



DISTRICT BOARD OF TRUSTEES
OF
PALM BEACH STATE COLLEGE

Request for Qualifications

Professional Representation with Federal Agencies

This document will serve to provide interested firms with information as to the procedures that will be used by the Palm Beach State College District Board of Trustees and administrators for selecting a firm to provide professional representation with federal agencies for Palm Beach State College.

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Required Application Form

<http://www.palmbeachstate.edu/purchasing/Documents/Application-1617-13-RFQ-Professional-Representation-with-Federal-Agencies-EXT.pdf>

Introduction to Palm Beach State College

Palm Beach State College, a richly diverse comprehensive two-year institution with a history of achievement since 1933 transitioned in 2010 to a four-year State College offering selected degrees in critical shortage areas. Our college is dedicated to serving the expanding educational needs of the residents of Palm Beach County by providing new four-year baccalaureate degrees and continuing to offer traditional associate in arts, associate in science and associate in applied science degrees, professional certificates, workforce development and lifelong learning.

The mission of Palm Beach State College is to provide an accessible and affordable education through a dedicated and knowledgeable faculty and staff, a responsive curriculum and a strong community partnership, which together will enable students to think critically, demonstrate leadership, develop ethical standards and compete effectively in the global workplace.

A. Purpose, Intent and Scope of Services

The purpose of this Request for Qualifications (RFQ) is to review applications from firms to provide Professional Representation with Federal Agencies to Palm Beach State College.

The District Board of Trustees of Palm Beach State College is seeking to enter into an agreement with a professional services firm to:

- Assist in identifying and securing funding for targeted college programs through federal agencies
- Assist in the reauthorization of targeted federal legislation that impacts higher education
- Participate in planning legislative strategy for Palm Beach State College
- Perform direct advocacy to Congressional representatives or leaders of federal agencies
- Prepare reports on pending legislation, bills, committee hearings, studies, special commissions, task forces, etc. to include tracking discussions, emerging issues, and intelligence reports which could have an effect on the College.
- Establish and maintain contacts with key Congressional members and staff as well as federal agency personnel and provide the College with an ongoing respected presence in Washington, D.C.
- Ensure compliance with federal and state reporting requirements for federally funded projects.
- Participate in lobbying coalitions on issues involving Palm Beach State College
- Schedule meetings with, provide introductions to, and facilitate access to federal officials
- Assist the College President in building corporate and governmental partnerships necessary to further the capacity and visibility of Palm Beach State College
- Ensure compliance with federal and state requirements concerning federal lobbying activities

Questions regarding this RFQ must be directed to:

David Chojnacki, Procurement Director
Purchasing Department – Mail Station #27
PS 100 Building
Palm Beach State College
4200 Congress Avenue
Lake Worth, Florida 33461
Telephone: (561) 868-3465
Fax: (561) 868-3460
E-mail: purchasing@palmbeachstate.edu

Attempts to contact, or contacting the College's personnel or members of the College's District Board of Trustees, either directly or indirectly, regarding this RFQ, the selection process, or any attempt to further a firm's interest in being selected, will result in the disqualification of the application.

Firm Qualifications

The firm shall demonstrate the requisite experience in providing the services as described in this request, Section A. Specifically, identify relevant post-secondary institution experience, knowledge of State and County College policy and issues, specialty areas of expertise, and how the firm would utilize personnel and carry out work tasks. Firm shall provide indicators, based on past performance, of the likelihood of successfully accomplishing the proposed scope of work and being able to effectively work with entities described herein.

B. Schedule

Release of the RFQ	December 1, 2016
Deadlines for Questions	December 15, 2016
Response Deadline - RFQ due date, 2:00 p.m. EST Location: Palm Beach State College Procurement Office Building PS100 (MS#27) 4200 Congress Avenue Lake Worth, Florida 33461	January 4, 2017
Application Review Period	January 5-9, 2017
Posting of Short List for Firm Interviews OR Finalist Selected	January 10, 2017

C. General Instructions

1. One (1) original [completed application](#) and one (1) digital copy in the form of USB/Flash Drive of the sealed firm's response to this RFQ shall be submitted to Purchasing Department – Mail Station #27, [PS 100 Building](#), Palm Beach State College, 4200 Congress Avenue, Lake Worth, Florida 33461, **no later than 2:00 pm local time, January 4, 2017**. Digital copies must be an exact and complete copy of the original application and must include all signed documents, forms, certificates and licenses. Digital copy must be PDF format, one single file. Please provide thumbnails for each section.
2. All prospective applicants are required to obtain the application form through the Palm Beach State College Purchasing website at <http://www.palmbeachstate.edu/purchasing/Documents/Application-1617-13-RFQ-Professional-Representation-with-Federal-Agencies-EXT.pdf>
3. Responses must be submitted in a sealed package and clearly marked as **Palm Beach State College RFQ 16/17-13 Professional Representation with Federal Agencies**.

The response package(s) shall be addressed to:

David Chojnacki

Procurement Director – Mail Station #27 Palm Beach State College

4200 Congress Avenue Lake Worth, Florida 33461

Telephone: (561) 868-3465

Fax: (561) 868-3460

E-mail: purchasing@palmbeachstate.edu

4. The printed response shall contain the manual signature of an authorized representative of the responding firm. The representative shall be a partner or officer of the firm applying for consideration and shall be authorized to make the acknowledgements and certifications for and on behalf of the applicant firm.
5. By submitting a response, the applicant firm attests that its response is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a response for the same RFQ, and is in all respects fair and without collusion or fraud.
6. All information submitted by applicants is subject to the Laws of Perjury as set forth in Chapter 837, Florida Statutes. In the event an applicant is found to have committed perjury, such applicant shall be ineligible for consideration for future agreements with Palm Beach State College.
7. The minimum qualifying information outlined in this document is required to be submitted by an applicant to be eligible for consideration by the College and the District Board of Trustees.
8. Applicants who do not comply with the procedures and deadlines as set forth in this document will not be considered. The College will retain all application information received. Responses received after the stipulated date and time will not be accepted and may be returned unopened to the applicant. Applications that do not comply with the

instructions set forth and/or do not include the qualifying information required may be considered incomplete and may be rejected.

