

RP-03 PROJECT DESCRIPTION/SCOPE OF SERVICES: The County is seeking an experienced and qualified individual or firm that clearly demonstrates the highest level of ability to represent the County, work collaboratively with the County Commission, County Coordinator to represent the interests of the County, before the Florida Legislature, its Committees and Members, and the Executive Branch of the State Government including the Governor, Cabinet and State Agencies. Additionally, the firm shall assist the County in monitoring legislative, executive and regulatory activity at the State Government level.

The successful Proposer shall represent and assist the County in monitoring legislative, executive and regulatory activity at the State Government level on behalf of the Levy County Board of County Commissioners. The services are to be provided in conjunction with the County's State Legislative Appropriations, Grant Requests and any Legislation that may affect them.

The Project consists of the following Scope of Services:

1. Represent the County, and their respective Boards before the Legislative and Executive Branch as well as State Agencies.
2. Secure funding for programs and projects which have been identified by the County as priorities, including proactive identification of new funding opportunities.
3. Work closely with the County Coordinator and County staff in researching current issues and providing background information.
4. Coordinate with County's State Delegation in gaining support for the County's State agendas; assist in drafting appropriate correspondence, scheduling briefings and meetings and identifying key state contacts.
5. Provide technical assistance and guidance to the County Coordinator and staff in correspondence and reports.
6. Identify key State and regional contracts relating to specific County's issues; propose and implement lobbying strategies to help support the County.
7. Provide written monthly activity reports and periodic updates on pending legislation. Reports shall contain, when possible, specific legislation, names of contacts made and the legislative priority it relates to as well as foreseeable legislation or ruling that may affect the County. Such summaries may be given in paragraph form. For example, we may request an interpretation of a piece of legislation that is currently working through the Legislature and develop a strategy. Another example would be information relating to a notice of funding opportunity that is to release in the future.
8. Develop a schedule for research reports and other activities in order to meet all state guidelines, standards and deadlines.
9. The successful proposer must be available for weekly meetings during Committee weeks and Legislative Session, meetings with County staff in Tallahassee as needed and an annual presentation to the Board in Levy County, Florida.