



**REQUEST FOR PROPOSALS  
FOR  
LOBBYIST**

**SNHD-9-RFP-16-007**

**January 15, 2016**

**280 S. DECATUR BLVD  
LAS VEGAS, NEVADA 89107**

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## SECTION I – INTRODUCTION

A. **Purpose:** The Southern Nevada Health District (Health District) is requesting Proposals for government affairs consultant services from qualified individuals or firms with experience in providing state level legislative lobbying services to governmental entities in Nevada.

B. **Entity Information:**

Health District is one of the largest local public health organizations in the United States. It serves a population of over 2 million residents, which represents 70 percent of Nevada's total population. Health District is also charged with safeguarding the public health of the 40 million visitors that come through Las Vegas each year. Health District began operations in 1962 as the Clark County Health District following statutory authorization from the Nevada State Legislature to consolidate the county health department and the health departments of several surrounding cities.

The Southern Nevada District Board of Health (the "Board") is the governing body of Health District within Clark County, Nevada. As Health District's governing body, the Board is vested with jurisdiction over all public health matters within Clark County, Nevada.

C. **Anticipated Contract Term and Conditions:**

1. The resulting agreement(s) will be subject to the availability of funding and shall be terminated immediately if for any reason State and/or Federal funding ability, or private grant funding ability, budgeted to satisfy this Request for Proposals (RFP) and/or Agreement is withdrawn, limited, or impaired.
2. The Health District does not guarantee to award a contract under this RFP.
3. A two-year contract term is contemplated, with the option to renew for additional terms, subject to availability of funds.

## SECTION II: SCOPE OF SERVICES

Health District is seeking a consultant to assist in developing and pursuing its legislative priorities. Assistance will include preparing information for legislators, drafting legislation and amendments, preparing and presenting testimony, and preparing applicable reports and updates. The selected consultant will report directly to the chief health officer or his designee.

The consultant shall also provide the following services:

- Assist the Health District in preparing for Legislative Sessions.
- Represent Health District interests with any legislative standing or interim study committees before with public health matters are raised and report on key developments related to Health District concerns.
- Provide coverage, lobbying, and representation of the District on legislative, regulatory, or political issues occurring during interim Legislative sessions.
- Attend meetings in person or by phone with the Health District as necessary to keep it informed of political, legislative, or regulatory developments and provide strategic advice to assist the Health District in developing and implementing appropriate strategies.
- Send updated lists and commentary of introduced bill draft requests and introduced bills that are aligned with Health District's legislative priorities and/or are of interest, relevant, and/or will have an impact to Health District programs, strategic plan and/or budget.
- Actively communicate and provide real-time updates as needed during the legislative session on information gathered from meetings, hearings and/or discussions of relevance to priority legislation that will impact Health District programs, strategic plan, and/or budget.
- Act as a liaison on behalf of Health District with the Nevada State Legislature at key committee meetings, sub-committee meetings, legislative events and special interest meetings related to legislative activities.
- Assist Health District in interpreting legislation and filing comments as appropriate.
- Arrange and prepare for presentations of testimony during legislative committee meetings to be given by the consultant or by Health District subject matter experts as appropriate.
- Review proposed legislation and advise the Chief Health Officer or designee on issues that may impact Health District policies, programs, or success at fulfilling its public health mission, current mandates, or goals.
- Collaborate with staff to develop and implement legislative strategies to further identified public health goals.
- Communicate Health District's positions and policies to appropriate legislators and other key stakeholders.

- Identify key legislators to sponsor bills or champion issues of importance to Health District.
- Produce issue papers, talking points and fact sheets for educating legislative members and stakeholders on key public health issues.
- Identify potential funding opportunities.
- Track legislation pertinent to the health district, provide reports on an agreed upon schedule, including hearings attended, testimony provided, etc.
- Arrange meetings with Nevada Senate and Assembly delegations as appropriate.
- Similarly, arrange meetings with local elected officials and with federal elected officials.
- Coordinate with stakeholders and/or Health District partners on legislative issues to further public health legislative goals and priorities.
- Prepare a detailed end of session report and analysis within 30 days of the end of each legislative session.
- Produce specific memoranda analyzing bills of special interest, amendments proposed, or other key issues important to District interests.
- Ensure continuous presence in Carson City during 2017 Legislative Session.
- Ensure a continuous presence in Carson City during interim legislative sessions.
- Ensure continuous monitoring of any legislative developments or initiatives during non-session periods.

