

**ISSUING DEPARTMENT INPUT DOCUMENT**  
**CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION**

New   
  OTR   
  Sole Source   
  Bid Waiver   
  Emergency   
 Previous Contract/Project No. RFQ-00600  
Contract  
 Re-Bid   
  Other – Access of Other Entity Contract   
 LIVING WAGE APPLIES:  YES  NO  
 Requisition No./Project No.: RFQ-01980   
 TERM OF CONTRACT 1 YEAR(S) WITH 3 YEAR(S) OTR

Requisition /Project Title: Governmental Representation and Consulting Services in Tallahassee, FL

Description: Miami-Dade County is soliciting proposals to provide governmental representation before the executive and legislative branches of the state government.

Issuing Department: ISD   
 Contact Person: Rita Silva   
 Phone: 305-375-1081  
 Estimate Cost: \$436,000  
 Funding Source:   
 GENERAL  Yes   
 FEDERAL    
 OTHER

**ANALYSIS**

<b>Commodity Codes:</b>	<u>918-58</u>	<u>961-51</u>		
Contract/Project History of previous purchases three (3) years Check here <input type="checkbox"/> if this is a new contract/purchase with no previous history.				
	<b><u>EXISTING</u></b>	<b><u>2<sup>ND</sup> YEAR</u></b>	<b><u>3<sup>RD</sup> YEAR</u></b>	
<b>Contractor:</b>				
<b>Small Business Enterprise:</b>				
<b>Contract Value:</b>				
<b>Comments:</b>				

Continued on another page (s):     YES     NO

**RECOMMENDATIONS**

	Set-Aside	Subcontractor Goal	Bid Preference	Selection Factor
<b>SBE</b>				

Basis of Recommendation:

Signed: Rita Silva   
 Date sent to SBD: 6/17/21  
 Date returned to SPD:

*This document is a draft of a planned solicitation and is subject to change without notice.*



**REQUEST FOR QUALIFICATIONS (RFQ) No. \_\_\_\_\_  
FOR  
GOVERNMENTAL REPRESENTATION AND CONSULTING SERVICES IN TALLAHASSEE, FL**

**PRE-PROPOSAL CONFERENCE TO BE HELD:**

\_\_\_\_\_, 2021 at \_\_:00 AM (local time)  
Virtual Meeting

**ISSUED BY MIAMI-DADE COUNTY:**

Internal Services Department  
for  
Office of Intergovernmental Affairs

**MIAMI-COUNTY CONTACT FOR THIS SOLICITATION:**

Rita Silva, CPPO  
Chief, Policy, P3 and Innovative Procurement  
111 NW 1<sup>st</sup> Street, Suite 2100, Miami, Florida 33128  
E-mail: [rita.silva@miamidade.gov](mailto:rita.silva@miamidade.gov)

**PROPOSALS DUE:**

\_\_\_\_\_, 2021 at \_\_:00 PM (local time)

**IT IS THE POLICY OF MIAMI-DADE COUNTY (COUNTY) THAT ALL ELECTED AND APPOINTED COUNTY OFFICIALS AND COUNTY EMPLOYEES SHALL ADHERE TO THE PUBLIC SERVICE HONOR CODE (HONOR CODE). THE HONOR CODE CONSISTS OF MINIMUM STANDARDS REGARDING THE RESPONSIBILITIES OF ALL PUBLIC SERVANTS IN THE COUNTY. VIOLATION OF ANY OF THE MANDATORY STANDARDS MAY RESULT IN ENFORCEMENT ACTION.  
(SEE IMPLEMENTING ORDER 7-7)**

**Electronic Proposal responses to this RFQ are to be submitted through a secure mailbox at BidSync until the date and time as indicated in this document.** It is the sole responsibility of the Proposer to ensure its Proposal reaches BidSync before the Solicitation closing date and time. There is no cost to the Proposer to submit a Proposal in response to a Miami-Dade County solicitation via BidSync. Electronic Proposal submissions may require the uploading of electronic attachments. The submission of attachments containing embedded documents or proprietary file extensions is prohibited. All documents should be attached as separate files. All Proposals received and time stamped through the County's third party partner, BidSync, prior to the proposal submittal deadline shall be accepted as timely submitted. The circumstances surrounding all Proposals received and time stamped after the proposal submittal deadline will be evaluated by the procuring department in consultation with the County Attorney's Office to determine whether the Proposal will be accepted as timely. Proposals will be opened promptly at the time and date specified. The responsibility for submitting a Proposal on or before the stated time and date is solely and strictly the responsibility of the Proposer. The County will in no way be responsible for delays caused by technical difficulty or caused by any other occurrence. All expenses involved with the preparation and submission of Proposals to the County, or any work performed in connection therewith, shall be borne by the Proposer(s).

