



**REQUEST FOR PROPOSALS
GOVERNEMENT RELATIONS SERVICES
Regional Economic Area Partnership
2014-2015
Wichita, Kansas**

Date Available: Tuesday, August 5, 2014

Pre-Proposal Conf: Tuesday, August 12, 2014 ~ 2:00 PM Central Time

Closing Date: Friday, August 22, 2014, 3:00 PM Central Time

Procurement Officer: Ms. Kelly Bergeron
Telephone: 316-771-6613
E-Mail Address: kbergeron@workforce-ks.com
Web Address: <http://www.reap-ks.org>
Item: Government Relations Services

Organization: The Workforce Alliance of South Central Kansas on behalf of the Regional Economic Area Partnership (REAP)

Location: Wichita, Kansas 67202

Scope: The Workforce Alliance of South Central Kansas on behalf of the Regional Economic Area Partnership (REAP) is requesting proposals from organizations, individuals, and/or companies to provide REAP with governmental relations services. This contract will be for a twelve month period with options to extend.

READ THIS REQUEST CAREFULLY

Failure to abide by all of the conditions and requirements of this RFP may result in the rejection of a bid.

SIGNATURE SHEET

(also available electronically- Visit RFP Website)

Item: Governmental Relations Services

Organization: Workforce Alliance of South Central Kansas on behalf of REAP

Closing Date: AUGUST 22, 2014, 3:00 p.m. Central Time

We submit a proposal to furnish requirements in accordance with the specifications. **I hereby certify that I (we) do not have any real or substantial conflict of interest sufficient to influence the bidding process. A conflict of substantial interest, or the appearance thereof, is defined as any circumstance which would lead a reasonable person to believe a compromise of an open competitive bid process has occurred.**

Addenda: The undersigned acknowledges receipt of the following addenda:

Legal Name of Person, Firm or Corporation _____

Toll Free Telephone _____ Local _____ Fax _____

E-Mail _____

Mailing Address _____

City & State _____ Zip Code _____

FEIN Number _____

Signature _____ Date _____

Typed Name of Signature _____ Title _____

If awarded a grant and the primary contact will be other than above, indicate name, mailing address and telephone number below.

Name _____

Address _____

City & State _____ Zip Code _____

Toll Free Telephone _____ Local _____ Fax _____

E-Mail _____

SECTION I PROPOSAL EVALUATION GUIDE

Proposal Response Guidelines: Proposal responses should be no more than ten (10) pages in length and must include a completed and signed signature page (signature page doesn't count towards the ten page count). Proposers should submit one (1) original and four (4) copies of their proposal along with an electronic copy. Electronic copy maybe submitted by email to kbergeron@workforce-ks.com or provided on a CD/DVD or flash drive with either Microsoft authored documents or in PDF.

Time Line: This proposal request will be available to interested parties on August 5, 2014 by visiting www.workforce-ks.com or www.reap-ks.org. A pre-proposal conference will be held on August 12, 2014 at 2 p.m. at the Workforce Alliance of South Central Kansas administration offices at 300 W Douglas, Suite 850, Wichita, KS 67202. Interested parties can submit questions for the conference to kbergeron@workforce-ks.com. Bids from qualified proposers must be received by bid close on August 22, 2014 at 3 p.m. Central Time. Any bids received after the deadline will not be considered. Bids must in the possession of The Workforce Alliance by the deadline, and it is the proposer's responsibility to ensure delivery to:

Workforce Alliance of South Central Kansas
ATTN: REAP Governmental Services RFP
300 W. Douglas, Suite 850
Wichita, KS 67202

Inquiries: All inquiries regarding this RFP must be directed to the Kelly Bergeron at 316-771-6613 or kbergeron@workforce-ks.com.

Notice of Award: An award is made on the execution of the written contract by all parties. Only the Workforce Alliance is authorized to issue news releases relating to this request, its evaluation, award and/or performance of the contract.