## SECTION III – TIME TABLE AND PROVISIONS

A. **Release Date of the Request for Proposals:** January 15, 2016

B. **Designated Contacts/Questions:**

Questions about this RFP may be e-mailed to the Health District authorized agency contact persons e-mail addresses as listed below:

**Health District Contact Persons:** Loni Benard and Gabi Montaldo

**Question/Clarification Deadline:**

**Date:** February 5, 2016

**Time:** 4:00 p.m.

**E-Mail Address:** [benard@snhdmail.org](mailto:benard@snhdmail.org) or [montaldo@snhdmail.org](mailto:montaldo@snhdmail.org)

Answers to all questions asked will be available on the Health District's website at <http://www.southernnevadahealthdistrict.org/public-notice.phpp>. A list of questions and answers will also be sent to everyone who officially requested a copy of the RFP.

**Contact with Health District During The RFP Process:** Communication with any other person other than the designated contacts concerning the selection or award of this contract is prohibited from the time the Request for Proposal is advertised to the time of the award. Questions concerning the Request for Proposal shall be directed **only** to the designated contacts. All questions that are asked will be posted on Health District's web site under Public Notices. **Failure of a PROPOSER, or any of its representatives, to comply with this paragraph will result in their proposal being rejected.**

C. **Proposal due Date, Time and Location:**

**Date:** February 12, 2016

**Time:** 4:00 pm

**Submittal:** Submit your proposal in a sealed envelope clearly marked: "SNHD-9-RFP-16-007, Lobbyist" and mail to:

Southern Nevada Health District  
Material Management Supervisor  
P.O. Box 3902  
Las Vegas, NV 89127

**If Hand-Carried.** (Monday through Friday, 8:00 AM to 4:00 PM) 280 S. Decatur Blvd, Las Vegas, NV 89107. Please call 702.759.1645 or 702.759.1244 from the lobby.

**If E-Mailed.** You may e-mail your proposal in Adobe by the due date to [benard@snhdmail.org](mailto:benard@snhdmail.org) and [Montaldo@snhdmail.org](mailto:Montaldo@snhdmail.org). Include the RFP number in the subject line.

Faxed proposals will not be accepted.

E. **Late Proposals:** Proposals received and/or date stamped after the Proposal Due Date and Time are late and will not be considered by the Health District. Proposals must be received in the Health District Administration Office by the Due Date and Time stated above. Proposals received after that date and time will be rejected and will not be considered. Upon request the Health District will return unopened, late-received Proposals at the requester's expense. Proposer is responsible for ensuring third party deliveries conform to the delivery requirements set forth in this RFP.

F. **Receipt and Opening of Proposals:**

1. Proposals received prior to the advertised hour of opening will be time stamped and kept securely sealed. Time of receipt will be determined by the procurement office time stamp. Proposals received after the specified date and time of proposal opening are late. Late hand-carried proposals shall not be accepted. Proposals received by other methods shall remain unopened in the proposal file.
2. No responsibility will attach to the Health District or its representatives for the premature opening of, or the failure to open, a proposal not properly addressed and identified.
3. The proposal acceptance period shall extend for a period of ninety (90) calendar days from the date of proposal opening for the purpose of proposal evaluation and award unless otherwise stated elsewhere in this solicitation.

G. **Costs Incurred By Proposers:** All costs incurred by the proposers in the preparation of a proposal responding to the RFP will be the responsibility of the proposer and will not be reimbursed by Health District.

H. **General Health District Reservations:**

In the event it becomes necessary to clarify or revise the RFP, such clarification or revision will be by addenda. Any addenda to the RFP will become a part of the RFP. Such addenda will be posted on the Health District's website at: <http://www.southernnevadahealthdistrict.org/public-notices.php>. It is the proposer's sole responsibility to be knowledgeable of all addenda related to this RFP. Proposers should, therefore, monitor Health District's website for issuance of addenda.

Health District reserves the right to reject any and/or all proposals received in response to this RFP. Health District further reserves the right to make such investigations, as it deems necessary as to the qualifications of any and/or all proposals submitted in response to this RFP. In the event all proposals are rejected, or if the Health District, at any time, deems the number of qualified proposals to be insufficient to meet its potential needs, Health District reserves the right to re-solicit proposals.

I. **Public Records:** Pursuant to NRS 239.010, information or documents, including this RFQ and the responses received, may be open to public inspection and copying. Health District will have a duty to disclose unless a particular record is made confidential by law or a common law balancing of interests. Each proposer shall denote and clearly indicate any information believed to be proprietary that is submitted as part of the RFQ response.

J. **Withdrawal, Return, and Resubmission/Modification of Responses:**

A proposer may withdraw all or a portion of its submitted response to this RFP at any time by notifying Health District in writing of its withdrawal. Withdrawal of a response will not prejudice the proposer's right to submit a new, timely response.

Oral modifications of any RFP submission will not be considered.

Materials submitted in response to the RFP become the property of Health District and may be returned only at Health District's option and at the expense of the submitting proposer.



