MEMORANDUM

DATE: May 18, 2017

TO: Gregory Pease, Chairman
Professional Services Evaluation Committee

FROM: Harrison Conyers,
Military and Veterans Affairs Department

RE: **P-56-17** Certification Letter **Military Base Advocacy**

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:
   The City of Jacksonville ("City") is seeking proposals to identify qualified firms or consultants to provide expert advocacy for the military bases and missions conducted by the Department of Defense in Jacksonville, Florida. These services would encourage the full utilization and growth of NAS Jacksonville, Florida Air National Guard 125th Fighter Wing, USMC Blount Island Command and Naval Station Mayport to include the transition to amphibious surface missions, future CVN homeporting, LCS development, aviation maintenance business development, basing of F-35 fighter aircraft; and advocacy before all appropriate government branches, agencies and commissions. The firm or firms selected by the City will work to secure the long-term viability of the Jacksonville military complex and maintain and/or grow local DOD employment levels, purchasing and general economic contributions.

3. The estimated period of time needed for the service or study:
   July 1, 2017-June 30, 2018

4. The estimated cost of the service or study:
5. $95,600.00 *dependent on funding award from the State of Florida*

6. Whether the proposed study or service would or would not duplicate a prior or existing study or service: Continuation of Federal Military Advocacy for City of Jacksonville.

7. List of current contracts or prior services or studies which are related to the proposed study or service.

   Contract #9388-01

8. A statement as to why the service/study cannot be done by department or agency staff: Federal Advocacy services require a consistent advocacy team presence with Congressional staff and Pentagon leadership.

9. The **names** and **telephone numbers** of **two** representatives from the using agency designated to serve on the evaluation committee as subcommittee members
   Harrison Conyers, 630-3621
   Bill Spann, 630-7087

10. A project funding account number:

11. The **names** and email **addresses** of **specific consultants** the using agency wishes to be included in the solicitation process.
    Robert J. Natter and Associates LLC rjnatter@natterllc.com

12. 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 August, 2013

    (See: http://inside.coj.net/op/pr/default.aspx)

Signature	TITLE
Signature	TITLE

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