



## Winnebago County - Purchasing Department

404 Elm Street Room 202

Rockford, Illinois 61101

(815)319-4380 [Purchasing@purchasing.wincoil.gov](mailto:Purchasing@purchasing.wincoil.gov)

REQUEST FOR QUALIFICATIONS	23Q-2314	ISSUE DATE	10/10/2023
RFQ TITLE	STATE LOBBYIST/CONSULTANT SERVICES		
RFQ DUE DATE	11/13/2023	DUE TIME (CST)	11:00 AM
SUBMIT 5 PAPER, PLUS 1 MEMORY STICK		BOND REQUIRED	NONE

The County of Winnebago, Illinois, hereby solicits qualified individuals and interested firms to submit proposals for providing all services necessary to provide State Lobbyist/Consulting Services for the County.

The County is seeking a firm or individual (hereinafter known as "Consultant") to provide State Lobbyist/Consulting services for the County of Winnebago Government. The Consultant will act in liaison with, and report activities to County Administration to coordinate Winnebago County's lobbying efforts. The Consultant will interact on behalf of the County's interests with the State legislative and executive branches of government. It is the goal of this contract to maximize the County's success in obtaining State funding and favorable legislation. Current County priorities are 1) economic development; 2) public safety; and 3) public works.

Proposer's proposals must be delivered by the date and time listed under Schedule of Events to:

**Winnebago County Purchasing Department  
404 Elm Street - Room 202  
Rockford, IL 61101**

### OVERVIEW OF THE COUNTY OF WINNEBAGO:

The County of Winnebago was established on January 16, 1836. With a population of 285,350 individuals, it is comprised of 11 municipalities, of which one is the 5<sup>th</sup> largest in the State of Illinois. Winnebago County is governed by a Township form of government with an elected Board Chairman, an appointed County Administrator, and a 20-member County Board. The County Board is the governing body of the county and functions as the policy making and legislative branch of Winnebago County government. There are six (6) Board Committees that meet to assist in the efficient and effective operation of county government, and to recommend appropriate actions to the Board. The Winnebago County Board is re-establishing a legislative committee made up of County Board members.

### CONTRACT TERM

The expected term of the initial contract will be 12 months with optional annual renewals, up to a maximum of five years.

**CONTRACT ADMINISTRATION**

Winnebago County will administer the contract. The successful contractor will be required to submit invoices on a basis to be determined by mutual agreement.

**GENERAL REQUIREMENTS**

This is a Request for Qualifications. Proposals will be opened and evaluated in private and submittal information will be kept confidential until a final selection is made.

**SUBMISSION DATE AND TIME**

No later than 11:00 a.m. (CST)— November 13, 2023. Proposals received after the submittal time will be rejected. (Refer to Schedule of Events)

**CONTACT PERSON:** Melinda Macias- Purchasing Specialist– [purchasing@purchasing.wincoil.gov](mailto:purchasing@purchasing.wincoil.gov)

**SCHEDULE OF EVENTS**

10/10/2023	RFQ Solicitation is made available
10/16/2023	Questions emailed to <a href="mailto:purchasing@purchasing.wincoil.gov">purchasing@purchasing.wincoil.gov</a> by 2:00 p.m.
10/18/2023	Questions answered via Addendum sent and posted on website by 4:00 p.m.
11/13/2023	RFQ submittals due by 11:00 a.m.
TBD	Evaluation Process Begins
TBD	Possible Presentations and Oral Interviews, if needed
TBD	Projected Committee and Award Date

## **SECTION ONE: INSTRUCTION TO PROPOSERS**

### **1.1 INTRODUCTION/BACKGROUND**

The County of Winnebago, is accepting proposals from firms to provide the services of a state of Illinois Lobbyist/Consultant(s) to support and promote Winnebago County residential and business stakeholders' interests by formulating, promoting, monitoring and reporting on the state legislative initiatives and priorities.

The Lobbyist/Consultant should demonstrate key relationships with legislative and executive branches of state government. The Lobbying and Legislative Committee of the Winnebago County Board will provide the Lobbyist/Consultant legislative priorities on an annual basis and as issues emerge. The Consultant will work under the direction of the County Board Chairman and act as a liaison with state government officials.

