



## WILL COUNTY, ILLINOIS

### PURCHASING DEPARTMENT

JENNIFER BERTINO-TARRANT  
WILL COUNTY EXECUTIVE

KEVIN LYNN  
DIRECTOR

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F. 815-740-4604  
E. [klynn@willcountyillinois.com](mailto:klynn@willcountyillinois.com)

County Office Building  
302 N. Chicago Street  
Joliet, IL 60432

June 12, 2023

To Whom It May Concern:

You are invited to submit your Qualifications (RFQ) for advocacy/lobbying services at the State level to assist the County in developing and successfully pursuing its annual legislative agenda. Such assistance includes, but is not limited to: (1) developing County specific legislation and building appropriate coalitions for such legislation to be successfully carried through the legislative process; (2) proactively identifying, analyzing and informing the County about potential impacts of the State budget on the County and advocating accordingly; (3) proactively identifying, analyzing and informing the County about the potential impacts of any pending legislation and policies that could affect the County and advocating accordingly. The lobbying firm shall work with Chairman of the County Board, County Executive and Legislative Committee of the County Board, and report to the County Executive, the Chairman of the County Board and the Legislative Committee Chairman.

Responses to this Request for Qualifications (RFQ) will be received in the Purchasing Department, 2nd floor, Will County Office Building, 302 North Chicago Street, Joliet, IL 60432, **not later than 12:00 p.m., "as so indicated by the time stamp clock of Will County," Monday, June 26, 2023.**

The respondent acknowledges the right of the County of Will to reject any or all proposals and to waive non-material informality or irregularity in any statement of qualifications received in whole or part as may be specified in the solicitation.

Should you have any questions regarding this RFQ, please contact Kevin Lynn, Purchasing Director, on behalf of the Will County Board, at [purchasing@willcountyillinois.com](mailto:purchasing@willcountyillinois.com).

We welcome your proposal.

Sincerely,

*Kevin Lynn*

Kevin Lynn  
Purchasing Director

**ADVERTISEMENT OF REQUEST FOR QUALIFICATIONS  
FOR ADVOCACY/LOBBYING CONSULTING SERVICES AT THE STATE LEVEL**

RESPONSES TO THIS REQUEST FOR QUALIFICATIONS (RFQ) FOR  
ADVOCACY/LOBBYING SERVICES AT THE STATE LEVEL WILL BE RECEIVED AT THE  
WILL COUNTY PURCHASING DEPARTMENT, WILL COUNTY OFFICE BUILDING, 302 N.  
CHICAGO ST., JOLIET, IL 60432, UNTIL THE HOUR OF 12:00 P.M., MONDAY, JUNE 26,  
2023.

SPECIFICATIONS AND CONDITIONS OF THE RFQ ARE AVAILABLE AT  
[www.demandstar.com](http://www.demandstar.com) OR [www.willcountyillinois.com](http://www.willcountyillinois.com) OR FROM THE PURCHASING  
DEPARTMENT, 2ND FLOOR, WILL COUNTY OFFICE BUILDING, 302 N. CHICAGO ST.,  
JOLIET, IL 60432, AND [purchasing@willcountyillinois.com](mailto:purchasing@willcountyillinois.com).

THE TENDERING OF A PROPOSAL TO THE COUNTY SHALL BE CONSTRUED AS  
ACCEPTANCE OF THE SPECIFICATIONS. THE BIDDER ACKNOWLEDGES THE RIGHT OF  
THE COUNTY OF WILL TO REJECT ANY OR ALL PROPOSALS AND TO WAIVE NON-  
MATERIAL INFORMALITY OR IRREGULARITY IN ANY RFQ RECEIVED IN WHOLE OR IN  
PART, AS SPECIFIED IN THE SOLICITATION.

BY ORDER OF THE WILL COUNTY EXECUTIVE JENNIFER BERTINO-TARRANT.

