

DORCHESTER COUNTY, SOUTH CAROLINA

Professional Government Relations Services

REQUEST FOR FEE PROPOSALS/QUALIFICATION STATEMENTS

BID NUMBER: 2008-1110-3309-22

ISSUE DATE: 3/20/08

Time Line

Item	Date	Time	Location
Date of Issue:	March 20, 2008	n/a	n/a
Inquiry Cut-Off Time:	April 3, 2008	3:00 PM EDT	n/a
Qualifications Due:	April 8, 2008	3:00 PM EDT	County
Initiate Contract:	TBA		n/a

Qualifications for Respondents: The county recognizes that selecting the best suited service will significantly impact the overall outcome of this endeavor. With that in mind, the following are prerequisites for any respondent:

- 1) At least 15 years of government relations and congressional representation, including 15 years of work with and for South Carolina entities;
- 2) Current representation of a significant, state-affiliated entity within a 50 mile radius of the borders of Dorchester County;
- 3) At least \$300 million in proven, successful directed appropriations projects, including at least \$300 million for South Carolina entities;
- 4) In depth knowledge of South Carolina, its counties, state and federal elected and appointed officials, and overall economic situation;
- 5) Must have strong relationships with South Carolina Congressmen and Senators.
- 6) Staff who have worked closely with the South Carolina congressional delegation, and are well known to and respected by the same;
- 7) Offices in Washington, DC, that are in close proximity to congressional offices, to allow easy access by county officials during advocacy visits;
- 8) No conflicts or potential conflicts due to representing any contiguous county or government entity at the time of bid.

Statement of Work

Professional Government Relations Service

Agreement Term: There is to be a one (1) year base agreement for government representation services beginning with the agreement acceptance date. The County reserves the option for two (2) additional one-year extensions contingent on satisfactory performance and available funding.

Objective: The purpose of this project is to retain a **Professional Government Relations Service**. The service will assess planned county projects that could be eligible for Federal Government directed appropriations and provide a recommendation for selection of project(s) to pursue. This recommendation should be submitted with the qualifications. During the first 30 days of the period of performance, the service will work in conjunction with county officials to finalize the selected projects and prepare a request to the U.S. Congress.

Need: It is envisioned that considerable time will be required to follow through with the Federal funding request, the Dorchester County government does not have the staff, expertise or contacts to do so. Therefore, retaining a consultant to oversee and advise on the process is essential to the success of the endeavor. A firm that is co-located in Washington, DC, is best positioned to represent the county's needs before the U.S. Congress.

Approach: The project is divided into four major tasks:

- 1) Analyze and recommend which projects will be requested. With the county, finalize the project(s) that will be put before the U.S. Congress for a directed appropriation;
- 2) Develop and implement advocacy strategies and tactics;
- 3) Prepare and submit requisite information to Members of Congress and their staffers; Advocate to committee and members staffers; Draft language and correspondence to educate key players;
- 4) Ensure continued high prioritization of the request(s) throughout the annual appropriations process.

In addition, the selected respondent will be expected to:

- 1) Provide written updates about the evolving situation with the request (as needed, but not less than once per quarter).
- 2) Visit Dorchester County on a regular basis over the course of the contract.

Proposals and Qualification Statements will be evaluated and award of a contract for the services shall be made on the basis of the fee and qualifications that best meet the interests of Dorchester County.

Proposals will be received until 3:00 p.m., April 8, 2008 at the Office of the Procurement Director, Dorchester County KFW Building, 201 Johnston Street, St. George, South Carolina 29477. **PROPOSALS RECEIVED AFTER 3:00 P.M., APRIL 8, 2008 WILL NOT BE CONSIDERED.**

Fee Proposals and Qualification Statements shall be clearly marked, "Governmental Consulting Services – Do Not Open". Firms shall submit their proposals and qualifications in the order/format of the eight (8) prerequisites state above.

Firms shall submit one (1) original and two (2) copies of the proposal / qualification materials.

All proposals and qualification statements will be publicly opened at 3:00 p.m., April 8, 2008 in the Purchasing Department of Dorchester County. Only the names of those responding will be disclosed at that time. Dorchester County reserves the right to reject any or all responses and to waive minor deficiencies, informalities, and technicalities, when in the judgment of County Council, the best interests of the County will be served.