



CITY OF SOCORRO
REQUEST FOR PROPOSALS
RFP # 20 -05

**Request for Proposal (RFP) for State
Legislative Lobbyist Services**

SUBMITTAL DEADLINE: December 11, 2020

CITY OF SOCORRO
ATTENTION TO: Olivia Navarro, City Clerk
RFP #20-05
124 S. Horizon
Socorro, Texas 79927
(915) 858-2915

**REQUEST FOR PROPOSAL
REQ #20-01
FOR STATE LEGISLATIVE LOBBYING SERVICES**

INTRODUCTION

The City of Socorro (the “City” or “City of Socorro”) is seeking proposals from experienced individuals, joint ventures, and/or government relations firms to provide state lobbying services to include, but not limited to representation information, professional advice performing research, establishing legislative contacts, developing and pursuing specific legislation and providing associated staff services.

The purpose of this solicitation is for a lobbyist to function as the City’s representative in State legislation. The selected lobbyist will be responsible for establishing and maintaining key contacts, advocating for direct allocation of government resources, and advocating for legislative change for the benefit of the municipality, in state governments and in public and private organizations. Work involves the responsibility for representing the City at the Texas State Legislature, performing research on legislative issues, working closely with the El Paso and state legislative delegation, compiling statistical data and reports, and providing the City of Socorro City Council with information which will assist them in making policy decisions. The contract would commence on or about **January 08, 2021 and terminate on October 08, 2021**, unless earlier terminated.

SUBMITTAL INSTRUCTIONS

Sealed bids shall be mailed or hand-delivered to Olivia Navarro, City Clerk for City of Socorro, 124 S. Horizon Blvd, Socorro, Texas 79927, by **10:00 AM, on December 11, 2020**. Bids received after 10:00 AM on **December 11, 2020** will be disqualified. Bids will be publicly opened and read aloud at the City of Socorro’s City Council Chambers, 860 N. Rio Vista Rd., Socorro, Texas 79927, on **December 11, 2020 AT 10:30 AM** Bid openings will be broadcasted from City Council Chambers at 860 Rio Vista., Rd. Socorro, Texas via telephone conference and lived streamed in order to advance the public health goal of limiting the number of people physically present at our location (also called “social distancing”) to slow the spread of the coronavirus (COVID-19).

All proposals must be received by December 11, 2020 BY 10:00 AM.

- Proposals will be accepted on or before the deadline identified above.
- Proposals received after that date and time will be rejected.
- Proposals will be opened publicly.
- Questions regarding this RFP should only be directed to the staff member identified above.
- Contact with elected officials, committee members and other staff members is grounds for disqualification.

Faxes are not acceptable. A submittal that is incomplete or received after the above stated date and time will not be accepted. Five (5) proposals, and an electronic copy of the proposal should be

included, each clearly marked: **RFP State Legislative Lobbying Services - City of Socorro, Texas.**

Until the City awards the final contract, the City reserves the right to reject any and/or all proposals, to waive technicalities to re-advertise, and to proceed otherwise when in the best interest of the City to do so.

RFP responses must be signed and submitted by principals, officers, and/or directors of submitting parties, having the required authority to bind their company to a contract.

For more information or questions regarding submission requirements, please contact the City Clerk office at **(915) 858-2915**, or by email at onavarro@ci.socorro.tx.us.

SUPPLEMENTAL NOTICE OF MEETING BY VIRTUAL SERVICES

In accordance with order of the office of the governor issued March 16, 2020, the City of Socorro will conduct the bid opening scheduled for Friday, December 11, 2020 at 10:30 am broadcasted from City Council Chambers at 860 Rio Vista., Rd. Socorro, Texas via telephone conference and lived streamed in order to advance the public health goal of limiting the number of people physically present at our location (also called “social distancing”) to slow the spread of the coronavirus (COVID-19). There will be no public access to the location described below.

This written notice, is posted online at <http://ci.socorro.tx.us/city-clerk-public-notice> and the public can access the meeting by calling toll free-number 844-854-2222 access code 323610.

The public must call in to 844-854-222 access code 323610 by 10:00 am mountain standard time (MST) on September 18, 2020 to sign up for public comment if they wish to comment. The public that signed up to speak will be called upon by the presiding officer during the bid opening.

SELECTION PROCESS MILESTONES

The following projected dates are set forth for your knowledge and understanding:

• RFP Publish Date	November 29, 2020 December 6, 2020
• Submittal Deadline and Bid Opening	December 11, 2020 AT 10:00 AM BID OPENING December 11, 2020 AT 10:30 AM

SCOPE OF WORK

The City of Socorro seeks to retain the services of a lobbyist to address matters in which City of

Socorro needs professional assistance before the Texas State Legislature, individual State Legislators, the Texas State Governor, and other state agencies. State lobbying services will include (but are not limited to) the following:

Strategy

- Assist the City in the development and implementation of its legislative agenda, key proposals and policy positions in partnership with the state board and local affiliate network.
- Propose an annual strategic advocacy and political engagement plan designed to achieve legislative goals and support business objectives.
- Develop a plan for off session activities and coordinate with City administration staff.

