

MID-OHIO REGIONAL PLANNING COMMISSION
REQUEST FOR QUALIFICATIONS
GOVERNMENT RELATIONS

Purpose of Request

The Mid-Ohio Regional Planning Commission (MORPC) is releasing a request for qualifications from an advocacy or government relations firm to provide policy guidance, training, education and representation of the central Ohio region to state government in 2009, with an option to extend the services for 2010 and 2011. MORPC's needs are outlined in the following Request for Qualifications.

Time Schedule

MORPC will use the following time table, which should result in a selection of a firm by December 31, 2008.

Issue RFQ	November 4, 2008
Deadline for Submittal of Proposals by 4 p.m.	November 21, 2008
Optional Interview of One to Three Finalists by MORPC Selection Committee and MORPC Staff	Week of December 8, 2008
Notify Chosen Firm	By December 31, 2008

Instructions to Proposers

1. All proposals must be sent to:

Laura Koprowski
Public and Government Affairs Director
MORPC
285 East Main Street
Columbus, Ohio 43215

(614) 233-4126

email: Lkoprowski@morpc.org and Ssaunders@morpc.org

2. All proposals of qualifications must be received by November 21, 2008 by 4 p.m. Three (3) copies of the proposal must be presented along with an electronic copy of the proposal sent to: Lkoprowski@morpc.org and Ssaunders@morpc.org. No fax or telephone proposals will be accepted.
3. Proposals should be prepared simply and provide a straightforward, concise description of provider capabilities to satisfy the requirements of the request. Emphasis should be on completeness and clarity of content. **Use of both sides of**

paper sheets for any submittals to MORPC is desirable.

4. The Public and Government Affairs Director or MORPC representative will notify the firm selected by December 31, 2008.
5. All proposals must include the following:
 - a. The names of the individuals from the firm(s) who will be working on the project and their areas of responsibility, including the individual(s) responsible for administering the MORPC contract, lobbying on MORPC's behalf, and maintaining contact with MORPC.
 - b. Specific experience and qualifications of individuals relative to the proposed project, including the individual(s) responsible for administering the MORPC contract, lobbying on MORPC's behalf, and maintaining contact with MORPC.
 - c. A proposed outline of tasks, products and project schedule, including the number of hours required to complete each task or product.
 - d. A proposed budget based on the above outline of tasks, products and schedules.
 - e. References, preferably from local governments and/or non-profits.

Selection Criteria and Process

MORPC will establish a selection committee including MORPC Executive Director, MORPC Board members, and MORPC Public and Government Affairs Director to review and evaluate all properly submitted proposals that are received on or before the deadline. The committee will then select one proposal taking into consideration the following factors:

Factor	Weight Given
1. Responsiveness of the written proposal to the purpose, instructions to proposers and scope of service.	25%
2. Compensation.	25%
3. Ability and history of successfully completing contracts of this type, meeting projected deadlines and experience in similar work.	25%
4. The ability to demonstrate and leverage existing relationships at the executive and legislative level of state government.	25%

Each proposal will be independently evaluated on factors 1 through 4. MORPC reserves the right to ask for additional information and clarification from or about any or all of the

proposers.

Terms and Conditions

1. MORPC reserves the right to reject any and all proposals, and to waive minor irregularities in any proposal.
2. MORPC reserves the right to request clarification of information submitted, and to request additional information from any proposer.
3. MORPC reserves the right to award any contract to the next most qualified contractor, if the successful contractor does not execute a contract within thirty (30) days after the award of the proposal.
4. The contract resulting from acceptance of a proposal by MORPC shall be in a form supplied or approved by MORPC, and shall reflect the specifications in this RFQ. MORPC reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFQ, and which is not approved by MORPC's legal counsel.
5. MORPC shall not be responsible for any costs incurred by the firm in preparing, submitting or presenting its response to the RFQ.
6. MORPC will evaluate the performance of the contract services at 6-months and reserves the right to terminate the contract at this time if performance by the contractor is not acceptable at meeting the scope of services.

Scope of Services

1. Develop and implement strategies to help MORPC advance and successfully promote the agency's state legislative and public policy objectives. Attached is a copy of MORPC's 2008 Public Policy Agenda outlining the agency's public policy and legislative priorities.
2. Coordinate, participate in and attend meetings and activities of the Central Ohio Regional Policy Roundtable. This group, facilitated by MORPC, represents local governments, business, non-profit interests and others as a collective voice for central Ohio on state and federal legislative and public policy matters.
3. Work with MORPC's Regional Policy Roundtable to develop capacity and provide representation for MORPC's regional objectives before central Ohio's state delegation, other members of the Ohio House and Senate, legislative committees, legislative staff, state agencies, central Ohio federal delegation and major public interest groups.
4. Proactively obtain and monitor legislation and agency rule-making in areas of interest and assigned by the Executive Director, the Public and Government Affairs Director, MORPC Board and/or the Regional Policy Roundtable.

5. Provide a written monthly legislative update to the Public and Government Affairs Director on current legislation, policy matters, and issues of interest to MORPC, MORPC Board and the Regional Policy Roundtable. The legislative update will be distributed to MORPC Board members and Regional Policy Roundtable.
6. Present public policy updates on a monthly basis at meetings of MORPC's Board and other committees when requested.
7. Coordinate Regional Policy Roundtable activities and meetings with MORPC Public and Government Affairs Director, MORPC Executive Director, and Regional Policy Roundtable Chair.
8. Maintain at least weekly telephone and/or email contact with the Executive Director and/or the Public and Government Affairs Director.
9. Schedule and prepare MORPC's Regional Policy Roundtable, Board Members and Staff for meetings with central Ohio's state delegation and state agency officials when requested, and attend these meetings as needed.
10. Advise and review as needed MORPC legislative testimony and letters to public officials, elected leaders and major public interest groups.

Compensation

1. Please present detailed information on the firm's proposed fee schedule for the specifications proposed and for any variation for non-routine services, and any other applicable governmental charges. Please provide specifics as to definitions of routine versus non-routine tasks, what is fixed as opposed to variable, and how costs are adjusted according to that classification.
2. MORPC reserves the right to negotiate an agreement to include any portion or portions of the services covered by this RFQ. MORPC reserves the right to reject any and all responses in total or by components.
3. Payment by MORPC for the services will only be made after the services have been performed, an itemized billing statement is submitted in the form specified by MORPC and approved by the appropriate MORPC representative, which shall specifically set forth the services performed, the name of the person performing such services, and the hourly labor charge rate for such person. Payment shall be made on a monthly basis, thirty (30) days after receipt of such billing statement.