

**AGENDA ITEM SUMMARY SHEET**  
**VILLAGE COUNCIL MEETING**  
**September 22, 2021**

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**Agenda Item:**

Lobbying Services

**Description:**

A Request for Proposals was proffered by the Village for the engagement of a firm to provide professional State Legislative and Executive Branch Lobbying Services. This process included the solicitation of Statements of Qualifications from firms, and the reviewing of the firm's qualifications by an evaluation committee.

Six (6) responses were received, and at the first evaluation meeting the committee voted to waive the points-based evaluation; electing instead to interview all firms as the basis of the evaluation – while preserving the competitive bid element of the process as the annual costs were obtained in the RFP responses. Following the interviews and taking into consideration input from the Village's Legislative Delegation and that certain funding sources are becoming an entitlement, it was the consensus of the committee that it would be in the best interest of the Village to reject all of the proposals received and negotiate contracts with the two firms that collectively could best represent the Village's interests.

On September 9, 2021, the Village Council approved the rejection of RFP 2021-01 and the proposals received under it and authorized the negotiation of contracts with two firms: Ronald L. Book, P.A. and JEJ & Associates, Inc. Contract negotiations have been completed with both firms.

Staff has attached firm ownership disclosures of greater than 5% as recommended by the Village Attorney.

**Action Requested:**

Approve the contracts with Ronald L. Book, P.A. (annual cost: \$35,000) and JEJ & Associates, Inc. (annual cost: \$36,000) to provide professional State Legislative and Executive Branch Lobbying Services for a one-year period. Grant the Village Manager the authority to renegotiate and execute the renewal of these contracts for three additional one year terms under the same terms and conditions, if doing so is in the best interest of the Village of Estero.

Also approve a contingency fund amount of \$7,000 (an amount equal to 10% of the total project cost) to cover unforeseen circumstances which may occur.

Authorize the Village Manager to execute the contracts on behalf of the Village of Estero Council.

**Financial Impact:**

Total annual cost: \$78,000 (\$71,000 plus \$7,000 for contingency).

**Attachments:**

1. Contract – Ronald L. Book, P.A.
2. Vendor Disclosure Form – Ronald L. Book, P.A.
3. Contract – JEJ & Associates, Inc.
4. Vendor Disclosure Form – JEJ & Associates, Inc.