Request for Proposal for State Lobbying Services
OVERVIEW

The Iowa Public Transit Association includes 35 public transit systems that provide local transit services in all of the state's 99 counties. Iowa's public transit system includes 19 urban and 16 regional systems. Transit systems work with human service agencies, and others, to provide coordinated service for transportation in their areas.

The mission of the Iowa Public Transit Association is to unify, advocate, and advance the interests of Iowa transit systems to influence and gain support from government agencies, legislators, and other entities.

It also is our mission to support the professional development and improvement of members and their systems by providing industry information, training, technical assistance and other opportunities for networking, collaboration, and sharing of ideas and best practices.

Timeline for Proposal

Below is a timeline for this RFP and expected due dates for proposal.

<table>
<thead>
<tr>
<th>Description</th>
<th>Date</th>
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<tbody>
<tr>
<td>Date Issued:</td>
<td>10/03/2016</td>
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<tr>
<td>Proposals Due:</td>
<td>10/26/2016 by 4:00 p.m. CST</td>
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<tr>
<td>Interview(s):</td>
<td>Week of November 14th – November 18th</td>
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<tr>
<td>Tentative Selection:</td>
<td>December 1, 2016</td>
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Section 1: Proposal Submittal Requirements:

All proposals are subject to the conditions specified herein. Proposals that do not comply with these conditions are subject to rejection. Proposing firms shall include the following information, at a minimum, in their proposal and shall organize their proposal in the same order as the items are listed below.

1.1. GENERAL REQUIREMENTS

The proposal shall:
- Contain concise written materials that enable the reviewer to clearly understand the Proposer's capabilities and approach to the project.
- Specifically describe the Proposer's role in relationship to its subcontractors and shall describe the interfaces with said subcontractors.
- Reflect a level of understanding of the work required.

1.2. GENERAL FORMAT

- Proposals shall be prepared on 8.5 x 11” paper.
Proposal shall be converted to PDF format.

1.3. COPIES

*Technical and Pricing Proposal*
- One (1) complete electronic copy.

1.4. SUBMITTAL

All proposals shall be submitted electronically to:
Carl Lingen
Executive Director
Iowa Public Transit Association
staff@iapublictransit.com

1.5 QUESTIONS

All questions concerning this RFP should be directed to:
Carl Lingen
Executive Director
Iowa Public Transit Association
521 E. Locust Street, Suite 202
Des Moines, Iowa 50309
staff@iapublictransit.com
(515) 471-1304

Section 2: Proposal Requirements and Scope

2.1 EXECUTIVE SUMMARY

An executive summary shall be submitted outlining a brief history of the organization and how the proposer shall deliver the scope of services outlined. The executive summary shall also contain the name, title, address, e-mail address, and telephone number(s) of an individual(s) with authority to bind the Proposer during the period in which IPTA is evaluating proposals.

2.2. FIRM AND STAFF QUALIFICATIONS

The proposal shall include a general description of the firm and its background as it relates to these services. Specific information regarding the firm and staff shall be submitted and include:

1) A brief description of the Proposer’s qualifications for furnishing the requested services, including the organization, size and years in business. This should also include the nature and scope of the firm's experience representing governmental agencies.

2) Experience – This section should contain a concise description of the proposer’s background and experience in providing the requested services to associations; and said services similar to those outlined in the Scope of Work, listing at least three agencies within the last three years. The information submitted should include:
   - Name, address, and telephone number of the responsible official of the organization
   - Dates services encompass
   - Services provided
   - The status of the contract
3) Summary of Key Personnel – this section should contain information of key personnel identified as being assigned to the IPTA contract. The response should feature all job experience over the past three years, and membership and certifications pertinent to providing the services as defined in the Scope of Work.

4) Identify any past (within last 3 years) or pending litigation against the Proposer alleging failure to perform in accordance with contractual obligations, and describe present status. If there is no such litigation, this must be explicitly stated.

Section 3: Technical Approach

3.1 STATE LOBBYING APPROACH

The following shall be included as a description of the proposed services to be provided by the Proposer under this contract:

1) A work plan that addresses each aspect of the Scope of Work as defined in this RFP.

