



Request for Proposals (RFP)

For

Federal Lobbying Services



**REQUEST FOR PROPOSALS  
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## **SECTION 0 – ADVERTISEMENT FOR BID**

### **ADVERTISEMENT FOR BIDS**

### **REQUEST FOR PROPOSALS FEDERAL LOBBYING SERVICES**

### **RFP NUMBER: 24-002**

The Jackson Redevelopment Authority (JRA) hereby gives notice that it is soliciting sealed proposals from qualified firms or individuals to provide **Federal Lobbying Services**. The selected firm will assist JRA in advancing its federal legislative agenda, securing funding opportunities, and fostering strategic relationships with federal agencies and legislators. This partnership will support JRA’s mission of revitalizing urban renewal zones and enhancing economic and community development within the City of Jackson.

#### **Submission Deadline:**

Sealed proposals will be received by the Jackson Redevelopment Authority no later than **12:00 PM Central Time on January 31, 2025**.

#### **Proposal Submission Requirements:**

- Proposals may be submitted electronically via [www.centralbidding.com](http://www.centralbidding.com).
- For assistance with the electronic bidding process, please contact Central Bidding at **225-810-4814**.

#### **Obtaining RFP Documents:**

The official Request for Proposals (RFP) documents may be obtained from the following sources:

1. Central Bidding Website: [www.centralbidding.com](http://www.centralbidding.com).
2. Jackson Redevelopment Authority’s website: [www.jrams.org](http://www.jrams.org).

#### **JRA Rights Reserved:**

The Jackson Redevelopment Authority reserves the right to reject any and all proposals, waive any irregularities or informalities in any proposal, and award the contract to the proposer deemed to offer the most advantageous proposal to JRA, as determined by JRA in its sole discretion.

#### **Contact:**

Christopher G. Pike, Executive Director  
Jackson Redevelopment Authority  
601-960-1815 | [Bids@jrams.org](mailto:Bids@jrams.org)

#### **Publication Dates:**

This advertisement will be published in accordance with Mississippi law on the following dates:

- **December 26, 2024**
- **January 2, 2025**



## **SECTION 1 – GENERAL INFORMATION**

### **1.1 Purpose**

The Jackson Redevelopment Authority (JRA) is issuing this Request for Proposals (RFP) to solicit proposals from qualified firms or individuals to provide Federal Lobbying Services. The selected firm will assist JRA in advancing its federal legislative agenda, securing funding opportunities, and fostering strategic relationships with federal agencies and legislators. This partnership will support JRA’s mission of revitalizing urban renewal zones and enhancing economic and community development within the City of Jackson.

### **1.2 Background**

The Jackson Redevelopment Authority (JRA) was established to serve as a catalyst for urban renewal and economic development in the City of Jackson, Mississippi. Created in response to challenges posed by urban decay and economic stagnation, JRA has played a critical role in revitalizing key areas of the city, fostering public-private partnerships, and leveraging investments to support long-term community and economic growth.

### **History**

JRA was founded in 1968 under the Urban Renewal Law of Mississippi to address the city’s pressing need for reinvestment in deteriorated neighborhoods and commercial areas. Over the decades, JRA has evolved into a vital organization responsible for implementing redevelopment strategies that transform blighted areas into thriving spaces for businesses, residents, and visitors. By prioritizing community-centered development, JRA has become a trusted steward of Jackson’s urban transformation efforts.

### **Mission**

The mission of JRA is to eliminate slum and blight, stimulate economic growth, and foster sustainable development that enhances the quality of life for all residents. This mission drives JRA’s commitment to investing in infrastructure improvements, preserving historic districts, and creating opportunities for small businesses and entrepreneurs to flourish in a revitalized urban environment.

### **Vision**

JRA envisions a vibrant, inclusive, and economically resilient Jackson where innovation, community, and culture converge. The organization strives to be a model for redevelopment authorities across the country, leading with integrity, collaboration, and a commitment to equitable progress that benefits all citizens.



### Urban Renewal Responsibilities

JRA operates within designated Urban Renewal Zones, focusing on areas with high potential for economic transformation. These zones encompass historically significant neighborhoods, downtown corridors, and commercial districts that have experienced disinvestment over the years. Key responsibilities include:

- **Strategic Redevelopment:** Overseeing large-scale projects such as the Union Market at the Mill Street Viaduct and the Farish Street Historic District revitalization to breathe new life into underutilized spaces.
- **Property Management:** Managing and maintaining JRA-owned properties, including Union Station, parking facilities, and historic sites, to ensure their preservation and readiness for future development.
- **Funding Advocacy:** Securing federal, state, and private funding to support redevelopment projects that align with JRA's mission and vision.
- **Community Engagement:** Collaborating with stakeholders, including residents, businesses, and civic leaders, to ensure redevelopment efforts meet the needs and aspirations of the community.
- **Economic Development:** Attracting investments, creating jobs, and supporting entrepreneurship to build a stronger economic foundation for the city.