9. The College is not liable for any costs incurred by the applicants related to this request for qualifications.
10. Applicants responding to this request must be available for presentations and interviews if so desired by Palm Beach State College.
11. The contents of the application submitted by the successful applicant will become part of the contractual obligations.
12. Technical questions concerning this Request for Qualifications shall be submitted only by e-mail to the Procurement Office at the email address listed in Section A above. Only the interpretations or corrections so posted by the Procurement Office for Palm Beach State College, shall be binding. Applicants are advised that no other source is authorized to give information concerning or to explain or interpret the RFQ documents.
13. The application form is a "writable" .pdf file and shall be filled out precisely as formatted without change or deviation. Applicants shall respond to each item in the numerical order noted. No changes or corrections will be allowed after proposals are submitted to the college.
14. The College reserves the right to accept or reject any or all applications if deemed in the best interest of the College.

D. Selection Process

1. The College will have a Selection Committee to review the firm's proposed qualifications.
2. The Selection Committee will evaluate responsive firms in a two-step process consisting of (a) Initial Screening to determine a "short list" of qualified firms and (b) Interviews may be held to establish the firms to be recommended for a contract to the District Board of Trustees. The results of the initial screening process will be posted at the College Purchasing Department website <http://www.palmbeachstate.edu/purchasing/competitive-solicitations.aspx>.
3. The Selection Committee shall not be contacted with reference to this RFQ under any circumstances. All correspondence or contact shall be directed only to the Procurement Director as noted in Section A.
4. The required submittals will be reviewed by the Selection Committee and three to five (3-5) firms may be selected for further consideration.
5. The Selection Committee may request an interview with those firms.
6. The District Board of Trustees for the College will consider and may approve a firm based upon the recommendation of the Selection Committee. The District Board of Trustees has the final authority in this selection process and approval.
7. **Palm Beach State College is undertaking this Request for Qualifications as a measure of due diligence to select the most qualified firm to perform the scope of services defined herein. Professional Services to Palm Beach State College, including legal services, attorneys, and management consultants, are exempt from competitive solicitation requirements for public institutions in the State of Florida [see Florida Administrative Code 6A-14.0734 (2) (g)]. Therefore, this solicitation for Professional Services, as well as the outcome, are not subject to protest.**

E. Required Application for Initial Screening Criteria

Electronic application information will be used by the Selection Committee to compare and evaluate each of the firms applying for consideration. The application form shall include required and requested information in all of the categories outlined below. All requested information should be inserted as requested within the "writable .pdf form". No additional, supplemental information should be required nor will be accepted without prior approval.

1. **Applicant Firm Contact Information**

Complete the firms contact information as outlined.

2. **Executive Summary**

Provide a cover letter indicating your firm's understanding of the scope of services of this request outlined in Section A. The letter must be brief, limited to one side of a letter sized page, and should provide information regarding the firm's interest in and ability to perform the services. A person who is authorized to bind the applicant's firm to perform the services must sign the letter.

3. **Experience and Qualifications**

Describe the firm's experience and qualifications that pertain to the work described in this request under Section A. Specifically, identify three to five relevant higher education experiences, utilizing specialty areas of expertise, and how the firm utilized personnel to carry out the professional services.

Palm Beach State College is interested in firms who can demonstrate prior experience in working with higher education institutions on federal issues, programs and the appropriation process.

4. **Professional Team**

Submit the resumes of the firm's team you are proposing for the Palm Beach State College account. Identify the principal or partner that will be the primary professional assigned to this account. Identify the other person or persons to perform work with the College and identify tasks, issues, or projects for which each member would be responsible. It is expected that the services provided will require a close, positive working relationship with the College and that the personnel identified would not be changed without prior notification to the College.

5. **Professional References**

Firms shall list at least three, and no more than five, references demonstrating that the firm provided similar services as defined in this request. Please specify if those services were provided through federal agencies, through members of Congress, or both.

6. **Knowledge of Federal Agencies**

Firms shall share their knowledge of and access to federal agencies and departments, their functions, programs, and staff, especially the Department of Education and other federal agencies that would be of interest to Palm Beach State College. Please list no more than five agencies or contacts as well as the responsibilities of those agencies or contacts as they relate to higher education.

7. **Office Location(s)**

Provide the address of the firm's office locations in the State of Florida and/or in Washington, D.C. Provide the number of employees primarily located in those locations.

8. **Firm Diversity**

Palm Beach State College encourages and supports diversity for qualified minority or woman-owned Business Enterprises (M/WBE). If the firm is minority or woman-owned, please note in this section that qualification. Copies of applicable certificates can be attached. The applicant is also asked to provide no more than a half page narrative of their methods and/or goals for achieving diversity within their firm or through the firm's professional services.

F. Contracting Process

1. The contract or agreement will be negotiated with the firm selected by the Selection Committee and approved by the District Board of Trustees.
2. Professional service contracts entered into by the District Board of Trustees contain a prohibition against contingent fees as follows: "The Applicant warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the Applicant to solicit or secure this agreement and that it has not paid or agreed to pay any person, employee working solely for any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this agreement." For the breach or violation of this provision, the Board shall have the right to terminate the agreement without liability and, at its discretion, to deduct from the contract price, or otherwise recover, the full amount of such fee, commission, percentage, gift, or consideration.