## SECTION IV. REQUIREMENTS

### A. Eligibility To Submit Qualifications:

Proposals will be accepted only from proposers that meet the following qualifications:

- Must be a resident of the State of Nevada.
- Be qualified to conduct business in the State of Nevada and, by the time the Agreement referenced herein is executed, hold a valid Nevada business license.
- Disclose any relationships that may be considered a conflict of interest or may raise a conflict of interest.
- Have prior experience lobbying the State of Nevada preferably for government agencies similar to Health District.
- In addition to the above, a proposer shall not be a current employee of the State, or any political subdivision of the State, or any entity which is permitted or regulated pursuant to Health District regulations.

### B. Qualification Organization and Submission Format:

To be eligible for evaluation, the proposal must adhere strictly to the format set forth below. The RFP response must be submitted in a standard 8-1/2" x 11" format for ease of review and reproduction. Each of the required sections identified must be addressed and specifically labeled. The content and sequence of the proposal will be as follows:

<u>Section</u>	<u>Title</u>
1	Cover Letter
2	Description of qualifications
3	Description of coalition building experience.
4	List of current clients
5	List of references
6	Conflict of Interest Disclosure Form

#### 1. Cover Letter

The proposal shall consist of a letter identifying the subject of the request for proposal, the proposer's name, address, telephone number, e-mail address, and website, if available. The letter should include a concise, yet sufficiently detailed statement of interest identifying why the proposer is interested in working with Health District as a government affairs consultant and why the proposer should be considered as qualified.

2. Description of qualifications

Describe the proposer's experience, capabilities and other qualifications related to this scope of work. Further provide a description of a successful experience lobbying the state legislature for an entity similar to Health District during the last four (4) years. Additionally, provide a list of legislation or initiatives advanced, and strategies that were employed successfully to advance the legislation or initiatives.

3. Description of coalition building experience

Provide a detailed description of the proposer's demonstrated experience in coalition building in furtherance of legislative goals.

4. List of current clients

Provide a list of current clients for whom you will perform lobbying services during the upcoming legislative session.

5. List of references

If listing a company or agency for whom proposer has performed lobbying duties in the past, include a point of contact, the contact's phone number, email address, and a current mailing address.

6. Conflict of Interest Disclosure

Disclose of any relationships that may be considered a conflict of interest or may raise a conflict of interest with the legislative priorities of Health District.

## SECTION V. AWARD

Health District reserves the right to reject any and/or all proposals received as a result of this RFP. If a proposal is selected it will be the most advantageous regarding price, quality of service, the contractors' qualifications and capabilities to provide the specified service, and other factors which the Health District may consider. The Health District does not intend to award a contract fully on the basis of any response made to this RFP; the Health District reserves the right to consider proposals for modification at any time before a contract would be awarded, and negotiations would be undertaken with the proposer whose proposal is deemed to best meet the Health District's specifications and requirements.

### A. **Evaluation Criteria:**

Health District is seeking consultants with legislative lobbying experience in the state of Nevada. Knowledge of Nevada Revised Statutes and experience in coalition building and grassroots advocacy is required.

Factors that will be considered in evaluating the RFP response include:

- Past lobbying experience with similar government agencies.
- Demonstrated success in advancing legislative initiatives.
- Proposer's experience working with coalitions to build consensus and support for common goals.
- References.

Responses that contain false and misleading statements may be rejected.

Nothing in this RFP or any resulting Agreement shall preclude Health District from obtaining services similar to those described herein from other sources.

- B. **Interviews:** It may be necessary for Health District to interview one or more of the proposers in order to clarify or obtain more information about aspects of the proposer's qualifications. If such interviews are necessary, they may be conducted in person or by conference call, Skype, or similar media. Health District will notify the proposers of any need for interviews. Efforts will be made to conduct such interviews at mutually convenient times. Health District reserves the right to not interview a proposer, and to base its decisions solely on the written responses to the RFP.

**ATTACHMENT A  
PROPOSAL FORM**

The undersigned, as an authorized representative of the company named below, acknowledges that he/she has examined this Request for Proposal including any related documents, and hereby offers to furnish all services necessary to comply with the specifications, terms and conditions set forth herein at the prices stated.

Company Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name and Title: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_

Phone No.: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Federal Tax ID Number: \_\_\_\_\_

Business License Number: \_\_\_\_\_

**EXCEPTIONS:** Any exceptions to any of the specifications or requirements of this RFP shall be noted in writing, and attached to the Proposal when submitted. By taking exceptions and clearly stating them in writing on a separate sheet of paper headed "EXCEPTIONS", and by offering alternates to replace the stated requirements, the proposer may still compete in the solicitation. However, the Health District has the right to accept or reject any proposed exception.

Are there exceptions to this Proposal?      Yes \_\_\_\_      No \_\_\_\_

**ACKNOWLEDGMENT OF ADDENDA:**

The signer of this form acknowledges receipt of the following addenda:

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

Or

No Addenda were received in connection with this RFP.      Date: \_\_\_\_\_