

**REQUEST FOR PROPOSAL  
CITY OF NORTH PORT  
RFP NO. 2005-01  
PROFESSIONAL LOBBYING SERVICES**

The City Commission of the City of North Port, Florida is accepting proposals from individuals, corporations, partnerships, and other legal entities authorized to conduct business in the State of Florida, for the purpose of providing lobbying services to promote, amend, or influence passage by the Florida Legislature, of any legislation identified by the City.

Information may be obtained by contacting the Purchasing Office, North Port City Hall, 5650 North Port Boulevard, North Port, Florida; Monday through Friday from 8:30 to 4:30 P.M. at (941) 423-3127.

Proposals shall be organized in the following format and must include the following information:

**Section 1- MANAGEMENT SUMMARY (Cover Letter)**

This letter shall be a brief formal letter that provides information regarding the underlying philosophy of your firm and its ability to perform the requirements of this service. This letter must be signed by a person who is authorized to commit your organization to perform the work authorized in the proposal and shall identify all the materials and enclosures being forwarded. Include the name, address, and telephone number of the primary representative to be contacted regarding your qualifications.

**Section 2 – EXECUTIVE SUMMARY**

The executive summary of the proposal shall be limited to three (3) single spaced typewritten pages. The purpose of the Executive Summary is to provide a high-level description of your firm's ability to provide lobbying services to the City of North Port.

Describe in detail how the service will be provided, present details of the approach you propose to provide the services. Include a description of major tasks and sub-tasks.

**Section 3 – CORPORATE EXPERIENCE AND CAPACITY**

Provide information that documents your firms' and subcontractors' qualifications, and your personal qualifications if proposing as an individual, to provide service, including ability, capacity, skill, financial strength, number of years of experience providing the required services; and furnish a statement on the extent of corporation expansion (if any) required to handle the services sought.

**Section 4 – KEY PERSONNEL**

Attach resumes of all key personnel who will be involved in the delivery of services that include their relevant experience. If offering as a firm, indicate the level of involvement by principals in the day-to-day operation of the services proposed.

**Section 5 – CUSTOMER LISTINGS**

Provide a listing of all previous customers during the last three (3) years for all work of a similar size and scope. Information provided for each client shall include the following:

- a) Client name, address, client's contact person and current telephone number.
- b) Description of services provided.
- c) Accomplishments achieved on behalf of the client.
- d) Time period of the project or contract.

**Section 6 – PROPOSED FEES**

Provide all fees proposed to perform lobbying services to the City of North Port.

Information is to be submitted in One (1) original form plus seven (7) signed copies and placed in a sealed package clearly marked on the outside "**RFP 2005-01: LOBBYING SERVICES**" and addressed to:

ATTN: Purchasing Division  
City of North Port  
5650 North Port Blvd.  
North Port, Florida 34287

Proposals may be mailed or hand delivered to the City of North Port Purchasing Division, 5650 North Port Boulevard, North Port, Florida 34287 **NO LATER THAN 5:00 p.m. Wednesday, October 20, 2004.**

**Lynn Banish, Purchasing Manager**