A Proposer may submit a modified proposal to replace all or any portion of a previously submitted Proposal up until the Proposal Due Date. The County will only consider the latest version of the Proposal. For competitive bidding opportunities available, please visit the County's Internal Services Department website at: <http://www.miamidade.gov/procurement/>.

Requests for additional information or inquiries must be made in writing and submitted using the question/answer feature provided by BidSync at [www.bidsync.com](http://www.bidsync.com). The County will issue responses to inquiries and any changes to this Solicitation it deems necessary in written addenda issued prior to the Proposal Due Date (**see addendum section of BidSync Site**). Proposers who obtain copies of this Solicitation from sources other than through BidSync risk the possibility of not receiving addenda and are solely responsible for those risks.

## 1.0 PROJECT OVERVIEW AND GENERAL TERMS AND CONDITIONS

### 1.1 Introduction

Miami-Dade County, hereinafter referred to as the County, as represented by the Miami-Dade County Office of Intergovernmental Affairs, is soliciting Proposals for the professional services of experienced and qualified law firms, governmental affairs consulting firms, businesses, and/or individuals to provide the County with governmental representation before the executive and legislative branches of the state government. The County anticipates awarding a contract(s) with the selected Proposer(s) for a one-year period, with three, one-year options to renew, at the County's sole discretion.

#### The anticipated schedule for this Solicitation is as follows:

Solicitation Issued:	July __, 2021
Pre-Proposal Conference:	See front cover for date and time. Attendance is recommended but not mandatory.
	Should you need an ADA accommodation to participate in the Pre-Proposal Conference (i.e., materials in alternate format, sign language interpreter, etc.), please contact the Internal Services Department's ADA Office five days prior to scheduled conference to initiate your request. The ADA Office may be reached by phone at (305) 375-3566 or via email at <a href="mailto:Heidi.Johnson-Wright@miamidade.gov">Heidi.Johnson-Wright@miamidade.gov</a> . TTY users may reach the ADA Office by calling the Florida Relay Service at 711.
Deadline for Receipt of Questions:	TBD
Proposal Due Date:	See front cover for date and time.
Evaluation Process:	August 2021
Projected Award Date:	TBD

### 1.2 Definitions

The following words and expressions used in this Solicitation shall be construed as follows, except when it is clear from the context that another meaning is intended:

1. The word "Contractor" to mean the Proposer(s) that receives any award of a contract from the County as a result of this Solicitation, also to be known as "the prime Contractor".
2. The word "County" to mean Miami-Dade County, a political subdivision of the State of Florida.
3. The word "Proposal" to mean the properly signed and completed written good faith commitment by the Proposer submission in response to this Solicitation by a Proposer for the Services, and as amended or modified through negotiations if any.
4. The word "Proposer" to mean the person, firm, entity or organization, as stated on the Submittal Form, submitting a Proposal to this Solicitation.
5. The words "Scope of Services" to mean Section 2.0 of this Solicitation, which details the work to be performed by the Contractor.
6. The word "Solicitation" to mean this Request for Qualifications (RFQ) document, and all associated addenda and attachments.
7. The word "Subcontractor" to mean any person, firm, entity or organization, other than the employees of the Contractor, who contracts with the Contractor to furnish labor, or labor and materials, in connection with the Services to the County, whether directly or indirectly, on behalf of the Contractor.
8. The words "Work", "Services", "Program", or "Project" to mean all matters and things that will be required to be done by the Contractor in accordance with the Scope of Services, and the terms and conditions of this Solicitation.

### 1.3 General Proposal Information

The County may, at its sole and absolute discretion, reject any and all or parts of any or all Proposals; accept parts of any and all Proposals; further negotiate Project scope and fees; postpone or cancel at any time this Solicitation process; or waive any irregularities in this Solicitation or in the Proposals received as a result of this process. In the event that a Proposer wishes to take an exception to any of the terms of this Solicitation, the Proposer shall clearly indicate the exception in its Proposal. No exception shall be taken where the Solicitation specifically states that exceptions may not be taken. Further, no exception shall be allowed that, in the County's sole discretion, constitutes a material deviation from the requirements of the Solicitation. Proposals taking such exceptions may, in the County's sole discretion, be deemed non-responsive. The County reserves the right to request and evaluate additional information from any Proposer regarding Proposer's responsibility after the submission deadline as the County deems necessary.

