Northwest Arctic Borough

SERVING THE COMMUNITIES OF:
Ambler Buckland Candle Deering Kivalina Kiana
Kobuk Kotzebue Noatak Noorvik Selawik Shungnak

REQUEST FOR PROPOSALS
RFP NO. FY18-02

SECTION I – ANNOUNCEMENT

The Northwest Arctic Borough (the "Borough") is requesting proposals for the award of a contract for lobbying services for the Alaska State Legislature. The Borough Assembly will approve the award of this contract based on the evaluation criteria identified in Section III of this Request for Proposals (RFP). Responses to this RFP will be used during the evaluation process to select and negotiate with a qualified firm to perform the work described in this RFP.

This RFP does not commit the Borough to enter into a contract, nor does it obligate the Borough to pay for any costs incurred in the preparation and submission of responses to this RFP for or in anticipation of any contract. The Borough reserves the right in its sole discretion: to make selections, to reject any or all submissions, to issue subsequent RFPs, to remedy technical errors in the RFP process, and to enter into a contract for all or some of the services described in this RFP.

Proposals must be received by the Northwest Arctic Borough Clerk, P.O. Box 1110, Kotzebue, Alaska 99752 or at the Borough office located at 163 Lagoon Street, Kotzebue, Alaska 99752, by 4:30 p.m., local time on Friday, August 25, 2017. The proposals will be opened publicly at 9:00 a.m. on Monday, August 28, 2017 or as soon thereafter as practicable. **Proposals received after the deadline will not be considered. FACSIMILE PROPOSALS WILL NOT BE ACCEPTED.**

RFP documents may be obtained from the office of the Northwest Arctic Borough Clerk by mail, email, or in person at the Borough offices in Kotzebue, Alaska or by calling (907) 442-2500, ext. 105. Questions about this RFP may be directed to the Borough Clerk, at the Borough offices either in person, by mail or by phone. Email communication is also permitted.

NORTHWEST ARCTIC BOROUGH

_____ _____
Clement Richards, Sr., Mayor Date

SECTION II - INSTRUCTIONS TO PROPOSERS

PROPOSAL PREPARATION

Proposal Format: Proposals must be typewritten or prepared in ink and must be attached to the form provided in Section IV of the Request for Proposals (RFP). Proposals must also include a completed "Local Bidder Certificate" found in Section V of the RFP. No oral, telephone, or facsimile proposals will be accepted. See Proposal Submission below.

Conformance to Proposal Requirements: Proposals must conform to the requirements of the RFP. All necessary attachments (residency statement, references, descriptive literature, etc.) must be submitted with the proposal. Proposal prices must be stated as indicated in the proposal. Failure to comply with all requirements of the RFP may result in proposal rejection.

Signature on Proposal: An authorized representative of the proposer must sign proposals in ink. Signature on a proposal certifies that the proposal is made without collusion with any person, firm, or corporation making a proposal for the same goods and/or services and is in all respects fair and without collusion or fraud. Signature on a proposal also certifies that the proposer has read and fully understands all proposal specifications, terms, and conditions.

Proposal Modification: Modifications or deletions made before submitting a proposal must be initialed in ink by the person signing the proposal. Proposals, once submitted, may be modified in writing before the time and date set for proposal closing. Any modifications shall be prepared on the proposer's letterhead, signed by an authorized representative, and state that the new document supersedes or modifies the prior proposal. Modifications must be submitted in a sealed envelope clearly marked "Proposal Modification" and identify the proposal number and closing date.

Proposal Withdrawals: Proposals may be withdrawn in writing on proposer's letterhead signed by an authorized representative and received by the Borough Clerk prior to proposal closing time. Proposals may also be withdrawn in person before proposal closing time upon presentation of appropriate identification.

Protest of Proposal Specifications: A proposer who believes proposal specifications are unnecessarily restrictive or limit competition may submit a protest, in writing, to the Mayor. To be considered, protests must be received at least five (5) days before the proposal closing date. Envelopes containing protests should be marked as follows: "NAB Lobbying Services Protest, RFP FY18-02, Closing Date: 8/25/17."

Proposal Submission: Hard copy sealed proposals must be received and time-stamped by the Borough Clerk prior to proposal closing time. No proposal received after proposal closing time will be considered. To ensure proper identification and handling, all proposals must be submitted in a sealed envelope, clearly labeled "NAB Lobbying Services RFP FY18-02." The Borough Clerk shall not be responsible for the proper identification and handling of any proposal not submitted in an envelope bearing the required proposal label.

