



REQUEST FOR PROPOSALS
(RFP)
FOR
LOBBYIST
24RFP001

AUGUST 3, 2023

280 S. DECATUR BLVD.
LAS VEGAS, NEVADA 89107

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ATTACHMENTS

Attachment A - Proposal Form

SECTION I - INTRODUCTION

A. Purpose

The Southern Nevada Health District (the “Health District”) is requesting proposals for government affairs consultant services (Lobbyists) from qualified individuals or firms with experience in providing state-level legislative lobbying services to governmental entities in Nevada.

The successful Proposer will have legislative lobbying experience in the State of Nevada, knowledge of Nevada Revised Statutes and experience in coalition building and grassroots advocacy.

B. Entity Information

The Health District was created in 1962 when the State Legislature combined the health departments of the county and several adjoining cities. The Health District is one of the largest local public health organizations in the United States, serving more than 2.3 million residents and safeguarding the public health of more than 40 million visitors to Las Vegas annually.

The mission of the Health District is, “To assess, protect, and promote the health, the environment, and the well-being of southern Nevada communities, residents, and visitors.”

The Health District is governed by the Southern Nevada District Board of Health (the “Board”). The Board is vested with jurisdiction over all public health matters within Clark County, Nevada.

C. Anticipated Contract Term and Funding

1. A two-year contract term is anticipated with the option to renew for additional terms subject to the availability of funding.
2. Any contract resulting from this RFP will be subject to the availability of funding and shall be terminated immediately if funding is withdrawn, limited, or impaired.

D. Ethics in Procurement

It is unlawful for any Proposer to offer, or any employee of the Health District or their immediate family to solicit or accept a gratuity in connection with the solicitation, award, or administration of any contract or purchase order issued by the Health District.

E. Conflict of Interest

Proposals must contain a statement disclosing or denying any interest, financial or otherwise, that any employee or official of the Health District or the appropriate Advisory Board may have in the in the proposing agency or the proposed project.

SECTION II - SCOPE OF SERVICES

The Health District is seeking a Lobbyist to assist in developing and pursuing its legislative priorities. The selected Lobbyist will report directly to the District Health Officer or his designee and shall provide the following services.

- A. Assist the Health District prepare for legislative sessions.
- B. Represent the Health District's interests in interim study or legislative standing committees before which public health matters are raised and report on key developments related to Health District concerns.
- C. Provide coverage, lobbying, and representation of the Health District on legislative, regulatory, or political issues occurring during interim legislative sessions.
- D. Inform the Health District in person or by audio or video conferencing as necessary of political, legislative, or regulatory developments and provide strategic advice to assist the Health District in developing and implementing appropriate strategies.
- E. Send the Health District updated lists and commentary of introduced bill draft requests and introduced bills that are relevant to and/or are aligned with the Health District's legislative priorities, are of interest to the Health District, and/or may impact the Health District's programs, strategic plans and/or budgets.
- F. Actively communicate with and provide real-time updates to the Health District during the legislative session on information gathered from meetings, hearings and/or discussions of relevance to priority legislation that will impact the Health District's programs, strategic plans and/or budgets.
- G. Act as the Health District's liaison with the Nevada State Legislature at key committee meetings, sub-committee meetings, legislative events and special interest meetings related to legislative activities.
- H. Assist the Health District to interpret legislation and file comments as appropriate.
- I. Arrange and prepare for presentations of testimony during legislative committee meetings to be presented by the Lobbyist or by Health District subject matter experts as appropriate.
- J. Review proposed legislation and advise the District Health Officer or his designee on issues that may impact Health District policies, programs, or success at fulfilling its public health mission, current mandates and/or goals.
- K. Collaborate with Health District to develop and implement legislative strategies to advance identified public health goals.
- L. Communicate the Health District's positions and policies to appropriate legislators and other key stakeholders.
- M. Identify key legislators to sponsor bills or champion issues of importance to the Health District.
- N. Produce issue papers, talking points and fact sheets to educate legislators and other stakeholders on key public health issues.

- O. Identify potential funding opportunities.
- P. Track legislation pertinent to the Health District and provide reports that include the hearings attended and testimony provided to the Health District on an agreed upon schedule.
- Q. Arrange meetings with Nevada Senate and Assembly delegations, members of the Executive branch and state agencies as appropriate.
- R. Coordinate with stakeholders and/or Health District partners on legislative issues to advance public health legislative goals and priorities.
- S. Prepare a detailed end of session report and analysis, in writing, within 30 days of the end of each legislative session.
- T. Produce specific memoranda analyzing bills of special interest, amendments proposed, or other key issues pertinent to the Health District's interests.
- U. Ensure continuous presence in Carson City, Nevada during regular, interim, and special legislative sessions.
- V. Ensure continuous monitoring of any legislative developments or initiatives during periods when the Legislature is not in session.
- W. Arrange meetings with local and federal elected officials as appropriate and provide related advocacy services as directed.

