



OFFICE OF CITY COUNCIL
CITY OF CLEVELAND

BLAINE A. GRIFFIN
COUNCIL PRESIDENT

PATRICIA J. BRITT
CITY CLERK, CLERK OF COUNCIL

September 6, 2022

- REQUEST FOR QUALIFICATIONS -

**PROFESSIONAL SERVICES FOR ASSISTANCE WITH
COMMUNICATIONS AND PUBLIC RELATIONS**

RESPONSE DUE DATE/TIME:

Friday, September 30, 2022 /11:59 p.m. (Eastern Standard Time)

CLEVELAND CITY COUNCIL (hereinafter referred to as “Council”), through the City Clerk, Clerk of Council (hereinafter referred to as “Clerk”), requests responses from qualified parties to provide assistance with communications and public relations. The Council is the legislative branch of the municipal government of the City of Cleveland. On a daily basis, the Council and Clerk conduct a wide array of research, policy, legislative, document management, archive and publishing activities. Cleveland City Council Members are each elected from a ward, or district, of about 23,000 residents. The Office of Council is comprised of about 60 people, which includes 17 Councilmembers, their Executive Assistants, central Council staff and Consultants. More information about Cleveland City Council can be found at www.clevelandcitycouncil.org

DELIVERABLES

The selected consultant will perform professional services on a project basis, under the direction of the Council President. Here are examples of possible projects:

- Assist the Council President and Council leadership in developing and implementing short- and long-term public initiatives;
- review overall policy issues and advise on strategic messaging;
- advise and assist with crisis communications;
- advise on daily press and electronic media issues and social media;
- advise and assist with general media relations;
- work with Council President, Council leadership and Council Committee Chairs on Council’s Legislative Agenda;
- monitor State and national issues of relative importance to council;
- work with the Council Communications staff on selected projects;
- And manage and implement other related projects as requested by Council President and/or Council Clerk.

The selected consultant(s) will also regularly (monthly, quarterly, etc.) report on their assignments and/or work product.

SUBMISSION REQUIREMENTS

Each submission should include the following:

- Submitter Background, including: name, address, telephone number, e-mail, and contact person; type of organization (e.g., public or private company, non-profit); name and address of parent company, if applicable; name, address and phone number of each principal; experience doing requested services; experience in/with the public sector; description of experience in the municipal government sector; specify other related services/activities; number of prior/current similar projects; personnel: total full-time equivalent (FTE) staff; estimate number of staff and/or subcontractors that might be dedicated to this project.
- Comprehensive and concise description of the submitter's qualifications.
- List of similar projects by the submitter involving the kind of services outlined in this RFQ.
- At least two (2) references of clients (preferably government, especially local government) served by the submitter involving the kind of services outlined in this RFQ.
- Cost estimates and/or hourly rates involving the kind of services outlined in this RFQ. These estimates/rates will not be binding should the submitter be asked to submit a detailed scope of work.

Any costs incurred to develop a submission in response to this RFQ are solely the responsibility of the submitter. The Clerk assumes no responsibility and will provide no reimbursement for such costs.

Any submission is a public document and is subject to Ohio public records laws.

Submissions must be submitted no later than 11:59p.m. (EST) on September 30, 2022, via: Electronic Mail to VStiggers@clevelandcitycouncil.org; email must include attachments in either Word (.doc/.docx), Excel (.xls/.xlsx), or Adobe (.pdf) file formats; or

U.S. Mail or Delivery to Va'Kedia Stiggers, Cleveland City Council, City Hall, Room 216, 601 Lakeside Avenue, East, Cleveland, OH 44114; must include a CD/DVD with the electronic version of the proposal in either Word (.doc/.docx), Excel (.xls/.xlsx), or Adobe (.pdf) file formats; may also include printed version of proposal.

EVALUATION

The Clerk will evaluate all qualifications submitted based on the information provided by each submitter and the information in this RFQ. The Clerk may ask one or more of the submitters to submit a detailed scope of work, including a fee proposal. The Clerk reserves the right to award a professional services contract to the submitter deemed by her to be best able to perform the services needed by Council, or not to award a contract if no submitter adequately fits the needs of Council. The Clerk will negotiate a professional services contract with the selected consultant, with a "not to exceed" contract amount for

the provision of services as outlined in this RFQ and the selected consultant's proposed statement of work.

TERMS

Terms of service will be one year with two one-year options to renew at the Clerk's discretion.

INQUIRIES

Inquiries regarding this RFQ should be submitted to Va'Kedia Stiggers at VStiggers@clevelandcitycouncil.org .