



City of Denton

City Hall
215 E. McKinney Street
Denton, Texas
www.cityofdenton.com

AGENDA INFORMATION SHEET

DEPARTMENT: Materials Management

DCM: Bryan Langley

DATE: November 7, 2017

SUBJECT

Consider adoption of an ordinance accepting a proposal and awarding a contract for Federal Government Relations and Lobbying Services for the City of Denton; providing for the expenditure of funds therefore; and providing an effective date (RFP 6580-awarded to CapitalEdge Strategies, LLC in the three (3) year not-to-exceed amount of \$177,000).

RFP INFORMATION

The City of Denton has contracted with a firm for federal government relations and advocacy on behalf of the City at the federal government level for the past eight years. The services to be provided under this RFP include but are not limited to meeting with City staff to identify issues and develop a Federal program, updating the City Council on Federal matters, representing the City's position to Federal legislative and administration officials, lobbying and advocacy services, providing weekly reports from Washington, and drafting letters of support from key City officials.

RFP 6580 was issued on September 14, 2017 with responses were due on October 5, 2017. Requests for proposals were sent to 54 prospective service providers. In addition, specifications were placed on the Purchasing website for prospective suppliers to download and advertised in the local newspaper. One (1) proposal was received from CapitalEdge Strategies, LLC (Exhibit 2). The City has used this vendor since 2009 and has been satisfied with their performance and the services provided. The pricing submitted by CapitalEdge Strategies, LLC is the same as the City has been paying since 2012. Therefore, staff recommends CapitalEdge Strategies, LLC as being the best value for the City.

RECOMMENDATION

Award a contract for Federal Government Relations and Lobbying Services to CapitalEdge Strategies, LLC in the three (3) year not-to-exceed amount of \$177,000. This amount includes \$4,500 per month for consulting services for an annual amount of \$54,000 plus \$5,000 per year for reimbursable travel costs when authorized by the City for a total not-to-exceed annual amount of \$59,000.

PRINCIPAL PLACE OF BUSINESS

CapitalEdge Strategies, LLC
Washington, DC

ESTIMATED SCHEDULE OF PROJECT

This is an initial one (1) year contract in the amount of \$59,000, with options to extend the contract for two (2) additional one (1) year periods at \$59,000 per year, with all terms and conditions remaining the same.

FISCAL INFORMATION

These services will be funded from the Finance non-departmental professional services account 160099.7850. Requisition#136295 has been entered in the Purchasing software system. The services are within budget for the FY2017/2018 year.

STRATEGIC PLAN RELATIONSHIP

The City of Denton's Strategic Plan is an action-oriented road map that will help the City achieve its vision. The foundation for the plan is the five long-term Key Focus Areas (KFA): Organizational Excellence; Public Infrastructure; Economic Development; Safe, Livable, and Family-Friendly Community; and Sustainability and Environmental Stewardship. While individual items may support multiple KFAs, this specific City Council agenda item contributes most directly to the following KFA and goal:

Related Key Focus Area: Organizational Excellence

Related Goal: 1.6 Collaborate with local, regional, state, and federal partners

EXHIBITS

Exhibit 1: Agenda Information Sheet

Exhibit 2: RFP Evaluation Sheet

Exhibit 3: Ordinance

Exhibit 4: Contract

Respectfully submitted:
Karen Smith, 349-8436
Purchasing Manager

For information concerning this acquisition, contact: Sarah Kuechler, 349-8356, Assistant to the City Manager