Tracking and reporting

- Identify, track and report on state legislation and legislative proposals that may have an impact on the City;
- Report activities at a minimum through the following:
 - Telephone or weekly updates on pending issues as they arise
 - A brief weekly written status report during the Legislative Session for the state office and all local affiliates
 - A brief monthly written status report not to exceed three (3) pages in length
 - A final written report and in-person presentation at the end of Legislative Session for staff and Mayor and Council;
 - Maintain a roster of delegates and contacts that the lobbyist firm is contacting on the City's behalf
- Track priorities and meetings of aligned partner organizations;
- Organize state lobby registration, compliance and reporting;

Advocacy

- Support the organization with a strong presence in the Capitol as the “eyes and ears” of City of Socorro, Texas, and serving as day-to-day contact for legislators and other lobbyists on behalf of City of Socorro, Texas;
- Work to achieve the City's goals on legislation, issues or rules by lobbying members of the Texas Legislature, legislative staff;
- Track and attend committee and rulemaking hearings, coordinate and assist in the preparation of testimony, submissions, and in-person testimony;
- Attend and participate in interim hearings and meetings regarding issues important the City;

Relationship building

- Assist in the development of relationships with key legislators, regulatory agencies, state agencies, local governments and community organizations, consistent with the annual strategic advocacy and political engagement plan;
- Develop strong connections with other agencies and state membership organizations to support mutual goals as identified.

PROPOSALS

To be eligible to respond to this RFP, the proposer(s) must demonstrate that they, and the Principals assigned to the project, have successfully performed the services in the Scope of Work section of this RFP. At a minimum, proposal submittals should include:

1. A list of at least three (3) public sector clients for whom you have performed these services within the past five (5) years and list the successes achieved with them. Include agency name, contact name, address, email address, and telephone.
2. A history of your organization, a list of key accomplishments, and any other information which will be helpful in our evaluation. Include the number of years you have provided state and/or federal lobbying services.
3. Identify the principal(s), team members and their individual roles in any lobbying services performed, including how many years each member has been lobbying at the state and/or federal level. Please include how many years each member has been a lobbyist at the state or federal levels, and how many years each member lobbied for each client.
4. Firms shall fully disclose and identify any subcontractors or partners and their representative roles in providing service.
5. Address any performance related litigation that your firm may be, or has been, involved in over the last five (5) years.
6. Identify if your firm has had any contracts terminated due to non-performance over the last five (5) years.
7. Provide disclosure of any potential or existing conflict of interest(s).
8. A proposed fee structure for lobbying services

GENERAL CONDITIONS

Limitations- This RFP does not commit the City of Socorro to award a contract or to pay any costs incurred as a result of preparing such a response. The City reserves the right to accept or reject any and all responses received in response to this request, to negotiate with all qualified respondents, or to cancel in part or in entirety this request for proposals if it is in the best interest of the City and/or per the Texas Professional Service Procurement Act. The Offeror Selection Committee may require consultant/attorney participation in negotiations, the result of which may require revisions to the response as submitted General conditions and terms to any final agreement with the Offeror, shall include the same or similar terms as set forth below.

Payment Terms

All invoices for services will be processed within 30 days, pending verification and the receipt of any required documentation of services provided in accordance with the terms of the final agreement between the Offeror and the City of Socorro, Payment will be issued on a monthly schedule, based on invoices for services provided.

Nondiscrimination

In connection with the performance of work under this agreement, the Offeror agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, marital status, sexual orientation, sex, disability, national origin or ancestry. This provision must be included in all subcontracts.

Assignment or Subcontract

The contract may not be assigned or subcontracted by the Offeror without the written consent of the City. If all or a portion on the contract work is proposed to be assigned or subcontracted, the name of the individual(s) to complete the work, address and the Offeror proposed shall be submitted within the scope of the proposal.

Indemnification/Hold-Harmless Agreement

The Offer agrees to hold harmless the City from any and all lawsuits or litigation which may arise at any time from the operation of its motor vehicles or the conduct of its employees while under contract to the City, and also agrees to indemnify the City from liability imposed upon it as a result of any of its activities hereunder. The Provider shall be solely responsible for assuming liability of its personnel and of the patients carried in its vehicles while under contract with City.