Mail to:
Borough Clerk
Northwest Arctic Borough

P. O. Box 1110
Kotzebue, AK 99752

Proposal Opening: Proposals will be opened at 9:00 a.m. on Monday, August 28, 2017, in the Northwest Arctic Borough Assembly Chambers (unless otherwise specified), 163 Lagoon Street, Kotzebue, Alaska 99752. Proposers may be present; however, award decisions will not be made at the opening, and any proprietary information may be withheld from public inspection.

Evaluation Criteria: Proposals will be evaluated based on the evaluation criteria set forth in Section III of this RFP and on the recommendations received from the Evaluation Committee.

Award: The contract will be awarded for Alaska State Legislature lobbying services based on the evaluation criteria and to the proposer who, in the discretion of the Borough, offers the best combination of price and performance and meets all requirements of the specifications. At its discretion, the Borough may award contracts to more than one proposer. Upon successful completion of the contract, the Borough may consider awarding subsequent projects to the selected contractor(s).

Proposal Rejection: The Borough reserves the right to reject any or all proposals.

Local Bidder Preference: "Local Bidders" are entitled to a 5% bid preference as described in the Northwest Arctic Borough Code ("NABC") § 6.16.470, but a contract under this RFP will not be awarded on the basis of cost alone.

Payment: Monthly invoices shall be submitted along with activity reports and an itemized list of time and materials. Proposals that require payment in less than 30 days after receipt of invoice or delivery of goods or services, whichever is later, may be rejected.

Proposal Results: Only a proposer who receives an award will be notified of proposal results; unsuccessful proposers will not be notified. Proposal files are public records and available for review at the Borough Clerk's Office between 9:00 a.m. and 11:00 a.m. and 2:00 p.m. and 4:00 p.m. Monday through Friday.

Equal Opportunity: Proposals will receive fair and equitable consideration without regard to race, color, religion, sex, age, national origin, or handicap.

Contact: Direct questions regarding RFP requirements to:

1. Borough Clerk, in person or by mail at the Borough offices or by phone at (907) 442-2500, Ext. 105; or
2. Email communication is also permitted after initial contact by telephone or mail.

SECTION III – EVALUATION CRITERIA

This RFP is to provide services identified in Section VI related to Alaska State Legislature lobbying services for the Northwest Arctic Borough.

INITIAL EVALUATION CRITERIA: The Evaluation Committee shall evaluate Proposals on the following criteria:

Minimum Criteria (no points)

1. Current business license
2. At least 2 references from clients in rural Alaska
3. Lobbying experience in the Alaska State Legislature
4. Professional Liability Insurance $500,000. Workers' Compensation insurance as required by law.

Criteria to be Scored and Weight

1. Price (20 points)
2. Methodology and approach (25 points)
3. Prior experience performing similar work (25 points)
4. Recommendation from references (20 points)
5. Experience representing rural Alaska (10 points)

AWARD: Proposals must demonstrate ability to provide services outlined in the "Scope of Services" and include all "Information Required" as described in Section VI of this RFP. If awarded, the contract will be awarded at the discretion of the Borough to the proposer who is judged to offer the best combination of price and performance, and to have met all specified qualifications. The Borough fully reserves the right to exercise subjective judgment in ranking proposals.

SECTION IV - PROPOSAL SUBMISSION FORM

I, the undersigned, submit the following proposal for Alaska State Legislature lobbying services to the Northwest Arctic Borough as further described in this Request for Proposals.

Proposer's Signature: _____

Proposer's Printed Name: _____

Company Name: _____

Address: _____

_____

Phone: _____

Fax Number: _____

E-mail Address: _____

Business License Number: _____

Federal Tax ID Number (EIN): _____

DUNS Number: _____

SECTION V – LOCAL BIDDER CERTIFICATE

"Local Bidder" Certification:

_____ Yes, I certify that I am a "local bidder." The Northwest Arctic Borough Code ("NABC") § 6.16.470 describes the requirements to be considered a "local bidder." Local bidders are eligible for a 5% preference in price consideration. Price consideration is not the sole criteria for awarding a contract under this RFP.

_____ No, I am not a "local bidder" as described in NABC § 6.16.470.

SECTION VI - DETAILED SPECIFICATIONS

At this time, the scope of services includes the following minimum specifications. The scope of services will be finalized once the contractor(s) for the project is selected.