## INSTRUCTIONS TO VENDORS

### REQUEST FOR ADVOCACY/LOBBYING CONSULTING SERVICES

#### **GENERAL SPECIFICATIONS:**

Vendors are invited to submit sealed proposals to the Request for Qualifications (RFQ) for advocacy/lobbying consulting services at the state level to assist the County in developing and successfully pursuing its annual legislative agenda. Such assistance includes, but is not limited to: (1) developing County specific legislation and building appropriate coalitions for such legislation to be successfully carried through the legislative process; (2) proactively identifying, analyzing and informing the County about potential impacts of the State budget on the County and advocating accordingly; (3) proactively identifying, analyzing and informing the County about the potential impacts of any pending legislation and policies that could affect the County and advocating accordingly. The lobbying firm shall work with Chairman of the County Board, County Executive and Legislative Committee of the County Board, and report to the Chairman of the County Board, the County Executive, and the Legislative Committee Chairman.

#### **PROPOSALS:**

Sealed proposals will be received in the Purchasing Department, 2nd floor, Will County Office Building, 302 N. Chicago St., Joliet, IL 60432, **not later than Monday, June 26, 2023, at 12:00 p.m. "as so indicated by the time stamp clock of Will County."** **PROPOSALS RECEIVED AFTER THIS TIME WILL NOT BE ACCEPTED.**

Sealed proposals must be made in accordance with the instructions contained herein. All specifications as attached hereto shall be used to form the Contract for the work to be performed.

Proposals shall be submitted to the County of Will in a sealed package marked with the vendor's name and address and the notation:

#### **SEALED PROPOSAL: WILL COUNTY ADVOCACY/LOBBYING SERVICES**

#### **PROPOSALS DUE: Monday, June 26, 2023 - 12:00 P.M.**

Sealed proposals shall be addressed to the Will County Purchasing Department, Will County Office Building, 302 N. Chicago St, Joliet, IL 60432.

#### **SIGNATURE OF PROPOSALS:**

The County of Will expects the **signature on proposal documents** to be that of an authorized representative of said Company. An officer of or agent of the offering bidder who is empowered to bind the vendor in a Contract shall sign the proposal and any clarifications to that proposal.

Each vendor, by making his statement of qualifications, represents that he has read and understands the documents. **Any proposal not containing said signed documents shall be non-conforming and shall be rejected.**

**PERFORMANCE BOND:**

No Performance Bond is required.

**PROCEDURES:**

1. All statement of qualifications must be prepared as requested in the "Response to RFQ" section and submit One (1) original, Six (6) copies and One (1) electronic copy on an electronic storage device.
2. A statement of qualifications is invalid if it has not been deposited at the designated location prior to the time and dates for receipt of RFQ indicated in the Advertisement for RFQ or prior to any extension thereof issued to the vendors.
3. Each vendor shall carefully examine all documents and all addenda thereto and shall thoroughly familiarize themselves with the detailed requirements thereof prior to submitting a statement of qualifications. Should a vendor find discrepancies or ambiguities in, or omissions from documents, or should they be in doubt as to their meaning, they shall, at once, and in any event, not later than seven (7) days prior to RFQ due date, notify the County of Will, who will, if necessary, send written addendum to all vendors. The County of Will is not responsible for any oral instructions. All inquiries shall be directed to the Will County Purchasing Department at [purchasing@willcountyillinois.com](mailto:purchasing@willcountyillinois.com). After RFQs are received, the vendor will make no allowance for oversight.

**REJECTION OF RFQ'S:**

The vendor acknowledges the right of the County of Will to reject any or all proposals, to waive any non-material informality or irregularity in any proposal received, and to accept the statement of qualifications deemed most favorable to the interest of the County of Will after all have been examined and evaluated. In addition, the vendor recognizes the right of the County of Will to reject a proposal if the statement of qualifications is in any way incomplete or irregular.

**CONTRACT COMMENCEMENT:**

The contract is expected to commence on or after August 1, 2023.

**PRIME CONTRACTOR CERTIFICATION:**

Included in this packet is a prime contractor certification form. This form **must** be filled out, signed and returned with your proposal or it will not be considered.

