



Request for Proposal for Government Relations Services

Regional Economic Area Partnership (REAP)

300 W. Douglas, Suite 850

Wichita, KS 67202

General Information

The Regional Economic Area Partnership (REAP) is a coalition comprised of city and county governments and education institutions in ten counties in South Central Kansas, including: Butler, Cowley, Harper, Harvey, Kingman, McPherson, Pratt, Reno, Sedgwick, and Sumner. These jurisdictions and education partners 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 governments that enhance the regional economy.

Summary of Scope of Services

REAP is seeking Request for Proposals (RFP) from qualified firms to provide professional Government Relations services for one, two (2) year term, beginning November 1, 2022. The Parties may renew this Contract, in whole or in part, for a renewal term not to exceed the Initial contract term. Either party may terminate the agreement with or without cause upon a thirty (30) day written notice. The selected firm is required to have a strong identity and presence in the State of Kansas, with a strong familiarity with the Kansas state and federal delegations and state and federal governmental affairs.

The selected Consultant will:

- A. Monitor and provide weekly reports during the legislative session to the REAP Executive Director on identified legislative priorities, the state and federal budget processes, and events at the state and federal levels that may impact the south central Kansas regional economy;
- B. Work with REAP Executive Director and REAP Executive Committee in coordination of a legislative policy program, which includes the development of legislative policy positions, as well as drafting proposed legislation when appropriate;
- C. Provide strategic counsel for the resolution of issues, and identify impacts that proposed resolutions may have on the operation and funding of REAP members;
- D. Perform other tasks related to advocacy or lobbying at the state and federal level on behalf of REAP that impact identified legislative priorities as requested;

- E. Attend, either in-person or virtually, REAP Executive Committee meetings. A written report on current legislation will be submitted to the REAP Executive Director two (2) days prior to Executive Committee meeting.

Services required of the consultant shall be personally provided by the principals of the consultant as identified in the response that shall be specified between the Consultant or Consultant's firm and REAP. Any reports, information, data, statistics, procedures, studies, or other form of communication or information provided by the consultant shall be the exclusive property of REAP. Consultant or Consultant's firm shall provide all equipment, personnel and expert sub-consultants needed to fulfill the requirements for representing REAP. REAP reserves the right to not award a contract for any work herein; issuance of this RFP solicitation does not guarantee any subsequent award. Furthermore, REAP reserves the right to hire any additional subject matter experts as needed for specialty items.

Selected Government Relations firms are expected to execute REAP's form Letter of Engagement attached hereto as **Exhibit A**. REAP reserves the right to add terms specific to the engagement.

Request for Proposals Requirements

REAP requires that the Firms keep the proposal to no more than four (4) 8 ½ x 11 pages, no less than size 12 font, excluding:

- Cover Letter (one page, single sided)
- Table-of-Contents
- Dividers
- Executive Summary
- Resume(s)
- Professional References

REAP will not accept videos, simulations, or other electronic presentations for this submittal. However, such electronic information may be presented during an interview process for the short-listed firms.

Firms shall submit proposal via email to lrainwater@workforce-ks.com, with Proposal for Government Services in the subject line.

The proposal must be submitted no later than 1:00PM CDT, September 9, 2022. Late submissions will not be accepted. In order to control the dissemination of information regarding this Request for Proposals (RFP), firms interested in submitting proposals shall not make personal contact with any member of REAP staff or REAP Executive Committee regarding this RFP.

Questions concerning this RFP should be directed, via email, to lrainwater@workforce-ks.com no later than 5:00PM CDT, August 19, 2022. REAP staff will respond to all relevant questions either at scheduled virtual meeting on August 24, 2022 from 1:00-2:00PM (link provided below), or through email no later than end of day than 5:00PM CDT, August 31, 2022.

