

ST. LOUIS COUNTY ECONOMIC COUNCIL

REQUEST FOR PROPOSALS

FOR

PROFESSIONAL SERVICES – FEDERAL LIAISON

**Proposals Due:
5:00 p.m. CDT, December 1, 2010
St. Louis County Economic Council
121 S. Meramec, Suite 900
Clayton, Missouri 63105
Attn: Dennis G. Coleman, President and CEO
(314) 615-7663**

Introduction

The St. Louis County Economic Council (CEC) is a not-for-profit economic development organization responsible for creating high quality business and employment opportunities for long-term diversified growth throughout St. Louis County and the St. Louis region. The CEC is in need of the services of a liaison to federal-level government agencies, officials and elected representatives. The following outlines the requirements for proposals submitted for the performance of such services on the CEC's behalf.

Scope of Services

The selected proponent shall provide the following services:

1. Establish and maintain a working relationship with federal-level government agencies, officials and elected representatives and their staffs on behalf of CEC.
2. Represent CEC in negotiations with federal-level agencies, officials and elected representatives and their staffs regarding proposed legislation or desired funding as outlined by the President/CEO of CEC or his designee.
3. Arrange with CEC for testimony at committee hearings, or submission of written comments, to promote the legislative package or funding goals of CEC, or to respond to proposed legislation directly impacting such package or goals, and assist in the preparation of same.
4. Assist CEC in the preparation of proposals for funding.
5. Consult with the President/CEO of CEC and designated staff members regarding the development of a legislative package and federal 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 CEC.
7. At the request of CEC, conduct research into legislation, federal programs, sources of funding and other topics related to the interests of the CEC.
8. Provide regular verbal or written reports of legislation affecting CEC and/or detailing consultant's activities on behalf of CEC as specified by the President/CEO of CEC or his or her designee.

9. Register or maintain registration, maintain all records and file all reports, as required of consultant pursuant to federal laws.
10. At the request of CEC, make oral presentations to CEC's Board of Directors following completion of the initial contract term and each renewal term summarizing the results of consultant's activities on CEC's behalf during each such term.

Selection Criteria

Selection of a proponent will be made on the basis of the following criteria, listed in descending order of importance:

1. Experience and qualifications of the person(s) to be assigned primary responsibility for providing the services.
2. Ability to act quickly, as required by CEC.
3. Price.

The CEC encourages submission of proposals from minority and women owned firms. The CEC does not discriminate on the basis of race, color, religion, creed, sex, sexual orientation, age, ancestry, or national origin in consideration of this award. Equal Opportunity Employer.

Compensation

Proposals shall clearly state all fees and expenses to be charged for performance of services throughout the term of the contract.

Contract Term

The contract term is one year, with two successive options to renew for terms of one year each.

Additional Proposal Contents

In addition to identification of the fee to be charged for services, proposals must identify and include a resume of the person(s) who will be assigned primary responsibility for the performance of services for CEC. Proponent shall include a list of all clients serviced by proponent in a similar capacity in the previous two years. Samples of reports provided to other clients (details identifying the clients may be deleted) to which the proponent provided services similar to those called for herein would also be helpful. Examples of successes achieved for past/present clients relating to the aforementioned scope of services are requested.

Submission of Proposals

In addition to the proposal submission requirements specified in the Request for Proposals, the following requirements apply to all proposals:

1. All proposals must be signed in ink by a person with authority to sign on behalf of the proponent.
2. The fee must be expressed in words and figures.
3. Any changes or erasures on the proposal shall be initialed by a person with authority to sign on behalf of the proponent.

Terms and Conditions

1. CEC reserves the right to reject any and all proposals submitted. Additionally, any and all RFP project elements, requirements and schedules are subject to change and modification. CEC 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 respondents, to waive any defects as to form or content of the RFP or any responses by any firm, and to negotiate with any proponent if and when, in CEC's discretion, CEC deems that to be in its best interest.
2. This RFP does not commit the CEC to award a contract, to defray any costs incurred in the preparation of a response to this request, or to procure or contract for services. All submitted RFPs become the property of the CEC 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 proponent agrees for itself, its successors and assigns, to hold the CEC and 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 proponent, 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 proponent or negotiating or executing an agreement incorporating the commitments of the selected proponent.
4. Proposals shall be open and valid for a period of 60 days from the date of their submission to the CEC.

Summary of Submission Requirements

All submittals shall be received at the following address no later than 5:00 p.m. (CDT), December 1 2010:

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Submittals which arrive after the deadline, for any reason, may disqualify the firm.