



CITY OF GLENDALE PROCUREMENT DIVISION REQUEST FOR PROPOSAL

SOLICITATION NUMBER: RFP 23-03

ONLINE BID NUMBER: 42300010

TITLE: FEDERAL LEGISLATIVE REPRESENTATION SERVICES FOR THE PROTECTION OF THE MISSION OF LUKE AIR FORCE BASE, GLENDALE, ARIZONA

PUBLISHED DATE: OCTOBER 26, 2022

PRE-OFFER CONFERENCE: **NOVEMBER 3, 2022, 1:00 PM Local Time**
[Microsoft Teams meeting](#)
Join on your computer, mobile app or room device
[Click here to join the meeting](#) / Meeting ID: 292 511 633 356
Passcode: DvVaaw [Download Teams](#) | [Join on the web](#)
Or call in (audio only) [+1 480-500-1194,,921180826#](#) Phoenix
Phone Conference ID: 921 180 826#

OFFER DUE: **NOVEMBER 10, 2022, 2:00 PM Local Time**
Offer Submission Through [Vendor Self-Service \(VSS\) Online Bid System](#).
***NOTE:** This is a sealed proposal process requiring proposals to be submitted before the date/time shown above. If errors occur when submitting through VSS, email or call using contact information below.*

CONTACT: Connie Schneider
Purchasing-Procurement Division
623-930-2868
cschneider@glendaleaz.com

Proposals shall be opened using the City's electronic bidding system on the specified due time and date identified herein. All information contained in the proposals shall be confidential to avoid disclosure of contents prejudicial to competing Offerors.

OFFERORS ARE STRONGLY ENCOURAGED TO CAREFULLY READ THE ENTIRE SOLICITATION

The [Vendor Self-Service - New and Existing Vendor Registration Guide](#) provides detailed instructions for registration for both new and existing vendors.



City of Glendale
Solicitation Number: RFP 23-03 / 42300010
FEDERAL LEGISLATIVE REPRESENTATION
SERVICES FOR THE PROTECTION OF THE MISSION
OF LUKE AIR FORCE BASE, GLENDALE, ARIZONA

CITY OF GLENDALE
 Procurement Division
 5850 West Glendale Avenue,
 Suite 317
 Glendale, Arizona 85301

Table of Contents:

RFP Package

1. INTRODUCTION3
 2. OBJECTIVES.....4
 3. SCOPE OF WORK4
 4. HOW WE CHOOSE.....6
 5. SUBMISSION CHECKLIST9
 6. SUBMISSION REQUIREMENTS.....10
 7. Online Submittal Check List11

Additional RFP Attachments

- 1. **Template Agreement**
- 2. **Terms and Conditions**

Required Submittal Documents

- 1. **Response Workbook** – To be completed by Offeror and submitted as their response.
- 2. **Pricing Workbook** – To be completed by Offeror and submitted as their response.



City of Glendale
Solicitation Number: RFP 23-03 / 42300010
FEDERAL LEGISLATIVE REPRESENTATION
SERVICES FOR THE PROTECTION OF THE MISSION
OF LUKE AIR FORCE BASE, GLENDALE, ARIZONA

CITY OF GLENDALE
Procurement Division
5850 West Glendale Avenue,
Suite 317
Glendale, Arizona 85301

1. INTRODUCTION

The regional partners seek a consultant to provide comprehensive federal legislative representation and consulting services. The firm, and any partners with whom it chooses to work, will represent the regional partners on policy issues in Washington, D.C., and assist elected officials and staff with implementing that agenda in order to protect and preserve the mission of Luke AFB in Arizona to the ultimate benefit of our taxpayers and National defense.

The jurisdictions of Avondale, Buckeye, El Mirage, Gila Bend, Glendale, Goodyear, Litchfield Park, Maricopa County, Peoria, Phoenix, Surprise, Tolleson, Wickenburg and Youngtown (known collectively as the West Valley Partners) request proposals from consulting firms to provide high level federal representation to preserve, retain, and expand the mission of Luke Air Force Base (Luke AFB) within Maricopa County, Glendale, Arizona.