The Proposer's Proposal will be considered a good faith commitment by the Proposer to negotiate a contract with the County, in substantially similar terms to the Proposal offered and, if successful in the process set forth in this Solicitation and subject to its conditions, to enter into a contract substantially in the terms herein. The Proposal shall be irrevocable until contract award unless the Proposal is withdrawn. A Proposal may be withdrawn in writing only, addressed to the County contact person for this Solicitation, prior to the Proposal Due Date and time, or upon the expiration of 180 calendar days after the opening of Proposals.

As further detailed in the Submittal Form, Proposers are hereby notified that all information submitted as part of, or in support of Proposals will be available for public inspection after opening of Proposals, in compliance with Chapter 119, Florida Statutes, popularly known as the "Public Record Law."

Any Proposer who, at the time of Proposal submission, is involved in an ongoing bankruptcy as a debtor, or in a reorganization, liquidation, or dissolution proceeding, or if a trustee or receiver has been appointed over all or a substantial portion of the property of the Proposer under federal bankruptcy law or any state insolvency law, may be found non-responsible.

To request a copy of any code section, resolution and/or administrative/implementing order cited in this Solicitation, contact the Clerk of the Board at (305) 375-5126, Monday- Friday, 8:00 a.m. – 4:30 p.m.

#### **1.4 Aspirational Policy Regarding Diversity**

Pursuant to Resolution No. R-1106-15, Miami-Dade County vendors are encouraged to utilize a diverse workforce that is reflective of the racial, gender and ethnic diversity of Miami-Dade County and employ locally-based small firms and employees from the communities where work is being performed in their performance of work for the County. This policy shall not be a condition of contracting with the County, nor will it be a factor in the evaluation of solicitations unless permitted by law.

#### **1.5 Cone of Silence**

Pursuant to Section 2-11.1(t) of the Code of Miami-Dade County, as amended, a "Cone of Silence" is imposed upon each RFP or RFQ after advertisement and terminates at the time a written recommendation is issued. The Cone of Silence prohibits any communication regarding RFPs or RFQs between, among others:

- potential Proposers, service providers, lobbyists or consultants **and** the County's professional staff including, but not limited to, the County Mayor and the County Mayor's staff, County Commissioners or their respective staffs;
- the County Commissioners or their respective staffs **and** the County's professional staff including, but not limited to, the County Mayor and the County Mayor's staff; or
- potential Proposers, service providers, lobbyists or consultants, any member of the County's professional staff, the Mayor, County Commissioners or their respective staffs **and** any member of the respective Competitive Selection Committee.

The provisions do not apply to, among other communications:

- oral communications with the staff of the Vendor Outreach and Support Services Section, the responsible Procurement Contracting Officer (designated as the County's contact on the face of the Solicitation), provided the communication is limited strictly to matters of process or procedure already contained in the Solicitation document;
- oral communications at pre-proposal conferences and oral presentations before Competitive Selection Committees during any duly noticed public meeting, public presentations made to the Board of County Commissioners during any duly noticed public meeting;
- recorded contract negotiations and contract negotiation strategy sessions; or
- communications in writing at any time with any County employee, official or member of the Board of County Commissioners unless specifically prohibited by the applicable RFP or RFQ documents.

When the Cone of Silence is in effect, all potential vendors, service providers, bidders, lobbyists and consultants shall file a copy of any written correspondence concerning the particular RFP or RFQ with the Clerk of the Board, which shall be made available to any person upon request. The County shall respond in writing (if County deems a response is necessary) and file a copy with the Clerk of the Board, which shall be made available to any person upon request. Written communications may be in the form of e-mail, with a copy to the Clerk of the Board at [clerkbcc@miamidade.gov](mailto:clerkbcc@miamidade.gov).

All requirements of the Cone of Silence policies are applicable to this Solicitation and must be adhered to. Any and all written communications regarding the Solicitation are to be submitted only to the Procurement Contracting Officer with a copy to the Clerk of the

Board. The Proposer shall file a copy of any written communication with the Clerk of the Board. The Clerk of the Board shall make copies available to any person upon request.