By blending innovation with respect for Jackson's rich history, JRA's efforts have sparked new opportunities and growth while addressing the city's most pressing challenges. From restoring historic landmarks to facilitating cutting-edge developments, JRA remains at the forefront of revitalizing Mississippi's capital city, paving the way for a prosperous future.

### 1.3 General Submission Information

Portal Proposals may be submitted electronically via [www.centralbidding.com](http://www.centralbidding.com).

**For assistance with the electronic bidding process, please contact Central Bidding at 225-810-4814.** No physical copies will be accepted. Proposals that do not follow the submission guidelines or fail to include all required documentation will be disqualified.

Proposals must be submitted no later than **12:00 PM Central Time on January 31, 2025**. Late submissions will not be considered.

### 1.4 Questions

All questions regarding this RFP must be submitted in writing to:

**Christopher G. Pike**, Executive Director

Phone: 601-960-1815

Email: [Bids@jrams.org](mailto:Bids@jrams.org)



Questions must be submitted no later than **12:00 PM Central Time on January 24, 2025**. Answers to all submitted questions will be posted on JRA's Central Bidding Portal for all prospective proposers to review.

### **1.5 Preparation Costs**

The Jackson Redevelopment Authority will not reimburse any costs incurred by proposers for preparing, submitting, or presenting a proposal. All costs associated with participation in this RFP process are the sole responsibility of the proposer.

## **2. RULES GOVERNING COMPETITION**

### **2.1 Examination of Proposals**

Firms are responsible for examining all instructions, terms, conditions, and specifications in the Request for Proposal (RFP). Failure to provide all requested information or submission of a proposal that does not comply with the RFP requirements may result in the proposal being disqualified.

### **2.2 Proposal Acceptance Period**

All proposals must remain valid for a minimum of 90 days from the proposal submission deadline. This period may be extended by mutual agreement between the Jackson Redevelopment Authority (JRA) and the proposer.

### **2.3 Confidentiality**

Proposals submitted in response to this RFP will be considered confidential and will not be disclosed to any party outside of JRA's evaluation process until a contract is awarded. However, all proposals may be subject to disclosure under the Mississippi Public Records Act. Proposers must identify proprietary information and provide justification for its exemption from disclosure.

### **2.4 Proposal Format**

Proposals must be prepared in the format specified in this RFP. All submissions should be clear, concise, and organized to facilitate an objective evaluation. Proposals that fail to follow the specified format may be disqualified.

- Conformance to the RFP instructions
- Responsiveness to the RFP requirements
- Overall completeness and clarity of content

### **2.5 Signature Requirements**

All proposals must be signed by an authorized representative of the firm. The signature certifies that the firm agrees to be bound by the terms and conditions of this RFP and the proposal submitted. Unsigned proposals will not be considered.



## **2.6 Proposal Submission**

Proposals must be submitted their proposal in PDF Format. Electronic submissions must be made via the Central Bidding Website.

Proposals must be received no later than 12:00 PM Central Time on **January 31, 2025**. Late submissions will not be accepted or considered.

## **2.7 News Releases**

Firms shall not issue any news releases or other public statements regarding this RFP, JRA, or the selection process without prior written approval from JRA.

## **2.8 Disposition of Proposals**

All proposals submitted in response to this RFP become the property of JRA and will not be returned to the proposers. One copy shall be retained for the official files of the Jackson Redevelopment Authority and will become public record after award of the Contract.

## **2.9 Modification/Withdrawal of Proposals**

Proposers may modify or withdraw their proposals at any time before the submission deadline. Requests for modifications or withdrawals must be made in writing and received by JRA before the deadline. After the deadline, proposals may not be modified or withdrawn.

## **2.10 Oral Change/Interpretation**

No oral interpretation or change of this RFP shall be binding. Any changes or clarifications to the RFP will be issued in writing via addenda, which will be provided to all prospective proposers who have formally requested the RFP.