Join Zoom Meeting

<https://us02web.zoom.us/j/89089989168?pwd=Tm1xTUJEc3g1bDF5MlgyQnFFRE5xZz09>

Meeting ID: 890 8998 9168

Passcode: REAP0824

REAP accepts no financial responsibility for any costs incurred by a firm in either responding to this RFP, or in participating in oral presentations or in any meetings with REAP prior to being hired. The proposals in response to this RFP become the property of REAP and may be used by REAP in any way it deems appropriate. All information submitted in response to this RFP is deemed public and subject to disclosure unless a separate redacted public copy is submitted, regardless of whether the information is marked confidential/proprietary. Firm's may redact in the public copy any trade secrets or commercial or financial information which is of a privileged or confidential nature. If a firm does not submit a redacted public copy, REAP assumes that firm is not seeking confidential treatment for any of its information and thus, all information is subject to public disclosure. By submitting a proposal, the firm certifies that it has fully read and understands the RFP, has full knowledge of the Scope of Services to be provided, and accepts the terms and conditions under which the services are to be performed.

REAP reserves the right to interview some, all or none of the firms responding to this RFP based solely on its judgment as to the firm's proposals and capabilities. REAP reserves the right to reject any and all submittals, to request and consider additional information from firms, and to reject any and all submittals on any basis without disclosing the reason. No firm may withdraw their submittal for at least one hundred twenty (120) days after the time and date set for submission.

REAP reserves the right to waive any irregularities and technical defects. REAP reserves the right to modify, amend or waive any provisions of this RFP, prior to the issuance of a contract. By this RFP, REAP has not committed itself to employ firms for any or all of the above-described services, nor does the suggested Scope of Services or term of agreement require that firms should be employed for any of those purposes. REAP reserves the right to make those decisions after receipt of responses. REAP's decision on these matters is final. REAP reserves the right to terminate any relationships with firms if it determines that such action is in its best interests. REAP may award one or more contracts for any combination of services including specific tasks within a subcategory.

SUBMITTAL AND EVALUATION CRITERIA

A Selection Committee, comprised of REAP staff and REAP Executive Committee members, will review proposals. This committee will review all proposals meeting the minimum requirements of this RFP and select finalists to make a presentation to the REAP Executive Committee, if warranted. The standard by which the selection committee will make its evaluation is the proposal which best serves the overall interests of REAP based on the following criteria:

- A. **General Information:** Provide a brief description of your firm, including but not limited to the following:
1. Location(s) of offices.
 2. Number of partners and associates or employees.
 3. Name, address, phone number, fax number and email address of the firm's contact person.
 4. Indicate the type and amount of professional liability insurance your firm carries. The firm's professional liability coverage must have minimum limits of \$1,000,000 per claim.
 5. Identify any material litigation, administrative proceedings or investigations which i) currently names your firm as a party, ii) have been threatened against your firm; or iii) have been settled within the past two (2) years and involved your firm as a party.

B. **Experience and Resources**

1. Indicate which partners and associates or employees would be involved in providing services to REAP. Provide appropriate background information and identify what their responsibilities would be in serving REAP.
2. Describe your firm's relevant experience.
3. Discuss any specialized experience that may be relevant to REAP members.
4. Provide three (3) references from your firm's corporate or governmental agency clients including names, addresses and telephone numbers.

5. Describe your firm's current relationship with governmental agencies and/or quasi-public corporations. Please include information in the following format:
 - Name of Governmental Agency
 - Relationship (type of counsel services provided)
 - Length of time serving in this capacity
 - Expiration date of current contract

C. **Fees**

Describe your firm's proposed fee structure for the two (2) applicable years identified under this RFP. Include the costs of various reimbursable expenses. Please be as specific as possible.

****Lowest bidder is a consideration, but not the determining factor. The evaluation will identify those proposals which offer the best combination of expertise and value.**

D. **Miscellaneous**

1. Identify any actual or potential conflicts of interest with regard to representation of REAP members. Include a listing of any matters in which your firm has represented other parties in litigation, transactional matters or government relations/lobbying efforts directly or indirectly involving REAP.
2. Identify any conflicts that may arise as a result of business activities, associates and/or ventures by members and associates of your firm, or as a result of any individual's status as a member of the board of directors of any organization likely to interact with REAP. Describe how your firm will handle actual and/or potential conflicts of interest.
3. Identify any publications and other information and resources of your firm that will be available to REAP members.
4. Discuss any topics not covered in this Request for Proposals, which you would like to bring to the attention of REAP Executive Committee.

If the foregoing correctly states the terms of the contract between you and REAP, kindly confirm this by executing and returning a copy of this letter.

Kindest regards,
Laura Rainwater
Executive Director
Regional Economic Area Partnership
AGREED:

FIRM

By: _____

Date