

REQUEST FOR PROPOSALS

FOR

PROFESSIONAL SERVICES – STATE LIAISON

Issued by the St. Louis Economic Development Partnership

Proposals Due By:

October 6, 2023, at 3:00 PM CST

St. Louis Economic Development Partnership

ATTN: Erika Castillo

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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 state-level governmental officials, agencies and elected representatives on behalf of the Partnership and its related entities (collectively, the “Partnership”), as more fully described herein (the “Services”).

The Partnership issues this Request for Proposals (“RFP”) for a firm to provide the Services.

Scope of Services

The selected respondent shall provide, at a minimum, the following Services:

1. Establish and maintain a working relationship with state-level government agencies, officials, and elected representatives and their staff on behalf of the Partnership.
2. Represent the Partnership in negotiations with state-level agencies, officials, and elected representatives and their staff regarding proposed legislation, desired funding, and other projects as outlined by the CEO of the Partnership or his or her designee.
3. At the direction of the Partnership, arrange for testimony at committee hearings or submission of written comments, promote the relevant legislative package or funding goals of the Partnership, respond to proposed legislation directly impacting such package or goals, and assist in the preparation of the same.
4. Assist the Partnership in the preparation of proposals for funding.
5. Consult with the CEO of the Partnership and designated staff members regarding the development of a legislative package and funding goals and development of a strategy maximizing the prospects for passage of such legislation and achievement of such goals.
6. Monitor all legislation affecting the Partnership.
7. At the request of the Partnership, conduct research into legislation, state programs, sources of funding, and other topics related to the interests of the Partnership.
8. Provide bi-weekly update call and written reports of legislation affecting the Partnership and/or detailing consultant’s activities on behalf of the Partnership as specified by the CEO of the Partnership or his or her designee.

9. Register or maintain registration, maintain all records, and file all reports, as required of consultant and the Partnership pursuant to all applicable laws.
10. At the request of the Partnership, make oral presentations to the Partnership's Board of Directors summarizing the results of consultant's activities on the Partnership'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.
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.
3. Proposed Fees/Expenses. Proposals shall clearly state all fees and expenses to be charged for performance of the Services:
 - a. If 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.
 - b. 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.
 - c. 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.

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;
2. Qualifications, expertise, and experience of the individuals assigned from the firm and of any sub-consultants;
3. Cost; and

4. 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.

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; and 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 **Friday, October 6, 2023, at 3:00 PM CST. Proposals received after the deadline identified above will not be considered.**

Schedule

RFP Newspaper Advertisement	Thursday, September 14, 2023
Questions Submitted by	Friday, September 22, 2023
Questions Answered	Friday, September 29, 2023
Submission of Proposals by	Friday, October 6, 2023

Questions about this RFP should be sent by email to ecastillo@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 ecastillo@stlpartnership.com.

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