



CITY OF HOLLYWOOD, FLORIDA

PROCUREMENT SERVICES DIVISION

Solicitation Request Form

(Over \$25,000)

(Use for informal bids and formal Bids, RFPs, RLIs, RFQs)

CITY OF HOLLYWOOD
PROCUREMENT SERVICES
DIVISION
2019 APR 24 AM 8:47

Date 4.17.19

Department/Office City Manager's Office

Division/Area 1102

Contract Administrator Lorie Mertens-Black

Title Chief Civic Affairs Officer

Phone 3599

Email lm-b@hollywoodfl.org

1. Product/Service being requested (be specific.) Federal Lobbying Services

2. Detailed description of the products/services function and purpose. Federal Lobbying Services

Are there alternative products/services capable of performing the required function? No

3. Has this product/service previously been formally solicited by the City of Hollywood?

Yes No Unsure

If yes, please provide previous solicitation number. _____

4. Has this product/service previously been formally solicited by another government agency?

Yes No Unsure

If yes, please provide details and copy if available. _____

5. Total estimated cost of the requested product/service? \$72,000

Has this cost been approved in your budget? Yes No

If yes, provide Account Number (s.) 001.110102.51200.531490.

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Procurement Service Division use only

Requisition # R _____
BPO _____
(As Applicable)

Purchase Order # P _____
(As Applicable)

Blanket Purchase Order # _____
(As Applicable)

(Revised 9/2015)

RFP 4612-19-JE

6. Formal Solicitations must be advertised for a minimum of 10 (ten) days and typically not more than 30 (thirty) days. How long is the Department/Office requesting to advertise this solicitation? 30 Days

7. Is a pre-bid meeting required? Yes No

If yes, are you requesting it to be mandatory? Yes No

8. Project location? city-wide

9. Completion Time: Final completion of this project shall be in _____ calendar days once a Notice To Proceed (NTP) is given to the awarded vendor.

10. Are you requesting this formal solicitation require liquidated damages (liquidated damages are not penalties, they should represent the amount of monies the City will incur/lose if the project is not completed in require time?)

Yes No

11. Please list any special licenses or certification require to bid. none

12. Are there any outside entities assisting with this solicitation (i.e. Architect, Consultant, etc?)

Yes No

If yes, please provide the information:

Entity _____ Contact Person _____

Phone _____ Email _____

13. Are there attachments associated with this request? Yes No

14. Would this purchase(s) result in the potential of future purchases for related products/services being restricted to a particular vendor or create a specific vendor as sole source provider for related items?

Yes No

If yes, please describe the related products/services and estimated cost(s.)

15. Would this purchase(s) result in any future maintenance costs which are not included in the initial purchase?

Yes No

If yes, please attach a draft maintenance plan which includes cost estimates and funding source(s.)

16. Is this a grant related purchase? Yes No

If yes, please provide details (timeline, expiration dates, milestones, special procurement requirements, etc.) _____

Will this require matching funds? Yes No

17. Does this solicitation for product/service work in conjunction with any other Department/Office or will it impact any other Department/Office? Yes No

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Requisition # R _____
BPO _____
(As Applicable)

Purchase Order # P _____
(As Applicable)

Blanket Purchase Oder # _____
(As Applicable)

18. Please provide the names of suggested evaluations committee member:
 (NOTE: Committee members shall not be direct reports.)

Adam Reichbach _____
Laurette Jean _____
Clay Milan _____

19. Please provide any specific vendor(s) to be included in the notification of these solicitations.
The Cormac Group

To be completed by Procurement Services Division upon award recommendation

Advanced search of the vendor recommended for award on the Federal Government's Systems for Award Management at www.sam.gov.

Date of Advanced Search _____

Company Name(s) Searched	Search Results
_____	_____
_____	_____
_____	_____
_____	_____

 Contract Administrator Signature _____ Date

W. M. Black _____
 Supervisor's Signature Date
 Director's Signature 4-23-19
Date

APPROVAL (Procurement Service Division Use Only)			
Verified By:	<u><i>[Signature]</i></u>	Date	5/15/19
Approved By:	<u><i>[Signature]</i></u>	Date	5/15/2019

Procurement Service Division use only

Requisition # R _____ Purchase Order # P _____ Blanket Purchase Order # _____
 BPO _____ (As Applicable) (As Applicable) (As Applicable)

NOTICE OF INTENT TO AWARD

tel: 954.921.3299
fax: 954.921.3086

*AA
8/5/2019*

BID No.: RFP-4612-19-JE

OPENED: JUNE 20, 2019

ITEM: FEDERAL LOBBYING SERVICES

AWARD BEING RECOMMENDED TO:

**VAN SCOYOC ASSOCIATES
800 MAINE AVENUE S.W.
SUITE 800
WASHINGTON, DC 20024**

DATED AND POSTED: AUGUST 5, 2019

**PAUL A. BASSAR, DIRECTOR OF PROCUREMENT & CONTRACTS COMPLIANCE
PROCUREMENT SERVICES**

PROTEST: ANY ACTUAL OR PROSPECTIVE BIDDER WHO IS AGGRIEVED IN CONNECTION WITH THIS PENDING AWARD OF THE CONTRACT OR ANY ELEMENT OF THE PROCESS LEADING TO THE AWARD MAY PROTEST TO THE DIRECTOR OF PROCUREMENT SERVICES. THE PROTEST MUST BE FILED WITHIN FIVE (5) BUSINESS DAYS OF THIS POSTING OR ANY RIGHT TO PROTEST IS FORFEITED. THE PROTEST MUST BE IN WRITING, MUST IDENTIFY THE NAME AND ADDRESS OF THE PROTESTER, AND MUST INCLUDE A FACTUAL SUMMARY OF, AND THE BASIS FOR, THE PROTEST. FILING SHALL BE CONSIDERED COMPLETE WHEN THE PROTEST IS RECEIVED BY THE DIVISION OF PROCUREMENT SERVICES

PROTEST DEPOSIT: A DEPOSIT IS REQUIRED FROM THE PROTESTER TO COMPENSATE THE CITY FOR THE EXPENSES OF ADMINISTERING THE PROTEST. IF THE PROTEST IS DECIDED IN THE PROTESTER'S FAVOR, THE ENTIRE DEPOSIT SHALL BE RETURNED TO THE PROTESTER. IF THE PROTEST IS DETERMINED TO BE WITHOUT MERIT, THE DEPOSIT SHALL BE FORFEITED TO THE CITY. THE DEPOSIT SHALL BE IN THE FORM OF CASH, A CASHIER'S CHECK, OR A PAYMENT BOND AND SHALL BE IN THE AMOUNT OF \$250.00 OR 1% OF THE AMOUNT OF THE PENDING AWARD, WHICHEVER IS GREATER, UP TO THE MAXIMUM OF \$1,000.00.

2600 Hollywood Boulevard
P.O. Box 229045
Hollywood, Florida
33022-9045
hollywoodfl.org

RFP-4612-19-JE

FEDERAL LOBBYING SERVICES

Evaluation Matrix – 8/1/2019

Proposers: Evaluation Committee Members:	Van Scoyoc Associates	The Cormac Group
C. Milan	96	91
A. Reichbach	99	96
L. Jean	88	90
Totals	283	277
Rankings	1	2

Rankings: lowest score ranked highest from 1 - 2