

REQUEST FOR LEGISLATIVE CONSULTANT SERVICES

The Florida Developmental Disabilities Council, Inc. is seeking a legislative consultant to provide legislative education and advocacy services as may be needed by the Council. The Florida Developmental Disabilities Council, Inc., hereinafter referred to as the "Council", is a not-for-profit corporation that is the designated agency for the state of Florida's funding under the Developmental Disabilities Assistance and Bill of Rights Act of 2000 (P.L. 106-402), pursuant to s. 393.002, F.S. In accordance with P.L. 106-402, the Council receives federal funding for the purpose of engaging in advocacy, capacity building, and systemic change activities that will enable individuals with developmental disabilities and their families to participate in the design of and have access to needed community services, individualized supports, and other forms of assistance that promote self-determination, independence, productivity, and integration and inclusion in all facets of community life.

Proposals are being sought for the provision of legislative education and advocacy services for the Council. Attached is information relating to minimum specifications of services, data to be included in the proposal, and the evaluation process. All costs incurred in the preparation of a proposal responding to this Request for Legislative Consultant Services will be the responsibility of the firm or individual and will not be reimbursed by the Council.

Sealed Proposals will be accepted until 2:00 PM EST Thursday, November 12, 2009, at the Florida Developmental Disabilities Council's office in Tallahassee, Florida. Proposals should be mailed or delivered to:

Lisa Taylor
Director of Finance
Florida Developmental Disabilities Council, Inc.
124 Marriott Drive, Suite 203
Tallahassee, Florida 32301-2981

Those submitting sealed proposals must indicate on the outside of the envelope in the lower left-hand corner that it is a sealed proposal for Legislative Consultant Services and the name of the firm/individual submitting the proposal. It is the responsibility of the firm/individual to insure that the proposal is received by the Council by the date and time specified above.

Questions regarding the requirements of the Request for Legislative Consultant Services or necessary information for the proposals may be mailed to Lisa Taylor at the address above or e-faxed to 850-922-6702 and must be received by 4:00 PM EST October 19, 2009. Responses to all requirement and proposal questions will be mailed to all legislative firms or individuals that have submitted a letter notifying the Council of their intent in submitting a proposal. Letters of intent to submit a proposal must be received at the Council by 4:00 PM EST October 19, 2009 in order for the legislative firm/individual to receive a response to the questions. Questions regarding the procedures may be directed to Lisa Taylor at 850-488-4180.

I. SPECIFIC REQUIREMENTS

1. Florida Developmental Disabilities Council, Inc. reserves the right to reject any and all proposals received or to waive minor irregularities when to do so would be in the best interest of FDDC.
2. Only proposals received at the location described and in the time frame given will be considered.
3. An original and 10 copies of the proposal must be contained in the sealed proposal submitted to the Council.
4. It is expected that a decision selecting the successful legislative firm/Consultant will be made within four (4) weeks of the closing date from the receipt of proposals. Upon conclusion of final negotiations with the successful legislative consultant, all firms/individuals submitting proposals in response to the Request for Legislative Consultative Services will be informed, in writing or by our post on our website of the name of the successful legislative consultant.
5. Legislative Consultant firms must provide for a lead consultant who will be responsible for providing a majority of the legislative education and advocacy services and assistance to the council.
6. Legislative consultant firms and individuals submitting a proposal must have an office in Tallahassee. Proposals received that do not identify a Tallahassee office will not be considered.
7. The Council will require the legislative consultant firm/individual to provide the following legislative education and advocacy services and assistance upon request:
 - a. The provider will provide general legislative education and advocacy services as necessary for the proper advancement of the Council's legislative issues for the 2011 session and in preparation for the 2011 session. The provider will have primary responsibility for a minimum of two substantive legislative issues and two appropriation issues for the 2011 session, and in preparation for the 2011 session. The legislative and appropriation issues for which the provider will have primary responsibility will be determined based on discussions with the Council's Public Policy Coordinator and will be approved by the Executive Director. The Council's Public Policy Coordinator will have primary responsibility for the remaining Council legislative priorities.
 - b. The general legislative education and advocacy services to be provided by the provider for the identified legislative issues will include the following: educating legislators, their staff and committee staff; advocating for bills and amendments with appropriate legislators, their staff, and committee staff; preparing bills and amendments; securing sponsors and, if necessary, co-sponsors for prepared bills and amendments; monitoring bills, amendments, and appropriation issues; ensuring that House and Senate requirements relative to bills and amendments prepared by the provider are met; developing a list of key legislators to support identified legislative issues; and undertaking the appropriate education and advocacy strategies that would advance

the identified legislative issues. Payment under this contract is not contingent upon the success or failure of the identified legislative issues.