### **1.6 Communication with Competitive Selection Committee Members**

Proposers are hereby notified that direct communication regarding this Solicitation, written or otherwise, with Competitive Selection Committee members or the Competitive Selection Committee as a whole, **are expressly prohibited**. Any oral communications with Competitive Selection Committee members other than as provided in Section 2-11.1 of the Code of Miami-Dade County are prohibited.

### **1.7 Public Entity Crimes**

Pursuant to Paragraph 2(a) of Section 287.133 of the Florida Statutes, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal for a contract to provide any goods or services to a public entity; may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work; may not submit proposals on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and, may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 of the Florida Statutes for Category Two for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

### **1.8 Lobbyist Contingency Fees**

- a) In accordance with Section 2-11.1(s) of the Code of Miami-Dade County, after May 16, 2003, no person may, in whole or in part, pay, give or agree to pay or give a contingency fee to another person. No person may, in whole or in part, receive or agree to receive a contingency fee.
- b) A contingency fee is a fee, bonus, commission or non-monetary benefit as compensation which is dependent on or in any way contingent upon the passage, defeat, or modification of: 1) any ordinance, resolution, action or decision of the County Commission; 2) any action, decision or recommendation of the County Mayor or any County board or committee; or 3) any action, decision or recommendation of any County personnel during the time period of the entire decision-making process regarding such action, decision or recommendation which foreseeably will be heard or reviewed by the County Commission or a County board or committee.

### **1.9 Collusion**

In accordance with Section 2-8.1.1 of the Code of Miami-Dade County, where two (2) or more related parties, as defined herein, each submit a Proposal for any contract, such Proposals shall be presumed to be collusive. The foregoing presumption may be rebutted by the presentation of evidence as to the extent of ownership, control and management of such related parties in preparation and submittal of such Proposals. Related parties shall mean Proposer, the principals, corporate officers, and managers of the Proposer; or the spouse, domestic partner, parents, stepparents, siblings, children or stepchildren of a Proposer or the principals, corporate officers and managers thereof which have a direct or indirect ownership interest in another Proposer for the same contract or in which a parent company or the principals thereof of one Proposer have a direct or indirect ownership in another Proposer for the same contract. Proposals found to be collusive shall be rejected. Proposers who have been found to have engaged in collusion may be considered non-responsible, and may be suspended or debarred, and any contract resulting from collusive bidding may be terminated for default.

## **2.0 SCOPE OF SERVICES**

### **2.1 BACKGROUND**

The County currently has four contracts that provide governmental representation before the executive and legislative branches of the state government. The annual allocation for those contracts is \$436,000 in the aggregate. The contracts will expire December 31, 2021. The County is soliciting Proposals for the services requested herein from experienced and qualified law firms, governmental affairs consulting firms, businesses, and/or individuals to replace the current contracts.

#### **A. Qualifications**

Each selected Proposer should, at a minimum, possess a) a strong working knowledge of legislative, administrative, and regulatory processes at the state level; b) a clear understanding of large urban areas, including specific knowledge of Miami-Dade County; c) a history of successful lobbying experience at the state level; and d) a clear strategy for representing the County at meetings with key legislators and members of the Executive Branch.

**B. Assignment of Work**

It is the County's intention to solicit responses from interested parties, to evaluate the responses, and to award contracts with one or more selected Proposers. The selected Proposer(s) will receive issue and project assignments based on the County's annual legislative agenda. The County reserves the right to request that a selected Proposer obtain services through a Subcontractor(s) to supplement the expertise and resources which may be required at any given time and for the purposes of carrying out the intent of the requirements herein.

The County may also choose to issue Work Orders on specific issues, for the purposes of carrying out the intent of the requirements herein. Recommendations for Work Orders will be made by the Office of Intergovernmental Affairs' Project Manager. All Work Orders must be issue specific and performance driven, reviewed by the County Attorney's Office, and approved by the Chairperson, Board of County Commissioners or designee, and the Board of County Commissioners, prior to issuance.

