
Haines Borough,
Alaska 99827

Request for Proposals for State Lobbying Services

Haines Borough, Alaska, is soliciting proposals to select a qualified firm or individual to provide lobbying services at the state level for Haines Borough for the purpose of influencing legislative or administrative actions as directed or requested by the Borough. The selected firm or individual will enter into a term contract for a period of one year with an option for an additional extension based upon a satisfactory review by the Mayor and Assembly of services provided and subject to available funding. The contract will also include a termination clause by either part with a 30-day notice. Information can be found on the Borough's website at www.hainesalaska.gov/rfps.

Inquiries and proposals should be directed to:

Borough Manager
Haines Borough
PO Box 1209
Haines Borough, AK
99827
(907) 766-2231; e-mail: clerk@haines.ak.us

A signed original copy of the proposal should be delivered to the office of the Borough Manager no later than 4:00 p.m., on December 11, 2015, at the address noted above.

About Haines Borough

The Haines Borough is a Home Rule Borough and has a Assembly/Manager form of government. The Borough is located approximately 60 miles north of Juneau, on the Upper Lynn Canal. The Borough is home to about 2,400 residents, and covers an area of about 2350 square miles. The community of Haines is a significant transshipment point due to its ice free deep water port and year round access to Canada, Interior Alaska and the continental US on the Haines and Alaska Highways.

Haines Borough monitors legislative, administrative, and regulatory actions of the State, especially those that could impact the community. The Borough submits annual requests for funding assistance to the Governor and Legislature for key infrastructure projects and actively promotes those projects. The Borough requires the services of a professional lobbyist to represent Haines Borough's interests at the state level and to provide professional advice to the Mayor, Assembly and Borough Manager regarding lobbying efforts. Borough officials know the importance of visiting the capitol to interact directly with legislators and others in state government.

Scope of Work

The Consultant will communicate directly or through consultant's agents with any appropriate public official for the purpose of influencing Legislative or Administrative action as directed or requested by the Borough, and in the best interests of the Borough.

In this regard, the Consultant shall:

- A. Receive guidelines for lobbying efforts from the Borough Assembly through the Manager and work within such guidelines to promote, advocate, support, modify, oppose, or delay any appropriate Legislative or Administrative action. Modifications to these guidelines may be made from time to time.
- B. Communicate with the Mayor and/or Assembly for the purpose of acquiring necessary available information, statistics, studies, and analyses to use as back-up and support material in support of Consultant's lobbying activities.

The Consultant will be called upon to arrange meetings and/or conferences, provide information and/or research, and provide such other services as required or convenient to enhance communication between the Borough and branches of the State Government.

The Consultant shall provide reports and professional advice regarding Consultant's lobbying efforts on behalf of the Borough. In this regard, the Consultant shall:

- A. Maintain regular contact through the Mayor and Manager on the status of pending legislation or capital projects and regularly promote the Borough's interests with appropriate legislators, agencies, and staff throughout the year, but especially during the legislative sessions.
- B. Provide written weekly reports, and such reports shall include, but shall not be limited to, contacts and progress made on behalf of the Borough, changes in the status of capital projects, legislation, and any anticipated problem areas of which the Consultant becomes aware.
- C. Travel to Haines Borough to meet with the Mayor, Assembly, and Borough staff once each year.
- D. Exercise best professional judgment in all matters relating to work for the Haines Borough and immediately report any position or action taken which involves an area of uncertainty or controversy.

Required Proposal Content

Proposals must include:

- Transmittal Letter
- Experience
- Proposed Fee
- References
- Ability to provide applicable insurance coverage

Submittal Requirements and Information

To be considered, all proposals must be delivered to the address below, on or before the deadline, and in the number of copies required.

Deadline – All proposals must be received no later than 4:00 p.m. on December 11, 2015.

Delivery instructions – e-mail, mail, or hand deliver in a sealed envelope to:

Borough Manager
Haines Borough
PO Box 1209 Haines
Borough, AK 99827
[e-mail: clerk@haines.ak.us](mailto:clerk@haines.ak.us)

Electronic and faxed proposals will be accepted.

Please mark the envelopes to identify the project: “RFP: State Lobbying Services”.

Required number of copies: Please provide one signed original copy.

The Haines Borough reserves the right to reject or accept any or all bids, to waive irregularities or informalities in the proposal, and to give particular attention to the qualifications of the proposer.

The Borough reserves the right to revise or clarify the RFP, respond to questions, and/or extend or shorten the due date of proposals.

The Borough retains the right to cancel the RFP process if it is in their best interest. Any cost incurred by proposers for the preparation and submittal of the proposal is the sole responsibility of the proposer.

A proposal may be corrected or withdrawn by a written request received prior to the deadline for receipt of proposals.

All proposals and other material submitted become Borough property and may be returned only at their option.

The Borough assumes no responsibility or liability for the transmission, delay, or delivery of proposals by either public or private carriers.

Any and all media announcements pertaining to this RFP require the Borough's prior written approval.

This RFP does not obligate the Borough or the selected proposer until a contract is signed and approved by all parties.

Evaluation and Selection Criteria

EVALUATION CRITERIA	RELATIVE WEIGHT
TRANSMITTAL LETTER	10%
REFERENCES	10%
PROPOSED RATES	20%
QUALIFICATIONS AND EXPERIENCE	40%
OVERALL QUALITY OF PROPOSAL	20%

A committee will review the submittals. A Borough employee will conduct reference checks.

Based on the committee evaluation, the Borough may select a short list of up to three individuals or firms for more in-depth evaluation or interviews.

The evaluation committee will recommend one finalist to the Assembly for final contract award.

The Borough intends to award a contract, subject to negotiation of a satisfactory agreement based upon the Borough standard professional services contract form, to the individual or firm which, in the Boroughs Assembly's sole judgment, is best suited to perform the services required.