



REQUEST FOR PROPOSAL (RFP 07-26)

CITY OF FOLLY BEACH LOBBYING SERVICES

1. GENERAL

The City of Folly Beach seeks to contract with a qualified firm to conduct state-level legislative monitoring and lobbying services. The successful bidder shall assist the city with lobbying activities, including advocacy, monitoring, reporting, and analysis related to proposed legislation that may impact the City. Topics include, but are not limited to, beach preservation, short-term rentals, taxation, permitting, home rule, transportation, and public infrastructure. The Contractor shall conduct an initial kickoff meeting with the city to confirm objectives, expectations, and key priorities.

2. SCOPE OF WORK

The Contractor shall provide comprehensive legislative monitoring services, including but not limited to:

1. LEGISLATIVE MONITORING & REPORTING

- a. Provide documentation, and a minimum interval of one month, of the status of relevant proposed legislation.
- a. Provide monitoring and reporting of all committee meetings of interest to the city related to identified legislation to include weekly legislative meeting schedules and with updates for changes as they occur.
- b. Provide alerts on legislative bills of interest via written summaries, texts, emails, etc. within 24 hours of significant activity on identified legislation.
- c. Provide close monitoring of the state budget process.

2. LOBBYING SERVICES

- a. Assist in developing state lobbying agendas and executing the agendas annually. This includes identifying priorities and providing advice and strategic guidance on how to advance the City's interests.
- b. Proactively identify issues that could affect the city, including recommending opportunities where the city can collaborate with other municipalities or local governments to shape legislation and advance the city's interests.
- c. Advocate on the city's behalf by:
 - Reviewing and providing analysis to the city on the effects of state legislation, executive branch proposals, proposed and adopted rules and regulations, and state or federal proposals that have the potential to impact the city.
 - Providing advice and strategic guidance to the city and act, as directed by the the Mayor, to achieve the desired outcomes, including lobbying members of the legislature, the Administration, state agencies, and other key stakeholders.
 - Developing strong working relationships with members of legislature, the Administration, and their staff, state agencies, and other key stakeholders in a manner that the Mayor determines to be in the city's best interests.
 - Drafting fact sheets, collateral materials, letters, other correspondence and



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to inform lawmakers and other decision makers about the city's positions on issues.

3. The selected bidder shall provide an account manager, who should be in a leadership capacity with a minimum of five (5) years of relevant experience within the organization to serve as a single point of contact.
 - a. Account Manager must have extensive knowledge of the Offeror's operation and experience conducting similar projects.
 - b. Account manager must have effective managerial skills (including the ability to initiate scheduled activities, creatively solve problems, accurately and thoroughly document conference calls and meetings, follow through on tasks requested and agreed upon through e-mail or telephone, and ensure the quality of materials and activities completed by the Offeror.
 - c. The Account Manager shall be responsible for clearly labeling any activity included on invoices to the city that is related to beach preservation or beach management.

3. SELECTION PROCESS

Proposals must be received no later than November 18th, 2026. Any proposals received after this date and time will be discarded. Proposals may be submitted by hand delivery or by email/Dropbox/or similar method. Hand-delivered proposals can be sealed and submitted to Wes Graham at 21 Center Street, 2nd Floor. Mailed proposals can be sent to P.O. Box 48, Folly Beach, SC 29439, Attn: Wes Graham. Emailed proposals can be sent to wgraham@follybeach.gov. All proposals must be signed by an official agent or representative of the company submitting the proposal. Proposals must be clearly labeled as RFP 07-26, Lobbying Services.

- a. The proposals will be opened at 2:05 p.m. on November 18th, 2026. All submitters are invited to be present or send a representative, but attendance is not required.
- b. Evaluation of qualifications will be conducted from November 19th, 2026 through December 4th, 2026. The selection decision for the selected firm will be by City Council resolution at a regularly scheduled Council Meeting on December 8th 2026. The winning firm will be notified after the City Council Meeting.

4. BID REQUIREMENTS

The proposal must include the following documents as applicable to be considered responsive. Please mark each section accordingly within the proposal. Under the provisions of the Freedom of Information Act, all proposals, excluding pending legal actions, will become public information. Offerors must clearly mark as "CONFIDENTIAL" each page of their proposal that could be exempt from disclosure. The city reserves the right to make the final determination.

