purchasing Department and “Bids” to locate the name of the above-described Request For Qualifications.

Interested parties should submit a **Letter of Interest** and **Statement of Qualifications** related to the services requested by the Request for Qualifications (“RFQ”) specifications. Based on an evaluation of responses to this RFQ, one or more firms/consultants will be selected and invited to participate in further discussions and negotiation of a contract for the requested services.

A. SCOPE OF WORK

During the 109th Tennessee General Assembly, the Consultant shall provide some and/or all of the services as set forth as follows as directed by the Chairman of the County Commission and Chairman of the Legislative Committee:

1. Assist the County Commission in formulation, development and strategy in preparing its legislative agenda for the Tennessee General Assembly.
2. Monitor study committees and legislative issue activity.
3. Monitor Tennessee legislation as it relates to the interests of the County Commission
4. Maintain positive relationships with members of the Tennessee Legislature. To the extent possible, members of the Legislature will be provided timely information about matters important to the County Commission.
5. Act as liaison between the County Commission and relevant State Officials, monitor the proceedings and publications of rules and regulations by State Administrative, Regulatory and Licensing Agencies for impact on the County.
6. Provide timely reports on legislative activity and meet monthly (or at such other frequency as may be desired by the County Commission) with the Chair and/or Vice Chair of the Legislative Committee for the Shelby County Board of Commissioners.

B. INFORMATION REQUIRED FOR STATEMENT OF QUALIFICATIONS

- **Description of Firm.** Describe your firm’s structure, areas of service, length of time in business, number of employees, and other information that would help to characterize the firm. Provide the address of the main office that will be responsible for managing any work performed.
- **Minimum Qualifications.** All lobbyist/lobbying firms must have prior experience and proven expertise working with the Tennessee General Assembly and/or State agencies. Describe how your lobbying firm meets this requirement with specific examples of results achieved on behalf of clientele similar to the Shelby County Government.
- **Experience.** Briefly describe other matters handled by your lobbying firm that demonstrate relevant or unique experience. Also, list all public sector clients for whom you have performed lobbying work for in the last five years. For each project mentioned, include the name, address and phone number of a person who can be contacted regarding your performance on the project.

- **Personnel.** Provide a professional resume' for the key people proposed to be assigned to work on this matter and describe relevant experience. Describe key personnel's proposed roles and responsibilities in this matter. Submittals must identify a proposed lead person who would be responsible for the day-to-day management of the government relations duties and who would be the primary point of contact.
- **Capacity and Capability.** Provide information about capacity and capability to perform on short notice and in a timely manner.
- **Project Approach.** Describe the approach to the work as outlined in the scope.
- **Commitment to Diversity.** Describe efforts to recruit and retain minority and female professional staff. Include in your response any policies or procedures related to the attorney firm's commitment to diversity.
- **Approach to Communicating with the County Commission/County.** Describe approach to communicating with the County Commission or designee.
- **Understanding of Services to be Provided.** Describe the understanding of the Scope of Work.
- **Costs for Providing Services.** Provide an estimate of the costs for providing services described above. Such costs should include a base fee for providing the services as well as any additional fees necessary to conduct the government relation services. Inclusion of an estimated fee may be informative, but is not required. The actual costs for providing the services will be negotiated with the selected respondent.
- **Work Schedule.** Provide a plan for service delivery during the County Commissions Legislative Term September 1, 2015-August 31, 2015.
- **Conflict of Interest.** The lobbyist/lobbying firm, by submitting a Statement of Qualifications, certifies that to the best of its knowledge or belief, no employee or elected or appointed official of the County is financially interested, directly or indirectly, in their firm or in the purchase of services as described in this RFQ. The lobbyist/lobbying firm also certifies that the information contained in the Statement of Qualifications is correct and complete to the best of their knowledge.
- **Equal Opportunity Compliance.** *The lobbyist/lobbying firm, by submitting a Statement of Qualifications, certifies that it has or will fully comply with the requirements of the Equal Opportunity Compliance Office of Shelby County.* The instructions for obtaining a vendor number and EOC number are detailed below.
- **Title VI.** The lobbyist/lobbying firm, by submitting a Statement of Qualifications, certifies that it is in compliance with Title VI as described in further detail below.

- **Other.** Brochures or other material that may be helpful in evaluating your firm may be included in an appendix of the submittal.

Please Note: *As a part of doing business with Shelby County, each individual, company or organization is required to obtain a vendor number and an “Equal Opportunity Compliance (EOC)” certification number.*

You can access the online applications to receive the numbers indicated above at www.shelbycountyttn.gov. To obtain a vendor number and an EOC number, please follow the instructions below:

Vendor Number (Purchasing Department)

At the top of the home page, click on the links “Department”, “P” for the Purchasing Department and “Conducting Business with Shelby County”. The “Vendor Registration” link is at the bottom of the drop down box. Please download the application instructions and read thoroughly prior to accessing the application. *(Applications for a vendor number are accepted online only.)*

Equal Opportunity Compliance (EOC) Number (EOC Administration Office)

At the top of the home page, click on the links “Department”, “E” for the Equal Opportunity Compliance and “Contract Compliance Program”. The “Contract Compliance Packet” link is in the middle of the page. Please print the packet and **mail or fax** the completed packet to the EOC office. The mailing address is 160 N. Main Street, Suite 200, Memphis, TN 38103. The fax number is 901-222-1101.

If you have any questions regarding the applications, you may contact Purchasing at (901) 222-2250 or the EOC Administration at (901) 222-1100.