- c. The provider will assist the Council's Public Policy Coordinator with the remaining council legislative priorities that are not the primary responsibility of the provider with advice in developing legislative strategy and with contacts as necessary for the Council's legislative issues.
 - d. The provider will provide advice, guidance, and assistance to the Council in the development and adoption of positions on new issues that may emerge during the 2011 session and modification of existing legislative issues.
 - e. The provider will provide general legislative, education and advocacy services on legislative issues the Council intends to pursue for the 2011 session of the Florida Legislature.
 - f. The provider will assist with the Council's DD Awareness Day scheduled for 2011 including assisting with the planning, presenting the status of identified legislative issues and training on suggested strategies for legislative advocacy at the 2011 pre-DD Awareness Day orientation/meeting, and preparing talking point sheets for each of the identified legislative issues.
 - g. The provider will collaborate with key stakeholders for identified Council legislative issues.
 - h. The provider will collaborate with the Public Policy Coordinator on all actions taken and to be taken during the 2011 session, including meeting with the Public Policy Coordinator at least twice weekly during the session and monthly during non-session months.
 - i. The provider will brief the Executive Director and Public Policy Coordinator on the status of the identified council issues and the activities taken and planned at least monthly prior to the 2011 session and at least weekly during the 2011 session.
 - j. The provider will assist with the planning and presentation of the 2011 legislative awards.
 - k. The provider assumes full responsibility for preparation and timely submission of reports by the Joint Office on Lobby Registration of the Florida Legislature, or other similarly required offices.
 - l. It is understood that the provider may also provide legislative education and advocacy services for other clients during the term of this agreement. The provider, however, will not undertake any responsibilities or engage in any activities that conflict with the interests of the Council or this contract. The provider will disclose to the Council in writing any situation that may reasonably present a conflict of interest. The Council and the provider will attempt to resolve any perceived or apparent conflicts of interest. If no agreement can be achieved regarding the conflict of interest, the provider agrees not to enter into any other contracts that conflict with the legislative issues and advocacy activities of interest to the Council
8. The legislative education and advocacy services will be provided as requested by the Council. The Florida Developmental Disabilities Council, Inc. will require the legislative consultant to be available as needed by the council, whether by phone or in-person, at the Council office or another site in Tallahassee.

9. The Florida Developmental Disabilities Council, Inc., will require that no conflict exists between the Council and other clients which the legislative consultant firm/individual represents. An example of a conflict that is not permissible is a conflict between the Council and another client on an identified issue.
10. The Florida Developmental Disabilities Council will execute a twelve (12) month contract with the selected firm or individual. Payment to the legislative consultant firm or individual for services provided will be made on a quarterly deliverable basis for the legislative education and advocacy services provided during the quarter based on the agreed upon rate. The rate quoted in your proposal and included in your contract will be the maximum paid unless both parties complete an amendment to the contract. The council may approve up to two continuation contracts for two subsequent contract periods.

II. INFORMATION TO BE INCLUDED IN PROPOSAL

In order to simplify the review process and to obtain the maximum degree of comparability, the proposals should include the following items and be organized in the manner specified below.

A. Letter of Transmittal

A letter of transmittal briefly outlining the individual/firm's understanding of the work and general information regarding the firm and individuals to be involved which is limited to a maximum of two pages. The letter should clearly identify the local address of the office of the firm to be performing the work, the telephone number, and the name of the contact person.

B. Table of Contents

Include a table of contents that identifies the material by section, page number, and a reference to the information to be contained in the proposal.

C. Qualifications

1. Describe the extent of experience with provision of similar legislative education and advocacy services to a not-for-profit organization to which the proposal relates.
2. Describe the extent of experience with the provision of legislative education and advocacy services relative to developmental disabilities issues.
3. Describe the extent of experience in the area of disability legislation and related statutes
4. Describe the success of previous legislative education and advocacy services.
5. Include resumes of the legislative consultant who would be responsible for providing a majority of the legislative education and advocacy services and any other advocates who would be assigned to perform the legislative consultant services. The resumes should include:
 - a. The amount and type of experience the legislative consultant has in working with the legislature.
 - b. A summary of the legislative consultant's provision of similar legislative education and advocacy services to a not-for-profit organization.

- c. A summary of the legislative consultant's experience in the area of issues pertinent to individuals with developmental disabilities.
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- 6. Describe the firm's policy on notification to clients of changes in key personnel.
 - 7. Include five client references (and their phone numbers) to which similar services were provided. Three of these references need to be specific to the legislative consultant who would be assigned to perform the legislative education and advocacy services of the Council. The remaining two references need to pertain to the firm, if applicable.

8. Identify any situation that reasonably presents a conflict of interest.

D. Scope of Services and Proposed Project Schedule

Briefly describe the legislative consultant's understanding of the scope of services to be provided and the proposal for the provision of the services.

