

APPENDIX B – PROPOSAL FORM
RFP 101802 GOVERNMENT RELATIONS CONSULTING SERVICES

COMPANY INFORMATION:

COMPANY NAME: _____

BUSINESS ADDRESS: _____

CITY, STATE, ZIP CODE: _____

TELEPHONE: _____

FAX: _____

EMAIL OF CONTACT: _____

QUOTATION OF RATES

Maximum score for criterion is: 20 Points

The Company shall provide a fixed monthly rate for the term of the Contract by completing the information below. The rate shall be all inclusive and shall include all work, profit, taxes, benefits, and all other overhead items, including photocopy and report preparation fees, if applicable. Travel and other related expenses must be approved in writing before any travel is booked or expensed. Travel will be paid in accordance with JEA's Travel Policy attached as Appendix B - JEA Contractor Travel Policy. There will be a "not to exceed" travel/expense budget added to the contract total specified by JEA.

Please note, the fixed monthly rate quoted by Company must be firm, and not an estimate. Any modifications, exceptions, or objections contained within the proposal form may subject the proposal to disqualification.

Retainer Fee \$ _____ X 24 = \$ _____
Monthly Rate Two (2) Year Total

EXPERIENCE OF LEAD CONSULTANT AND TEAM PROPOSED

Maximum Score for Criterion is: 35 Points

The Company shall provide the resumes of the Lead Consultants from the state office and the federal office for a total of two resumes. The Company may provide up to four additional resumes for personnel available to work on the JEA engagement. The two Lead Consultants shall be the same consultant who is identified for the minimum qualification reference checks. The two Lead Consultants resume will be scored separately and the remaining resumes will be scored together as a team depending on how many resumes the Company chooses to submit. There will be a non-subjective five points awarded for the Lead Consultants years of relevant experience, a subjective ten points awarded for the depth of experience by the Lead Consultants, and a subjective twenty points awarded for the depth of team experience for the balance of the resumes submitted.

At minimum, the resume(s) shall present the consultant's name, title, work location, years of service with the Company, years of relevant work experience, applicable professional registrations, education, and work experience. The resume must identify the experience of the professional in both State and Federal Government relations consulting. Each resume shall be no more than two pages in length, single sided, and on 8.5" by 11" sized paper. If the resumes contain more than two pages each, only the information contained on the first two pages will be evaluated by JEA.

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EXPERIENCE WORKING WITH MULTIPLE STATE AND FEDERAL AGENCIES WITH A FOCUS ON MUNICIPAL UTILITY ISSUES

Maximum Score for Criterion is: 20 Points

The Company shall describe experience working with multiple agencies and branches of government. Highlight experience working with municipal utilities and industry associations on behalf of its client base. Discuss the strengths, benefits and attributes of working with the team proposed for this scope of services. Discuss range of experience for utility clients with a focus on electric, water and wastewater utilities. Provide any other information that demonstrates your experience as a team working on related issues or for similar clients. This section should be limited to two pages.

Please use your own form for this section. The section is limited to a maximum of two (2) pages.

ABILITY TO DESIGN AN APPROACH AND WORK PLAN TO MEET SCOPE OF WORK REQUIREMENTS

Maximum Score for Criteria is: 25 Points

Describe in your own format the Company's or team's approach to provide the services described in the Scope of Work. Describe the approach to how your firm will manage the engagement. The description shall provide a comprehensive consulting services design approach and proposed work plan, and explain how the Company intends to manage the engagement and advance JEA's policy and advocacy strategies.

The work plan should include:

- The Company's approach to provide consistent and effective policy and strategy recommendations on issues that are important to JEA;
- A description of how the Company recommends interaction with JEA on issue and policy management;
- A description of the following:
 - Knowledge of relevant issues pertaining to electric, water and wastewater utilities at the state and federal level;
 - Ability to collaborate with business/industry groups and with various government agencies on issues, policy or legislation;
 - Approach to advocacy on JEA's behalf on such issues, and timely access to policy makers;
 - Approach to communications/coordination with JEA including issue identification, monitoring and reporting, and;
 - A demonstration that the firm possesses the knowledge and experience to deal with policy and processes, developing solutions, problem solving and funding opportunities.
- **Please use your own format for this section. The approach to consulting services is limited to a maximum of five (5) pages.**

____ (Initials) **I have read and understood the Sunshine Law/Public Records clauses contained within this solicitation. I understand that in the absence of a redacted copy my Proposal will be disclosed to the public "as-is".**

Company's Certification

By submitting this Proposal, the Proposer certifies that it has read and reviewed all of the documents pertaining to this RFP and agrees to abide by the terms and conditions set forth therein, that the person signing below is an authorized representative of the company, that the company is legally authorized to do business in the State of Florida, and that the company maintains in active status an appropriate license for the work. The company certifies that its recent, current, and projected workload will not interfere with the company's ability to Work in a professional, diligent and timely manner.

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The Proposer certifies, under penalty of perjury, that it holds all licenses, permits, certifications, insurances, bonds, and other credentials required by law, contract or practice to perform the Work. The Proposer also certifies that, upon the prospect of any change in the status of applicable licenses, permits, certifications, insurances, bonds or other credentials, the Company shall immediately notify JEA of status change.

We have received addenda _____ through _____

Signature of Authorize Officer of Company or Agent

Date

Printed Name & Title

Phone Number