### **1.2 COPIES OF RFQ DOCUMENTS**

- A. Only complete sets of RFQ solicitation documents should be used for preparing proposals. The County does not assume any responsibility for errors or misinterpretations resulting from the use of incomplete sets.
- B. Complete sets of RFQ documents must be obtained on the County's website.
- C. Submitted Proposals **MUST** include all forms and requirements as called for in the Request for Qualifications. Failure to include all necessary forms and licenses will result in a non-responsive proposal.

### **1.3 EXAMINATION OF RFQ DOCUMENTS**

- A. Each Proposer shall carefully examine the RFQ and other documents, and inform himself thoroughly regarding any and all conditions and requirements that may in any manner affect cost, progress, or performance of the work to be performed under the proposal. Ignorance on the part of the Proposer shall in no way relieve him/her of the obligations and responsibilities assumed under the proposal.
- B. Should a Proposer find discrepancies or ambiguities in, or omissions from, the specifications, or should he/she be in doubt as to their meaning, he/she shall at once notify the County by email at [purchasing@purchasing.wincoil.gov](mailto:purchasing@purchasing.wincoil.gov) by the **Schedule of Events deadline**.

### **1.4 INTERPRETATIONS, CLARIFICATIONS, AND ADDENDA**

No oral interpretations will be made to any Proposer as to the meaning of the documents. Any inquiries or requests for interpretation must be received ***in writing by the date specified, in the Schedule of Events***, emailed to [purchasing@purchasing.wincoil.gov](mailto:purchasing@purchasing.wincoil.gov)

All such changes or interpretation will be made in writing in the form of an addendum and, if issued, shall be posted on the County's website no later than five (5) business days prior to the established Proposal due date. It shall be the Proposer's sole responsibility thereafter to find and download the addendum.

Each Proposer **MUST** acknowledge receipt of such addenda on the Proposal Signature Form. All addenda are a part of the documents and each Proposer will be bound by such addenda, whether or not received by him/her. It is the responsibility of each Proposer to verify that he/she has received all addenda issued before proposals are opened.

## **1.5 GOVERNING LAWS AND REGULATIONS**

The Proposer is required to be familiar with and shall be responsible for complying with all Federal, State, and local laws, ordinances, rules, and regulations that in any manner affect the work. Knowledge of occupational license requirements and obtaining such licenses for Winnebago County and municipalities within Winnebago County are the responsibility of the Proposer.

## **1.6 HOLD HARMLESS CLAUSE**

The Proposer covenants and agrees to indemnify, hold harmless and defend Winnebago County, its Board members, officers, employees, agents and servants from any and all claims for bodily injury, including death, personal injury, and property damage, including damage to property owned by County, and any other losses, damages, and expenses of any kind, including attorneys' fees, costs and expenses, which arise out of, in connection with, or by reason of services provided by the Proposer or any of its Sub-consultant(s) in any tier, occasioned by the negligence, recklessness, or intentionally wrongful conduct of the Proposer, or its Sub-consultant(s) in any tier, their officers, employees, servants or agents. In the event that the completion of the project (to include the work of others) is delayed or suspended as a result of the Proposer's failure to purchase or maintain the required insurance, the Proposer shall indemnify the County from any and all increased expenses resulting from such delay. Should any claims be asserted against the County by virtue of any deficiency or ambiguity in the plans and specifications provided by the Proposer, the Proposer agrees and warrants that Proposer shall hold the County harmless and shall indemnify it from all losses occurring thereby and shall further defend any claim or action on the County's behalf.

## **1.7 PREPARATION OF PROPOSALS**

Signature of the Proposer: The Proposer must sign the proposal forms in the space provided for the signature. If the Proposer is an individual, the words "Doing Business As", or "Sole Owner" must appear beneath such signature. In the case of a Partnership, the signature of at least one of the partners must follow the firm name and the words "Member of the Firm" should be written beneath such signature. If the Proposer is a limited liability company, the title of person signing the Proposal on behalf of the limited liability company must be stated and evidence of his authority to sign the Proposal must be submitted.