With over 7,000 employees and a financial impact of nearly \$2.54 billion annually, Luke Air Force Base is key to the state of Arizona's economic viability and the Nation's defense. Luke AFB has immediate proximity to the Barry M. Goldwater Range and can boast perfect training weather conditions over 95% of the year.

As the U.S. Air Force's largest fighter wing and home to the nation's new and unprecedented F-35A Lightning II, Luke Air Force Base is instrumental in protecting America's freedom and security. Luke Air Force Base plays a vital role in training the world's greatest F-35 and F-16 fighter pilots while deploying mission-ready warfighters. The base is home to the 56th Mission Support Group, 56th Fighter Wing, 56th Operations Group, 56th Maintenance Group, 54th Fighter Group, 944th Fighter Wing, and numerous international partners who train at Luke AFB.

The State of Arizona has emerged as a national leader in its protection of military facilities from encroachment and the collaboration that exists between the base and the surrounding communities. Having been selected as the training home for the F-35, the West Valley Partners primary focus is now on protecting the mission of Luke AFB by ensuring the arrival of new aircraft remains on schedule, advocating for federal funds to support maintenance and new facilities on the installation, and advocating for any new assignments that would be complementary to Luke AFB's existing mission.

The West Valley Partners have obtained contracted federal representation for the preservation and protection of Luke AFB at critical intervals since 1993, with the most recent contract ending December 2022. The regional partners have identified a need to obtain continued dedicated representation in Washington, D.C. to protect the mission of Luke AFB, the economics of the surrounding communities, and to ensure the placement of potential follow-on missions at Luke AFB.



City of Glendale
Solicitation Number: RFP 23-03 / 42300010
FEDERAL LEGISLATIVE REPRESENTATION
SERVICES FOR THE PROTECTION OF THE MISSION
OF LUKE AIR FORCE BASE, GLENDALE, ARIZONA

CITY OF GLENDALE
Procurement Division
5850 West Glendale Avenue,
Suite 317
Glendale, Arizona 85301

2. OBJECTIVES

The objective of the resulting contract is to achieve measurable long-term, ongoing permanency of the mission of Luke AFB through the support of Pentagon officials and congressional members, congressionally authorized programs, legislation, and appropriations to advance this stated agenda.

The preference is to contract with a single provider who in turn may subcontract with other lobbyists, individuals or firms that bring specific expertise to the team. The firm will represent the interests of the region in Washington, D.C. and assist with continuing and securing federal and state support for keeping Luke AFB's mission at its present location in Maricopa County, Arizona.

3. SCOPE OF WORK

3.1 DEVELOPING CONTACTS

Contractor shall foster relationships with key Congressional, Administration, and Federal contacts:

- A. Maintaining close contact with the Arizona Congressional delegation and their staff and providing continued access and visibility with Headquarters, USAF, and the Air Force Leadership, in conjunction with the US Congress and pertinent congressional committees.
- B. Drafting letters and testimony to clearly articulate the position on Luke AFB matters for the regional partners to send to the Executive Branch and Congress.
- C. Support the scheduling, organizing, and execution of visits to Washington, DC by regional partners for the purpose of meeting with Congressional leaders, Pentagon officials, and other Federal agencies including developing a draft agenda, talking points, and appropriate background materials.

3.2 REPORTING REQUIREMENTS

Contractor shall maintain regular communication, reporting, advice, and advocacy to regional partners:

- A. Communicating through monthly written reports to partners, including information about outcomes achieved.
- B. Conferring through a designated point of contact on federal issues that impact the mission of Luke AFB:
 - a. Reviewing federal executive proposals, legislation, proposed and adopted administrative rules and regulations, and other federal documents that directly impact the mission of Luke AFB and providing advice on issues that would impact the mission of Luke ABF and act in concert with the regional partners to achieve the desired goal.



City of Glendale
Solicitation Number: RFP 23-03 / 42300010
FEDERAL LEGISLATIVE REPRESENTATION
SERVICES FOR THE PROTECTION OF THE MISSION
OF LUKE AIR FORCE BASE, GLENDALE, ARIZONA

CITY OF GLENDALE
Procurement Division
5850 West Glendale Avenue,
Suite 317
Glendale, Arizona 85301

3.3 TRAVEL REQUIREMENTS

Contractor shall travel to the Phoenix metro area once per year to provide in-person updates and briefings to the regional partners. If the regional partners request additional trips, the partners will reimburse the consultant for additional travel expenses.

