



Cowley College

REQUEST FOR PROPOSAL NO:
2017-0006

REQUEST FOR PROPOSAL TITLE:
Government Affairs Liaison

ISSUE DATE:
September 14, 2017

SUBMISSION DUE DATE:
September 25, 2017
5:00 PM

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- 2 Scope of Work and Services**
Provides a description of the services requested that, while not comprehensive or complete in nature, will provide Cowley College with proposals that can be easily compared.
- 3 Evaluation Criteria and Contents**
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- 4 Proposal Instructions**
Describes the submittal instructions and communications

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- I Proposal Certification**

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Section 1

Administrative Overview

1.1 INTRODUCTION

This is a Request for Proposals (RFP) issued by Cowley County Community College (hereinafter referred to as "Cowley College") seeking proposals from an experienced and qualified Government Affairs Liaison that can meet the requirements defined in Section 2.

1.2 AUTHORITY

RFPs must be submitted by persons authorized to commit to the responding Government Affairs Liaison to a procurement contract or agreement.

1.3 COSTS FOR PROPOSAL PREPARATION

Any costs incurred in preparing or submitting a proposal shall be the Government Affairs Liaison's sole responsibility.

1.4 DISQUALIFICATION OF PROPOSALS

Cowley College reserves the right to consider as acceptable only those proposals submitted in accordance with all requirements set forth in this RFP and which demonstrate an understanding of the scope of the work. Any proposal offering any other set of terms and conditions contradictory to those included in this RFP may be disqualified without further notice.

A proposal shall be disqualified and the proposal automatically rejected for any one of the following reasons:

1. The proposal shows any noncompliance with applicable law.
2. The proposal is conditional, incomplete, or irregular in such a way as to make the proposal indefinite or ambiguous.
3. The proposal has any provision reserving the right to accept or reject award, reserving the right to enter into a contract pursuant to an award, or contrary to those required in the solicitation.

1.5 ADDENDA TO THIS RFP

Cowley College may need to issue one or more addendum related to this RFP. Such addenda shall be added to the original RFP document and posted at www.cowley.edu/about/procurement_services. It shall be the responsibility of the prospective contractor and other interested parties to familiarize themselves with the website and visit it regularly during the RFP process for updated information or addenda related to this RFP.

1.6 RIGHT TO WITHHOLD AWARDING OF CONTRACT

Cowley College reserves the right not to make award of this contract.

1.7 FINAL CONTRACT

Cowley College shall not be responsible for work done, even in good faith, prior to Cowley College's execution of a final contract.

1.8 INSPECTION OF PROPOSALS and CONFIDENTIAL INFORMATION

Proposals may be available for public inspection upon notice of award and shall be available for public inspection after the contract is signed by all parties. Cowley College treats proposals as confidential until after the award is issued. At that time, they become subject to disclosure under the Freedom of Information Act. Information marked as "Confidential" in any proposal shall be honored as such, to the extent allowable under the Freedom of Information Act. If a respondent wishes to supply any information, which it believes is exempt from disclosure under the Act that respondent should summarize such information in a separate envelope and each page submitted should clearly state "Confidential," but otherwise be presented in the same manner as the proposal. However, any such information is provided entirely at the respondent's own risk and Cowley College assumes no liability for any loss or damage which may result from Cowley College's disclosure at any time of any information provided by the respondent in connection with its proposal.

1.9 CONTRACT INVALIDATION

If any provision of this contract is found to be invalid, such invalidation will not be construed to invalidate the entire contract.

1.10 FEE STRUCTURE

The fee structure shall be as submitted on the Bid Sheet Form.

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1.11 ADVERTISING

Upon specific, written, case by case, authorization by an authorized representative of Cowley College, the Government Affairs Liaison, in submitting a proposal, shall have the right to use the name of Cowley College, its officials, or employees a) in any advertising, publicity, or promotion; or b) to express or imply any endorsement of agency's services; or c) to use the name of Cowley College, its officials or employees or the Cowley College logo in any manner (whether or not similar to uses prohibited by subparagraphs (a) and (b) above).

1.12 IMMUNITY FROM LIABILITY

Every person who is a party to this agreement is hereby notified and agrees that Cowley College is immune from liability and suit for or from this proposal's activities involving third parties and arising from any contract resulting from this RFP.

1.13 PREVAILING LAW

The terms and provisions of this RFP, and any ensuing contract, shall be governed by and construed in accordance with the laws of the State of Kansas.

1.14 CONTRACT TERMINATION FOR CAUSE

Cowley College may terminate any resulting contract for cause by providing a Notice to Cure in instances of noncompliance with the contract.

1. The Vendor shall have ten (10) days to reply to the Notice to Cure and indicate why the contract should not be terminated and recommend remedies to be taken.
2. If the Vendor and Cowley College reach an agreed upon solution, the Government Affairs Liaison shall then have thirty (30) days after such agreement is reached to cure the noncompliance cited in the Notice to Cure.
3. If a mutually agreed upon solution cannot be reached within ten (10) days after receipt of Notice to Cure by the Vendor, Cowley College reserves the right to terminate the agreement.