## **1.8 SUBMISSION OF PROPOSALS**

- A. Proposals shall be submitted to Winnebago County at the designated location not later than the time and date for receipt of proposals indicated in the RFQ solicitation, or any extension thereof made by Addendum. Winnebago County's representative authorized to open the proposals will decide when the specified time has arrived and no Proposals received thereafter will be considered. Proposals received after the time and date for receipt of Proposals will be returned unopened.
- B. Winnebago County Purchasing Department receives proposals by paper only. Please DO NOT email or fax proposals.
- C. Each Proposer shall submit with his Proposal the required evidence of his qualifications and experience.

## **1.9 REQUIRED COUNTY FORMS**

Proposer shall complete and execute the forms specified in the RFQ (Proposal Signature Form, Business References, Vendor Registration Form and Suspension and Debarment Certification Form); failure to provide executed documents may result in Proposer being determined to be not fully responsive to the RFQ.

## **1.10 MODIFICATION OF PROPOSALS**

Written modification will be accepted from firms if addressed to the entity and address indicated in the Request for Qualifications and received prior to Proposal due date and time. Prior to the time and date designated for receipt of Proposals, any Proposal submitted may be modified by delivery to the County Purchasing Department of a complete Proposal as modified. All emails shall be marked "Modified Proposal" delivery shall comply with requirements for the original proposal.

## **1.11 RESPONSIBILITY FOR PROPOSAL**

The Proposer is solely responsible for all costs of preparing and submitting the proposal, regardless of whether a contract award is made by the County. *Unless otherwise specified by the Proposer, the County has no less than one hundred twenty (120) day to make a final selection.*

## **1.12 RECEIPT AND OPENING OF PROPOSALS**

The properly identified Proposals received on time will be opened by the County Purchasing Department. Any Proposal not received by the Purchasing Department on or before the deadline for receipt of proposals designated in the solicitation or Addendum(s) will not be opened.

## **1.13 NEGOTIATIONS**

The County MAY elect to negotiate a contract with the highest qualified firm(s) at compensation and for a term that the County determines in writing to be fair and reasonable. In making this decision, the County shall take into account the estimated value, scope and complexity and firm's nature of the services to be rendered. Also, consider how much subcontract the firm(s) will need to use for a project.

If the County is unable to negotiate a satisfactory contract with any of the top selected firms, the County may re-advertise the project.

## **1.14 AWARD OF CONTRACT**

- A. The County reserves the right to waive any informality in any proposal, or to readvertise for all or part of the work contemplated. If proposals are found to be acceptable, written notice will be given to the selected Proposer of the award of the contract. The County reserves the right to reject any and all proposals.
- B. If the award of a contract is annulled, the County may award the contract to another Proposer(s), or the work may be re-advertised or may be performed by other qualified personnel as the County decides.
- C. A contract will be awarded to the Proposer(s) deemed to provide the services which are in the best interest of the County.

The County also reserves the right to reject the proposal of a Proposer who has previously failed to perform properly or to complete contracts of a similar nature on time.

## **1.15 CERTIFICATE OF INSURANCE AND INSURANCE REQUIREMENTS**

The Proposer shall be responsible for all necessary insurance coverage as indicated below. Certificates of Insurance must be provided to Winnebago County within fifteen (15) days after award of contract or acceptance of the proposal, with Winnebago County listed as additional insured as indicated. If the proper insurance forms are not received within the fifteen (15) day period, the contract may be awarded to the next selected Proposer/Proposer. Policies shall be written by companies licensed to do business in the State of Illinois and having an agent for service of process in the State of Illinois. Companies shall have an A.M. Best rating of VI or better.