**2.2 LOBBYING ORDINANCES AND RESOLUTION REQUIREMENTS****A. Miami-Dade County Ordinances and Resolutions**

The selected Proposer(s) shall abide by and be governed by Miami-Dade County Ordinances and Resolutions, all as such may be amended from time to time, which may have a bearing on the services involved in any agreement issued as a result of this Solicitation, including but not limited to:

- **Section 2-11.1 of the Code of Miami-Dade County** (Ordinance No. 72-82, Conflict of Interest Ordinance);
- **Section 2-11.1.2 of the Code of Miami-Dade County** (Ordinance No. 00-64, Ordinance Relating to County's Lobbyists);
- **Resolution No. R-1236-99** (Resolution Directing the County Mayor to Report Intergovernmental Activity by County Staff, Lobbyists, and Entities that Represent Miami-Dade County at the State and Federal Levels);
- **Resolution No. R-232-01** (Resolution Instructing County Staff and Lobbyists to Limit Legislative Initiatives and Funding Requests to Those Approved by the County Commission); and
- **Resolution No. R-56-10** (Resolution Setting Policy for Miami-Dade County that all Contract Lobbyists shall Obtain a Waiver from the Board of County Commissioners Prior to Representing any Client in any Forum that is Adverse to the County).

**B. Notification to County of Representation**

Each selected Proposer, on behalf of itself and any and all employees, partners, and Subcontractors, shall have an affirmative obligation to notify the County Mayor and the Office of Intergovernmental Affairs in writing of each and every party the selected Proposer, or its employees, partners or Subcontractors, wishes to represent before the Florida Legislature, the Governor's Office, or any state agency, as well as the nature of the proposed representation. This obligation shall apply whether such party or interest is adverse to the County or not. Such notification must include all parties the selected Proposer, or employees, partners or Subcontractors, wishes to represent.

**C. Opposition to a Position of the County/Request for Conflict Waiver**

Pursuant to Section 2-11.1 of the Code of Miami-Dade County and Resolution No. R-1236-99, no person or entity, whether an individual, firm, partnership or corporation, which receives compensation either directly or indirectly from the County for lobbying on behalf of the County or any of its agencies or instrumentalities at either the municipal, state, or national level shall represent any entity in any forum to support a position in opposition to a position of the County unless the Board of County Commissioners grants a specific waiver for a specific lobbying activity. The failure to comply with this provision shall result in either or both of the following: (i) the selected Proposer's contract being voidable by the County or (ii) a prohibition, for a period of up to three years, as determined by the Board of County Commissioners in its sole discretion, on the selected Proposer entering into a lobbying contract with the County.

Separate and independent from the above-referenced obligation to notify the County of representation, each selected Proposer, on behalf of itself and any and all employees, partners and Subcontractors, must advise the Chairperson of the Board of County Commissioners and the Office of Intergovernmental Affairs in writing of any position in opposition to a position of the County taken by the selected Proposer, or any employee, partner or Subcontractor, and request a waiver of such conflict before the Board of County Commissioners. A position in opposition to a position of the County may take the form of an adverse policy position or fiscal impact on the County, either direct or indirect. A position in opposition to a position of the County is not limited to a position that conflicts with an express provision of the legislative package adopted by the Board of County Commissioners. It may also arise in other areas. Not every County interest can be anticipated or enumerated in the County's legislative package, and issues arise and change over the course of the legislative process. It is incumbent on the selected Proposer, and its employees, partners and Subcontractors, to remain mindful of the County's policy and fiscal interests and positions vis-à-vis other clients.

If an actual or perceived conflict arises, the selected Proposer and/or Subcontractor must advise the Office of Intergovernmental Affairs immediately in writing and seek a waiver of the conflict before the Board of County Commissioners. Once a conflict waiver request has been received by the County, the County reserves the right to determine whether the selected Proposer and/or employee, partner or Subcontractor may continue representing the County and the other interest until the Board of County Commissioners can consider the conflict issue. The Board of County Commissioners may take, in its sole discretion, any action regarding a waiver request, including but not limited to the following: (i) grant a waiver and allow the selected Proposer, and/or employee, partner or Subcontractor, to continue to represent both the County and the other party; (ii) refuse to grant a waiver and require the selected Proposer, and/or employee, partner or Subcontractor, to choose between representing Miami-Dade County or the other party, or to discontinue representing the other party; (iii) refuse to grant a waiver and void its contract with the selected Proposer, and/or employee, partner or Subcontractor; or (iv) grant a limited waiver and allow the selected Proposer, and/or employee, partner or Subcontractor, to continue to represent both the County and the other party under whatever limitations or restrictions the County, in its sole discretion, determines to be appropriate.

