# OFFICE OF MAYOR LENNY CURRY

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MEMORANDUM

DATE: December 7, 1016

TO: Gregory Pease, Chairman
Professional Services Evaluation Committee

FROM: Allison Korman-Shelton MR for A. Korman-Shelton
Director of Intergovernmental Affairs

SUBJECT: Certification Letter for Federal Government Relations Consultant 12-17-17

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 is stated in the attached Scope of Services.
2. The objective of the service is stated in Section I of the RFP.
3. The estimated period of time needed for the service is for one (1) year with the option for up to three (3) additional one (1) year periods.
4. The estimated cost for these services is TBD.
5. The requested services will not duplicate existing services.
6. There are no current contracts or prior services or studies which are related to the proposed study or services.
7. The city has secured federal 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 Mayor's Office has designated the following individuals to serve on the evaluation committee as subcommittee members: (i) Allison Korman-Shelton (904) 630-1825 and Marlene Russell (904) 630-7232.

9. Funding for this scope of services is available from Account No.: TBD.

10. No specific consultants are requested to be included in the solicitation process.

11. A signed statement to the effect the individual's 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.

We are requesting the request for this RFP be placed on the December 22nd Professional Services Evaluation Committee agenda. Thank you for your assistance.

Attachment: Request for Proposal