TYPE OF INSURANCE	MINIMUM ACCEPTABLE LIMITS OF LIABILITY
<b>Workers Compensation</b>	Statutory
<b>Employers Liability</b> A. Each Accident B. Each Employee-disease C. Policy Aggregate-disease	\$1,000,000 \$1,000,000 \$1,000,000
<b>Commercial General Liability</b> A. Per Occurrence B. General Aggregate 1. General Aggregate- Per project 2. General Aggregate - Products/ Completed Operations	\$1,000,000 \$1,000,000 \$1,000,000 \$1,000,000
<b>Business Auto Liability</b>	\$1,000,000
<b>Professional Errors and Omissions</b>	\$2,000,000

Winnebago County shall be named as an Additional Insured on the General Liability and Vehicle Liability policies.

**CHANGES IN INSURANCE COVERAGE:**

The Proposer/Contractor will immediately notify the Winnebago County Purchasing Department if any insurance has been cancelled, materially changed, or renewal has been refused and the Proposer/Contractor shall immediately suspend all work in progress and take the necessary steps to purchase, maintain and provide the required insurance coverage(s) and limits.

If suspension of work should occur due to insurance requirements, upon verification by the County of required insurance, the County will notify Proposer/Contractor when they can proceed with work.

Failure to provide and maintain required insurance coverage(s) and limits could result in immediate cancellation of the Contract and the Proposer/Contractor shall accept and bear all costs that may result due to the Proposer’s/Contractor’s failure to provide and maintain the required insurance.

**END OF SECTION ONE**

## **SECTION TWO: SCOPE OF WORK**

The County of Winnebago, is accepting proposals from firms to provide the services of a state of Illinois Lobbyist/Consultant(s) to support and promote Winnebago County residential and business stakeholders' interests by formulating, promoting, monitoring and reporting on the state legislative initiatives and priorities.

The Lobbyist/Consultant should demonstrate key relationships with legislative and executive branches of state government. The Lobbying and Legislative Committee of the Winnebago County Board will provide the Lobbyist/Consultant legislative priorities on an annual basis and as issues emerge. The Consultant will work under the direction of the County Board Chairman and act as a liaison with state government officials.

*At a minimum, describe your experience, and proposal to:*

- Periodically meet with Winnebago County Administration, the Winnebago County Legislative and Lobbying Committee, and the Board as a whole in support of the development of the legislative agenda;
- Assist the County with strategy formation;
- Research, prepare and lobby proposals desired by the County;
- Position the County to maximize state funding opportunities;
- Monitor legislation, arrange for bill sponsorship, perform issue analysis, and brief County officials on legislative issues;
- Draft legislation in support of the County's legislative priorities;
- Prepare monthly informational reports and action calls during legislative sessions to inform the County of the legislative process and status of County proposals;
- Initiate and coordinate meetings between County elected officials and/or staff with State legislative and executive branch to pursue priority legislation or funding opportunities;
- Promote the County's legislative proposals by communicating with state and other governmental officials through personal contact, position papers, testimony and other means as appropriate.
- Engage staff and legislators in the appropriations process to include monitoring appropriation numbers to ensure accuracy, arranging for pre-committee meetings with committee chairs, other legislators or staff as needed, canvassing appropriation committee chairs and members before appropriation hearings;
- Identify state grant and competitive funding proposals for County priorities;
- Explain how your firm will engage in representing competing entities during the duration of the resulting contract should your firm represent entities that may compete with Winnebago County for grant seeking or legislative initiatives; and
- Provide information necessary for the County to monitor the provision of the above services.

### **QUALIFICATIONS:**

The firm selected will be an established, experienced organization with a strong history of representing County governments to secure funding and influence the enactment of beneficial legislation on the

behalf of its clients. Provide a statement of the firm's public sector qualifications. Explain how the firm is organized and how its resources will be utilized on the County's behalf. *Include, at a minimum:*

- Staff – Must have at least five years representing client's interests in Congress or serving in a senior staff capacity in Congress or a Federal agency, or a combination thereof. Provide names, resumes, professional credentials, experience, and a list of officials with which those who will actually perform the services for this account have direct access relative to this RFQ;
- Firm – Include a summary of work and professional experience relative to the Scope of Services, and document relative experience;
- Knowledge of County government operations, the State legislative process, and how process affects County government operations;
- List of all current clients and contract amounts. Include entity's contact person, telephone number, and e-mail address;
- The firm's local availability and degree of accessibility to the County of Winnebago;
- Demonstrated relationships with both Democrat and Republican legislators and their staff;
- Past success in identifying and securing funding opportunities for clients, including dollar amount awarded;
- Any other qualifications and experience which you consider to be significant, or otherwise relevant to the County's consideration of the firm in regards to this Request for Qualifications, including activities and positions held in state and national professional organizations.