**NON-DISCRIMINATION:**

The Contractor shall at all times observe and comply with any law, statute, regulation or the like relating in any way to civil rights including but not limited to the Public Works Employment Discrimination Act, 775 ILCS 10/0.01 et seq.

**HOLD HARMLESS CLAUSE:**

The vendor will save and hold harmless the County of Will from and against all liabilities, claims and demands of whatsoever kind or nature arising out of or connected with the performance of services by the vendor, or on behalf of the County of Will, whether such injury, death, loss or damage shall have been occasioned by the negligence of the vendor, or a Subcontractor of the vendor, or their employees; or otherwise. The vendor will defend at its own expense any actions based thereon and shall pay all charges of attorneys and all costs and other expenses arising there from. All obligations arising from this clause shall survive termination of the Agreement resulting from award of this proposal.

**PRICES:**

Prices shall remain in effect throughout the Contract.

**TAX EXEMPTION:**

The County of Will is exempt from Federal, State and Municipal Taxes.

**AWARDING OF PROPOSAL:**

The vendor acknowledges the right of the County of Will to reject any proposals not in compliance with the RFQ and the right to reject all proposals and the right to waive any non-material informalities or irregularities for any proposal received and to accept the most responsible, responsive proposal after all Proposals have been examined and evaluated.

The Proposal is expected to be awarded at the July 20, 2023, meeting of the Will County Board.

**TERMINATION:**

Either party hereto may, at any time during the term hereof, terminate the contract, with or without cause, upon thirty (30) days written notice to the other party of such termination. At the end of said thirty (30) days notice period, the contract shall be terminated.

Immediately upon the termination of the contract for any reason, all debts, obligations and liabilities theretofore accrued between the vendor and Will County will be paid, performed and discharged except for the provisions of the Hold Harmless Clause which shall survive any termination of the Agreement resulting from the award of this proposal.

**COMPLIANCE WITH APPLICABLE LAW:**

In all aspects relative to the performance of their respective obligations under this contract, the vendor and Will County shall conduct their respective businesses in accordance with all applicable federal, state and local laws.

## **ILLINOIS FREEDOM OF INFORMATION ACT**

The Illinois Freedom of Information Act provides that a public record in the possession of a party with whom the agency has contracted to perform a governmental function on behalf of the public body, and that directly relates to the governmental function and is not otherwise exempt under the Act shall be considered a public record of the public body for purposes of the Act. 5 ILCS 140/7(2)

As such, if Vendor is requested to disclose the substance of this Agreement or any “public record” as defined by the Act during the course of or arising out of this Agreement pursuant to the Illinois Freedom of Information Act, 5 ILCS 140, (FOIA), Will County agrees to notify Vendor and use good faith efforts to assert on behalf of Vendor that such records are exempt from disclosure under FOIA until Vendor decides to consent to the requested disclosure or resist the requested disclosure at its own expense. In no event will good faith efforts of Will County mean litigation. Failure of Vendor to decide to consent to the requested disclosure or resist the requested disclosure within the applicable timeframes of FOIA will be considered consent by Vendor to disclose the information. Vendor shall comply with FOIA requirements at no additional expense to Will County.

## **SUBMITTAL REQUIREMENTS:**

Each of the following items shall be submitted by the time mentioned herein in order that the bid will be considered:

1. Complete original, six (6) copies and one (1) electronic copy on an electronic storage device of all submitted materials.
2. Signed Copy of Prime Contractor Certification
3. Signed Copy of RFQ Form
4. Signed Copy of RFQ Addenda Form

**PRIME CONTRACTOR CERTIFICATION:**

The undersigned hereby certifies that \_\_\_\_\_

Name of Bidder

is not barred from contracting with any unit of State or local government as a result of a violation of either Section 33E-3 or 33E-4 of the Criminal Code of 1961.

\_\_\_\_\_  
Name of Bidder

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Note: A person who makes a false certificate commits a Class 3 Felony.