E. Rate of Payment

1. Provide the proposed payment rate for provision of the designated legislative education and advocacy services. Payment rate should be provided in quarterly amounts based on the work Performed during the quarter.
2. Provide a budget which reflects the costs associated with the payment rate. All costs to be reimbursed by the council must be included in the budget payment rate. Please see the specific budget requirements in Attachment 1.

III. EVALUATION

The selected candidate will be identified based upon the evaluation of the proposals in the following areas. Therefore, it is important that the proposal be responsive to information requested.

FACTORS

1. Qualifications and Background

- a. Extent of experience of the individual, firm, lead legislative consultant, and other assigned legislative consultants in provision of similar legislative education and advocacy services to not-for-profit and or human services organizations.
- b. Extent of experience of the individual, firm, lead legislative consultant, and other assigned consultants in the understanding of disability issues and legislation.
- c. Qualifications of the legislative consultant, lead legislative consultant and other assigned consultants to perform the requested legislative education and advocacy services.
- d. Background of the legislative consultant, firm, lead legislative consultant and other assigned staff.
- e. Conflicts that exists between the Council and other clients served by the legislative consultant/firm.
- f. Understanding of the scope of work and extent to which the proposed work will meet the needs of the council.

3. Fees: The rate of payment proposed for provision of requested services.

REVIEW PROCESS

The Council may, at its discretion, request presentations by or a meeting with any or all firms/individuals, to clarify or negotiate modifications to the individual/firm's proposal. However, the Council reserves the right to make an award without further discussions of the proposals submitted. Therefore, proposals

should be submitted initially on the most favorable terms, from both technical and price standpoints, that the firm can propose.

The selected candidate will be identified based upon an evaluation of the proposals in the identified areas by a review team comprised of members of the council.

Attachment 1

Match Requirements

A Match requirement is required in each proposal of not less than 33% of the total project costs, to be finalized as part of the negotiations process. Grantees must match \$1 for every \$3 requested to reach a 33% match of the total approved cost of the project. Documentation of 33% match of project expenses must be maintained. The match requirement may be satisfied by values placed on in-kind contributions or through grantee-incurred costs, or by a combination of the two. Not more than 50% of said Match requirement shall be "In Kind" match and not more than 5% of said Match requirement shall be volunteer time of individuals who are not grantee employees. Costs paid by other federal grants may not be used for match. The match must fund activities directly related to the project. Indirect cost is calculated on and cannot exceed ten percent (10%) of total salary and fringe benefits. *Note: To calculate the match share for the 33% required match, divide the amount of your request by three. Then, to calculate the total grant amount, combine the one-third figure with the dollars requested. (i.e., funds requested \$10,000 divide by 3 = match amount of \$3,333.33. $\$10,000 + \$3,333.33 = \text{total project cost of } \$13,333.33$)*

Funding Source

This project is funded through appropriation # 75-10-1536 and from the U.S. Department of Health & Human Services, Administration on Developmental Disabilities, through FDDC. Catalog of Federal Domestic Assistance (CFDA) # 93.630.

Allowable Costs

The following Office of Management and Budget Circulars are used as guidelines to determine allowable costs depending on the organizational structure of the entity submitting a proposal: (1) A-21 Cost Principles for Educational Institutions, (2) A-87 Cost Principles for State, Local and Indian Tribal Governments, and (3) A-122, Cost Principles for Non-Profit Organizations. Allowable costs pertaining to this RFP include costs such as:

1. Personnel salaries and benefits
2. Travel in accordance with Florida Statutes, regulations, and FDDC Policies
3. Other direct costs such as supplies, postage, copying, telephone, educational materials, etc.
4. Indirect cost is calculated on and cannot exceed ten percent (10%) of total salary and fringe benefits

All contractual costs will be negotiated with the FDDC contract manager and must be approved prior to contract execution.

Non-Allowable Costs In addition to the following list, see applicable cost principles as noted in the Allowable Costs section above for additional unallowable costs:

1. Cash award to employees or ceremony expenditures
2. Penalty on borrowed funds or statutory violations or penalty for late/nonpayment of taxes
3. Out of state travel
4. Organizational affiliations, fund raising, and public relations
5. Deferred payments to employees as a fringe benefit package
6. Severance pay and unearned leave
7. Purchase of equipment or furniture
8. Staff overtime pay
9. Supplanting of local, state, or federal funds
10. Acquisition of real property, building construction, alterations, renovations, or other capital improvements
11. Purchase of medical care or social services

Budget and Budget Narrative

Offerors will include in this section a proposed line item budget accompanied by a detailed budget narrative on a separate sheet of paper. The budget narrative must explain and justify each entry on the line item budget sheet.