



OZARKS TRANSPORTATION ORGANIZATION
A METROPOLITAN PLANNING ORGANIZATION

Ozarks Transportation Organization
2208 W. Chesterfield Blvd., Suite 101
Springfield, MO 65807
Phone: (417) 865-3042 Ext. 106

REQUEST FOR PROPOSAL: #004-2023, State Lobbyist Services
DEADLINE: Monday, November 13, 2023, at 4:00 PM, Central Standard Time
DELIVERY LOCATION: 2208 W. Chesterfield Blvd., Suite 101, Springfield, MO 65807
PURCHASING AGENT: Debbie Parks, Dparks@ozarkstransportation.org
DATE OF ISSUE: Tuesday, October 17, 2023

Request for Proposal
RFP #004-2023, State Lobbyist Services

Introduction

Ozarks Transportation Organization (OTO), located in Greene County, Missouri, requests proposals from registered lobbyists interested in being selected to support the OTO through State of Missouri Lobbying services.

Background

The Ozarks Transportation Organization (OTO) Metropolitan Planning Organization (MPO) is the federally designated regional transportation planning organization that serves as a forum for cooperative transportation decision-making by state and local governments, and regional transportation and planning agencies. MPO's are charged with maintaining and conducting a "continuing, cooperative, and comprehensive" regional transportation planning and project programming process for the MPO's study area. The study area is defined as the area projected to become urbanized within the next 20 years.

Scope of Work

The OTO would like to secure lobbying services to represent the OTO before the Missouri General Assembly and Missouri State agencies for a period of one calendar year beginning December 2023, plus two one-year option years in 2024 and 2025, that may be exercised by the OTO.

The lobbyist/lobbying firm should prepare correspondence and testimony, make appointments, monitor legislative activity and communicate effectively with State legislators, General Assembly staff, OTO representatives, as well as political entities who share specific interests with the Ozarks Transportation Organization. These activities should be conducted in furtherance of the OTO's legislative and executive agendas. The lobbyist or lobbying firm should also provide the OTO with monthly status reports concerning its activities on behalf of the OTO.

The OTO is soliciting proposals to identify and select a lobbyist or lobbying firm that will be fully and solely responsible for the performance of all activities provided in connection with this engagement regardless of political parties, districts, legislative Committees or Subcommittees,



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or individuals contacted or lobbied in connection with this engagement. The successful lobbyist must commit to representing the OTO at all times with decorum and integrity.

Required Qualifications

- The lobbyist/lobbying firm should have successful experience as a lobbyist for local governments, or other organizations of a similar size or similar needs as the OTO. The lobbyist/lobbying firm and its representatives should have knowledge of the inner workings and regulatory requirements of a Missouri governmental entity.
- The lobbyist/lobbying firm and its representatives must have knowledge of legislative Committees, Subcommittees and leadership by topical area.
- In addition, the lobbyist/lobbying firm must be highly effective in both verbal and written communication with OTO staff, State legislators, General Assembly and their staffs, and administrative personnel in the State departments and commission.
- The lobbyist/lobbying firm should provide sufficient documentation that they are qualified to represent the OTO in the manner providing the OTO the maximum opportunity to advance its agenda.
- The lobbyist/lobbying firm should strongly advocate positions on behalf of the OTO.
- The lobbyist/lobbying firm should meet with legislators and staff and facilitate such meetings for OTO staff and representatives.
- The lobbyist/lobbying firm should monitor legislative activity.
- The lobbyist/lobbying firm should meet with State administrative staff and facilitate such meetings for OTO staff and representatives.
- The lobbyist/lobbying firm should recommend actions to be taken by the OTO.
- The lobbyist/lobbying firm should perform follow up with groups supporting OTO regional interests.

Schedule

The following is the schedule of events which are anticipated by OTO for the implementation and completion of selecting the lobbyist to provide the requested services as outlined in the RFP. OTO may, at its discretion, revise the schedule of events at any time as may be in its best interests:

Event	Date
Post Request for Proposal Submissions Due	Tuesday, October 17, 2023
Selection Made	Monday, November 13, 2023
	Friday, December 1, 2023

Format of Proposal

For the OTO to adequately compare proposals and evaluate them uniformly and objectively, the following items are required from all lobbyists/lobbying firms.