## **2.11 Late Submissions**

Proposals received after the submission deadline will not be considered. JRA is not responsible for delays caused by mail, courier services, or electronic submission issues. Proposers are encouraged to submit their proposals well in advance of the deadline.

## **2.12 Rejection of Proposals**

JRA reserves the right to reject any and all proposals, waive irregularities, and request clarification or additional information from any proposer at its sole discretion. Proposals that are incomplete, do not comply with the requirements of this RFP, or are submitted by firms deemed not responsible may be rejected without further consideration.



## SECTION 3 – SCOPE OF WORK

### 3.1 Background

The Jackson Redevelopment Authority (JRA) is tasked with revitalizing and redeveloping Urban Renewal Zones in Jackson, Mississippi, to eliminate blight, stimulate economic development, and enhance the quality of life for residents. These efforts often require partnerships with federal agencies and funding sources to address infrastructure, housing, transportation, and community development challenges.

JRA seeks the services of an experienced federal lobbying firm to advocate for its federal legislative agenda, secure federal funding opportunities, and provide strategic guidance to advance its mission and vision.

### 3.2 General Scope of Work

The selected firm will provide comprehensive federal lobbying services to support the Jackson Redevelopment Authority (JRA) in achieving its legislative, funding, and policy priorities. The scope of work encompasses strategic advocacy, funding support, regulatory guidance, and relationship building to ensure JRA's interests are effectively represented at the federal level.

#### A. Strategic Advocacy

The firm will develop and execute a tailored federal advocacy strategy to promote JRA's legislative and policy priorities. Responsibilities include:

- **Policy Analysis and Development:** Identify and analyze federal legislation, regulations, and policies that align with or impact JRA's mission, providing actionable recommendations.
- **Advocacy Campaigns:** Organize and lead targeted advocacy campaigns to influence federal decision-makers, including Congress, executive agencies, and other stakeholders.
- **Representation:** Represent JRA at hearings, meetings, and events in Washington, D.C., and provide testimony or written statements on behalf of the organization when necessary.

#### B. Federal Funding Support

The firm will assist JRA in identifying, pursuing, and securing federal funding opportunities to support redevelopment initiatives. This includes:

- **Grant Research and Identification:** Proactively identify grant programs, earmarks, and appropriations relevant to JRA's projects, such as infrastructure improvements, historic preservation, and economic development.
- **Grant Application Assistance:** Provide technical assistance in drafting, reviewing, and submitting grant applications, ensuring alignment with federal requirements and best practices.





- **Funding Strategy Development:** Develop a comprehensive federal funding strategy that aligns with JRA's priorities and projects, including Union Market redevelopment, Farish Street revitalization, and parking infrastructure upgrades.

### **C. Legislative and Regulatory Monitoring**

The firm will monitor federal legislative, regulatory, and policy developments that affect JRA's mission and priorities. Responsibilities include:

- **Legislation Tracking:** Track proposed and enacted federal legislation, providing timely updates on potential impacts or opportunities for JRA.
- **Regulatory Compliance:** Advise on compliance with federal regulations related to urban renewal, economic development, and grant funding.
- **Regular Reporting:** Provide detailed, regular reports summarizing key federal developments, their potential impacts on JRA, and recommended actions.

### **D. Relationship Building and Stakeholder Engagement**

The firm will facilitate introductions and strengthen relationships between JRA leadership and key federal decision-makers. Responsibilities include:

- **Stakeholder Mapping:** Identify key members of Congress, federal agencies, and other stakeholders who influence urban renewal and economic development policies.
- **Meeting Coordination:** Schedule and coordinate meetings between JRA representatives and federal officials to advocate for JRA's priorities.
- **Networking Opportunities:** Organize and participate in networking events, conferences, and other forums to promote JRA's mission and build strategic alliances.

### **E. Strategy and Policy Consultation**

The firm will serve as a strategic advisor to JRA leadership, providing guidance on leveraging federal resources and navigating policy challenges. Responsibilities include:

- **Policy Recommendations:** Offer tailored recommendations to address JRA's specific challenges and opportunities, such as infrastructure redevelopment, housing revitalization, and workforce development.
- **Crisis Response:** Advise on strategies to address unexpected legislative or regulatory challenges that may arise during the contract period.
- **Strategic Planning:** Collaborate with JRA leadership to integrate federal advocacy efforts into the organization's broader strategic planning initiatives.

### **F. Communication and Documentation**

Effective communication and documentation are critical to the success of JRA's federal advocacy efforts. The firm will:

- **Monthly Updates:** Provide written monthly updates summarizing activities, outcomes, and recommendations.



