



**JEFFERSON COUNTY**  
**DEPARTMENT OF ADMINISTRATIVE SERVICES**  
 729 MAPLE ST / PO BOX 100  
 HILLSBORO MO 63050  
 WWW.JEFFCOMO.ORG

## **ADDENDUM #1:**

**Request for  
Proposal:**

**PROFESSIONAL GOVERNMENTAL  
CONSULTING AND LEGISLATIVE SERVICES**

**Addendum 3-20-2017  
Date Issued:**

**ORIGINAL INVITATION FOR BID NOTICE ISSUED:**      **2-28-17**

BIDS SHALL BE ACCEPTED UNTIL: **TUESDAY, APRIL 11, 2017** AT 2:00 P.M. LOCAL TIME.

**Specification  
Contact:**

**DAVID COURTWAY**  
 Department of Administrative Services  
 636-797-6487  
 dcourtway@jeffcomo.org

**Contract  
Contact:**

**VICKIE PRATT**  
 Department of Administrative Services  
 636-797-5380

**Mail (3) Three  
Complete Copies  
With Vendor And  
Bid Information As  
Shown In Sample:**

SAMPLE ENVELOPE

<i>VENDOR NAME</i>	
<i>VENDOR ADDRESS</i>	
<i>CONTACT NUMBER</i>	<b>DEPARTMENT OF THE COUNTY CLERK JEFFERSON COUNTY MISSOURI 729 MAPLE ST / PO BOX 100 HILLSBORO MO 63050-0100</b>
<i>SEALED BID: (BID NAME)</i>	

**Contract Term:  
UPON APPROVAL OF THE  
COUNTY COUNCIL AND  
COUNTY EXECUTIVE**

The undersigned certifies that he/she has the authority to bind this company in an agreement/contract to supply the commodity or service in accordance with all terms, conditions, and pricing specified. Prices are firm during this agreement term, unless agreed upon in writing by the County. The County has the option to renew this agreement at the same terms and conditions as the original agreement for one additional one-year term with the written consent of the successful bidder. Price increases for renewals are not authorized unless approved in writing by the County.

**Vendor  
Information:**

<b>Company Name</b>	<b>Authorized Agent (Print)</b>
<b>Address</b>	<b>Signature</b>
<b>City/State/Zip Code</b>	<b>Title</b>
<b>Telephone #</b>	<b>Date</b>
<b>E-mail</b>	<b>Tax ID #</b>
	<b>Fax #</b>

# ADDENDUM #1:

THE INVITATION FOR BID FOR PROFESSIONAL GOVERNMENTAL CONSULTING AND LEGISLATIVE SERVICES BID SPECIFICATIONS HAS BEEN REVISED.

## Addendum 1

The current bid opening date for Professional Governmental Consulting and Legislative Services has changed and will now open on APRIL 11, 2017. Please see below for changes.

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5.3 Information, which documents successful results on past similar assignments, especially those assignments related to the requirements of this Request for Proposal. Related project experience shall be restricted to those assignments undertaken within the last five (5) years. Include references for five (5) or more recent contracts which provide the best indication of your firm's ability to undertake successful lobbyist services for the County, including any recent public entity contracts. Include contact names, titles, telephone numbers, email, fax and mailing addresses.

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GRADING CRITERIA	POINTS
Firm's Credentials	20
Qualifications and previous Similar Experience of Persons Assigned to the County	15
Documented Results on Similar Jobs as Verified by References	25
Firm's capacity to effectively meet scope	10
Responsiveness to RFP	10
Cost Proposal	20
<b>Total Possible Points</b>	<b>100</b>

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## ESTIMATED SCHEDULE

The estimated schedule is as follows:

County releases RFP	March 3, 2017
Responses due	April 11, 2017
Consultant Interviews if needed (begin)	April 12, 2017
Contract awarded	April 24, 2017