City of Jacksonville, Florida

Lenny Curry, Mayor

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ONE CITY. ONE JACKSONVILLE.

August 30, 2018

TO: Gregory Pease, Chairman
Professional Services Evaluation Committee

08/30/18 13:33:37
Procurement Division

FROM: Marlene Russell, Director of Organizational Effectiveness
Office of the Mayor

Jordan Elsbury, Intergovernmental Affairs Liaison
Office of the Mayor

Subject: **Certification Letter for P-51-18 State Government Relations Consultant**

Please take appropriate action to issue a Request for Proposal (RFP) for the referenced professional services.

The following information is furnished in accordance with chapter 126.302 of the City Ordinance Code.

1. The general purpose of the service or study:

   See attached RFP

2. The Objective of the study or services is for the award recipient to develop state legislative agenda/strategy and advocate before all appropriate state government branches, agencies and commissions for the specific categories outlined in the attached RFP.

3. The estimated period of time needed for the service or study is for one (1) year with the option for up to three (3) additional one (1) year periods.

4. The estimated cost of the service or study: TBD

5. Whether the proposed study or service would or would not duplicate a prior or existing study or service: Does not duplicate existing study or prior

6. List of current contracts or prior services or studies which are related to the proposed study or service. We currently have two active State Government Relations Consultant contracts, however they expire in December, 2018 and January, 2019, thus the reason for this new RFP.

7. A statement as to why the service/study cannot be done by department or agency staff: The city has secured state government relations services in the past and its experience is such that this scope of services cannot be performed and is not being performed by current city staff. Due to the contemplated work load and unique requirements, it is in the best interest of the city to have this scope of services performed by an independent consultant.

8. The **names** and **telephone numbers** of **two** representatives from the using agency designated to serve on the evaluation committee as subcommittee members

   Jordan Elsbury, Intergovernmental Affairs Liaison, 904-630-1825
   Marlene Russell, Director Organizational Effectiveness, 904-630-7232

9. A project funding account number: TBD

10. The **names** and **addresses** of **specific consultants** the using agency wishes to be included in the solicitation process. See attached list

11. A signed statement to the effect the individuals responsible for developing the scope and Certification letter and the two individuals named herein to serve as subcommittee Members have read and understand the Procurement Manual and Procurement Committee Guidelines dated March, 2017

Jordan Elsbury

Director Intergovernmental Affairs
TITLE

Marlene Russell

Director Organizational Effectiveness
TITLE