

REQUEST FOR

PROPOSALS FOR

**PROFESSIONAL SERVICES – FEDERAL
LIAISON**

**Issued by the St. Louis Economic Development
Partnership**

Responses Due By:

3 PM CST on November 10, 2022

St. Louis Economic Development Partnership

Attn: Howl Bean II

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Introduction

The St. Louis Economic Development Partnership (the “Partnership”) is a Missouri nonprofit corporation in good standing organized pursuant to Chapter 355 of the Revised Statutes of Missouri for the purpose of advancing the social welfare, health, and economic interests of St. Louis County, the City of St. Louis, and their residents.

In furtherance of its purposes, the Partnership is in need of liaison services with federal-level governmental officials, agencies, and elected representatives on behalf of the Partnership and its related entities, as well as St. Louis County government (collectively, the “Partnership”), as more fully described herein (the “Services”).

The Partnership issues this Request for Proposals (the “RFP”) for a firm to provide the Services for a one-year period with two successive options for the Partnership, at its sole discretion, to renew for terms of one year each. The contract issued pursuant to this RFP may include a period of up to three (3) years.

Scope of Services

The selected respondent shall provide the following Services:

1. Establish and maintain a working relationship with federal-level government agencies, officials, and elected representatives and their staffs on behalf of the Partnership and its related entities, as well as St. Louis County government.
2. Represent the Partnership and its related entities, as well as St. Louis County government in negotiations with federal-level agencies, officials, and elected representatives and their staffs regarding proposed legislation, desired funding, and other projects as outlined by the CEO of the Partnership or his or her designee.
3. Arrange with the Partnership’s designee for testimony at committee hearings, or submission of written comments, to promote the legislative package or funding goals of the Partnership and its related entities, as well as St. Louis County government, or to respond to proposed legislation directly impacting such package or goals, and to assist in the preparation of same.
4. Assist the Partnership and its related entities, as well as St. Louis County government in the preparation of proposals for funding.
5. Consult with the CEO of the Partnership and designated staff members, as well as the St. Louis County Executive and designated staff members, regarding the development of a legislative package and federal funding goals and development of a strategy maximizing the prospects for passage of such legislation and achievement of such goals.

6. Determine ongoing communications approach and frequency and reporting obligations. Holding regular briefing sessions with the CEO of the Partnership and designated staff as well as the St. Louis County Executive and designated staff regarding federal issues impacting the Partnership and St. Louis County government.
7. Monitor all legislation affecting the Partnership and its related entities, as well as St. Louis County government.
8. At the request of the Partnership, conduct research into legislation, federal programs, sources of funding and other topics related to the interests of the Partnership as well as St. Louis County government.
9. Provide regular verbal or written reports of legislation affecting the Partnership and its related entities, as well as St. Louis County government and/or detailing consultant's activities on behalf of the Partnership as specified by the CEO of the Partnership or his or her designee.
10. Register or maintain registration, maintain all records, and file all reports, as required of consultant pursuant to all applicable laws.
11. At the request of the Partnership, make oral presentations summarizing the results of consultant's activities on the Partnership's and St. Louis County government's behalf.

Proposal Content

Proposals must include, at a minimum, the following information:

1. **Experience of Firm**. Provide a detailed description of the firm's experience in providing similar services. Include the type and number of clients served, as well as the size, scope, and nature of the projects involved, and specifically identify any projects or conflicts that may impact the Services. Identify any prior experience working with the Partnership or its affiliates.
2. **Experience/Qualifications of Assigned Professional(s)**. Provide the qualifications for each individual who may be assigned to provide the Services and designate the individual who would have primary responsibility for oversight of the Services. Provide the qualifications of all sub-consultants that would provide any portion of the Services.
3. **Availability and Approach**. Provide an estimate of the general time frame the firm is available to begin to provide the Services and length of availability. Provide a description of the firm's approach to staff and perform the Services.
4. **Approach to Diversity, Equity, and Inclusion**. Provide a description of the

firm's approach to diversity, equity, and inclusion in providing the Services.