3.4 CAPABILITIES AND RESPONSIBILITIES

Contractor shall support the future mission of Luke AFB:

- A. Lobbying the Pentagon to ensure no actions taken by DOD adversely affect the mission of Luke AFB.
- B. Monitoring and lobbying the Pentagon and House and Senate DOD authorization and appropriation members and staff as necessary to ensure no actions taken by Congress or the DOD adversely affect the mission of Luke AFB.
- C. Assisting to secure funding for Luke/BMGR (either placed in the President's Budget or secured via authorizing or appropriations bills such as MILCON) and providing analysis of any proposed DOD funding cuts and the potential impacts on Luke AFB and recommending an action plan to best mitigate the assessed impacts.
- D. Assisting with any Base Realignment and Closure Commission (BRAC) or other Force Structure Adjustment-related issues and recommending an action plan to mitigate potential concerns and promote Luke AFB's strengths.
- E. Occasionally consulting on necessary local and state actions to better prepare Luke AFB for future mission needs, including land and air space encroachment, and providing analysis of how proposed state and local actions may impact federal decision-making processes (i.e.: regulatory takings or eminent domain legislation).
- F. Assist in securing and implementing new missions at Luke AFB, including assistance in securing related funding.
- G. Assure that any potential aircraft or staff departures are minimized or are timed to not adversely affect or have a detrimental impact on Luke AFB.
- H. Experience in providing services to other local, regional, or state governments comparable in capacity and complexity to the described scope of service.
- I. Knowledge of and experience with federal legislative process and federal agency operations.
- J. Familiarity with federal issues with primary focus on military matters and federal action relating to military installations.
- K. Successful experience in developing and maintaining positive relationships with the Arizona delegation resulting in congressional action.
- L. Successful experience in developing and maintaining positive relationships with members of the Administration/Executive Branch resulting in specific action.
- M. An absence of actual or perceived conflicts of interest with other Arizona public or private entities, the governor, Legislature, the Arizona delegation of other bases.



City of Glendale
Solicitation Number: RFP 23-03 / 42300010
FEDERAL LEGISLATIVE REPRESENTATION
SERVICES FOR THE PROTECTION OF THE MISSION
OF LUKE AIR FORCE BASE, GLENDALE, ARIZONA

CITY OF GLENDALE
Procurement Division
5850 West Glendale Avenue,
Suite 317
Glendale, Arizona 85301

N. Expertise, qualifications, and availability of staff to be assigned to the protection and promotion of the mission of Luke AFB and its specific federal priorities.

3.5 INTERVIEW

Firms selected for an interview will be asked to provide the regional partners with a list of clients.

4. HOW WE CHOOSE

4.1 SCORING RESPONSES:

The evaluation criteria are weighted in accordance with the Submission Requirements. Your response will be rated as follows:

- 35% Experience, proven performance, and qualifications
- 25% Method of Approach
- 20% Capacity of Offeror
- 20% Cost

4.2 TYPE OF AWARD: The City reserves the right to make multiple awards or to award by group of line items, or to make an aggregate award, whichever is deemed most advantageous to the City. If the City determines that an aggregate award to one bidder is not in the City's best interest, "all or none" Bids shall be rejected.

4.3 LENGTH OF CONTRACT: The City will award for an initial one (1) year with four (4) additional one-year renewal options.

4.4 EVALUATION PANEL: Submittals will be evaluated by a panel based on the stated criteria and are responsible for selecting the proposal that is most advantageous to the City.

4.5 PANEL CONTACT: Offerors shall have no exclusive meetings, conversations or communications with an individual evaluation panel member on any aspect of the RFP, after submittal.

4.6 INTERVIEWS: City may ask some or all Offerors to participate in an interview at any point during the evaluation process but is not required to do so. Information gathered in an interview will be used by the panel to make a selection. Offeror is responsible for any costs incurred to participate in an interview.

4.7 ADDITIONAL INVESTIGATIONS: City may conduct additional investigations needed to determine the competence or financial stability of any Offeror.

4.8 BEST AND FINAL OFFERS: City may request best and final offers and will determine the scope and subject of any best and final request.