SECTION III - TIMETABLE AND PROVISIONS

A. Timetable

RFP Issuance.....	August 3, 2023
Deadline to Submit Questions	August 7, 2023
Deadline to Disseminate Questions and Answers	August 10, 2023
Deadline to Submit Proposals.....	August 24, 2023
Evaluation Completed/Award Notification	August 29, 2023
Board of Health Consent to Award.....	TBD
Contract Start Date.....	TBD

B. Authorized Health District Contact

All questions about this RFP from RFP Issuance to Award Notification shall be directed to the Authorized Contact, **Kevin Bratcher** at procurement@snhd.org. No other person has the authority to respond to questions about this RFP unless expressly authorized by the Authorized Contact. **Proposers that do not adhere to this requirement may be disqualified.**

C. Questions

Written questions about this RFP must be submitted via email to procurement@snhd.org by **2:00 PM PDT on August 7, 2023**. All written questions and answers will be posted to [the Health District Public Notices website](#) by **5:00 PM PDT on August 10, 2023**.

D. Deadline to Submit Proposals

Proposals are due by **2:00 PM PDT on August 24, 2023**.

E. Proposal Submission

Email one (1) PDF document to procurement@snhd.org. Indicate “24RFP001 Lobbyist” in the subject line. Mailed, hand-carried or faxed proposals, or hyperlinks to proposals will be not accepted.

F. Late Proposals

Proposals submitted after **2:00 PM PDT on August 24, 2023**, will be rejected as late.

SECTION IV - REQUIREMENTS

A. Proposer Requirements

To be eligible to submit a proposal, a Proposer must:

1. Be a Nevada resident.
2. Be qualified to conduct business in Nevada and possess a valid Nevada business license.
3. Have prior experience lobbying the State of Nevada preferably for governmental entities like the Health District.
4. Not be a current employee of the State, or of any political subdivision of the State, or of any entity that is permitted or regulated pursuant to Health District regulations.
5. Disclose any relationships that are a conflict of interest or may be construed to be a conflict of interest or may raise an actual or apparent conflict of interest.

B. Proposal Requirements

Complete and submit the following as one PDF proposal document:

1. Cover Letter, Required Documents and Statements

- a. Submit a cover letter on Proposer's letterhead signed by a legally authorized representative including Proposer's name, address, phone number, email address, website URL; the RFP number and name; and a statement of interest.
- b. Complete and submit Attachment A - Proposal Form.
- c. Provide a copy of Proposer's valid Nevada business license.
- d. Provide an affirmative statement that Proposer is not excluded or debarred from doing business with any local, state, or federal government agency.
- e. Provide an affirmative statement that Proposer, officers, and affiliates are independent of and not related to the Health District or its operations.
- f. Provide an affirmative statement that no conflict of interest exists between Proposer, officers, and affiliates and the Health District, its operations, or its legislative priorities.
- g. Provide a statement disclosing or denying any interest, financial or otherwise, that any employee or official of the Health District or of its governing or advisory boards may have in the Proposer or in the Project.
- h. Provide a disclosure of all litigation, mediation, arbitration, or other alternate dispute resolution procedures involving Proposer, officers, and affiliates in the past five (5) years.
- i. Provide a disclosure of all complaints filed with any state regulatory bodies or professional organizations against Proposer, officers, and affiliates.
- j. Provide a list of exceptions to any RFP specifications or requirements and the proposed alternatives. The Health District reserves its right to reject any proposed alternative.

2. Description of Experience, Capabilities and Qualifications

Describe the Proposer's experience, capabilities, and qualifications per the Scope of Services. Also describe a successful experience lobbying the State Legislature for an entity like the Health District during the last four (4) years, including a list of legislation or initiatives advanced and the strategies used to advance the legislation or initiatives.

3. Description of Coalition Building Experience

Describe the Proposer's verifiable experience in coalition building to further legislative goals.

4. List of Current Clients

Provide a list of clients for whom Proposer will perform lobbying services during the upcoming legislative session.

5. List of References

Provide references for at least three (3) clients preferably governmental entities similar in size and type to the Health District for whom Proposer has performed lobbying services. Include contact names, addresses, phone numbers and email addresses.

6. Proposed Fee

Indicate Proposer's fee, billed as a monthly retainer, to provide the RFP Scope of Services. The selected Lobbyist will be reimbursed for all reasonable costs incurred and pre-approved by the District Health Officer.

C. Proposer Representations and Certifications

1. Proposer has read and understands the RFP documents, makes its proposal in accordance therewith, and agrees with and will abide by the RFP terms and conditions.
2. Proposer has not communicated about this RFP or its proposal with anyone associated with the Health District in any capacity other than the RFP Authorized Contact.
3. Proposer's proposal was derived independently and without collusion.
4. Proposer shall comply with all applicable federal, state, and local laws, regulations and ordinances whether explicitly stated, including but not limited to the Federal Civil Rights Act of 1964, the Equal Employment Opportunity Act, and the Disabilities Act of 1990, and regulations issued pursuant to those acts.

