

SECTION A. NOTICE TO BIDDERS

RFP Name: State Lobbying Services
RFP No.: 2024-24
Proposals Due: 11:00 AM, September 27, 2024

A1. SOLICITATION OVERVIEW

The Town of Miami Lakes, Florida, ("Town") is accepting sealed Proposals from qualified firms to provide State Lobbying Services ("Services"). See Exhibit A, Contract 2024-24, Section B for a full scope of services and additional specifications. Proposals must be submitted in the form of one (1) original and five (5) copies and one flash drive for each component of the Response. Proposers must submit a Technical component and a Price component in separate sealed packages for a complete Proposal. All Proposals must be received by the Town Clerk at 6601 Main Street, Miami Lakes, Florida 33014, **by no later than 11:00 AM, September 27, 2024**, at which time the technical component of each Proposal will be opened. The Price component will be opened at the Evaluation Committee meeting immediately following the evaluation of the Technical component.

Copies of the RFP will only be made available on the Public Purchase and the Onvia DemandStar ("DemandStar") website. Copies of the RFP, including all related documents can be obtained by visiting the Town's website at www.miamilakes-fl.gov, under Current Solicitations on the Procurement Department page, on Public Purchase's website at www.publicpurchase.com, or at DemandStar's website at www.demandstar.com. If you use Public Purchase or DemandStar it is strongly recommended that you register with them to receive notifications pertaining to this solicitation.

A2. MINIMUM REQUIREMENTS TO SUBMIT A RESPONSE:

To be eligible for award, Proposers must:

1. Have at least five (5) years of direct experience providing State representation on issues and objectives common to municipal clients similar in governance to the Town of Miami Lakes or have served as a State Representative;
2. Provide at least three (3) client references demonstrating the successful completion of at least three (3) lobbying services contracts within the last five (5) years, including at least one (1) client represented within Miami-Dade County and Broward County **and one (1) client represented outside of Miami-Dade County and Broward County**; and
3. Have no professional and/or ethical conflict with the Town's interests.

The Town will consider a Proposer as responsive where a Proposer has less than the stipulated minimum number of years of experience solely where the Proposer has undergone a name change and such change of name has been filed with the State of Florida or where the Proposer was a subsidiary of a larger firm and the Proposer's firm has been merged into the larger firm. Proposer must include documentation substantiating such name change as part of its Proposal for the Town to consider crediting the years of experience from the Proposer under its previous name. Failure to include such documentation with the Response will result in a determination of non-responsive.

The Proposer may consist of a single individual, one firm, or group of more than one firm ("Team") who have entered into a Teaming Agreement. The lead firm in a Team must meet the minimum requirement of five (5) years of direct experience providing State representation on issues and common objectives common to municipal clients similar in governance to the Town.

A1. CONE OF SILENCE:

Pursuant to subsection (t) "Cone of Silence" of Section 2-11.1 "Conflict of Interest and Code of Ethics Ordinance" of Miami Dade County, public notice is hereby given that a "Cone of Silence" is imposed concerning this solicitation. The "Cone of Silence" prohibits certain communications concerning the substance of RFP's, RFQ's or Bids, until such time as the Town Manager makes a written recommendation to the Town Council concerning the solicitation. **Any questions concerning the substance of this or any other solicitation advertised by the Town must be submitted in writing to procurement@miamilakes-fl.gov while the Cone of Silence is in effect. No other communications, oral or otherwise, will be accepted.** Failure to comply with the Cone of Silence may result in the rejection of a Proposal. For additional information concerning the Cone of Silence please refer to Section 2-11.1 of Miami-Dade County Code.