

Pre-Proposal Conference Federal Lobbying Services

December 18, 2024





TOPICS

1. **Request for Proposals Review**
2. **Minimum Qualifications**
3. **DBE Program Information**
4. **Evaluation of Proposals**
5. **RFP Timeline**
6. **Questions**



Request for Proposals Review

REQUEST FOR PROPOSALS REVIEW

Ashley Leal, ASO II

Proposal Requirements:

A full list of Proposal Requirements can be found on pages 6 through 11 of the RFP. Some of the requirements listed are as follows:

- ✓ One electronic copy submitted to Ashley Leal, at leala@saccounty.gov or through OpenGov on the project page, <https://procurement.opengov.com/portal/saccounty/projects/133811>.
- ✓ 25 Pages, Single Sided.
- ✓ Cover Letter
- ✓ Team Organization Chart
- ✓ Required Forms:
 - Contractor Certifications of Compliance Form
 - Contractor Identification Form
- ✓ Fee Schedule for the initial three-year agreement and the potential two-year term extension.
- ✓ Statement that the Proposer agrees to the Agreement format, content and all requirements as presented, including professional liability insurance limits.



MINIMUM QUALIFICATIONS

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Ashley Leal, ASO II

- ✓ **The Proposer and any proposed subcontractors must be registered with the California Secretary of State and permitted to conduct business in the State of California.**
- ✓ **The Proposer must demonstrate experience completing the tasks described in Section III of this RFP for at least three (3) full years by describing previous related projects, their scope(s), for whom the work was performed, and other relevant details to demonstrate this experience.**



A large, faint, stylized logo in a darker shade of blue is centered in the background. It consists of a large circle containing a four-pointed star or cross shape, with a curved line passing through it, resembling a stylized 'E' or a similar symbol.

DBE PROGRAM INFORMATION

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Ashley Leal, ASO II

Renata Dhaer
DhaerR@saccounty.gov
or
(916) 874-0914

**For more information on the DBE program, visit
the California Department of Transportation
(CALTrans) website at:
http://www.dot.ca.gov/hq/bep/dbe_program.htm**

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DBE PROGRAM INFORMATION

EVALUATION OF PROPOSALS

Ashley Leal, ASO II

Category	Points Contributed to Total Score
Completeness of Response	Pass/Fail
Scoring of Proposals Receiving “Pass” on the Category Above	
Qualifications & Experience	50
Primary Staff	30
Cost Proposal	10
References	10
Total	100

The background features a large, semi-transparent blue graphic of a globe. Overlaid on the globe are two other elements: a white star on the left and a white hand with the index finger pointing right on the right. The text 'RFP TIMELINE' is centered horizontally across the middle of the globe.

RFP TIMELINE

RFP TIMELINE

Ashley Leal, ASO II

Dates	Event
December 18, 2024	Pre-proposal conference
December 20, 2024	Questions due by 2:00 P.M. Pacific Time
December 24, 2024	Addenda issued if necessary, including Department's responses to questions
December 26, 2024	Proposals Due by 2:00 P.M. Pacific Time
January 14, 2025	Interviews with the highest-ranked Proposers
February 25, 2025	Evaluation Complete & Recommendation made to the Board of Supervisors
February - March 2025	Anticipated effective date of Agreement with selected Proposer

QUESTIONS?

RFP CONTACT:

Ashley Leal

leala@saccounty.gov