#### **FEES AND EXPENSES:**

- Describe proposed fees and fee model options available;
- Fees should be itemized by task or deliverable, as consistent with the submission's organization. The fee proposal should assign dollar amounts or percentages of total fees to each major work product. An ultimate agreement's payment schedule will match this itemization, unless revised.

#### **END OF SECTION TWO: SCOPE OF WORK**

**SECTION THREE: PROPOSAL SIGNATURE FORM**

<b>Name of Proposer</b>			
<b>Contact Person</b>			
<b>Address</b>			
<b>City, State, ZIP</b>			
<b>Telephone</b>		<b>FEIN No.</b>	
<b>Email(s)</b>			

**TO:** Winnebago County Purchasing Department

The undersigned, being duly sworn, certifies they are an:

- OWNER/SOLE PROPRIETOR     
  MEMBER OF PARTNERSHIP     
  AN OFFICER OF CORPORATION     
  MEMBER OF JOINT VENTURE

Further, as the Proposer, declares that the only person or parties interested in this proposal as principals are those named herein; that this proposal is made without collusion with any other person, firm or corporation; that he/she has fully examined the proposed forms of agreement and the scope of services or work specifications for the above designated service, and all other documents referred to or mentioned in the solicitation documents, specifications and attached exhibits, including Addenda.

**(Proposer, must list below any and all Addenda on red lines)**

**No(s): \_\_\_\_\_ and \_\_\_\_\_ and \_\_\_\_\_ issued thereto;**

Further, the undersigned certifies and warrants that he/she is duly authorized to execute this certification/affidavit on behalf of the Proposer and in accordance with the Partnership Agreement or By-laws of the Corporation, and the laws of the State of Illinois and that this Certification is binding upon the Proposer and is true and accurate. The Affiant deposes and says that he/she has examined and carefully prepared this proposal and has checked the same in detail before submitting this proposal, and that the statements contained herein are true and correct.

Further, the Proposer certifies that he/she has provided equipment; supplies or services comparable to the items specified in this solicitation to the parties listed in the Business Reference Form and authorizes the County to verify references of business and credit at its option. Finally, the Proposer, if awarded a contract, agrees to do all other things required by the solicitation documents, and that he/she will take in full payment therefore the sums set forth in any resulting contract award.

**SIGNATURE OF PROPOSER**

**SIGNATURE** \_\_\_\_\_

**Name and Title of Signer** \_\_\_\_\_

**Dated this** \_\_\_\_\_ **day of** \_\_\_\_\_ **2023**

**AUTHORIZED VENDOR NEGOTIATOR**

**Name and Title** \_\_\_\_\_

**Phone and Email** \_\_\_\_\_

**END OF SECTION THREE: PROPOSAL SIGNATURE FORM**

## BUSINESS REFERENCES

The RFQ Proposer must list references for the last three (3) completed projects, listing company, name, address, contact person, telephone number and date of completion. If the Proposer is a new business, provide references that will enable the County to determine if Proposer is responsible.

<b>NAME</b>	
CONTACT PERSON	
ADDRESS	
CITY, STATE, ZIP	
TELEPHONE	
EMAIL	

<b>NAME</b>	
CONTACT PERSON	
ADDRESS	
CITY, STATE, ZIP	
TELEPHONE	
EMAIL	

<b>NAME</b>	
CONTACT PERSON	
ADDRESS	
CITY, STATE, ZIP	
TELEPHONE	
EMAIL	

NUMBER OF YEARS IN BUSINESS	
NUMBER of PERSONNEL ON STAFF	

**RETURN BID LABEL**

The County of Winnebago, Illinois will receive sealed Bids at:

**WINNEBAGO COUNTY  
PURCHASING DEPARTMENT  
404 ELM STREET, ROOM 202  
ROCKFORD, IL 61101**

All Bids must be enclosed in sealed envelopes marked:



