



Oregon Emergency Management Association



P.O. Box 7309, Beaverton, OR 97007 www.oregonemergency.com

2010-11 Officers

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Request for Proposal

The Oregon Emergency Management Association (OEMA) is interested in procuring lobbyist services from experienced, established consultants to advance the interests of OEMA during the identified legislative sessions.

The Oregon Emergency Management Association requests interested parties to submit sealed proposals for the above referenced Request for Proposal.

Scope of Work

The purpose of this request is to solicit proposals from Consultants experienced in legislative operations and proceedings to further the interests of OEMA's goals and priorities. The scope of work for this project is attached, as Attachment A, and shall be incorporated into this RFP by this reference.

Proposed Timeline

OEMA anticipates selection of a Consultant and plans to have final approval by OEMA's Executive Board so that work may commence for the 2011 legislative session as well as any other sessions within the contract period. Contract to be a 18-month period from October 1st, 2010 – March 31st, 2012.

Due Date/Time

4:00 PM (local time) on August 20, 2010. The OEMA Legislative Committee must receive proposals no later than said date and time. Proposals received after such time will be returned unopened. Responses may be faxed, mailed or hand delivered to:

Joe Rizzi, City of Eugene
Emergency Program Manager
777 Pearl Street, Room 101
Eugene, OR 97401
(541) 682-5664

Response Requirements & Format

All costs for developing proposals in response to this RFP are the obligation of the Consultant and are not chargeable to OEMA. All proposals and accompanying documentation will become property of OEMA and will not be returned. Proposals may be withdrawn at any time prior to the published close date, provided notification is received in writing to the below listed OEMA representative. Proposals cannot be withdrawn after the published close date.



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Response Requirements:

- 1) Executive Summary - Summarize your proposal and include your firm's qualifications and contact information.
- 2) Methodology - Explain your approach to assisting OEMA in advancing its goals and priorities.
- 3) Pricing Methodology - Provide a firm, fixed, monthly retainer fee. Any expenses that are to be included as part of your proposal must be listed as a separate line item and must include both the total anticipated expenses to be claimed and nature of the expenses (such as: office supplies, lodging, meals, etc.).
- 4) Qualifications of Project Lead & Team - Identify the individual you propose to assign as lead lobbyist and all members of the project team, include a statement of qualifications and/or resume for each member.
- 5) Experience - Describe your experience leading strategic initiatives and efforts to further OEMA's goals. Experience should demonstrate how you have helped further your client's goals and priorities and influence legislative decisions in favor of those goals.
- 6) A list of references (including contact name and telephone number) of at least three (3) completed or current contracts within the last three years of this size and nature. OEMA reserves the right to contact references without prior notification.
- 7) Proposals must be made in the official name of the firm or individual under which business is conducted (showing official business address) and must be signed by a person duly authorized to legally bind the person, partnership, company or corporation submitting the proposal. A corporation must indicate place and date of incorporation.
- 8) OEMA requires 3 printed response copies, unbound and not exceeding 5 pages in length (minimum font size is 10pt). Company sales literature and project staff resumes may be attached to the response and do not apply against page count.
- 9) A statement indicating the number of calendar days the proposal shall be valid for (the minimum number of days is 30).
- 10) Name and contact number of company contact for use in scheduling interviews (if needed).



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Selection & Award

All interested individuals are requested to provide a response containing all required elements herein to OEMA at the stated address by the deadline given.

OEMA intends to enter into an agreement with the Consultant who provides a proposal that, in the opinion of OEMA'S Legislative Committee, best meets all of the below listed evaluation criteria (receives the highest score) as determined by OEMA's Legislative Committee's selection committee.

OEMA reserves the right to interview a short list of candidates, if necessary to complete its evaluation. **If interviews are determined to be needed, those interviews will be conducted on or after September 1st, 2010.**

Upon selection of a Consultant, OEMA intends to enter into an agreement using a Consulting Services Agreement, to be negotiated between the two parties.

Evaluation Criteria	Weight
Proposed Fees/Costs	30pts
Qualifications (ability to perform work as outlined in the "Scope of Work")	30pts
Experience (proven history of successfully lobbying on behalf of groups or associations with a similar mission)	30pts
References	10pts
Total	100pts

OEMA reserves the right to reject any or all proposals, and to waive any irregularities or information in the evaluation process. The final decision is the sole decision of OEMA, and the respondents to this request have no appeal rights or procedures guaranteed to them.

Questions/Inquiries

Please direct any questions concerning this Request for Proposal, OEMA's requirements or its evaluation process to the agent listed below. No other OEMA official or member is empowered to speak for OEMA with respect to this acquisition. Any information obtained from any other source shall not be binding and may disqualify your proposal.

Joe Rizzi, City of Eugene
Emergency Programs Manager
777 Pearl Street, Room 101
Eugene, OR 97401
(541) 682-5664



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ATTACHMENT “A” SCOPE OF WORK

The lobbying firm shall provide sufficient documentation that they are qualified to represent OEMA in the manner providing OEMA with the maximum opportunity to advance its agenda. Such representation shall include the following activities:

- Identify topics and areas of need to the OEMA Board of Directors, relevant committee chairs and membership
- Advocate positions on behalf of OEMA
- Prepare legislative correspondence and testimony
- Meet with legislators and Governor as well as their staff members, state agencies, commissions, boards and other lobbyists, and facilitate such meetings for OEMA officials
- Monitor legislative activity and provide written summary of Emergency Management related legislative actions
- Recommend actions to be taken by OEMA
- Perform follow up with groups supporting OEMA interests
- Undertake other advocacy activities as necessary in consultation with OEMA and its delegation
- Attend meetings of the OEMA Board or its Legislative Committee as reasonably requested
- Complete in a timely and accurate fashion all forms and reports required of lobbyists by the state of Oregon and other lawful jurisdictions
- Provide a brief plan for interim work, if applicable, then subsequent follow up on that work
- A final written report and in-person presentation at the end of the Legislative Session