1. Cover page



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- a. Company Name and Address
 - b. Contact Person's Name, Title, Phone Number, and Email Address
 - c. Location of the office(s) from which the work is to be done and the number of professional staff employed at that office.
 - d. Date of Proposal
2. Transmittal Letter
 - a. Submit letter of transmittal, signed by an official authorized to bind the company, briefly stating the company's understanding of the work to be performed, the interest and commitment to perform the work, and a statement of why the proposer believes the company is best qualified to provide this system and services.
 - b. State that the proposal is valid for 120 days after the proposal due date.
3. Statement of Qualifications
 - a. Describe the company's prior experience providing similar services to local governments as described in this RFP.
 - b. Include an overview of the company's approach to providing the services and accomplishing the tasks required.
 - c. Outline your ability to provide expertise and experience.
4. References
 - a. Provide at least three references. Include the contact name, address, phone number, email, and the number of years you have provided consulting services to this client.
5. Detailed Cost Proposal
 - a. Provide a detailed fee schedule outlining the services as presented in your proposal. If proposal includes any expenses to be billed separately from professional fees, provide a detailed estimate of such expenses.
 - b. Provide information related to billing frequency, due dates, and payment methods.
6. Signed Offeror Representations (form in bid packet) signed by a principal of the firm or an officer authorized to bind the corporation.
7. Provide a current copy of IRS Form W9.
8. Outsourcing Statement: If your organization must outsource or subcontract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Costs should be clearly described for any outsourced or subcontracted work.

If the contract is awarded, the winning firm must be prepared to provide and agree to the following, at his or her own expense, prior to beginning work and at all times during performance of services:

- a. Commercial General Liability Insurance on an occurrence basis in an amount equal to \$1,000,000 for each occurrence and must include the



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following coverages: (i) completed operations coverage, (ii) blanket contractual coverage, including both oral and written contracts, (iii) personal injury coverage.

- b. Demonstration of workers' compensation coverage for field crews.
- c. Indemnification and hold harmless documentation for any and all claims arising out of its performance of its duties under this contract.
- d. Compliance with all applicable federal, state, and local laws, ordinances and regulations.
- e. The bidder selected will engage in a contractual agreement based on this proposal prior to any work being performed.
- f. Any modifications to the contract shall be in writing and signed by both parties.

All contractual terms and conditions will be subject to review by the City of Folly Beach. This request does not commit the city to the award of a contract, or to pay any costs incurred in the preparation of a response to this request. The City of Folly Beach reserves the right to reject, in whole or in part, any bid submitted which, in the judgment of the City of Folly Beach, would not be in its best interest. The city also reserves the right to waive minor deficiencies or reject any or all proposals.

2. QUALIFICATIONS EVALUATION CRITERIA

The primary intent with regard to the procurement of these services is to obtain what the city would consider to be the best package of product and service. This includes overall suitability, a clear and organized proposal, price competitiveness, quality, and relevance of previous work performed. It is the Offeror's responsibility to effectively communicate their qualifications, services, and products to the City by thoroughly responding to each requirement contained in this RFP.

The following weighted criteria will be used to evaluate the Proposals for purposes of selecting the winning provider of services.

- Responsiveness, Quality, and Completeness of Proposal.
- Required submittal information as outlined in the RFP.
- Relevant experience.
- Demonstrated knowledge and experience advocating and lobbying for the community concerns noted in this proposal.
- Scope of Services and demonstrated capacity to perform required tasks.
- Vendor's ability to communicate ideas, reports, and vision(s) in a clear and concise format.
- Qualifications of Key Individuals



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-Cost of Service

Notice of Current or Pending Legal Actions

Company/Vendor Name: _____

Complete line 1 OR 2:

1. I am an agent of the company and attest that there are no outstanding legal actions at this time.

Name	Title	Signature	Date
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2. I am an agent of the company and can attest the following legal actions are pending.

If more room is needed, please add attachments.

I am qualified to perform the services required by the solicitation.

Authorized Signature for Company & Date



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Vendor Name: _____

Offeror Representations

I certify that:

1. I am an agent of the company authorized to make representations on behalf of the company.
2. I have read and understand the solicitation.
3. I have not in any way colluded with anyone to obtain information that would give me an unfair advantage over others or set pricing for the proposal.
4. I (alongside the Company) am qualified to perform the services required by the solicitation.
5. By signing its bid, Proposer certifies that it will comply with the applicable requirements of Title 8, Chapter 14 of the South Carolina Code of Laws and agrees to provide to the City upon request any documentation required to establish either: (a) that Title 8, Chapter 14 is inapplicable both to Proposer and its subcontractors or sub-subcontractors; or (b) that Proposer and its subcontractors or sub-subcontractors are in compliance with Title 8, Chapter 14. Pursuant to Section 8-14-60, "A person who knowingly makes or files any false, fictitious, or fraudulent document, statement, or report pursuant to this chapter is guilty of a felony, and, upon conviction, must be fined within the discretion of the court or imprisoned for not more than five years, or both." Proposer agrees to include in any contracts with its

subcontractors language requiring its subcontractors to (a) comply with the applicable requirements of Title 8, Chapter 14, and (b) include in their contracts with the sub-subcontractors language requiring the sub-subcontractors to comply with the applicable requirements of Title 8, Chapter 14.

Authorized Signature for Bidder/Offeror & Date

Before me, the Undersigned, a Notary Public, for and in the County and State aforesaid, personally appeared _____ and made oath.

Sworn to and subscribed before me

this _____ day of _____, 20____

Notary Public in and for South Carolina