



**CITY OF KOTZEBUE
RESOLUTION NO. 24-44**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KOTZEBUE AUTHORIZING THE CITY MANAGER OR HER DESIGNEE TO FINALIZE AND PUBLISH SEPARATE REQUESTS FOR PROPOSALS (“RFP”) FOR STATE LOBBYING AND FEDERAL LOBBYING SERVICES FOR THE THREE-YEAR PERIOD OF CY2025, CY2026 AND CY2027.

WHEREAS, the City of Kotzebue has the need for State and Federal lobbying services;

WHEREAS, the City of Kotzebue desires separate lobbyists for its needs – one for lobbying services within the State of Alaska and one for Federal lobbying efforts;

WHEREAS, the Kotzebue Municipal Code provides:

3.16.090 Professional and unique service contracts.

A. A contract for engineering, architectural, legal, medical or other professional services shall not be binding and effective until it has been approved by either the city council or the city manager acting within the purview of this chapter. Any such contract awarded by the council or the city manager acting within the purview of this chapter is deemed approved.

B. Contracts for services and other contractual services which are in their nature unique and not subject to competition exceeding fifty thousand dollars shall be awarded by the council. Such contracts that do not exceed fifty thousand dollars shall be approved and awarded by the city manager after receiving a recommendation from the appropriate department head. Such contracts shall be forwarded to the city council as a matter of record.

(Ord. 07-3 § 4 (part), 2007).

WHEREAS, the City Council has directed the City Manager to publish an RFP for separate State and Federal Lobbying services for the three-year period CY2025 through and including CY2027; and,

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WHEREAS, this RFP must be finalized and published as soon as possible.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Kotzebue authorizes the City Manager or her designee to finalize and publish separate RFPs for State and Federal lobbying services.

PASSED AND APPROVED by a duly constituted quorum of the City Council of the City of Kotzebue, Alaska, this 1st day of August, 2024.

CITY OF KOTZEBUE

Saima Chase, Mayor

[SEAL]

ATTEST:

Acting City Clerk



P.O. Box 46
Kotzebue, Alaska 99752

City Hall
(907) 442-3401

Police Dept.
(907) 442-3351

Fire Dept.
(907) 442-3404

Public Works
(907) 442-3401

Request for Proposals (RFP)

Lobbying Services Contract: October 2024 - October 2025

The City of Kotzebue invites qualified and experienced lobbying firms or individual lobbyists to submit proposals for providing lobbying services for state and federal government contracts. The selected contractor(s) will work and report directly to the city council on various matters regarding lobbying efforts from October 2024 through October 2025.

Scope of Work

The contractor will be responsible for the following tasks:

1. **Lobbying Efforts:**
 - Develop and implement strategies for effective lobbying efforts on behalf of the City of Kotzebue.
 - Represent the city's interests at the state and federal levels.
 - Be knowledgeable on City of Kotzebue Capital Projects and advise funding request for these projects.
2. **Meeting Organization:**
 - Organize and coordinate meetings for the city council and city manager with relevant stakeholders in Washington D.C. and/or Juneau.
 - Ensure timely scheduling and preparation for these meetings.
3. **Reporting:**
 - Write detailed reports for city council meetings, summarizing lobbying activities, progress, and outcomes.
 - Present these reports at city council meetings as required.
4. **Legislative Tracking:**
 - Monitor and keep track of bills affecting city governments in rural Alaska.
 - Provide timely updates and analysis on legislative developments.
5. **Advisory Services:**
 - Advise the city council and city manager on potential funding opportunities and strategies to secure such funds.
 - Ensure all lobbying efforts comply with respective state or federal regulations.

Proposal Requirements

Interested parties should submit a comprehensive proposal including the following:

1. **Introduction:**
 - Name and contact information of the firm or individual.
 - Overview of relevant experience and qualifications with relevant experience representing Rural Alaskan communities.
 - Attached resume of interested party.
2. **Scope of Work:**
 - Detailed approach and methodology for fulfilling the scope of work.
 - Proposed strategies for effective lobbying efforts.
3. **Experience:**
 - Examples of previous lobbying efforts and successes.
 - Two references from previous clients.
4. **Pricing:**
 - Detailed cost proposal for the duration of the contract.
 - Breakdown of any additional costs or fees.
5. **Additional Information:**
 - Any other relevant information that supports the proposal.

Submission Guidelines

- **Deadline for Submission:** September 26, 2024
- **Submit To:** customerservice@kotzebue.org
- **Contact for Questions:** Tessa Baldwin, City Manager, tbaldwin@kotzebue.org, 907-442-3401.

Evaluation Criteria

Proposals will be evaluated based on the following criteria:

1. Relevant experience and qualifications.
2. Comprehensiveness and clarity of the proposed approach.
3. Demonstrated success in similar lobbying efforts.
4. Cost-effectiveness of the proposal.
5. References and previous client feedback.
6. Knowledge of Rural Alaska.

Timeline

- **RFP Issued:** August 15, 2024
 - **Proposals Due:** September 26, 2024
 - **Council Selection:** October 4, 2024
 - **Contract Sent for Resolution Approval:** October 17, 2024
 - **Contract Start Date:** October 2024
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