

**CITY OF NORTH PORT
REQUEST FOR PROPOSAL NO. 2008-02
FEDERAL LOBBYING SERVICES**

PART II - SCOPE OF SERVICES

1. SCOPE OF SERVICES

The City Commissioners have recently endorsed the issues and projects that will comprise its 2008 federal legislative platform. It now seeks outside expertise in developing appropriate strategies and advocating for the City's priorities. Primarily, the City seeks assistance in identifying appropriate funding for several key projects as well as ensuring the continued funding for programs related to health, public assistance and public safety. It also requests assistance in monitoring legislation that would impact the City, especially as it pertains to its critical issues. The selected firm will work with City Commissioners, City Manager, various departments, and the City's state lobbyist as needed.

The scope of work is a general guide to the work the City expects to be performed by the federal lobbyist(s), and is not a complete listing of all services that may be required or desired.

- a. Assist the City in developing an annual federal legislative agenda.
- b. Be familiar with projects and activities of various federal agencies and advise the City of possible programs or activities for which the City may make application.
- c. Actively assist in seeking and developing funds for the City's projects.
- d. Be familiar with the projects and activities of the City of North Port and advise the City of pending legislation or regulations that might materially impact those projects and activities, prepare all the materials for congressional appropriations filings, and work on authorizing legislation as needed for the City.
- e. Represent City of North Port in Washington, D.C. generally, and when requested, in hearings before federal legislative and executive bodies and in contacts with individuals involved in legislative or executive agency process.
- f. Assist in securing prompt approval of grant applications filed with federal agencies.
- g. Assist in securing permits and approvals that might be required from time to time from federal government or any of its agencies.

- h. Perform services not specifically enumerated but similar in nature as the need might arise from time to time, at the direction of the City Manager and City Commission.
- i. File any required lobbyist disclosure reports in a timely fashion.
- j. Submit quarterly reports as to their activities on behalf of the City.
- k. Be available at least three (3) times a week, telephonically, for discussion of federal issues with City staff/officials.

END OF PART II