City of Glendale
Solicitation Number: RFP 23-03 / 42300010
FEDERAL LEGISLATIVE REPRESENTATION
SERVICES FOR THE PROTECTION OF THE MISSION
OF LUKE AIR FORCE BASE, GLENDALE, ARIZONA

CITY OF GLENDALE
Procurement Division
5850 West Glendale Avenue,
Suite 317
Glendale, Arizona 85301

- 4.9 PROPOSAL EVALUATION:** City reserves the right to secure additional information from the Offeror in various forms and to award based on submitted information.
- 4.10 NOTICE OF INTENT TO AWARD AND PROTEST PERIOD:** Information about the recommended award for this solicitation will be posted [here](#) and will be available immediately after the City has completed its evaluation process. Questions regarding the notice of intent to award must be directed to the listed Contract Analyst immediately. Any protest must be submitted to the Procurement Administrator no later than seven (7) calendar days from the date of posting on the Internet. Information and instructions on how to file a protest can be found [here](#).
- 4.11 WITHDRAWAL OF PROPOSAL:** Offeror may withdraw a submitted proposal at any time prior to the specified solicitation due date and time through the City’s online bidding system. Withdrawals must be made by the Offeror or designated representative listed on the proposal. Telephonic or oral withdrawals cannot be accepted.
- 4.12 OFFER ERRORS OMISSIONS AND CORRECTIONS:** City will not be responsible for any offeror errors or omissions. Any corrections shall be submitted through the City’s online bidding system prior to due date and time of the RFP. No corrections will be permitted after the offers have been opened.
- 4.13 COMPETITIVE NEGOTIATIONS:** City may negotiate with multiple Offerors at the same time. Negotiations may result in changing the conditions, terms, or price of the proposed contract for the benefit of the City unless prohibited herein. All Offerors shall be treated fairly and equally while conducting negotiations and the City is prohibited from disclosing any information submitted by competing Offerors. Entering into negotiations does not constitute a contract award or confer any rights to Offerors. The City may formally terminate negotiations and enter into concurrent or exclusive negotiations with the next most qualified Offeror/s if it is in the City’s best interest to do so.
- 4.14 NO CONTACT, NO INFLUENCE DURING THE RFP PROCESS:** City is conducting a competitive RFP process for the contract, free from improper influence or lobbying. There shall be no contact concerning this RFP from Offerors submitting a Proposal with any member of the City Council, RFP Evaluation Committee Members, or anyone connected with the process for or on behalf of the City. Contact includes direct or indirect contact by the Offeror, its employees, attorneys, lobbyists, surrogates, etc. in an attempt to influence the RFP process.

From the time the RFP is issued until the expiration of the protest period or the resolution of any protest, whichever is later (the “Silent”), Offerors, directly or indirectly through others, are restricted from attempting to influence in any manner the decision making process through, including but not limited to, the use of paid media; contacting or lobbying the City Council or City Manager or any other City



City of Glendale
Solicitation Number: RFP 23-03 / 42300010
FEDERAL LEGISLATIVE REPRESENTATION
SERVICES FOR THE PROTECTION OF THE MISSION
OF LUKE AIR FORCE BASE, GLENDALE, ARIZONA

CITY OF GLENDALE
Procurement Division
5850 West Glendale Avenue,
Suite 317
Glendale, Arizona 85301

employee (other than Material Management employees); the use of any media for the purpose of influencing the outcome; or in any other way that could be construed to influence any part of the decision-making process about this RFP. This provision shall not prohibit an Offeror from petitioning an elected official or engaging in any other protected first amendment activity after the protest period has run or any protest has been resolved, whichever is later.

Violation of this provision will cause the proposal or offer of the Offeror to be found in violation and to be rejected.

4.15 PROPRIETARY INFORMATION Offeror shall clearly mark any proprietary information contained in its bid with the words "Proprietary Information." Offeror shall not mark any Solicitation Form as proprietary. Pricing data shall not be considered proprietary. Marking all, or nearly all, of a bid as proprietary may result in rejection of the bid.