D. General Conditions

1. Interpretation or Correction of RFP (Documents)
 - a. Proposer shall promptly email the Authorized Contact about any error, inconsistency, or ambiguity in and/or to request clarification or interpretation of this RFP by the Deadline to Submit Questions, except as related to addenda issued after this date.
 - b. Changes to this RFP will be only by written addenda issued by the Authorized Contact or designee. Addenda will be posted to [the Health District Public Notices website](#). Proposer shall be responsible for ensuring that its proposal reflects all addenda.

2. Responsive Proposal

A responsive proposal is one that conforms in all material respects to the RFP. The Health District reserves its right to waive any technicality, irregularity, or informality in determining responsiveness.

3. Responsible Proposer

A responsible proposer is one who has the capability in all respects to perform fully the contract requirements, and the experience, integrity, perseverance, reliability, facilities, and equipment that will assure good faith performance, and who submits a responsive proposal.

4. Rejection and Cancellation

The Health District reserves its right to reject any proposal that does not conform to the RFP requirements and to reissue or cancel this RFP for any reason or no reason.

5. Modification or Withdrawal of Proposal

Proposer may modify or withdraw its proposal by submitting a written request to the Authorized Contact prior to the Deadline to Submit Proposals.

6. Proposal Costs

The Health District will not reimburse any costs incurred to prepare or submit a proposal.

7. No Guaranteed Contract

This RFP neither creates an offer to contract nor commits the Health District to contract.

8. Limited Contract

The Health District reserves its right to contract for less than the services specified herein.

9. Exclusivity

Nothing in this RFP or any resulting contract precludes the Health District from obtaining services like those specified herein from other sources.

10. Public Records

The Health District is subject to the Nevada Public Records Act. Pursuant to NRS 239.010, et seq., documents provided to the Health District are presumed to be public records open to inspection and copying by any person. Proposals must contain sufficient information to be evaluated without reference to any confidential or proprietary information. Any proposal marked “confidential” or “proprietary,” or that contains materials so marked, may be returned to Proposer, and not considered for award. The Health District will produce documents provided by any Proposer, even if marked “confidential” or “proprietary,” pursuant to a public records request. The Health District will not be liable for disclosure of any Proposer’s documents or information provided to the Health District.

SECTION V - EVALUATION & SELECTION

Proposals submitted by the Deadline to Submit Proposals will be reviewed for responsiveness to the RFP requirements. Responsive proposals will be evaluated per the following Evaluation Criteria. The Health District reserves its right to consider any other factors when evaluating proposals and Proposers if doing so is in the Health District's best interests.

A. Evaluation Criteria

Criteria Description	Maximum Score
Past lobbying experience with similar governmental entities	25
Demonstrated success in advancing legislative initiatives	25
Experience working with coalitions to build consensus and support for common goals	25
References	15
Fee	10

B. Clarification and Interviews

1. The Health District reserves its right as it deems necessary or appropriate to contact Proposers to clarify proposals or to obtain additional information, and/or to conduct site visits and/or interviews, and/or to request that Proposers make presentations.
2. The Health District reserves its right to base its decision solely on written proposals, irrespective of any other interactions with Proposers as referenced in paragraph B.1.

C. Selection

1. The proposal selected for award, if any, will be the one that is most beneficial regarding Proposer's experience, qualifications and capabilities and price, and/or that best meets the Health District's needs.
2. If the Health District is unable to finalize a satisfactory contract with the selected Proposer within a reasonable time, the Health District shall formally terminate discussions with the selected Proposer and at its sole discretion begin discussions with another Proposer or cancel and reissue the RFP.
3. Any award/contract will be presented to the Board for consent.

ATTACHMENT A

Proposal Form

Complete and submit Attachment A. Indicate “None” as applicable.

The undersigned, as an authorized representative of the company named below, acknowledges that they have examined this Request for Proposals and all related documents, and hereby offers to furnish all labor, materials, tools, supplies, equipment, and services necessary to comply with the specifications, terms and conditions set forth herein for the fee indicated (Section IV.B.6).

Company name:	
Company headquarters address:	
Company website:	
Ownership type (i.e., partnership, corporation):	
Company officers' names, titles, and number of years providing lobbying services:	
Number of years in business:	
Number of employees:	
Federal tax ID number:	
Nevada business license number:	
Sam.gov unique entity identifier (UEI):	
Dun & Bradstreet D-U-N-S number:	
Does the proposal include exceptions to any RFP specifications or requirements?	Yes No

Signer acknowledges receipt of addenda issued/posted to [the Health District Public Notices website](#):

Addendum No. _____	Issue Date _____
Addendum No. _____	Issue Date _____
Addendum No. _____	Issue Date _____
Addendum No. _____	Issue Date _____

Authorized Signature: _____ Date: _____

Printed Name and Title: _____

Phone: _____ Email: _____