

**AGENDA BILL**

**Beaverton City Council  
Beaverton, Oregon**

**SUBJECT:** Contract Award- State Government Relation Services      **FOR AGENDA OF:** 09-17-13      **BILL NO:** 13214

**Mayor's Approval:** Denny Doyle

**DEPARTMENT OF ORIGIN:** Mayor

**DATE SUBMITTED:** 9-9-13

**CLEARANCES:** City Attorney  
CAO  
Purchasing  
Finance

W. B. King  
CAO  
St. Marshall  
HO Clark

**PROCEEDING:** CONSENT AGENDA  
(CONTRACT REVIEW BOARD)

**EXHIBITS:** 1. List of Proposers  
2. Scoring Matrix

**BUDGET IMPACT**

EXPENDITURE	AMOUNT	APPROPRIATION
REQUIRED \$56,000	BUDGETED \$75,000*	REQUIRED \$0

\*Account Number 001-10-0522-511 General Fund-Community Involvement and Public Affairs Professional Services Account. The FY 2013-14 Budget included a \$75,000 appropriation for state legislative matters.

**RECOMMENDED ACTION:**

The City Council, acting as Contract Review Board, awards a contract for the remainder of FY 2013-14 to Baldwin Consulting, LLC of Portland, Oregon, in the amount of \$56,000 to provide state government relation services on behalf of the City, renewable for four additional one-year periods at the City's option through FY 2017-18 based on Council's approval of future budgets and City Attorney's approval of contract form.

**HISTORICAL PERSPECTIVE:**

In August 2013, in response to a request for proposals (RFP), the City received one proposal from a government relations firm seeking to provide the City with state government relations services. Services to include:

1. Providing strategic and tactical advice and counsel relative to governmental issues affecting the City. Common issue areas include, but are not limited to, transportation, housing, land use, urban development and redevelopment, public safety, environment, tax credits, economic development, and state funding.
2. Advocating on behalf of the City before various state regulatory and legislative bodies and conducting issue management as needed preparatory to such activities.
3. Facilitating meetings for City officials with various state elected and appointed officials.
4. Assisting the City in developing and sustaining long-term substantive relationships with state elected and appointed officials.

5. Developing and sustaining good working relations with key staff of the City's Mayor's Office, Community & Economic Development Department, Police Department and the City's Legislative Committee.
6. Assisting the City in pursuing and securing state and local governmental program and discretionary funding, particularly for transportation, economic development and financing programs.

**INFORMATION FOR CONSIDERATION:**

The City's RFP for State Government Relations was advertised on August 7, 2013, in the Daily Journal of Commerce. Four firms that provide this type of assistance downloaded the RFP from the City's website. Ultimately, the City received one proposal from Baldwin Consulting, LLC. Terry Mural, Purchasing Agent contacted the other three companies to find out why they did not submit a proposal and the following information was provided:

- The first firm works closely with Gwen Baldwin and expected her to get the award of contract.
- The second firm had recently taken on a fair amount of work and did not feel that they had the staff or time to take on this work.
- The third firm did not submit a proposal because they had never lobbied on behalf of a City so they did not meet the minimum requirement that was stated in the RFP that "Proposers must have a minimum of one legislative session experience representing a local government in Oregon."

An evaluation team reviewed and scored the submitted proposal based on the criteria outlined in the RFP. The evaluation team reached a consensus to award a contract starting in September 2013 for an amount not to exceed \$75,000 to Baldwin Consulting, LLC. The contract will end on June 30, 2014, with the option to renew for four additional one-year periods.

Over the past 12 months, the City has worked with Baldwin Consulting, LLC and has found the firm's primary contact, Gwenn Baldwin, to be very effective and helpful to the City. Staff believes the investment the City makes in state government relations is a good value and recommends the Council award a contract to the firm of Baldwin Consulting, LLC to assist the City in its relationships with state officials and agencies.

Exhibit 1

City of Beaverton RFP:  
State Government Relations Solicitation #2827-14B  
August 7, 2013

Firms submitting proposals:  
-Baldwin Consulting LLC

Exhibit 2

State Government Relations Scoring Sheet- Final Score, RFP#2827-14B

Final Score- State Government Relations	Firm:	Average score out of 6 reviewers
	Baldwin Consulting, LLC	73.75 (out of 80 points)

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