

## Request to Award Contract for Lobbying Services

### **Recommendation:**

Staff recommends approval to award a contract for Lobbying Services to Racy Associates, Inc. for up to a five-year period and not-to-exceed \$190,000.00 in total cost.

### **Procurement Process and Budget Information:**

A Request for Proposal (RFP) was issued by the college and the results are attached. Lobbying Services are an annual budgeted expense.

### **Summary:**

Two responses were received from the RFP and the college has determined that Racy Associates, Inc., who provide current lobbying services for the college, provided the best value. While the proposed annual contracted amount is under the threshold for Board approval the term assigned during the RFP process would allow the college to continue the partnership for a full five-year period.

Annual Fee from RFP - \$36,000.00

Total Expected Cost - \$180,000.00 (without any increase to future fees)

Due to increased contract costs the college is seeing across a broad spectrum of services the suggested not-to-exceed amount has future flexibility built in.



# AS#22-04 - Lobbying Services

## Project Overview

Project Details	
Reference ID	AS#22-04
Project Name	Lobbying Services
Project Owner	Robert Johnson
Project Type	RFP
Department	Purchasing
Current Spend	\$36000.00
Target Savings	3%
Budget	\$30000.00 - \$45000.00
Project Description	<p>Northland Pioneer College (NPC) intends to engage the services of organizations/firms to provide state legislative representation and consultation on state issues on an “as-required” basis. Projects will be offered on an individual basis as they are identified. Interested organizations must have a demonstrated expertise in providing comprehensive state representation services including a focus on policy development and strategic direction. The firm(s) will represent the College on policy issues and assist District staff with gaining state support for District programs, services and initiatives. The goal of this RFP is to identify organizations that will assist NPC to advance its state agenda by achieving measurable outcomes related to statutory language, policy development, fiscal considerations and other state support. NPC is now accepting proposals for services identified in this RFP.</p>
Open Date	Apr 28, 2022 3:00 PM MST

<b>Close Date</b>	Jun 01, 2022 3:00 PM MST
-------------------	--------------------------

Highest Scoring Supplier	Score
Racy Associates, Inc.	97 pts

<b>Project</b>	Northland Pioneer College - Winslow Head Start Site Improvements
<b>Ref. #</b>	AS#22-04
<b>Project Type</b>	RFB
<b># Vendor Invitations</b>	69
<b># Document Takers</b>	7
<b># Submissions Created</b>	2

## Seal status

Requested Information	Unsealed on	Unsealed by
Section V: Proposal Form	Jun 01, 2022 3:01 PM MST	Robert Johnson
Proposal	Jun 01, 2022 3:01 PM MST	Robert Johnson
Section VI: AGREEMENT	Jun 01, 2022 3:01 PM MST	Robert Johnson
ATTACHMENT 1: Exceptions	Jun 01, 2022 3:01 PM MST	Robert Johnson
ATTACHMENT 2: Cost Proposal	Jun 01, 2022 3:01 PM MST	Robert Johnson
ATTACHMENT 3: Insurance	Jun 01, 2022 3:01 PM MST	Robert Johnson

ATTACHMENT 4: Offer and Acceptance	Jun 01, 2022 3:01 PM MST	Robert Johnson
------------------------------------	--------------------------	----------------

## Conflict of Interest

# Declaration of Conflict of Interest You have been chosen as a Committee member for this Evaluation. Please read the following information on conflict of interest to see if you have any problem or potential problem in serving on this committee. ## Code of Conduct All information related to submissions received from Suppliers or Service Providers must be kept confidential by Committee members. ## Conflict of Interest No member of a Committee shall participate in the evaluation if that Committee member or any member of his or her immediate family: \* has direct or indirect financial interest in the award of the contract to any proponent; \* is currently employed by, or is a consultant to or under contract to a proponent; \* is negotiating or has an arrangement concerning future employment or contracting with any proponent; or, \* has an ownership interest in, or is an officer or director of, any proponent. Please sign below acknowledging that you have received and read this information. If you have a conflict or potential conflict, please indicate your conflict on this acknowledgment form with information regarding the conflict. I have read and understood the provisions related to the conflict of interest when serving on the Evaluation Committee. If any such conflict of interest arises during the Committee's review of this project, I will immediately report it to the Purchasing Director.