#### **D. Monthly Reports**

Pursuant to Resolution No. R-1236-99, each selected Proposer and each Subcontractor shall prepare regular monthly reports advising the Commission of the current status of all issues that the lobbyist is monitoring or tracking that may affect the County, the actions taken on such issues, and the recommendations for future actions on such issues. Each selected Proposer and its Subcontractor(s) shall also raise, discuss and recommend any affirmative legislative action that may benefit the County.

#### **E. Board of County Commissioners Approval of Individuals and Firms Lobbying**

Pursuant to Resolution No. R-1236-99, all County contracts and subcontracts for lobbying or representation at the state or federal level and/or individuals and firms hired to represent the County on intergovernmental issues must be approved by the Board of County Commissioners. As such, any Subcontractor that a selected Proposer seeks to hire to fulfill the requirements of any contract issued as a result of this Solicitation must receive prior approval by the Board of County Commissioners.

#### **F. Prohibition on Lobbying Board of County Commissioners**

Pursuant to Resolution No. R-885-06, each selected Proposer's and each Subcontractor's individuals registered as a contract lobbyist to lobby the State Legislature on behalf of the County shall be prohibited from lobbying the Board of County Commissioners during the regular state legislative session. This does not prohibit individuals who are not registered as state legislative contract lobbyists for the County from lobbying the Board of County Commissioners and does not apply to individuals lobbying the Board of County Commissioners on behalf of a section 501(c)(3) not-for-profit organization. The County staff shall provide each Commissioner with a list at the beginning of each session of all County contract lobbyists registered to lobby the legislative branch at the state level on behalf of the County, and any subsequent changes or updates to such a list.

### **2.3 SERVICES TO BE PROVIDED**

Each selected Proposer shall provide governmental representation and consulting services requested by the County, for various subjects/issues assigned to the selected Proposer, including but not limited to those examples listed in **Attachment A, State Subject Areas/Issues**.

The selected Proposer shall:

1. Report and meet with the County on a weekly basis, during the Florida Legislature's legislative session, or on an as needed basis during interim committee meetings and special sessions on those issues important to the County and the actions taken on such issues.
2. Report and meet with the County on a monthly basis when the Florida Legislature is not in session.
3. Prepare monthly reports (weekly during the Legislative session), in a timely manner, advising the County of the current status of all issues that they are monitoring or tracking that may affect Miami-Dade County, the actions taken on such issues, and recommendations for future actions on such issues. Reports shall be provided in a format, and with a level of detail, acceptable to the County. The reports shall be provided by the selected Proposer to the Chairman and Members of the Board of County Commissioners, Commission Auditor, and Office of Intergovernmental Affairs.

*(Note: An invoice will not be accepted by the County as proper, and ready for payment, if the selected Proposer has outstanding reports due from that invoice period or earlier.)*

4. Raise, discuss and recommend any affirmative legislative action that may benefit the County.
5. Be available, if requested, on a twenty-four hour basis during the session: assisting in writing, interpreting, and monitoring legislation and regulations; drafting legislation, amendments, proviso language, position papers and testimony; and providing weekly written progress reports detailing services that have been rendered.
6. Provide a full range of lobbying and advocacy services including meeting with members of the Legislature, testifying at committee meetings on the County's behalf, assigning a designated person to closely monitor and review all substantive floor amendments and bills, and preparing reports advising the County of the current status of legislation during and after the legislative session.
7. Integrate its efforts with the County's Office of Intergovernmental Affairs to ensure a strong consistent legislative program.
8. Obtain documentation and research materials upon request.
9. Forward all required reports to the County upon request by the County in the number of copies as requested by the County for that particular instance.
10. Upon request, arrange for meetings, including members of the Miami-Dade County State Delegation, with members of state legislature including those in leadership positions and in key committees. Arrange meetings with senior staff of the state legislature and key officials in the Governor's Office and critical state agencies.
11. Provide a comprehensive end of session report detailing the resolution of all issues worked on, detailing all actions undertaken on such issues.

## 2.4 OPTIONAL SERVICES

The County reserves the right to request office space in the vicinity of the Capitol, with ancillary services including, but not limited to, parking, phones, computer equipment, supplies, clerical support to County staff, copy machine, filing space, and an intern/runner, for use by County staff for the duration of their time in Tallahassee. The County has the option of requiring any selected Proposer to provide the referenced office space and ancillary services at an agreed upon cost. All optional services and related expenses require prior written County approval.

