



ABOVE AND BEYOND. BY DESIGN.

ADDENDUM #1

ISSUED July 3, 2023

VIA POST TO CITY WEBSITE, WWW.OPKANSAS.ORG

Request for Proposals For
Federal Legislative Consultant

Proposals Due by: 5:00 p.m. CDT on July 10th, 2023

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Introduction

Addendum #1 is issued on Monday, July 3rd to provide a response to questions asked by an interested party.

Question #1

The question received by City staff was “On page 5, item 5.5 - Meeting Attendance and Coordination there are a few items we have not seen before in an RFP for these services.

b. Facilitate scheduling of legislative town halls during the legislative session.

Are these town hall meetings with federal officials or with residents of Overland Park. We have scheduled work sessions or council meetings with federal officials but never town hall type meetings.

c. Attend meetings where legislative matters of important to the City’s interests will be discussed.

Is this for the federal consultant to attend City Council meetings or workshops in Overland Park or do you mean attend meetings in Washington that are of interest to the City?

d. Attend various policy lunches hosted by pertinent agencies during the legislative session.

Is this something that the state does? We are not aware of policy lunches at the federal level.”

Response #1

Item B refers to meetings with federal officials for City staff and elected officials.

Item C refers to meetings in Washington DC where topics of interest to the City will be discussed.

Item D is included because policy lunches are conducted on the state level in Kansas, and under the circumstance that a policy lunch with Kansas legislators or other important stakeholders were to occur on a federal level, the City would request for its federal legislative consultant to be present.

Question #2

The question received by City staff was “It would appear that this is the first time that the City has released an RFP for these types of federal services. However, we note that a Washington federal affairs firm registered to represent the city earlier this year. Is this particular RFP a recompetee, a continuation of those services, or supplemental support for those services?”

Response #2

The City of Overland Park does currently employ the services of a federal affairs firm on a monthly basis. The intent of this RFP is to receive competitive bids for a longer term contract to represent the City at a federal level.

Question #3

The question received by City staff was “On page 6 and 7, Section 6 – Submittal Requirements, there is no place to list the cost for services. This is, however, listed under Section 7 – Selection Process and Schedule. Where in the submittal would you like us to include cost and fee information?”

Response #3

Please include cost and fee information following the “approach” section of the proposal.

Interpretations, Modifications and Addenda

All questions regarding the RFP and Addendums should be directed in writing to Management Analyst Kaitlyn Mura at kaitlyn.mura@opkansas.org

If necessary, interpretations or clarifications in response to questions received will be made by issuance of an “Addendum” and posted on the City website at www.opkansas.org as soon as possible but no later than July 5th, 2023.

For further information, please contact:

Kaitlyn Mura
Management Analyst
City of Overland Park