- **Comprehensive Reports:** Deliver comprehensive quarterly and annual reports detailing progress on legislative priorities, funding secured, and relationships developed.
- **Documentation Support:** Draft correspondence, policy briefs, and presentations to support JRA's communication with federal stakeholders.

### 3.3 Proposed Schedule

The timeline for the RFP process and subsequent contract execution is outlined below:

- **RFP Issued:** December 26, 2024
- **Deadline for Submission of Questions:** January 24, 2025, by 12:00 PM Central Time
- **Proposal Submission Deadline:** January 31, 2025, by 12:00 PM Central Time
- **Bid Opening:** February 3, 2025, at 10:30AM Central Time - JRA Office 218 S. President Steet, Jackson, MS 39201
- **Proposal Evaluation Period:** February 3-5, 2025
- **Interviews with Selected Firms (if applicable):** February 7, 2025
- **Contract Award Date:** February 26, 2025
- **Contract Start Date:** March 1, 2025
- **Initial Strategy Development and Goal Setting:** March 1 – March 31, 2025
- **Ongoing Lobbying Activities & Monthly Reporting:** Starting March 2025 and continuing through the duration of the contract

## SECTION 4: PROPOSAL AND SUBMISSION REQUIREMENTS

### 4.1 General Submission Requirements

Proposals must be submitted electronically through the Jackson Redevelopment Authority's (JRA) Central Bidding Portal by the specified deadline. Proposals must adhere to the structure outlined below. Any proposal that fails to follow the submission requirements, exceed the page limits, or fails to submit within the deadline may be disqualified from consideration.

### 4.2 Title Page (1 Page)

The title page must include:

- The RFP project title: **Federal Lobbying Services**
- The name of the proposing firm, address, and phone number
- The name, title, and contact information for the primary contact person for the proposal
- Date of submission
- RFP number (if applicable)

### 4.3 Letter of Transmittal (1 Page)

The letter of transmittal should be on the firm's letterhead and must include:

- **A. Identification of the Project:** Clearly identify the RFP for Federal Lobbying Services for which the proposal has been prepared.



**B. Understanding of Services:** Provide a brief statement indicating the firm’s understanding of the services to be performed and make a commitment to provide these services as specified.

**C. Authorized Representation:** Provide the name(s) of the person(s) authorized to make representations for your firm, along with their titles, address, and telephone numbers.

**D. Signature Requirements:** The letter must be signed by a corporate officer or other authorized individual who has the authority to bind the firm. The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature.

#### **4.4 Table of Contents (1 Page)**

The table of contents should include a detailed list of the sections of the proposal, with corresponding page numbers.

#### **4.5 Proposal Narrative (Limited to 3 Total Pages)**

The proposal narrative should clearly and concisely address the following key components:

- **Firm Overview:** Brief overview of your firm’s history, mission, and capacity to provide the required services.
- **Understanding of Scope of Work:** Demonstrate your understanding of the services required by JRA and how your firm plans to fulfill the needs of the project.
- **Approach to Services:** Briefly describe how your firm will approach the federal lobbying services requested, including any relevant methodologies, strategies, and experience.
- **Firm Experience and Key Project Staff**
  1. Detail your firm’s experience in providing federal lobbying services or similar services to public sector entities, especially those related to urban renewal, infrastructure, economic development, or similar areas.
  2. Provide at least three references for whom your firm has provided similar services. For each reference, include:
    - Point of contact
    - Current telephone number
    - Brief description of the services provided
  3. Identify key project staff who will provide services on behalf of your firm, including project managers and any specialists. Include resumes of these individuals in an appendix (which will not count toward the page count).



- **Available Resources and Consultant Location**

1. Provide information on the resources (personnel, office locations, etc.) available to your firm that demonstrate you have the necessary capacity to perform the work in the required time frame.
2. Indicate whether the firm has an office in the District of Columbia or other relevant locations that facilitate access to federal agencies, congressional offices, and key stakeholders.

- **Project Methodology and Approach**

1. Describe your firm's overall approach to fulfilling the scope of work requirements as outlined in Section 3.
2. Address special considerations in managing tasks, including how you plan to engage with JRA leadership, federal stakeholders, and any third parties involved.
3. Provide details about your communication methodology, including how you will keep JRA informed and collaborate effectively with the JRA team.

