



**COUNTY OF NEWAYGO
NEWAYGO COUNTY, MICHIGAN
REQUEST FOR PROPOSAL (RFP)
LEGISLATIVE CONSULTING SERVICES**

Newaygo County Administration is soliciting proposals for Legislative Consulting Services for the West Central Michigan County Alliance (WCMCA) Collaborative (hereinafter referred to as the Collaborative). This collaboration comprises County Boards from Lake, Manistee, Mason, Mecosta, Newaygo, Oceana, and Osceola Counties. The Collaborative intends to procure the services of a qualified firm to provide professional legislative consulting and advocacy, representing the Collaborative in matters before State and Federal legislative bodies.

Newaygo County, on behalf of the Collaborative, is officially distributing proposal documents from the Newaygo County Administration Office. Copies obtained through any other source are not considered official copies. If you have received this document from a source other than the Newaygo County Administration Office, it is recommended that you obtain an official copy.

Proposal Process

The following is a schedule of events concerning the proposal process:

- Date of Issuance: Friday, February 20, 2026
- Proposal Deadline: Friday, March 20, 2026, at 10:00 am
- Evaluation Process, Interviews, selection: April 2026

A complete original of the sealed proposal shall be submitted to:

NEWAYGO COUNTY CLERK
1087 Newell, PO Box 885
White Cloud, MI 49349

**** PLEASE MARK YOUR ENVELOPES: Sealed Proposal – WCMCA Legislative Consulting Services RFP**

Sealed PROPOSAL must be received no later than **Friday, March 20, 2026, at 10:00 am** at the address set forth above. Proposals received after **Friday, March 20, 2026, at 10:00 am** may not be considered. The proposal is to be completed in a clear, concise form. Any additional written materials, such as professional records, certifications, etc., may be attached and submitted to augment the data.

The Contractor must initial any corrections.

NO FAXED OR EMAILED DOCUMENTS WILL BE ACCEPTED.

Questions regarding proposal specifications shall be emailed to Newaygo County Administrator Christopher Wren at chrisw@newaygocountymi.gov. The Collaborative will make every effort to provide a clear answer to

interested parties; however, it makes no guarantees.

Questions must be asked in writing, preferably via email, and responses will be placed on the Newaygo County website at <https://www.newaygocountymi.gov/finance/county-procurement/>. To view items related to this, click the “Procurement” button; open requests will be listed in the order uploaded.

The Collaborative reserves the right to weigh each specification according to its importance to the Collaborative's needs.

If you need any assistance, contact:

Christopher Wren, Newaygo County Administrator
chrisw@newaygocountymi.gov
231-689-7203

1. PURPOSE

The Collaborative invites qualified and experienced firms to submit proposals to provide professional legislative consulting and lobbying services representing the Collaborative at the **State of Michigan and Federal levels**. Services will support projects and priorities identified by the Collaborative.

Legislative services may include, but are not limited to, representation during all legislative sessions, administrative and agency hearings, meetings, rulemaking proceedings, and related intergovernmental activities, all in accordance with the terms and conditions of this RFP.

The anticipated contract term shall be **three (3) years**, with the option to renew for **up to two (2) additional one-year terms**, subject to satisfactory performance and the Collaborative's approval by each County's Board of Commissioners.

2. SCOPE OF WORK

The successful firm shall provide comprehensive legislative consulting and lobbying services at the State and Federal levels to assist the Collaborative in developing, advancing, and implementing a coordinated legislative agenda and securing funding.

The legislative agenda may include, but is not limited to, matters affecting county government such as: telecommunications; solid waste disposal; parks and recreation; economic development; transportation and roads; sanitary sewer; stormwater; infrastructure; greenspace; public safety; public defender services; equalization; homeland security; grants; and legislation impacting local government authority, including eminent domain and annexation.

General Responsibilities

The successful firm shall:

- Be reasonably available during normal business hours and, as necessary, during legislative sessions upon advance notice.
- Serve as liaison between the Collaborative and State and Federal legislative, executive, and administrative bodies.
- Monitor and understand State and Federal legislative leadership priorities to strategically position the Collaborative's interests.
- Work collaboratively with the Collaborative, County Boards of Commissioners, County Administrators, department directors, and designated staff.

Specific Services

Services shall include, but are not limited to:

- Development of a **WCMCA Collaborative State and Federal Legislative Program**, including a strategic plan for appropriations and funding.
- Participation in a minimum of **two (2) meetings** with the WCMCA Collaborative Board of Commissioner members to assist in the development of the Legislative Program.
- Semi-annual status updates to the WCMCA Collaborative Board of Commissioners and additional updates as requested.
- Identification and pursuit of funding opportunities for projects of the Collaborative.

- Identification of State and Federal grant opportunities and assistance with grant strategy, coordination, and monitoring, as requested by the Collaborative.
- Assistance with preparation of appropriations requests and related documentation.
- Ongoing review and monitoring of proposed and existing legislation, policies, programs, and regulations affecting the Collaborative.
- Advocacy for Collaborative interests on identified legislative initiatives.
- Monitoring of legislative committee meetings, agency hearings, and interim activities.
- Assistance in development, support, opposition, or amendment of legislation consistent with the policies of each County within the Collaborative.
- Coordination of meetings between Collaborative officials and State or Federal elected officials.
- Assistance with drafting correspondence to State and Federal officials.
- Support and coordination for testimony before legislative committees and administrative agencies, as requested.