Section 4: Pricing Proposal

4.1 PRICING PROPOSAL

Include a monthly retainer proposal for services rendered.

SCOPE OF WORK

General Information

As the trade association for statewide transit systems, IPTA wishes to secure the services of a qualified firm or individual that can provide necessary representation in regards to the following scope of services:

Services Required

- Report to and work closely with the Executive Director and the IPTA Board of Directors to identify and anticipate legislative issues which impact public transportation.

- Develop a State Legislative Agenda along with the Legislative Committee that addresses critical issues related to IPTA specifically, and public transportation generally.

- Meet as needed with IPTA to provide advice on prioritizing legislative goals.

- Personally meet with appropriate legislators and legislative staff members to advocate IPTA’s positions and to increase the awareness of and support for public transportation, and maximize opportunities to advance IPTA’s legislative agenda.

- Represent IPTA by responding to questions/concerns of legislators, regulators and their staff on public transit issues both during and after legislative session. This includes the preparation and presentation of IPTA positions before Legislative Committees, Annual Meeting and at least two Board of Director’s Meetings.

- Monitor the legislative process and alert IPTA’s Executive Director of legislative developments, including the introduction of legislation and scheduled hearings that could affect the association’s legislative agenda.

- Provide regular progress reports to the IPTA, Executive Director. Further, provide additional communication directly to these same parties as new and timely issues arise that may be acted on in a prompt manner.
• Coordinate one legislative day at the capitol and assist with setting up meetings with key leadership.

• Complete required lobbyist reports on behalf of the association.

**IPTA Responsibility**

IPTA will be responsible for providing direction to the consultant. Formal and informal communication following the contract award shall be directed to the Executive Director.

**Progress Reports**

The selected consultant shall deliver an email or verbal progress update to the Executive Director at least once bi-weekly while legislators are in session. A monthly written report shall be submitted with the monthly invoices, which should discuss the progress of the work and any obstacles to performance of the work and shall indicate the estimated completion date for the work.

**Terms of Payment**

The selected consultant will be paid during the contract period on a monthly basis after the work has been performed. IPTA anticipates awarding a contract based on a fixed monthly fee for services rendered for a one-year term.

**NOTICES**

**Proposal Acceptance, Rejection and Postponement**

IPTA reserves the right to postpone, accept, or reject any and all proposals in whole or in part, on such basis as the IPTA Board of Director’s deems to be in its best interest to do so.

Any person, firm, corporation, Joint Venture/partnership, or other interested party that has been compensated by IPTA or a consultant engaged by IPTA for assistance in preparing the RFP Documents and/or estimate shall be considered to have gained an unfair competitive advantage in proposing and shall be precluded from submitting a Proposal in response to the RFP.

**Late Proposal or Withdrawal of Proposal**

- Any proposal received at IPTA offices designated in the solicitation after the time specified for receipt of proposals will not be considered and will be returned to the proposer unopened.

- A proposal may be withdrawn in person by the proposer or their authorized representative, provided their identity is made known and a receipt is signed for the proposal, and only if the withdrawal is made prior to the time specified for receipt of proposals.

**Legal Requirements**

Federal, state, county and local laws and ordinances, rules and regulations, in the state of Iowa, shall govern submittal and evaluation of proposals received and shall govern claims and disputes between Proposer(s) and IPTA by and through its officers, employees, authorized representatives, or any person, natural or otherwise. Lack of knowledge by Proposer is not a cognizable defense against legal effects.
Project Startup

The Contractor agrees to commence work on this Project immediately upon the signing of this Contract by both parties and the issuance of notice of intent to award from IPTA.

Prices, Terms and Payments

Firm prices shall be proposed and must include all ancillary costs as well as the following:

- Mistakes: Proposers are expected to examine the conditions, scope of work, proposal prices, extensions, specifications and all instructions pertaining to the request for proposal. Failure to do so will be at the Proposers risk.

- Invoicing and Payment: Charges rendered by consultant to IPTA shall be due and payable on terms of Net 30 days after proper and complete billing is received by IPTA.