1.0 Scope of Services:

The Northwest Arctic Borough is the home rule regional government for Northwest Alaska. The Borough is requesting proposals for lobbying services for the Alaska State Legislature. The contractor will be required to perform the following lobbying and consulting services at the request of the Borough:

- **Monthly Written Reports.** The contractor shall provide monthly written reports prior to scheduled Assembly meetings and verbal reports in person or via teleconference as requested by the Borough. Reports should detail specific issues that the contractor addressed on behalf of the Borough and report on other issues relevant to the Northwest Arctic Borough. Identify, review, and analyze all State Legislative bills, resolutions, ballot issues, ballot questions, journals, votes, fiscal notes, and all relevant discourse pertaining to the Borough.
- **Legislative Advice and Advocacy.** The contractor shall advise the Borough on legislative matters, provide strategic analysis of matters affecting Borough interests, and to advocate on behalf of the Borough. The contractor will also provide assistance in establishing strategy, obtaining sponsors and cosponsors in each house for matters designated by the Borough, and establishing and maintaining successful working relationships with the State legislative leadership.
- **Time-Sensitive Reporting.** In addition to monthly reports, contractor shall monitor and immediately advise the Borough of any activity deemed to be important to the Borough's interests and shall provide adequate notice of all such matters as may require a timely response, by phone, email, or other efficient means.
- **Lobbying Reports.** Contractor shall be responsible for filing all lobbying reports, registrations, disclosures or similar documents required under state or federal law and timely advising the Borough of any such documents that it must file in compliance with such laws.
- **Requested Updates.** Contractor will report on progress of the initiatives and issues for which it represents the Borough as requested by the Borough. These progress reports may be oral or written as from time to time directed by the Assembly or its designee. Contractor will work under the direction of the Borough Mayor or his designee.
- **Coordinated Lobbying.** Contractor shall coordinate its lobbying services with the Borough Mayor and the Government Affairs Officer.

This list of services is provided as a general guide, and is not intended to be a complete list of all necessary lobbying services. The successful proposer shall demonstrate the knowledge and experience to provide these and other services to effectively represent and assist the Borough.

2.0 Agreement Period

Lobbying Services will be procured through from January 1, 2018 to May 31, 2018, at which time the Borough may negotiate an additional contract for similar services. The Borough may terminate the contract upon 15 days' notice.

3.0 Payment

Payment shall be made upon monthly invoices itemizing services rendered and reimbursable expenses. The ultimate contract amount is entirely subject to the Borough's budget determinations and/or the continuing availability of funds appropriated by the Borough Assembly for purposes of the services contemplated under this RFP. The method of payment to the successful proposer shall be by reimbursement only.

4.0 Review and Selection Process

4.1 The Northwest Arctic Borough Evaluation Committee consists of the Borough Mayor, the Assembly President, and the Government Affairs Officer. The Borough reserves the right to modify the membership of the Evaluation Committee.

4.2 The Evaluation Committee will rank the proposals against the criteria in Section III of this RFP and submit its recommendation to the Assembly for approval and execution of a contract. The proposals will be made available to the Assembly. The Assembly will award the contract in its sole discretion and judgment.

4.3 The Northwest Arctic Borough may reject any proposal not in compliance with all prescribed public bidding procedures and requirements in this RFP, and may reject any or all proposals upon a finding that it is in the Borough's interest to do so. The Borough also reserves the right to waive any informality in any proposal and to delete matters from proposals if not prohibited by law.

5.0 Information Required

Proposers must submit one (1) clearly marked "Original" and three (3) copies of their proposal. The Borough reserves the right to solicit additional information from applicants if the Borough deems such information is necessary during the evaluation process.

Responses to this RFP shall include the following components:

5.1 Name, mailing address, telephone, and email address.

5.2 Number of years in business.

5.3 List of proposed personnel to be involved with this project, their education and experience related to the requested services, and the name of the individual who would be the Borough's primary contact during the project.

5.4 Staff availability, considering the current and planned workload of the consultant.

5.5 Specialized experience with similar projects.

5.6 Past record of performance performing lobbying services in rural and Northwest Alaska.

5.7 Proposed methodology for providing lobbying services.

5.8 Overview of service and communication proposal.

5.9 A minimum of two (2) references. List contact name, address, phone number, fax number, and email address for each reference. *The Borough reserves the right to investigate the references and the past performance of any applicant with respect to its successful performance of similar services, compliance with specifications and contractual obligations, completion of prior projects on time, and other factors related to the services under this RFP. The Borough shall not be limited to the references provided by the proposer*.

5.10 Include copy of Alaska business license.

5.11 Other Alaska organizations the contractor has provided lobbying services for within the last three years.