



Hillsborough Area Regional Transit Authority

## **Selection Process for Federal and State Legislative Consulting Services**

Finance and Audit Committee Meeting  
June 20, 2016

# Historical

- Current Federal legislative consulting services contract with Holland & Knight LLP expires on **December 19, 2016**.
  - Current contract value YTD spent
- Current State legislative consulting services contract with The Advocacy Group expires on **December 19, 2016**.
  - Current contract value YTD spent

# Board Policy

## **HART Procurement Policy §3-207.02 states:**

The Authority may use a competitive solicitation process or informal competitive process when obtaining legislative consulting and legal services. In preparation for this, the Board of Directors shall appoint an Ad Hoc Committee to oversee the selection process. If a competitive solicitation process is used, the Ad Hoc Committee shall follow the process designated in Section 3-207.02.1 below. If an informal competitive process is used, the Ad Hoc Committee shall follow the process designated in Section 3-207.02.2, below.

# Board Policy

- **§3-207.02.1 – Use of Competitive Solicitation Process**
  - Establish factors to use for the evaluation of services
  - Publicly announce Requests for Proposals
  - Provide interested firms with a copy of the Request for Proposal
  - Evaluate proposals provided by qualified firms
  - Rank and recommend in order of preference
  - The Board of Directors shall inquire of qualified firms as to the basis of recommendation, select one of the firms recommended by the Ad Hoc Committee and negotiate a contract
  
- **§3-207.02.2 – Use of Informal Solicitation Process**
  - Establish factors to use for the evaluation of services
  - Identify at last three (3) firms known to be qualified to provide the required services
  - Evaluate the informal proposals
  - Rank and recommend in order of preference

# 2016 Legislative Services Procurement

Decisions need to be made on the following:

- Solicitation Method – Competitive or Informal?
- Formation of Ad Hoc Committee – 3 members, Chair oversees selection process
- Term of Contracts?
- Evaluation Committee Members – Staff and outside members
- Presentations to the full Board by highest-ranked firms

# 2016 Procurement Strategy

- **Staff Recommends:**
  - Competitive solicitation process
  - One solicitation for both consultants
  - Evaluation criteria includes Technical and Price
  - 80% Technical – 20% Price
  - One contract **awarded for each consultant**
  - Co-terminus contracts
- **Ad Hoc Committee in 2014:**
  - Fran Davin
  - Commissioner Sandra Murman
  - C John Melendez

# Questions?