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- A letter of interest
 - Name and address of the proposer
 - Name, title, e-mail address and telephone number of the individual who the OTO should contact regarding questions and clarifications.
 - Expression of Interest Statement.
 - Certification that the lobbyist/lobbying firm will meet the primary qualifications outlined in **Required Qualifications Section** of the Request for Proposal.
- Technical Response Format/Corporate Experience and Capacity
 - The lobbyist/lobbying firm shall include detailed information regarding previous projects, similar in nature and complexity, where lobbying services were performed successfully.
 - The lobbyist/lobbying firm shall provide a list of evidence that its work has been successfully utilized on work of similar scope to that reflected in this request for proposals.
- Fee Proposal
 - The lobbyist/lobbying firm must include a lump sum fee proposal for services through December 1, 2023 – November 30, 2024, and then one for each of the two following consecutive years in a fixed fee format.
- References
 - The lobbyist/lobbying firm must provide references.

Submission Due Date

One (1) digital copy in Adobe PDF format will be received at OTO no later than 4:00 P.M., Monday, November 13, 2023. Proposals may be submitted by hand delivery, mail, or by e-mail. OTO should receive submissions no later than the delivery deadline. Submissions shall be addressed as follows:

By Mail:

Ozarks Transportation Organization (OTO)
2208 W. Chesterfield Boulevard, Suite 101
Springfield, MO 65807

By E-Mail:

dparks@ozarkstransportation.org

Submissions should be marked in the subject line or on the envelope:

“REQUEST FOR PROPOSAL: #004-2023”

Proposals submitted by e-mail are not to be considered received until confirmation has been sent by the Purchasing Agent, Debbie Parks. The confirmation subject line will read, “Confirmation Receipt – OTO RFP 004-2023.” It is the responsibility of all submitters to verify receipt of proposal. All Proposals must be valid for a minimum period of sixty (60) days from the close of this RFP.



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Submission Evaluation Process

The evaluation of submissions will include the following:

OTO may confer with all responsible proposers who have been short-listed and may arrange, if necessary, for interviews/presentations by the short-listed firms.

OTO reserves the right to conduct pre-award discussions with any or all responsive and responsible consultants who submit proposals determined to be acceptable of being selected for award. Consultants shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of submissions; and such revisions may be permitted after submission of proposals and prior to award of contract.

Criteria for Award

OTO will evaluate submissions. Each submittal will be evaluated for full compliance with the RFP instructions. The objective of the evaluation will be to recommend the consultant who is most responsive to the herein described needs of OTO. Proposals which are responsive to this Request for Proposal will be evaluated based on, but not limited to, the following criteria:

- Technical Expertise/Capacity (35 points)
- Prior Experience (30 points)
- Price (30 points)
- Other (5 points)

OTO reserves the right to select the firm with the most responsible and responsive Proposal which it finds to be within the best interest of the OTO.

Public Records

All proposals submitted in response to this Request for Proposals become the property of OTO and public records, as such, may be subject to public review.

OTO Policies and Procedures

This RFP does not commit OTO to award a contract, to defray any costs incurred in the preparation of the proposal, cost proposal, or technical proposal pursuant to this RFP, or to procure or contract for work. OTO may reject proposals without providing the reason(s) underlying the declination. A failure to award a contract to the lowest bidder will not result in a cause of action against OTO.

OTO reserves the right to the following:

- To reject any and all Proposals,
- To consider alternatives,
- To wave irregularities
- To re-solicit Proposals



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- Accept any proposals deemed most advantageous to OTO
- To accept or reject any or all submissions received as a result of the RFP
- To obtain information concerning any or all consultants from any source
- To request additional information and/or clarification from any or all proposers to this RFP, but is under no obligation to do so
- To approve any substitute personnel or terminate services at OTO's sole discretion if the selected consultant undergoes a change of key personnel
- To seek new submissions when such a procedure is reasonable and within the best interests of OTO

Equal Employment Opportunity

OTO does not discriminate in any of its programs and activities. The consultant awarded the contract for work will be required to assure that no person shall be denied employment or fair treatment, or in any way discriminated against, on the basis of race, sex, religion, age, national origin, or disability.

Additional Information

- Proposals submitted on time become property of the OTO.
- Proposals shall be submitted at the time, place, and date specified.
- The OTO is not responsible for lateness or non-delivery of mail, carrier, etc., and the date/time stamp of the receptionist shall be the official time of receipt.
- The proposal shall constitute an offer to perform the services indicated.
- OTO makes no guarantees to any firm until such time the OTO approves the negotiated contract.
- OTO will not discriminate against any firm submitting a Proposal because of race, creed, color, national origin, religion, or disability.



*For persons with disabilities needing reasonable accommodations please contact OTO at 417-865-3042 at least 48 hours in advance of the question deadline. If you need relay services, please call the following numbers: 711 - **Nationwide relay service**; 1-800-735-2966 - **Missouri TTY service**; 1-800-735-0135 - **Missouri voice carry-over service**.*