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CITY COUNCIL MEETING AGENDA ITEM REPORT

DATE: September 11, 2024

SUBMITTED BY: Erin Jones, Purchasing

ITEM TYPE: Miscellaneous

AGENDA SECTION: CONSENT AGENDA

SUBJECT: Recommendation of Award for RFP 24-023EJ State Lobbying Services

SUGGESTED ACTION: Authorize award and purse a contract with Ballard Partners, Inc. and The Southern Group of Florida, Inc.

Is this item Quasi-Judicial?

No

Does this item require a public hearing?

No

EXPLANATION:

On July 9, 2024, the City of Bradenton advertised Request for Proposal (RFP) #24-023EJ State Lobbying Services. Notice of this RFP was made through DemandStar and an outreach email (565 vendors notified). 10 vendors viewed the solicitation and 3 vendors submitted proposals. After the bid opened on August 7, 2024 Purchasing deemed that all submitted proposals were responsive and would move on to evaluation by the Committee. On August 16, 2024, a three-member evaluation committee reviewed and scored each of the proposals based on the qualifications, capabilities and demonstrated experience, project approach, and compensation. Prior to scoring the evaluation committee elected to award the solicitation to the two highest scoring proposer. After the committee members scored each proposer, Purchasing tallied all the committees scores and deemed Ballard Partners, Inc. and The Southern Group of Florida, Inc. as the highest scoring proposers. Ballard Partners, Inc. and The Southern Group of Florida, Inc. having the highest scores are recommended for award.

FINANCIAL IMPACT:

N/A - Financial impact will be included in the proposed contract that will be brought before Council once negotiations are completed

ATTORNEY REVIEW/RECOMMENDATION:

Attorney Rudacille will be sent the contract for review once negotiated.

SUGGESTED MOTION:

Motion to authorize the award for RFP 24-023EJ State Lobbying Services and to pursue a contract with Ballard Partners, Inc. and The Southern Group of Florida, Inc.

ATTACHMENTS:

[Notice of Recommended Award for State Lobbying Services](#)

[Ballard Partners, Inc. Completed Bid Package](#)

[The Southern Group of Florida, Inc. Completed Bid Package](#)