



REQUEST FOR PROPOSALS

FOR

LOBBYIST

SNHD-21RFP003

JUNE 1, 2021

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 (Lobbyist) 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 2.2 million residents and safeguarding the public health of more than 42 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 Southern Nevada District Board of Health (the "Board") is the governing body of the Health District within Clark County, Nevada. As the Health District's governing body, 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. The resulting contract, if any, will be subject to the availability of funding and shall be terminated immediately if funding budgeted for this Request for Proposals (RFP) or any resulting contract is withdrawn, limited, or impaired.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 his/her 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 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 phone 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 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 as appropriate.
- R. Arrange meetings with local and federal elected officials as appropriate.
- S. Coordinate with stakeholders and/or Health District partners on legislative issues to advance public health legislative goals and priorities.
- T. Prepare a detailed end of session report and analysis within 30 days of the end of each legislative session.
- U. Produce specific memoranda analyzing bills of special interest, amendments proposed, or other key issues pertinent to the Health District's interests.
- V. Ensure continuous presence in Carson City, Nevada during regular, interim and special legislative sessions.
- W. Ensure continuous monitoring of any legislative developments or initiatives during periods when the Legislature is not in session.

SECTION III: TIMETABLE AND PROVISIONS

A. Timetable:

RFP Issuance.....	June 1, 2021
Deadline to Submit Questions	June 4, 2021
Deadline to Disseminate Questions and Answers	June 8, 2021
Deadline to Submit Proposals.....	June 22, 2021
Evaluation Completed/Award Notification	July 2021
Board of Health Consent to Award.....	July-August 2021
Contract Start Date.....	September-October 2021

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.

C. Questions:

Written questions about this RFP must be submitted via email to procurement@snhd.org by **12:00 PM PDT on June 4, 2021**. All written questions and answers will be posted to the [Health District Public Notices](#) website by **12:00 PM PDT on June 8, 2021**.

D. Deadline to Submit Proposals:

Proposals are due by **12:00 PM PDT on June 22, 2021**.

E. Proposal Submission:

Email one (1) Adobe (PDF) document with the subject "SNHD-21RFP003 Lobbyist" to procurement@snhd.org. Mailed, hand-carried or faxed proposals will not be accepted.

F. Late Proposals:

Proposals submitted after **12:00 PM PDT on June 22, 2021**, 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:

To be eligible for evaluation, a proposal must include:

1. Cover Letter

The proposal shall include a cover letter containing the RFP subject, number and issue date; the Proposer's name, address, telephone number, email address, and website, if available; a concise, sufficiently detailed statement of interest including why the Proposer should be considered most qualified. Proposers shall complete and submit Attachment A.

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. Conflict of Interest Disclosure

Disclose any relationships that may be considered a conflict of interest or may raise a conflict of interest with the Health District's legislative priorities.

7. Exceptions Statement

State exceptions to any RFP specifications or requirements and propose alternatives if applicable. The Health District reserves the right to accept or reject any proposed alternative.

C. Addenda:

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. Proposers shall be responsible for ensuring that their proposals reflect all addenda.

D. Responsive Proposal:

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

E. Rejection and Cancellation:

The Health District reserves the right to reject any proposal that does not conform to the RFP requirements. If the Health District deems the number of responsive proposals to be insufficient, the Health District reserves the right to reissue or cancel this RFP. The Health District further reserves the right to cancel this RFP for any reason.

F. 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.

G. Proposal Costs:

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

H. RFP Not a Basis for Obligation:

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

I. Exclusivity:

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

J. 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

All proposals will be reviewed for responsiveness to the RFP requirements. Nonresponsive proposals will be rejected. Responsive proposals will be evaluated as follows.

A. Evaluation Criteria:

Responsive proposals will be evaluated on the following criteria:

1. Past lobbying experience with similar governmental entities.
2. Demonstrated success in advancing legislative initiatives.
3. Experience working with coalitions to build consensus and support for common goals.
4. References.

The Health District reserves the right to consider any other factors when evaluating proposals and Proposers if doing so is in the best interests of the Health District.

B. Clarification and Interviews:

1. The Health District reserves the right to contact any Proposer to clarify a proposal or to obtain additional information. Failure to provide requested information may eliminate a Proposer from further consideration.
2. The Health District reserves the right to create a “short list” of Proposers to be interviewed. If necessary, interviews will be evaluated using the same criteria as the proposals. Interviews may be conducted in person or virtually. The Health District reserves the right to not interview Proposers and to base its decisions solely on written proposals.

C. Selection:

1. If a proposal is selected, it will be the proposal that is most beneficial regarding price and Proposer’s qualifications and capabilities, and/or that best meets the needs of the Health District.
2. If the Health District is unable to finalize a satisfactory contract with the highest ranked Proposer within a reasonable time, the Health District shall formally terminate discussions with the Proposer and, at its sole discretion, begin discussions with the second highest ranked Proposer or cancel and reissue the RFP.
3. Contract/award will be presented to the Southern Nevada District Board of Health for consent as required.

ATTACHMENT A
Proposal Form

The undersigned, as an authorized representative of the company named below, acknowledges that he/she has examined this Request for Proposals including any 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 at the price stated.

Company Name: _____

Signature: _____ Date: _____

Printed Name and Title: _____

Address: _____

City/State/ZIP: _____

Phone No.: _____ Email Address: _____

Federal Tax ID Number: _____

Business License Number: _____

D-U-N-S Number: _____

Does the proposal include exceptions to any RFP specifications/requirements? Yes ____ No ____

Any exception and the proposed alternative must be clearly stated in the proposal.

ACKNOWLEDGMENT OF ADDENDA:

The signer of this form acknowledges receipt of the following RFP addenda:

Addendum No. _____ Issue Date _____

Addendum No. _____ Issue Date _____

Addendum No. _____ Issue Date _____

Addendum No. _____ Issue Date _____

Addendum No. _____ Issue Date _____

Or, no RFP addenda were issued/received. Signed Date _____