Name	Date Signed	Has a Conflict of Interest?
Robert Johnson	Jun 01, 2022 3:02 PM MST	No
Terrie Shevat	Jun 01, 2022 3:16 PM MST	No
Chato Hazelbaker	Jun 01, 2022 3:33 PM MST	No

## Approvals

Name of Approver	Name	Dept.	Status	Dates
<b>Maderia Ellison</b> (maderia.ellison@npc.edu)	Draft	CFO	Approved	<b>Sent:</b> Apr 28, 2022 <b>Responded:</b> Apr 28, 2022 <b>Required By:</b> Apr 29, 2022

## Submissions

Supplier	Date Submitted	Name	Email	Confirmation Code
Racy Associates, Inc.	May 23, 2022 5:40 PM MST	Michael Racy	michael@racyassociates.com	MjE1Mjg4
Public Policy Partners	Jun 01, 2022 11:06 AM MST	Rob Dalager	rob@p3gr.com	MjE2ODc5

## Project Criteria

Criteria	Points	Description
<b>A - Bid Opening</b>	<b>20 pts</b>	
A-1 - Cost Proposal	Pass/Fail	Package Complete
A-2 - Proposed Fees	20 pts	
<b>B - Main Evaluation</b>	<b>80 pts</b>	
B-1 - Experience & Qualification of Firm	20 pts	Proposer shall provide information regarding their experience lobbying Arizona Legislature and working cooperatively with other lobbyist from other districts on state-wide issues. Proposer shall also provide information regarding their qualifications as a lobbying services firm.
B-2 - Project Personnel Assigned to This Project	20 pts	Resumes shall outline all relevant experience and qualifications.
B-3 - Demonstrated Knowledge of College related Issues	20 pts	Proposer's knowledge of College-related issues including tax levies

B-4 - Method of approach	20 pts	Proposer shall provide detailed information regarding developing tactics for existing and proposed legislation, working cooperatively with other lobbyists, and working on College related issues
<b>C - References</b>	<b>15 pts</b>	
C-1 - Reference 1	5 pts	
C-2 - Reference 2	5 pts	
C-3 - Reference 3	5 pts	
<b>Total</b>	<b>115 pts</b>	



# Scoring Summary

## Active Submissions

	Total	A - Bid Opening	A-1 - Cost Proposal	A-2 - Proposed Fees	B - Main Evaluation
Supplier	/ 115 pts	/ 20 pts	Pass/Fail	/ 20 pts	/ 80 pts
Racy Associates, Inc.	97 pts	20 pts	Pass	20 pts (\$36,000.00)	72 pts
Public Policy Partners	80.5 pts	10 pts	Pass	10 pts (\$72,000.00)	64 pts

	B-1 - Experience & Qualification of Firm	B-2 - Project Personnel Assigned to This Project	B-3 - Demonstrated Knowledge of College related Issues	B-4 - Method of approach	C - References
Supplier	/ 20 pts	/ 20 pts	/ 20 pts	/ 20 pts	/ 15 pts
Racy Associates, Inc.	18 pts	16 pts	20 pts	18 pts	5 pts

	B-1 - Experience & Qualification of Firm	B-2 - Project Personnel Assigned to This Project	B-3 - Demonstrated Knowledge of College related Issues	B-4 - Method of approach	C - References
Supplier	/ 20 pts	/ 20 pts	/ 20 pts	/ 20 pts	/ 15 pts
Public Policy Partners	14 pts	16 pts	14 pts	20 pts	6.5 pts

	C-1 - Reference 1	C-2 - Reference 2	C-3 - Reference 3
Supplier	/ 5 pts	/ 5 pts	/ 5 pts
Racy Associates, Inc.	2 pts	1.5 pts	1.5 pts
Public Policy Partners	2 pts	2.5 pts	2 pts