## **SECTION 5: EVALUATION CRITERIA AND SELECTION PROCESS**

### **5.1 Evaluation Criteria**

The Jackson Redevelopment Authority (JRA) will evaluate all proposals based on the following criteria:

1. **Firm Experience and Qualifications (40 Points)**

- Experience in providing federal lobbying services or similar services to public sector entities, especially those relevant to urban renewal, economic development, infrastructure, or federal funding.
- Proven track record in achieving successful outcomes with federal lobbying efforts, including securing funding or policy changes for public agencies.
- Quality and depth of references that support the firm's ability to deliver similar services.

2. **Key Project Staff and Expertise (30 Points)**

- Qualifications and experience of the proposed key staff members who will be assigned to this project, particularly their familiarity with federal lobbying, government relations, and engagement with relevant federal agencies and congressional offices.
- Ability to assign skilled personnel with knowledge of the federal legislative process and policy-making.

### 3. Methodology and Approach (20 Points)

- The firm's approach to meeting the specific requirements outlined in the scope of work (Section 3).
- Strategies for proactive and effective engagement with federal stakeholders, understanding of the political landscape, and ability to navigate complex federal systems.
- Communication practices, including how the firm will keep JRA informed of lobbying efforts and progress.

### 4. Firm's Location and Available Resources (10 Points)

- Accessibility of the firm's resources, including proximity to key federal stakeholders and the ability to deploy personnel effectively to meet the needs of the project.
- Location and infrastructure that supports quick and efficient response times.

The maximum possible score is **100 points**.

## 5.2 Evaluation Committee

An evaluation committee will be established by the JRA to review and score all submitted proposals. The committee will be responsible for evaluating each proposal according to the criteria outlined above and making recommendations regarding the selection of the successful proposer.

The committee will consist of JRA staff and individuals with relevant expertise in urban development, federal lobbying, and public sector engagement. Members of the committee will assess each proposal independently, and all scores will be compiled to determine the highest-scoring proposal.

## 5.3 Oral Interviews (Optional)

In order to further evaluate a firm's qualifications and approach, JRA reserves the right to conduct oral interviews with shortlisted proposers. Interviews may be used to:

- Clarify or expand upon information provided in the proposal.
- Assess the firm's approach to federal lobbying services.
- Evaluate the firm's ability to communicate and collaborate effectively with JRA and federal stakeholders.

Interviews, if conducted, will be scheduled will be **February 7, 2025**. The evaluation committee will notify the firms selected for interviews and provide details regarding the interview format.



#### **5.4 Final Selection**

The final selection of the successful proposer will be based on the cumulative scores derived from the evaluation of the written proposals and, if applicable, oral interviews. The highest-scoring firm will be recommended to JRA for contract award.

JRA reserves the right to reject any or all proposals, to negotiate with the selected firm(s), or to not award a contract if no proposal is deemed suitable. All proposers will be notified of the final decision regarding the selection of the firm.

Upon selection, the successful firm will enter into contract negotiations with JRA to formalize the terms of the agreement. The contract will include specific deliverables, timelines, and compensation arrangements.

### **SECTION 6: CONTRACT NEGOTIATION PROCESS**

#### **6.1 Overview of the Contract Negotiation Process**

After the final selection of the successful proposer, JRA will begin the contract negotiation process. This phase is intended to formalize the relationship between the JRA and the selected firm and ensure that the terms and conditions of the contract are mutually agreed upon. The negotiation process will focus on defining deliverables, timelines, payment structures, performance standards, and any other key aspects of the contract that were not fully addressed in the proposal.

The successful firm will be notified in writing and will be invited to enter into negotiations with JRA. The firm will be expected to negotiate in good faith and provide the necessary documentation, resources, and information to facilitate a smooth contract negotiation.

#### **6.2 Key Components to be Negotiated**

The following elements will be discussed and finalized during the contract negotiation process:

##### **1. Scope of Work and Deliverables**

- Clear definition of the scope of services to be provided, including the specific tasks, goals, and objectives to be achieved.
- A mutually agreed-upon timeline for service delivery, including milestones and deadlines for key deliverables.

##### **2. Compensation and Payment Terms**

- Final agreement on the total compensation for the services provided, including any upfront payments, milestone-based payments, or recurring fees.
- A payment schedule and invoicing process, including any specific conditions for payment and terms related to late fees or penalties.

### 3. Performance Metrics and Standards

- Agreement on how performance will be evaluated, including key performance indicators (KPIs), reporting requirements, and any regular performance reviews or meetings.
- Expectations for how progress will be communicated to JRA, including regular updates and reports.