Offerors acknowledge that the City is required by law to make certain records available for public inspection. In the event that the City receives a request for disclosure of Proprietary Information by any person, court, agency or administrative body, or otherwise has a reasonable belief that it is obligated to disclose the Proprietary Information to any such person or authority, the City will provide Offeror with prompt written notice so that Offeror may seek a protective order or other appropriate remedy. The Offeror, by submission of materials marked Proprietary Information, acknowledges and agrees that the City will have no obligation to advocate for non-disclosure in any forum or any liability to the Offeror in the event that the City must legally disclose the Proprietary Information.



City of Glendale
Solicitation Number: RFP 23-03 / 42300010
FEDERAL LEGISLATIVE REPRESENTATION
SERVICES FOR THE PROTECTION OF THE MISSION
OF LUKE AIR FORCE BASE, GLENDALE, ARIZONA

CITY OF GLENDALE
Procurement Division
5850 West Glendale Avenue,
Suite 317
Glendale, Arizona 85301

5. SUBMISSION CHECKLIST

This section provides an overview of the submission instructions including a checklist to aid in the submission of complete proposals. Offerors shall complete the fillable “RESPONSE WORKBOOK” attachment and submit as their proposal.

Vendors are strongly advised to read this section in its entirety and complete the checklist to avoid disqualification. **Please note that the City will NOT be able to consider proposals that are submitted late or that do not follow these guidelines.**

The Offeror shall bear all costs associated with submitting the proposal, including proposal preparation, site visitation or any travel connected with submission of the proposal. The City shall have no liability whatsoever for such costs.

Checklist for Submitting Proposal	Complete (✓)
Submission Requirements	
COVER SHEET (Response Workbook) Offeror Name Offeror Address	
COMPLETED OFFER SHEET (Response Workbook)	
1. EXPERIENCE, PROVEN PERFORMANCE, QUALIFICATIONS	
2. METHOD OF APPROACH	
3. CAPACITY OF OFFEROR	
4. COST (Must be submitted in a separate electronic file)	
ADDENDUM RESPONSES (if applicable)	
Return of Offer	
<ul style="list-style-type: none"> Electronic copies of all "SUBMISSION REQUIREMENTS" listed above. Pricing Workbook must be submitted separately from the rest of the proposal. 	



City of Glendale
Solicitation Number: RFP 23-03 / 42300010
FEDERAL LEGISLATIVE REPRESENTATION
SERVICES FOR THE PROTECTION OF THE MISSION
OF LUKE AIR FORCE BASE, GLENDALE, ARIZONA

CITY OF GLENDALE
Procurement Division
5850 West Glendale Avenue,
Suite 317
Glendale, Arizona 85301

6. SUBMISSION REQUIREMENTS

The proposal is every element of your response to this RFP. For this proposal, you must provide a completed OFFER SHEET in addition to answering the questions identified in the REQUIRED RESPONSES. (see Response Workbook)

Responses must be numbered to correspond to the question numbers to aid in the evaluation process; failure to do so may result in disqualification.

Should your offer contain any PROPRIETARY INFORMATION you must clearly mark that information with the words "Proprietary Information." Only information contained in your response questions may be marked as such, information on the OFFER SHEET or PRICING SHEET (if applicable) are not considered proprietary.

Offerors acknowledge that the City is required by law to make certain records available for public inspection. By submitting any materials marked as Proprietary Information, Offeror acknowledges and agrees that the City will have no obligation to advocate for non-disclosure in any forum or any liability to the Offeror if the City must legally disclose the Proprietary Information.

Helpful Hints:

- Answer each question completely, your answers will be the only basis on which your proposal is scored.
- Do not unnecessarily elaborate, keep your response complete and effective.
- Do not provide general answers or reference to sales literature.
- Only when applicable attach and reference supporting documents.



City of Glendale
Solicitation Number: RFP 23-03 / 42300010
FEDERAL LEGISLATIVE REPRESENTATION
SERVICES FOR THE PROTECTION OF THE MISSION
OF LUKE AIR FORCE BASE, GLENDALE, ARIZONA

CITY OF GLENDALE
Procurement Division
5850 West Glendale Avenue,
Suite 317
Glendale, Arizona 85301

7. Online Submittal Check List

Vendors should use this checklist to ensure that they have successfully submitted a proposal for a bid.