Sections 33E-3 and 33E-4 provide as follows:

**33E-3. Bid-rigging.** A person commits the offense of bid-rigging when he knowingly agrees with any person who is, or but for such agreement would be, a competitor of such person concerning any bid submitted or not submitted by such person or another to a unit of State or local government when with the intent that the bid submitted or not submitted will result in the award of a Contract to such person or another and he either (1) provides such person or receives from another information concerning the price or other material term or terms of the bid which would otherwise not be disclosed to a competitor in an independent non-collusive submission of bids or (2) submits a bid that is of such a price or other material term or terms that he does not intend the bid to be accepted.

Bid-rigging is a Class 3 felony. Any person convicted of this offense or any similar offense of any state or the United States which contains the same elements as this offense shall be barred for 5 years from the date of conviction from Contracting with any unit of State or local government. No corporation shall be barred from Contracting with any unit of State or local government as a result of a conviction under this Section of any employee or agent of such corporation if the employee so convicted is no longer employed by the corporation and: (1) it has been finally adjudicated not guilty or (2) if it demonstrates to the governmental entity with which it seeks to Contract and that entity finds that the commission of the offense was neither authorized, requested, commanded, nor performed by a director, officer or a high managerial agent in behalf of the corporation as provided in paragraph (2) of subsection (a) of Section 5-4 of this Code.

**33E-4 Bid rotating.** A person commits the offense of bid rotating when, pursuant to any collusive scheme or agreement with another, he engages in a pattern over time (which, for the purposes of this Section, shall include at least 3 Contract bids within a period of 10 years, the most recent of which occurs after the effective date of this amendatory Act of 1988) of submitting sealed bids to units of State or local government with the intent that the award of such bids rotates, or is distributed among, persons or business entities which submit bids on a substantial number of the same Contracts. Bid rotating is a Class 2 felony. Any person convicted of this offense or any similar offense of any state or the United States which contains the same elements as this offense shall be permanently barred from Contracting with any unit of State or local government. No corporation shall be barred from Contracting with any unit of State or local government as a result of a conviction under this Section of any employee or agent of such corporation if the employee so convicted is no longer employed by the corporation and: (1) it has been finally adjudicated not guilty or (2) if it demonstrates to the governmental entity with which it seeks to Contract and that entity finds that the commission of the offense was neither authorized, requested, commanded, nor performed by a director, officer or a high managerial agent in behalf of the corporation as provided in paragraph (2) of subsection (a) of Section 5-4 of this Code.

Possible violations of Section 33 can be reported to the Office of the Will County State's Attorney at (815) 727-8453.

**SCOPE OF SERVICES:**

The County is seeking advocacy/lobbying services at the State level to assist the County in developing and successfully pursuing its annual legislative agenda. Such assistance includes, but is not limited to: (1) developing County specific legislation and building appropriate coalitions for such legislation to be successfully carried through the legislative process; (2) proactively identifying, analyzing and informing the County about potential impacts of the State budget on the County and advocating accordingly; (3) proactively identifying, analyzing and informing the County about the potential impacts of any pending legislation and policies that could affect the County and advocating accordingly. The lobbying firm shall work with Chairman of the County Board, County Executive, and Legislative Committee of the County Board, and report to the Chairman of the County Board, County Executive, and Legislative Committee Chairman.

**INFORMATION ON INDIVIDUAL FIRMS:**

In order to achieve a uniform review process, and to obtain the maximum degree of comparability, it is in your best interest to address the following items in your proposal plus any other information you feel relevant for your firm:

1. Firm history and size.
2. Firm technology background, expertise, and knowledge base.
3. Engagement partner that will be assigned, including his/her experience and credentials.
4. Field staff that will be assigned, including their individual experience and credentials.
5. List of five (5) references. Experience working with local governments with similar demographics to Will County should be highlighted.

**QUALIFICATIONS:**

The consultancy must demonstrate experience and effectiveness in performing lobbying/advocacy services for clients similar to Will County, Illinois.