## 2.5 BUDGET

The County anticipates having an aggregate amount available for these services of up to \$ [REDACTED] per year (to be allocated based upon services requested). Additionally, the County may provide for an additional aggregate amount per year to issue Work Orders.

## 3.0 RESPONSE REQUIREMENTS

### 3.1 Submittal Requirements

In response to this Solicitation, Proposer should **complete and return the entire Proposal Submission Package**. Proposers should carefully follow the format and instructions outlined therein. All documents and information must be fully completed and signed as required and submitted in the manner described.

The Proposal shall be written in sufficient detail to permit the County to conduct a meaningful evaluation of the proposed services. However, overly elaborate Proposals are not requested or desired.

## 4.0 EVALUATION PROCESS

### 4.1 Review of Proposals for Responsiveness

Each Proposal will be reviewed to determine if the Proposal is responsive to the submission requirements outlined in this Solicitation. A responsive Proposal is one which follows the requirements of this Solicitation, includes all documentation, is submitted in the format outlined in this Solicitation, is of timely submission, and has the appropriate signatures as required on each document. Failure to comply with these requirements may result in the Proposal being deemed non-responsive.



#### **4.2 Evaluation Criteria**

Proposals will be evaluated by a Competitive Selection Committee on the following criteria, each having equal importance to the County:

1. Proposer's relevant experience, qualifications, past performance and capabilities
2. Relevant experience and qualifications of subcontractors and key personnel, including key personnel of subcontractors, that will be assigned to this project
3. Proposer's approach to providing the requested services and ability to establish, maintain and enhance working relationships between County elected officials and staff, and the executive and legislative branches of the state government and relevant state agencies

Any Proposer, whether a joint venture or otherwise, may proffer the experience or qualifications of its corporate parent, sister, or subsidiary ("an affiliated company"). However, given the unique nature of individual corporate relationships, Proposers seeking to rely on the experience or qualifications of an affiliated company are advised that the Competitive Selection Committee shall have the discretion to determine what weight, if any, it wishes to give such proffered experience or qualification on a case-by-case basis. The Competitive Selection Committee may base such decision on the particulars of the relationship between the Proposer and the affiliated company, as evidenced by the information and documentation provided in the Proposer Information section, during oral presentations, or otherwise presented at the request of the Competitive Selection Committee.

#### **4.3 Oral Presentations**

Upon evaluation of, or as part of, the criteria indicated above, the Competitive Selection Committee may choose to conduct an oral presentation with the Proposer(s) which the Competitive Selection Committee deems to warrant further consideration. (See Affidavit – "Lobbyist Registration for Oral Presentation" regarding registering speakers in the Proposal for oral presentations.) Upon completion of the oral presentation(s), the Competitive Selection Committee will re-evaluate the Proposals remaining in consideration based upon the written documents combined with the oral presentation.

#### **4.4 Selection Factor**

This Solicitation includes a selection factor for Miami-Dade County Certified Small Business Enterprises (SBE's) as follows. An SBE/Micro Business Enterprise must be certified by Small Business Development Division for the type of goods and/or services the Proposer provides in accordance with the applicable Commodity Code(s) for this Solicitation. For certification information contact Small Business Development Division at (305) 375-2378 or <http://www.miamidade.gov/smallbusiness>. The SBE/Micro Business Enterprise must be certified by proposal submission deadline, at contract award, and for the duration of the contract to remain eligible for the preference. Firms that graduate from the SBE Program during the contract term may remain on the contract.

Whenever there are two best ranked Proposals that are substantially equal and only one of the two so ranked Proposals is submitted by a Proposer entitled to a selection factor, the selection factor shall be the deciding factor for award.

#### **4.5 Local Certified Veteran Business Enterprise Preference**

A Miami-Dade County Local Certified Veteran Business Enterprise Preference is not applicable to this Solicitation.

#### **4.6 Local Preference**

Section 2-8.5 of the Code of Miami-Dade County, which provides that preference be given to local businesses has been waived for this Solicitation and, therefore, is not applicable.

#### **4.7 Competitive Selection Committee Recommendation**

The Competitive Selection Committee will evaluate Proposals and submit the results to the Board of County Commissioners as to which Proposers are qualified to render the required services. While this Solicitation does not anticipate a minimum number, the County's intent is to forward a reasonable number of best qualified Proposers for further consideration by the Board, along with a report supporting its recommendation.