**“STATE LOBBYIST/CONSULTANT SERVICES”**

ALL SUBMITTALS SHOULD BE LABELED ACCORDINGLY – PLEASE USE BELOW FOR YOUR CONVENIENCE



<b>RFQ# 23Q-2314</b>	<b>WINNEBAGO COUNTY PURCHASING DEPARTMENT 404 ELM STREET, ROOM 202 ROCKFORD, IL 61101</b>
<b>PURCHASING DEPARTMENT</b>	
<b>RFQ NAME: STATE LOBBYIST/CONSULTANT SERVICES</b>	
<b>RFQ DUE DATE/TIME: November 13, 2023 11:00 AM</b>	



# WINNEBAGO COUNTY

ILLINOIS

## VENDOR REGISTRATION FORM

Vendor (or Individual) Legal Name: \_\_\_\_\_

DBA/Alternative Vendor Name: \_\_\_\_\_

ADDRESS(ES)		
	Physical	Remittance, if different from physical
Street 1		
Street 2		
City		
State		
ZIP		
CONTACT(S)		
	Sales Representative	Accounts Receivable
Name		
Phone		
Email		
Web Address		
GENERAL INFORMATION		
Scope of work to be performed or provided: <input type="checkbox"/> Services and/or <input type="checkbox"/> Goods <input type="checkbox"/> Other _____		If Services: <input type="checkbox"/> Legal <input type="checkbox"/> Medical <input type="checkbox"/> Rent/Landlord <input type="checkbox"/> Other _____ Do you have a current contract <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>Winnebago County Employee:</b> <input type="checkbox"/> Yes or <input type="checkbox"/> No If yes: <input type="checkbox"/> Current or <input type="checkbox"/> Former Dept. _____		
<b>COUNTY Department/Person requesting your service or goods:</b> _____		
CLASSIFICATION(S)		
If applicable, check those boxes that apply: <input type="checkbox"/> Minority-Owned Business: <input type="checkbox"/> Certified <input type="checkbox"/> Self-Certified <input type="checkbox"/> Woman-Owned Business: <input type="checkbox"/> Certified <input type="checkbox"/> Self-Certified <input type="checkbox"/> Veteran-Owned Business: <input type="checkbox"/> Certified <input type="checkbox"/> Self-Certified		<i>(All Certifications must be included with this completed form)</i>
SIGNATURE		
<i>You affirm the above information is true and correct. Electronic signatures will not be accepted.</i>		
Authorized Signature: _____		Date Signed: _____
OFFICE USE ONLY		
Approved by: _____		Assigned Vendor Number: _____
Verification Completed: <input type="checkbox"/> Sam.gov <input type="checkbox"/> OFAC <input type="checkbox"/> IRS TIN Match <input type="checkbox"/> W-9 Uploaded		Date Entered: _____



# WINNEBAGO COUNTY

— ILLINOIS —

## SUSPENSION/DEBARMENT CERTIFICATION FORM

Non-Federal entities are prohibited from contracting with or making sub-awards under covered transactions to parties that are suspended or debarred or whose principals are suspended or debarred. Covered transactions include procurement for goods or services equal to or in excess of \$25,000.00. Contractors receiving individual awards for \$25,000.00 or more and all sub-recipients must certify that the organization and its principals are not suspended or debarred.

By submitting response to this solicitation and signing this form, the Bidder/Proposer certifies to the best of its knowledge and belief, that the company and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal, State or local governmental entity, department or agency;
2. Have not within a three-year period preceding this solicitation been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction, or convicted of or had a civil judgment against them for a violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and
4. Have not within a three-year period preceding the signing of this certificate had one or more public transactions (Federal, State or local) terminated for cause or default.

**If the Bidder/Proposer is unable to certify to any of the statements in this certification, Bidder/Proposer shall attach an explanation to this certification.**

Vendor Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ ZIP: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

(Print) Name: \_\_\_\_\_ Title of Official: \_\_\_\_\_

Signature Date: \_\_\_\_\_