

**Governmental Relations &
Legislative Officer**

Natasha M. Drane



County of Sacramento

Board of Supervisors

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Request for Proposals: Sacramento-San Joaquin Delta (Delta) Related Advocacy Services

The County of Sacramento invites interested individuals and firms to submit proposals to perform Delta related advocacy services for a one-year term. The successful contractor will report to the Office of the County Executive and is responsible for providing advocacy services on behalf of the county.

Scope of Work: Delta advocacy efforts will include, but may not be limited to, the following:

1. Legislative consulting and advocacy for issues associated with the Delta and California WaterFix (WaterFix).
2. Work under the direction of the county Governmental Relations and Legislative Officer and in consultation and coordination with other county state legislative advocates to develop and advocate legislative positions for the Delta Counties Coalition (DCC).
3. Assist in identifying and prioritizing outreach on Delta and WaterFix.
4. Represent the county, in consultation and coordination with other county state legislative advocates, at public hearings in the State Legislature and/or hearings held by State agencies related to the Delta and WaterFix.
5. Represent and advocate, in consultation and coordination with other county state legislative advocates, the county's positions on Delta and WaterFix with all relevant parties including but not limited to members of the State Legislature, State legislative staff, lobbyists, the Governor, Governor's staff, and state agency officials.
6. Establish and/or maintain successful working relationships with the State legislative leadership and key elected officials, interested organizations, community groups, and other legislators and staff to achieve the county's goals related to the Delta and WaterFix.
7. Participate in weekly meetings or teleconference calls. Provide, in consultation and coordination with other county legislative advocates, legislative updates and report on status of legislation and projects.
8. Supply semi-monthly (or more frequently as needed) updates on Delta and WaterFix, including written summaries and recommendations that affect the county.
9. Draft and edit documents, as necessary, to support the interests of the DCC.
10. Provide monthly summaries of work performed.

Proposal Contents: Proposals are not required to follow a defined format, but at a minimum must contain the following information:

- Submit a letter of introduction and an executive summary of the proposal.
- Submit a fee proposal. The county reserves the right to accept other than the lowest priced offer and reject proposals that are not responsive to the request for a fee proposal. Please provide a total monthly fee.
- Provide a description of the firm and team qualifications as follows:
 - Name, address, and telephone number of a contact person;
 - A brief description of your firm, as well as how any joint venture or association would be structured;
 - Provide detailed information about the firm's specific experience, including a description of advocacy services for similar clients.
 - Provide a list identifying (1) each key person of the team, (2) the team leader, (3) the role each will play in executing the proposed scope of work, and (4) a description of the experience and qualifications of the team members, including brief resumes.

Minimum Qualifications:

1. Have at least one non-clerical staff that would be assigned full-time or part-time to this contract.
2. Have relationships with the county's legislative delegation and their staff.

3. Have broad bipartisan relationships with members of the Legislature, legislative staff, state agencies, and executive branch officials.
4. Have a least 5 years of experience representing a similar organization
5. Have knowledge of the broad array of state matters that affect the Delta.
6. Have no existing representation agreements with clients with structural conflicts of interest with Sacramento County's legislative agenda (Attachment A). Proposer must provide a comprehensive list of clients. It is the sole discretion of the county to determine potential conflicts of interest.

Any proposal that does not meet these minimum requirements by the deadline to submit proposals will be considered non-responsive and will not be eligible for consideration.

Requirements for Successful Proposals: Respondent selected to provide Delta related advocacy services is required to enter into a Sacramento County standard-form contract, and to meet the supporting requirements of that contract, including compliance with all applicable laws, maintenance of Sacramento County's minimum insurance requirements for contractors, and other requirements.

Reservations:

The county reserves the right to do the following at any time:

- Reject any proposal without indicating any reason for such rejection;
- Waive or correct any minor or inadvertent defect, irregularity, or technical error in a proposal or the RFP process, or as part of any subsequent contract negotiation;
- Request that respondents supplement or modify all or certain aspects of their proposals or other documents or materials submitted;
- Terminate this RFP and issue a new RFP;
- Procure services specified in this RFP by other means;
- Extend a deadline specified in this RFP, including deadlines for accepting proposals;
- Negotiate with any or none of the respondents;
- Modify any terms in the final contract described in this RFP;
- Terminate failed negotiations with a respondent without liability, and negotiate with other respondents;
- Disqualify any respondent on the basis of real or apparent conflict of interest, or evidence of collusion that is disclosed by the proposal or other data available to the county;
- Reject a proposal that is in breach of, or in default under, any other agreement with the county; and
- To accept all, or a portion of, a respondent's proposal.

How to Respond:

Send proposals in a sealed package no later than **November 13, 2018** to:

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Governmental Relations and Legislative Officer
County of Sacramento
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Sacramento, CA 95814