Independent Contractor Status

The Offeror agrees that it is an independent contractor with respect to the services provided pursuant to this agreement. Nothing in this agreement shall be considered to create the relationship of employer and employee between the parties.

Amendments to Contract

This contract may be modified only by written amendment to the contract, signed by both parties.

Amendment of proposals may be done as follows:

By the City: Proposals may be amended by the City of Socorro in response to the need for any further clarification, specifications and/or requirements changes, new opening date, etc. Copies of the amendment will be mailed to prospective vendors.

By Offeror: Proposals may only be amended after receipt by the City of Socorro by submitting a later dated proposal that specifically states that it is amending an earlier proposal. No proposal may be amended after the opening date unless requested by the City.

Proposals may be withdrawn only in total, and only by a written request to the City prior to the time and date scheduled for opening of proposals.

Waiver

One or more waivers by any party of any term of the contract will not be construed as a waiver of a subsequent breach of the same or any other term. The consent or approval given by any party with respect to any act by the other party requiring such consent or approval shall not be deemed to waive the need for further consent or approval of any subsequent similar act by such.

Contract Period

The term of this contract will be from January 08, 2021 to October 08, 2021 with an option at the City of Socorro’s discretion to extend up to one additional year. Offerors may wish to extend a contract offer with a greater cost savings in subsequent years.

Termination of Contract

The contract may be terminated by the City of Socorro, at any time, for the City’s convenience and without cause.

Professional Services Contract

If your proposal is accepted and a contract is issued, then this RFP and all documents attached hereto including any amendments, the Offeror’s technical and price proposals, and any other written offers/clarifications made by the Offeror and accepted by the City of Socorro, will be incorporated into a contract between the City of Socorro and the Offeror, it shall contain all the terms and conditions agreed on by the parties hereto, and no other agreement regarding the subject matter of this proposal shall be determined to exist or bind any of the parties hereto.

The submission of a proposal shall be considered as a representation that the Offeror has carefully investigated all conditions, has full knowledge of the scope, nature and quality of work required, and is familiar with all applicable Federal, and Local regulations that affect, or may at some future date affect the performance of this contract.

Acceptance of this proposal will take place only upon award by the City of Socorro, execution of the contract by the proper City officials, and delivery of the fully-executed contract to the Offeror. Acceptance may be revoked at any time prior to delivery of the fully-executed contract to the successful Offeror. The contract may be amended only by written agreement between the Offeror and the City of Socorro.

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NOTICE TO VENDORS:

Effective January 1, 2016, Texas Government Code Section 2252.908 requires persons who enter into contract with a government entity to submit a disclosure of interested parties (**Form 1295**) to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency.

Use the following link to access filing instructions:

https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm

SB 252 COMPLIANCE
Effective: September 1, 2017

Verification

I, being over the age of eighteen years and in my official capacity representing an entity that is a party to this contract with the City, hereby swear and verify under oath that:

- (1) Entity does not engage in business with or in the countries of Sudan or Iran,
and
- (2) Entity does not engage in business with terrorist organizations

Company/ Entity:

Signature of Representative and Title:

Date:

HB 89 COMPLIANCE
Effective: September 1, 2017

**SWORN VERIFICATION OF STATEMENT REGARDING:
ISRAEL BOYCOTT
AND
PROHIBITION ON CONTRACTING WITH A COMPANY DOING BUSINESS
WITH IRAN, SUDAN, OR A FOREIGN TERRORIST ORGANIZATION**

In accordance with Texas Government Code Section 2270.02, this Company does not boycott Israel and will not boycott Israel during the term of this contract.

In accordance with Texas Government Code Section 2252.152, this Company does not engage in active business operations with Sudan, Iran, a foreign terrorist organization or a Company that is identified on divestment statute lists prepared and maintained by the Texas Comptroller of Public Accounts.

I, (authorized official) _____, do hereby depose and verify the truthfulness and accuracy of the contents of the statements submitted on this certification under the provisions of Subtitle F, Title 10, Government Code Chapter 2270 and that the company named below:

1. does not boycott Israel currently; and
2. will not boycott Israel during the term of the contract; and
3. is not currently listed on the State of Texas Comptroller's Companies that Boycott Israel List located at <https://comptroller.texas.gov/purchasing/publications/divestment.php>

Company/ Entity:

Signature of Representative and Title:

Date:

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

OFFICE USE ONLY

Date Received

1. Name of person who has a business relationship with local governmental entity.

2. Check this box if you are filing an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3. Name of local government officer with whom filer has employment or business relationship.

Name of Officer

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, either than investment income, from the filer of the questionnaire?

_____ YES _____ NO

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

_____ YES _____ NO

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

_____ YES _____ NO

D. Describe each employment or business relationship with the local government officer named in this section.

Signature of person doing business with the governmental entity

Date