While the recommendation of the Competitive Selection Committee shall serve as guidance to the Board, the Board shall be entitled to determine the Proposer(s) which the County shall negotiate and/or award, if any, in its sole discretion upon application of the selection criteria. The Board shall not be bound by any recommendation or finding of the Competitive Selection Committee.

The County may award a contract(s) on the basis of initial offers received, without discussions. Therefore, each initial offer should contain the Proposer's best terms.

Any Proposer recommended for consideration by the Board shall complete:

- a) Collusion Affidavit, in accordance with Sections 2-8.1.1 of the Miami-Dade County Code. (If a Proposer fails to submit the required Collusion Affidavit, said Proposer shall be ineligible for award.)
- b) Disclosure of any lawsuits which include allegations of discrimination in the last ten years prior to date of solicitation, the disposition of such lawsuits, or statement that there are NO such lawsuits, in accord with Resolution No. [R-828-19](#).

#### **4.8 Contract Award**

All Proposers will be notified in writing when an award is made. The contract award, if any, shall be made to the Proposer(s) whose Proposal shall be deemed by the County to be in the best interest of the County. The County's decision of whether to make the award and to which Proposer(s) shall be final.

### **5.0 TERMS AND CONDITIONS**

The County's anticipated form of agreement is attached. The terms and conditions summarized below are of special note and can be found in their entirety in the **Draft Form of Agreement**.

#### **a) Vendor Registration**

Prior to being recommended for award, the Proposer shall complete a Miami-Dade County Vendor Registration Package. For online vendor registration, visit the Vendor Portal: <http://www.miamidadegov/procurement/vendor-registration.asp>.

#### **b) Insurance Requirements**

The Contractor shall furnish to the County, Internal Services Department, Risk Management Division, prior to the commencement of any work under any agreement, Certificates of Insurance which indicate insurance coverage has been obtained that meets the stated requirements.

#### **c) Inspector General Reviews**

In accordance with Section 2-1076 of the Code of Miami-Dade County, the Office of the Inspector General may, on a random basis, perform audits on all County contracts, throughout the duration of said contracts, except as otherwise indicated. The cost of the audit, if applicable, shall be one quarter (1/4) of one (1) percent of the total contract amount and the cost shall be included in any proposed price. The audit cost will be deducted by the County from progress payments to the Contractor, if applicable.

#### **d) User Access Program**

Pursuant to Section 2-8.10 of the Code of Miami-Dade County, any agreement issued as a result of this Solicitation is subject to a user access fee under the County User Access Program (UAP) in the amount of two percent (2%). All sales resulting from this Solicitation and the utilization of the County contract price and the terms and conditions identified therein, are subject to the two percent (2%) UAP.

### **6.0 ATTACHMENTS**

Attachment A – State Subject Areas/Issues

Draft Form of Agreement

Proposal Submission Package, including:

- Web Forms – Submittal Form
- Subcontracting Form
- Lobbyist Registration for Oral Presentations Affidavit
- Contractor Due Diligence Affidavit

Proposer Information

**State Subject Areas/Issues**

- a) Appropriations
- b) Revenue Sharing
- c) Transportation Issues/Transit Funding
- d) Aviation, Seaport, Public Works
- e) Homeless Programs
- f) Empowerment and Enterprise Zones
- g) Human Services
- h) Criminal/Juvenile Justice
- i) Local Government Preemption
- j) Construction/Wetlands Development Permitting
- k) Finance and Taxation
- l) Consumer Services & Insurance
- m) Everglades Restoration
- n) Environmental Issues/Green Initiatives
- o) Water and Sewer Issues/Projects/Septic to Sewer Funding
- p) Protection of County Revenue
- q) Economic Development/Tourism/International Trade
- r) Florida Retirement System (FRS) & Human Resources Benefits
- s) Welfare to Work WAGES
- t) Children's Services
- u) Home Rule Charter Authority
- v) Uniform Building Code/Building & Permitting
- w) Telecommunications/E Commerce
- x) Housing and Community Development
- y) Business Development/Retention
- z) Unfunded Mandates
- aa) Solid Waste/Waste to Energy
- bb) Planning/ Zoning/Growth Management
- cc) Emergency Management & Disaster Mitigation
- dd) Parks and Recreation
- ee) Grants
- ff) Funding for Public Hospitals & Healthcare
- gg) Police/Fire/Public Safety
- hh) Courts/Clerk
- ii) Immigration
- jj) Military/Base Realignment & Closure/Veteran's Issues