- Register as a vendor in the Vendor Self Service portal.

<https://glendaleazvendors.munisselfservice.com/Vendors/default.aspx>

Vendor Registration instructions are located on the City’s website.

<https://www.glendaleaz.com/cms/One.aspx?portalId=15209085&pageId=16366196>

- After registered, find the bid you wish to bid on and select “Create Proposal”

The screenshot shows the 'Vendor Self Service' portal interface. On the left is a navigation menu with items like 'Vendor Information', '1099', 'Bids', 'Checks', 'Invoices', 'Purchase Orders', and 'Contracts'. The main content area shows 'Status: Open' and a 'Return to Search Results' link. Below this is a 'Create Proposal' button. The bid details are displayed in a table-like format:

Information	Addenda	Items
Bid Number	42000020	
Description	RFP 20-29 ION Chromatograph with Quadrupole Mass Spectrometer	
Proposals due by	02/06/2020 02:00 PM	
Bid opening date	02/06/2020 02:01 PM	
Approximate award date	02/06/2020 05:30 PM	

- Under attachment type vendor will see the attachments that are requested by the City. Until requested documents have been attached, it will say (0) for the number of attachments.

The screenshot shows the 'Vendor Self Service' portal interface at 'Step 1 2 3'. It displays a table of attachment requirements:

Attachment Type	Description	Required	Attachments
Vendor Pricing Workbook	Completed Pricing Workbook	✓	(0)
Vendor Response Workbook	Completed Response Workbook	✓	(0)

Buttons for 'Attach', 'Back', and 'Save and Continue' are visible at the bottom right of the table area.



City of Glendale
Solicitation Number: RFP 23-03 / 42300010
FEDERAL LEGISLATIVE REPRESENTATION
SERVICES FOR THE PROTECTION OF THE MISSION
OF LUKE AIR FORCE BASE, GLENDALE, ARIZONA

CITY OF GLENDALE
Procurement Division
5850 West Glendale Avenue,
Suite 317
Glendale, Arizona 85301

After required attachments have been uploaded, the number of documents files attached with show ex. (1), (2), (3), etc.

Bid Attachments
 Step 1 2 3
[Vendor Self Service](#) | [Return to Search Results](#)

Attachment Type	Description	Required	Attachments	
Vendor Pricing Workbook	Completed Pricing Workbook	✓	(1)	Attach
Vendor Response Workbook	Completed Response Workbook	✓	(1)	Attach

[Back](#) [Save and Continue](#)

After selecting save and continue vendor will see a “Submit Bid” button. This must be clicked in order for the proposal to be submitted.

Bid Verification
 Step 1 2 3
[Vendor Self Service](#) | [Return to Search Results](#)

Proposal Status: Pending

Information | Addenda | Items | Attachments

Bid Number	42000020
Description	RFP 20-29 ION Chromatograph with Quadrupole Mass Spectrometer
Proposals due by	02/06/2020 02:00 PM
Bid opening date	02/06/2020 02:01 PM
Approximate award date	02/06/2020 05:30 PM

[Submit Bid](#)

After selecting submit bid the vendor will receive a message that states, “Response submitted successfully.”

Response submitted successfully.

[Ok](#)



City of Glendale
Solicitation Number: RFP 23-03 / 42300010
FEDERAL LEGISLATIVE REPRESENTATION
SERVICES FOR THE PROTECTION OF THE MISSION
OF LUKE AIR FORCE BASE, GLENDALE, ARIZONA

CITY OF GLENDALE
Procurement Division
5850 West Glendale Avenue,
Suite 317
Glendale, Arizona 85301

- After selecting “Ok” vendor can verify submittal status by going back to Bids and selecting “Return to My Bids” to verify submittal.

A green thumbs up will be displayed under the “Submitted” status. This signifies successful submittal of proposal.

Bids

[Search bids](#)

Proposal Status: All Submitted: All Bid Status: All

Recent bid requests

All times reflect (UTC-07:00) Arizona

Due by Date	Bid Number	Description	Vendor ID	Bid Status	Submitted	Proposal Status
02/06/20 14:00 PM	42000020	RFP 20-29 ION Chromatograph with Quadrupole Mass Spectrometer		Accepting Proposals		