**SELECTION OF CONSULTANCY:**

All proposals will be reviewed by the Chairman of the County Board, County Board Leadership and the County Executive or the County Executive's designee, which will recommend the firm that they believe will best meet the needs of Will County to the full County Board for a final vote at a County Board meeting.

Proposals will be reviewed for specification compliance, technical abilities and experience. The consultancy that meets the criteria and is in the County's best interest will be selected.

The County reserves the right to reject all proposals.

**PROPOSAL SUBMISSIONS:**

The proposal should be presented to the Will County Purchasing Department by **no later than 12:00 P.M. on Monday, June 26, 2023**. The proposal should include all information necessary for the review committee and County Board to evaluate the capabilities of the firm. The proposal must be in a sealed package that is clearly marked, "Proposal for Will County Advocacy/Lobbying Services."

**ANTICIPATED TIMEFRAME:**

- June 9, 2023 – Distribution of RFQ to potential bidders
- June 26, 2023 – One (1) original, Six (6) copies and One (1) electronic copy on an electronic storage device of all materials to be submitted by 12:00 p.m. to:

Will County Purchasing Department  
302 N. Chicago St.  
Joliet, IL 60432

- June 26, 2023 – Qualifications distributed for review. Firms selected and interviewed the week of July 10<sup>th</sup>.
- July 19, 2023 – Recommendation of the Committee's selected, final firm to the Will County Board.

The selected final firm will be notified and will be asked to meet to begin contract negotiations. If, after discussion and negotiation the parties do not agree on mutually acceptable terms, the County may terminate negotiations with the selected firm and, in its sole discretion, enter into negotiations with the next ranked firm, withhold the award, elect not to proceed, or re-solicit new proposals.

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

SOC. SEC # or FEIN: \_\_\_\_\_

CONTACT: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

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Agency Name and Delivery Address:	WILL COUNTY 302 N. CHICAGO STREET, JOLIET, IL 60432
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For Additional information contact:	KEVIN LYNN PURCHASING DIRECTOR, <a href="mailto:purchasing@willcountyillinois.com">purchasing@willcountyillinois.com</a>
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Signed by: \_\_\_\_\_ Title: \_\_\_\_\_

**Authorized Representative of Company**

COMPANY NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

SOC. SEC. or F.E.I.N. # \_\_\_\_\_

CONTACT \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_ EMAIL \_\_\_\_\_

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ADDENDUM RECEIPT: Receipt of the following Addendum to the Bidding Documents is hereby acknowledged:

No. \_\_\_\_\_, dated \_\_\_\_\_, signed \_\_\_\_\_

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No. \_\_\_\_\_, dated \_\_\_\_\_, signed \_\_\_\_\_

ADDENDUM RECEIPT: Receipt of the following Addendum to the Bidding Documents is hereby acknowledged:

No. \_\_\_\_\_, dated \_\_\_\_\_, signed \_\_\_\_\_

**LATE QUALIFICATIONS WILL NOT BE ACCEPTED**

<b><u>SEALED BID DOCUMENT</u></b>	
<b><u>Vendor Return Address:</u></b>	
<b><u>RFQ #:</u></b>	<b>2023-81</b>
<b><u>DESCRIPTION:</u></b>	<b>Lobbyist Consulting Services</b>
<b><u>DUE DATE:</u></b>	<b>6-26-2023 12:00 P.M.</b>
<b>DATED MATERIAL-DELIVER IMMEDIATELY</b>	
<b>WILL COUNTY PURCHASING DEPARTMENT 302 N. CHICAGO ST., 2<sup>ND</sup> FLOOR JOLIET, IL 60432</b>	

PLEASE CUT OUT AND AFFIX THIS QUALIFICATIONS LABEL (ABOVE) TO THE OUTERMOST PACKAGE OF YOUR SEALED QUALIFICATIONS TO HELP ENSURE PROPER DELIVERY!

**LATE QUALIFICATIONS WILL NOT BE ACCEPTED**