Section 2

Scope of Work and Services

2.1 OBJECTIVES

The Government Affairs Liaison serves as the college's principal liaison to elected officials at all levels. As such, Cowley College is seeking a Government Affairs Liaison who meets the following qualifications:

Knowledge of:

1. Local, state and federal legislative and executive processes
2. Public relations principles and practices
3. Project management planning principles and practices

Demonstrated Skills in:

1. Developing and maintaining relationships with public officials and their staffs;
2. Communicating effectively with all levels of Administration, Board of Trustees, and staff as well as external individuals and groups;
3. Analyzing and interpreting legislation and policy documents;
4. Legislative advocacy, negotiation and persuasion;
5. Communicating complex concepts through oral and written mediums;
6. Preparing a variety of written communications such as reports, testimony, and factsheets;

Essential Functions:

1. Develops and manages college strategy for strengthening relationships with elected officials and government agencies and increasing their understanding of and support for Cowley College.
2. Works with the college leadership to identify priority legislative and government relations issues for the college.
3. Communicates and advocates college priorities to local, regional, state and national elected officials and staff.
4. Monitors legislation and policy activities, updates and advises college leadership and staff about relevant policy proposals and actions, and works with college staff to analyze potential impacts on the college.
5. Coordinates government relations strategy with other relevant stakeholders, including college and foundation Board members, state and national associations, student organizations, employee unions and government relations staff from other agencies and industry. Engages constituents inside and outside the college in support of the college's government relations agenda.
6. Develops a wide range of materials in support of the college's government relations agenda, such as talking points, legislative summaries, factsheets, testimony, reports, and letters.
7. Plans and implements events and other activities to support the college's government relations goals, such as town halls, news conferences, campus visits, and meetings.

Education/Experience Requirements:

1. A minimum of an Associate's degree in a related area, Bachelor's degree preferred with experience as a lobbyist for a minimum of 3 years, 5 years preferred.
2. Experience drafting and moving legislation through the house and senate.
3. At least 1 year of experience working with higher education topics and legislation.

Section 3

Evaluation Criteria and Proposal Content

3.1 BID EVALUATION CRITERIA

The proposals shall be evaluated based solely on responses in scope of work. Cowley College reserves the right to seek clarification from respondents on any issue in a proposal, or take any other action it feels necessary to properly evaluate the proposals and construct a solution in Cowley College's best interest. Cowley College reserves the right to reject any or all proposals and/or waive any minor irregularities in the proposals received whichever would be in the best interest of Cowley College.

3.2 PROPOSAL CONTENT ORGANIZATION

Respondents shall organize their submissions in such a way as to follow the general evaluation criteria listed below.

- A. **Cover Letter** – Include Company's/individual's name, contact information and a brief introduction to your company as it relates to the requested services.
- B. **Qualifications Criteria**
 - a. Provide a brief history of your company (and all consultants), including number of years in business
 - b. Provide a project list containing [3 to 5] projects completed by your company that best represents a similar scope
 - c. For each project include the following:
 - Project name, location, time frame and completion date
 - Reference name and contact information
 - Project's overall scope
- 1. **Fee Proposal**
 - a. Provide a Bid Sheet (See Bid Sheet attachment) based on the scope of service outlined in this Request for Proposal
- C. **Appendices**
 - Appendix I – Proposal Certification
- D. **Attachments**
 - Attachment I – Bid Sheet

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Section 4.0

Proposal Instruction

4.1 PRE-PROPOSAL CONFERENCE

No pre proposal conference will be held.

4.2 DEADLINE FOR WRITTEN QUESTIONS RELATING TO THE RFP

The deadline for written questions is 5:00pm CST on 9-25-2017. Send questions to Dr. Dennis Rittle, President, by emailing dennis.rittle@cowley.edu. Dr. Dennis Rittle is the only person authorized to provide a formal response to any questions. No other Cowley College employee is authorized to make any statement that would bind Cowley College with regard to this RFP.

Candidates shall submit a clearly marked original plus three (4) copies of the proposal. Proposals shall be received by Cowley College no later than 5:00 PM, CST. The proposals shall be mailed and will be date stamped upon receipt by Cowley College. After the deadline and upon request, a representative of Cowley College will have available the names of those individuals submitting proposals. No other public disclosure will be made until after the award of the contract. Any proposal received after this date and time shall be rejected. Candidates may withdraw their proposal at any time prior to the time and date set for opening.

Proposals shall be mailed or delivered to:

Cowley College

ATTN: Dr. Dennis C. Rittle, President

125 S 2nd St.

Arkansas City, KS 67005

REF: 2017-0006

Proposals should be in a sealed envelope marked:

Government Affairs Liaison Name, Address, and Phone Number

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Appendix I Proposal Certification

The undersigned applicant, in response to Cowley College Request for Government Liaison Services **RFP 2017-0006**, having carefully examined the bid documents and being familiar with the conditions surrounding the proposed services, hereby proposes to provide such services meeting the requirements outlined in this Request for Proposal, in accordance with the proposal attached hereto.

Respondent hereby certifies: (a) that this bid is genuine and is not made in the interest of or on behalf of any undisclosed person, firm, or corporation; (b) that the respondent has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid; (c) that the respondent has not solicited or induced any person, firm, or corporation to refrain from bidding; and (d) that the respondent has not sought by collusion to obtain any advantage over any other bidder or over Cowley College.

Respondent agrees that the response to this RFP is a legal and binding offer and the authority to make the offer is vested in the signer. Minor differences and informalities will be resolved by negotiation prior to acceptance of the offer.

Applicant

Phone

Address

Fax

Federal I.D. or SSN

Signature

Date

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Appendix III – Bid Sheet

Contract Term	Contract Fee	Additional Fees

Vendor Name: _____

Web Address: _____

Contact: _____

Email: _____

Telephone: _____ Fax: _____

Signature: _____ Date: _____