C. SELECTION PROCESS

Statements of Qualifications will be ranked on qualifications and the County Commission and/or its designated Selection Committee may choose to interview several of the top ranked lobbyist/firms. Lobbyist/Firms will be evaluated on the basis of each of the factors outlined herein, including, but not limited to, the following factors:

- History and Capability to Perform Services
- Relevant Government Relations Experience at the State level
- Qualifications of Lobbyist/Lobbying Team
- Familiarity with Subject Area
- Approach and Schedule for conducting services

Independent contractors (sole proprietors) must adhere to State of Tennessee Public Chapter No. 436, known as the “Tennessee Lawful Employment Act” (effective date of 01/01/12). Proof and documentation of employment eligibility may be included with the submittal, if applicable.

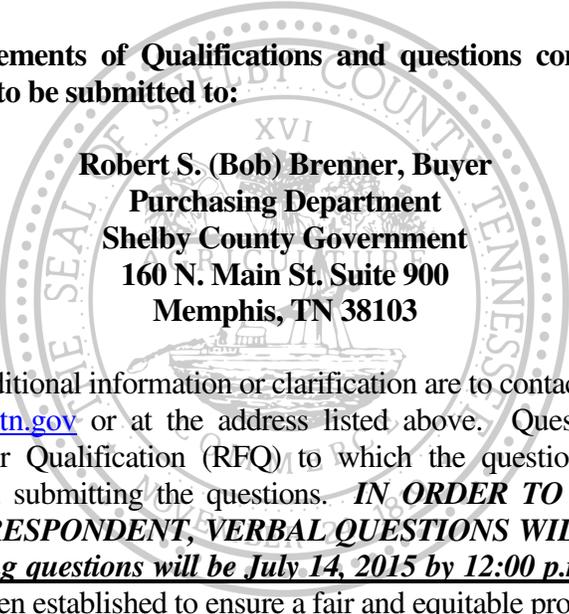
A review of the Statement of Qualifications is expected to occur within two weeks of receipt of same.

D. OVERSIGHT AND GUIDANCE

General guidance will be provided by the Shelby County Board of Commissioners Chairman and/or Legislative Committee Chair. Specific contact will come from the Legislative Committee Chairman and/or Vice Chairman.

E. CORRESPONDENCE

All correspondence, Statements of Qualifications and questions concerning the Request for Qualifications (RFQ) are to be submitted to:



**Robert S. (Bob) Brenner, Buyer
Purchasing Department
Shelby County Government
160 N. Main St. Suite 900
Memphis, TN 38103**

Respondents requesting additional information or clarification are to contact Bob Brenner in writing at bob.brenner@shelbycountyttn.gov or at the address listed above. Questions should reference the section of the Request for Qualification (RFQ) to which the question pertains and all contact information for the person submitting the questions. ***IN ORDER TO PREVENT AN UNFAIR ADVANTAGE TO ANY RESPONDENT, VERBAL QUESTIONS WILL NOT BE ANSWERED. The deadline for submitting questions will be July 14, 2015 by 12:00 p.m. (CST).*** These guidelines for communication have been established to ensure a fair and equitable process for all respondents.

Note: All written questions submitted by the deadline indicated above will be answered and posted on the County’s website at www.shelbycountyttn.gov within forty-eight (48) hours of the above cut-off date.

Please be aware that contact with any other personnel (other than the person clearly identified in this document) within Shelby County regarding this RFQ may disqualify your company from further consideration.

F. NON-DISCRIMINATION (TITLE VI AND TITLE VII)

The firm hereby agrees, warrants, and assures compliance with the provisions of Title VI and VII of the Civil Rights Act of 1964 and all other federal statutory laws which provide in whole or in part that no person shall be excluded from participation or be denied benefits of or be otherwise subjected to discrimination in the performance of this Contract or in the employment practices of the contractor on the grounds of handicap and/or disability, age, race, color, religion, sex, national origin, or any other classification protected by federal, Tennessee State Constitutional or statutory law. The firm shall upon request show proof of such non-discrimination and shall post in conspicuous places available to all employees and applicants notices of non-discrimination.

G. DISCLOSURE OF STATEMENT OF QUALIFICATIONS CONTENTS

The firm understands and acknowledges that the County is a governmental entity subject to the laws of the State of Tennessee and that any reports, data, or other information supplied to the County is subject to being disclosed as a public record in accordance with the laws of the State of Tennessee. All Statements of Qualifications and other materials submitted become the property of Shelby County Government.

H. PROPOSAL SUBMISSION DEADLINE

The proposal, as submitted, should include all qualifications related to the services requested in this Request for Qualifications (RFQ). All proposal submissions must be received at the address listed above no later than **July 21, 2015 @ 3:00 p.m. (CST)**. Facsimile or e-mailed proposal submissions will not be accepted since they do not contain original signatures. Postmarks will not be accepted in lieu of actual receipt. Late or incomplete proposal submissions may not be opened and considered. Under no circumstances will this deadline be extended, regardless of weather conditions, transportation delays, or any other circumstance.

The package containing an original (clearly identified as original) and thirteen (13) copies of your proposal submission must be sealed and marked with the Respondent's name and **"CONFIDENTIAL, STATE GOVERNMENT RELATIONS SERVICES, RFQ 15-006-56"** noted on the outside.

Sincerely,

Robert S. Brenner, Buyer
Purchasing Department
Shelby County Government