### 4. Timeline and Project Management

- Finalization of a detailed project timeline, including key milestones, deadlines, and benchmarks to track progress.
- Agreement on a project management approach, including how JRA and the successful firm will collaborate and communicate.

### 5. Termination Clauses

- Terms and conditions under which either party can terminate the agreement, including notice periods and reasons for termination.
- Procedures for handling any transition or handover of work if the contract is terminated early.

### 6. Confidentiality and Compliance

- Confirmation of compliance with all relevant laws, regulations, and JRA policies, including confidentiality requirements and restrictions on the sharing of sensitive information.
- Agreement on data privacy and protection, especially related to any personal or proprietary data shared during the contract.

### 7. Indemnification and Liability

- Final terms regarding indemnification provisions, including any liabilities the firm may assume for actions taken or omissions during the contract period.
- Agreement on the insurance requirements for the firm, including types and amounts of coverage.

### 8. Dispute Resolution Process

- Procedures for resolving disputes, including any required mediation, arbitration, or legal steps, and agreement on the jurisdiction or venue for any legal action.

#### 6.3 Duration of Negotiations

Contract negotiations are expected to begin within **one week** following the selection of the successful proposer. JRA aims to finalize the negotiations and execute a contract within **two weeks** of commencing negotiations, though the exact timeline may vary depending on the complexity of the contract terms and the responsiveness of both parties.

Should there be any delays or challenges during the negotiation process, both parties are expected to work collaboratively to resolve any issues in a timely manner. If, for any reason, a mutually acceptable agreement cannot be reached, JRA reserves the right to discontinue



negotiations with the selected firm and begin negotiations with the next highest-scoring proposer or consider alternative solutions.

#### **6.4 Contract Execution**

Once the terms have been finalized, JRA will prepare the official contract document. The contract must be signed by an authorized representative of both JRA and the selected firm. This signed contract will serve as the formal agreement between the parties and will define the rights and responsibilities of each in providing federal lobbying services.

The executed contract will include the agreed-upon deliverables, timelines, compensation, and all other negotiated terms. It will be legally binding once signed by both parties and will serve as the governing document for the duration of the contract.





**RFP SUBMITTAL FORM**

**Request for Proposals (RFP) for Federal Lobbying Services**

**Submission Deadline:** January 31, 2025, 12:00 PM CT

**RFP Number:** 24-002

**1. Proposer Information**

**Firm/Individual Name:** \_\_\_\_\_

**Primary Contact Person:** \_\_\_\_\_

**Title/Position:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State, ZIP:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Website (if applicable):** \_\_\_\_\_

**2. Proposal Overview**

**Proposed Cost for Services:** \$ \_\_\_\_\_

**Proposed Contract Term (Years):** \_\_\_\_\_

**Summary of Experience (Attach Details):** \_\_\_\_\_

**Federal Agencies/Legislators Familiar With:** \_\_\_\_\_

**3. Certifications**

The undersigned certifies that:

- This proposal is made in good faith and complies with the requirements of the Request for Proposals.
- The proposer understands and agrees that the Jackson Redevelopment Authority reserves the right to reject any or all proposals and to waive any irregularities in the proposal process.
- The proposer agrees to comply with all applicable federal, state, and local laws and regulations.

**Authorized Signature:** \_\_\_\_\_

**Name (Print):** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_



#### 4. Required Attachments

The following documents must be included with this form:

1. **Proposal Narrative:** Describe the approach, scope of work, and proposed methodology for delivering federal lobbying services.
2. **Qualifications and Experience:** Provide details of relevant experience and past performance. Include resumes of key personnel.
3. **References:** Provide at least three references for similar projects.
4. **Cost Proposal:** Detailed breakdown of costs and fees.
5. **Certifications and Licenses:** Include proof of any applicable certifications or licenses.

#### 5. Submission Instructions

Proposals must be submitted no later than **January 31, 2025, at 12:00 PM Central Time**. Late submissions will not be considered.

- **Electronic Submissions:** Upload to [www.centralbidding.com](http://www.centralbidding.com).

For questions regarding this RFP, please contact:  
Christopher G. Pike, Executive Director  
Phone: 601-960-1815  
Email: [Bids@jrams.org](mailto:Bids@jrams.org)

#### 6. Acknowledgment:

By submitting this proposal, the proposer acknowledges receipt of all RFP documents, including any amendments or clarifications.

**Proposer's Signature:** \_\_\_\_\_

**Name (Print):** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_