

EVALUATION COMMITTEE REPORT
TOWN OF TAOS
400 CAMINO DE LA PLACITA,
TAOS, NM 87571

TO: Daniel R. Barrone, Mayor
FROM: Sharon Voigt, Chief Procurement Officer
SUBJECT: RFP #: SB01-PO1718
Lobbyist Consultant Services
DATE: November 2, 2017

The Procurement Officer released the above referenced solicitation on October 10, 2017 on the Town's website and a legal notice was published in the Taos News on October 12, 2017. A copy of the solicitation was also sent electronically to Archuleta Consulting, Hazel Associates, LLC and Motiva Corp. The Procurement Officer received one (1) response to its Request for Proposals for Lobbyist Consultant Services prior to the deadline of 4:00 p.m. Local Time, Friday, October 27, 2017. The firm that responded was Archuleta Consulting.

Summary of Evaluation Committee Activity:

The Evaluation Committee consisted of three members:

- Rick Bellis, Town Manager, Town of Taos
- Lynda Perry, Town of Taos
- Steve, Ross, Contract Attorney, Town of Taos

Also in attendance, but not on the committee were:

- Sharon Voigt, Chief Procurement Officer
- Tami Concha, Procurement/Fixed Assets Officer

The criteria for the evaluation was included in the RFP totaling 110 points and included the following:

- **Firm's Capacity.** Provide a brief description of your firm, the scope and nature of services routinely provided by your firm on services of this nature. Identify the type of business under which your firm operates (corporation, partnership, sole proprietor, etc.), date business started, and your firm's license number to do business in the State of New Mexico. Identify the owners, partners and principles of your firm, number of staff and the names, experience and qualifications of all staff that will be assigned to this contract.
- **Relevant Experience and Performance.** Applicants must provide a work-related resume, must identify all current and former clients and identify measures of demonstrated success in obtaining legislation and funding as a ratio of return on investment (contracted cost of lobbying services in dollars to client versus funding obtained for the client under that contract in dollars), where relevant, or as success of non-funding contracts, such as lobbying for legislation, resolution of client administrative of regulatory issues.

The respondent should provide client and professional references (contact information and letters of reference/referral).The Town may contact any or all of your clients listed for a reference. Include demonstrated success in the performance of each of the areas identified in this RFP.

Applicants should identify if and weight will be given to applicants that are familiar with the issues of the Town and County of Taos and/or can demonstrate a prior successful working relationship with the legislature on these local issues.

- **Cost.** For the purpose of evaluating proposals, the following formula shall be used for the calculation of average hourly rate:

The evaluation of each Offeror's cost proposal will be conducted using the following formula:

$$\frac{\text{Lowest Responsive Offer Average Hourly Rate}}{\text{This Offeror's Average Hourly Rate}} \times 25\% = \text{Award Points}$$

- **Proposed Approach.** Describe your firm's strategic approach and how it will be applied to the requirements and execution of this contract. Describe your firm's capability to deal effectively with the legislature to ensure that the Town's needs are met. Be candid in describing your firm's specific strengths and how those strengths may be unique from your competitors. Describe how your firm will use its strengths to represent the individual interests of the Town without creating conflicts of interest.
 - **Conflicts of Interest.** Identify all existing clients, and any existing or potential conflicts of interest between other clients that might be competing with funding or lobbying interests of the Town of Taos. Describe how your firm will eliminate or mitigate such conflicts.
 - Resident Business Preference, if applicable, (5 points) OR
 - Resident Veteran Business Preference, if applicable (10 points)
- Total possible points available add up to 95 points

The proposal opening and Evaluation Committee meeting was held on Wednesday, November 1, 2017 at the Town of Taos Municipal Building, 400 Camino de la Placita, Training Room, Taos, NM 87571. A complete package was made available to Committee members, which included a copy of the RFP, Conflict of Interest Disclosure Statement and Evaluation Score Sheet to be used for the evaluation. The Evaluation Committee meeting was held for the Committee members to discuss and submit results of individual evaluation scores derived from the criteria developed and included in the Request for Proposals. The maximum evaluation point value for the proposal was 110/each from three (3) Committee members. A summarized scoring breakdown below.

	Total Possible Points	Archuleta Consulting		
		A	B	C
SB01-PO1718 Lobbyist Consultant Services				
Firm's Capacity	30	20	30	28
Relevant Experience and Performance	30	20	15	29
Cost	25	25	25	25
Proposed Approach	10	10	5	8
Conflict of Interest	5	5	5	5
Resident Business Preference	5	0	0	0
Resident Veteran Business Preference	up to 10	0	0	0
	110	80	80	95
Total Combined Points			255	

Evaluation Committee Recommendation:

The committee considered the proposal and finds Archuleta Consulting qualified to perform the work specified in the RFP. As a result the Committee respectfully recommends that the Town of Taos award a contract to perform the scope or work as outlined in the RFP to Archuleta Consulting. Based on the scoring results above the Committee unanimously made a decision that interviews would not be necessary.

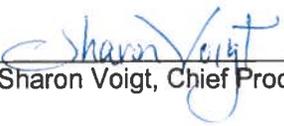
By signing below, I as a Committee member attest the scores and Committee activities reflected above are true and accurate and recommend award to Archuleta Consulting.


Richard Bellis, Committee Member

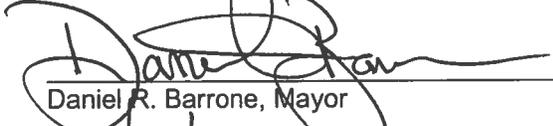

Steve Ross, Committee Member


Lynda Perry, Committee Member

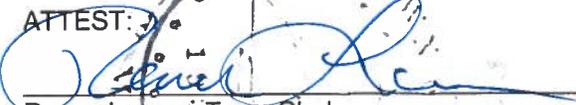
Thank you for your time and consideration of this recommendation.


Sharon Voigt, Chief Procurement Officer

I hereby concur with the recommendation to award:


Daniel R. Barrone, Mayor

11/6/17 *
Date

ATTEST:

Renee Lucero, Town Clerk