Cost of Preparing Proposal: The cost of developing and submitting the proposal is entirely the responsibility of the proposer. This includes costs to determine the nature of the engagement, preparation of the proposal, submitting the proposal, negotiating for the contract and other costs associated with this Request. All responses will become the property of the Workforce Alliance of South Central Kansas and will be a matter of public record subsequent to signing of the grant or rejection of all bids.

Criteria for Evaluating Proposals: REAP shall make an award in the best interest of REAP.

General: The proposer should develop a proposal through a process that considers the mission and involvement of REAP. All proposals submitted in response to the RFP will be evaluated by REAP using the following criteria and factors (listed in no particular order of importance):

- 1) **Technical response.** The extent to which the proposer effectively demonstrates an understanding of the needs of the agency as described in this RFP, and offers appropriate solutions to meet those needs. The quality of the technical response is measured by the extent to which the specifications are adequately addressed within the proposer's proposal, and the extent to which the proposer may suggest recommendations for improvements.
- 2) **Response Format and Completeness.** Adequacy and completeness of the proposal is required and carries an important weighting in the evaluation of all proposals. The proposal is to be complete, clear, and understandable. Pages are to be consecutively numbered.

Experience and Qualifications. The proposer's general experience and qualifications, and the REAP's assessment of proposer's ability to perform the work in a timely and professional manner.

SECTION II SCOPE OF WORK

6.1 BACKGROUND/REQUIRED DEMOGRAPHICS

REAP has entered into a contract with the Workforce Alliance for administration management of REAP. The Workforce Alliance is contracted to provide day to day administration and staff to REAP and its member units. Founded in 1997, REAP is comprised of twenty-eight city and county governments in nine counties of South Central Kansas, including Butler, Cowley, Harper, Harvey, Kingman, McPherson, Reno, Sedgwick and Sumner. These jurisdictions have voluntarily joined together to guide state and national actions that affect economic development in the region and to consider and adopt joint actions among member government that enhance the regional economy and create job growth. In 2015 REAP will also begin accepting associate memberships; included by not limited to economic development authorities, nonprofits, community based organizations, private companies and individuals.

This contract will work directly with the REAP Executive Director for day-to-day activities and from time-to-time the REAP Legislative Chairperson. The proposer will present and interact with all members of REAP from time-to-time and on specific occasions as outlined below.

The requested proposer will have a location of operation in Topeka, Kansas. Any proposer must have experience working for governmental clients providing governmental relation services.

6.2 SCOPE OF WORK

The Proposal

The requested scope of work for this contract will include the following scope of work.

- Work with REAP staff and Legislative Committee to develop legislative priorities, including general monitoring of specific legislative requests
- Monitor and executive actions in Topeka concerning REAP's legislative priorities and inform the Executive Director of actions through written reports, electronic communication and oral reports in a timely manner, provide an "end of session" wrap up report

- Assist REAP Executive Director with developing a formal reporting structure/template for the Legislative Committee and Board of Directors
- Meet with REAP's Legislative Committee and Board (in person or by phone) as requested
- Identify sources of support and opposition to REAP's legislative agenda and provide advice to REAP on strategies for accomplishing legislative goals
- Identify opportunities for legislative engagement by REAP members such as receptions and luncheons
- Notify REAP when members should contact individual legislators or officials concerning the REAP legislative agenda or should appear to testify at relevant hearings or meetings with state officials
- Meet regularly with other lobbyists/government relations professionals who represent REAP cities and counties to learn about their positions and strategies for reporting and coordinating purposes
- Monitor, provide reports and testimony as needed of legislation affecting Associate members of REAP, when appropriate and not in conflict with REAP's legislative and policy priorities
- Work to persuade legislators to support specific initiatives that REAP supports
- Develop possible compromises, with approval of the REAP Legislative Committee, that will help achieve REAP's priorities
- Shepherd bills and amendments to bills through the legislative process
- Outreach and education for legislators on behalf of REAP's initiatives
- Propose strategies that would improve the relationship between REAP members and South Central Kansas legislators
- Assist preparing REAP members for legislative appearances
- Monitor legislative committee meetings and hearings during non-session periods of the year
- Attend and participate in the annual legislative REAP summit (December) and REAP Regional Water Conference (May)