5. Proposed Fees/Expenses. Proposals shall clearly state any and all fees and expenses to be charged for the Services. **Pricing should be provided for a period of up to three (3) years, including the initial year as well as the two additional option years.** As applicable, identify the firm's approach to fees for the engagement:
 - a. It is anticipated that a maximum not to exceed amount will be established for these services and that the contract will be for a one-year term with two successive options for the Partnership to renew for terms of one year each. Provide pricing for the initial one-year term as well as pricing for each of the two annual renewal terms. Provide a description and estimation for any reimbursable costs that may be charged.
 - b. If fees are based on an hourly rate, provide the hourly rates to be charged for each individual who would be assigned to this engagement and a general description of how billable hours will be allocated among key personnel.
 - c. Provide an explanation if fees will be calculated on any other basis. Itemize the type of expenses (other than fees) for which your firm would seek reimbursement.
 - d. **A five percent (5%) proposal discount shall be applied to certified MBE firms during the evaluation process. The proposal discount shall lower the eligible, certified MBE firm's price proposal but shall not reduce the contract award amount. In order to qualify for the proposal discount, the certified MBE firm shall include with its proposal a copy of a current MBE certification approval letter issued by a federal, state, or local governmental entity.**

Selection Criteria

Proposals submitted will be reviewed by the Partnership's staff for completeness and qualifications. Selection of a firm will be made on the basis of the following criteria:

1. Qualifications, expertise, and experience of the firm in providing similar services, including the firm's experience in performing substantially similar projects and in providing similar services, as well as any prior experience working with the Partnership.
2. Qualifications, expertise, and experience of the individuals assigned from the firm and of any sub-consultants.
3. Availability and Approach to provide the Services;

4. Approach to diversity, equity, and inclusion;
5. Cost, after application of any applicable MBE discount as described above; and
6. Responsiveness of firm to the RFP categories.

The St. Louis Economic Development Partnership actively encourages submission of proposals from disadvantaged business enterprises and companies owned by minorities, women, immigrants, and veterans. The Partnership does not discriminate on the basis of race, color, religion, creed, sex, sexual orientation, gender identity, age, ancestry, national origin, disability, or veteran status in consideration of this award. Equal Opportunity Employer.

Contract Term

The contract term is for one year, with two successive options for the Partnership, at its sole discretion, to renew for terms of one year each. The contract issued pursuant to this RFP may include a term of up to three years. Accordingly, pricing should be provided for the initial one-year term as well as the two annual renewal options; i.e., provide pricing for up to a three-year period.

Terms and Conditions

The following terms and conditions apply to all proposals:

1. The Partnership reserves the right to reject any and all proposals submitted; to select one or more responding parties; to void this RFP and the review process and/or terminate negotiations at any time; to select separate responding parties for various components of the scope of services; to select a final party/parties from among the proposals received in response to this RFP. Additionally, any and all RFP project elements, requirements and schedules are subject to change and modification. The Partnership also reserves the unqualified right to modify, suspend, or terminate at its sole discretion any and all aspects of this RFP process, to obtain further information from any and all responding parties, and to waive any defects as to form or content of the RFP or any responses by any party.
2. This RFP does not commit the Partnership to award a contract, defray any costs incurred in the preparation of a response to this RFP, or contract for any services. All submitted responses to this RFP become the property of the Partnership as public records. All proposals may be subject to public review, on request, unless exempted as discussed elsewhere in this RFP.
3. By accepting this RFP and/or submitting a proposal in response thereto, each responding party agrees for itself, its successors and assigns, to hold the St. Louis Economic Development Partnership and its affiliated entities, St. Louis County, and all of their various agents, commissioners, directors, consultants, attorneys, officers and employees harmless from and against any and all claims and demands of whatever

nature or type, which any such responding company, its representatives, agents, contractors, successors or assigns may have against any of them as a result of issuing this RFP, revising this RFP, conducting the selection process and subsequent negotiations, making a final recommendation, selecting a responding party/parties or negotiating or executing an agreement incorporating the commitments of the selected responding party.

4. By submitting responses, each responding party acknowledges having read this RFP in its entirety and agrees to all terms and conditions set out in this RFP.
5. Responses shall be open and valid for a period of ninety (90) days from the due date of this RFP.

Submission of Proposals

To be considered, proposals must be received no later than **3 PM CST on November 10, 2022. Proposals received after the deadline identified above may not be considered.**

Schedule

RFP Newspaper Advertisement	October 20 2022
Questions Submitted by	October 28, 2022
Questions Answered	November 2, 2022
Submission of Proposals by	November 10, 2022

Questions about this RFP should be sent by email to hbean@stlpartnership.com. Any answers to questions will be provided to all interested parties and released as an addendum to this RFP on the Partnership's website, <https://stlpartnership.com/rfp-rfq/>, after the date indicated above.

Electronic proposals should be sent by email to hbean@stlpartnership.com.

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