Reporting Requirements

The firm shall provide to the Collaborative:

- **Monthly written updates** during legislative sessions.
- **Quarterly written status reports** summarizing activities, progress, and outcomes.
- **End-of-session reports**, including:
 - A summary report within one (1) week of session adjournment.
 - A detailed final report within thirty (30) days of session close.
- During non-session periods, **monthly or periodic reports** addressing interim activity and emerging issues.

3. EXPERIENCE REQUIREMENTS

Proposers must demonstrate:

- At least **five (5) years** of experience providing legislative or lobbying services to municipal or county governments, **or** comparable legislative experience at the State or Federal level.
- Demonstrated experience working with State agencies, advocacy organizations, and intergovernmental entities impacting county government.
- Proven ability in legislative research, policy development, and strategic advocacy.
- Registration as a lobbyist with the State of Michigan prior to contract execution and throughout the term of the contract, as applicable.

4. STATEMENT OF QUALIFICATIONS

Statements of Qualifications shall not exceed **five (5) pages**, excluding resumes.

Each proposal shall include:

- A transmittal letter on firm letterhead identifying assigned personnel.
- Firm background, organizational structure, and years in operation.
- Qualifications and roles of all personnel and subcontractors proposed.

- A list of past and current clients, including **three (3) references** from governmental entities served for three or more years.
- Description of relevant specialties, affiliations, or expertise.
- A response to the **Statement Regarding Legal Actions Taken Against Proposer**.

The successful firm shall perform all services under this contract and may not assign or subcontract services without prior written approval from the County.

5. EVALUATION CRITERIA

Proposals will be evaluated by the WCMCA Collaborative Selection Committee based on responsiveness and responsibility. Evaluation criteria include:

Criteria	Weight
Firm Experience and Qualifications	30%
Staff Expertise and Team Capacity	20%
Understanding of County Needs and Approach	10%
Annual Rate and Expenses	40%

Selected firms may be invited to provide oral presentations at the Collaborative’s discretion.

6. RESERVATION OF RIGHTS

The Collaborative reserves the right to reject any or all proposals, waive informalities, negotiate terms, and award a contract in the best interest of the Collaborative.

7. RESPONSIVE PROPOSALS

Proposers are responsible for reviewing all RFP requirements. Failure to provide the requested information may result in disqualification.

8. ADDENDA

Addenda will be posted on Newaygo County’s website and become part of the RFP.

9. TAXES AND PAYMENT TERMS

WCMCA Collaborative Counties are exempt from State and Federal sales taxes. Payment terms shall be governed by County fiscal policies.

10. INDEMNIFICATION AND HOLD HARMLESS

The contractor whose bid is accepted must agree to the following indemnification and hold harmless responsibilities:

The contractor shall, at his or her own expense, protect, defend, indemnify, and hold harmless WCMCA Collaborative individual Counties, their elected and appointed officers, employees, and agents from all

claims, damages, (including but not limited to direct, indirect, incidental, consequential, special and punitive damages), costs, lawsuits and expenses including, but not limited to all costs from administrative proceedings, court costs, and attorney fees, that they may incur as a result of any acts, omissions or negligence of the selected firm, its employees or agents or its subcontractors or sub-subcontractors, or any of their officers, employees or agents which may arise out of the contract.

The contractor's indemnification responsibilities shall include the sum of damages, costs, and expenses that are more than the sum paid out on behalf of or reimbursed to WCMCA Collaborative individual Counties or their elected and appointed officers, employees, agents or by the insurance coverage obtained and maintained by the selected firm according to the requirements of this RFB and the Contract entered.

11. EQUAL EMPLOYMENT OPPORTUNITY

The contractor and its subcontractors, as required by law, shall not discriminate against the employee or applicant for employment with respect to hiring, tenure, terms, conditions, or privileges of employment, or a matter directly related to employment because of race, color, religion, national origin, age, sex, or disability that is unrelated to the individual's ability to perform the duties of a particular job or position, height, weight, or marital status. A breach of this covenant may be regarded as a material breach of the Contract.

The contractor agrees to post notices containing this policy against discrimination in conspicuous places available to applicants for employment and employees. All solicitations or advertisements for employees, placed by or on behalf of the Contract, will state that all qualified applicants will receive consideration for employment without regard to race, color, sex, national origin, disability, age, height, weight, marital status, or religion.

12. INSURANCE REQUIREMENTS

The contractor whose proposal is accepted must meet and agree to maintain the following insurance coverage requirements during the term of the contract. All coverages shall be with insurance companies licensed and admitted to doing business in the State of Michigan.

- A. Workers' Compensation: The successful company shall carry Workers' Compensation and Employer's Liability Insurance Coverage, as required by law. If the successful company uses subcontractors and sub-subcontractors for the performance of services required under this proposal, the successful company shall ensure that said subcontractors and sub-subcontractors carry Workers' Compensation and Employer's Liability Insurance coverage, as required by law.
- B. The successful company shall be responsible for ensuring all its tools, equipment, and materials which they, or any of their sub-contractors, may use or leave at the worksite. The Collaborative shall not be responsible for any loss or damage to the successful Contractor's tools, equipment, and materials.
- C. Commercial General Liability: The successful company shall procure and maintain during the term of the Contract Commercial General Liability Insurance on an "occurrence basis" with limits of liability of not less than \$1,000,000 per occurrence and aggregate combined single limit for Personal Injury or Bodily Injury and \$1,000,000 per occurrence and aggregate for Property Damage. Coverage shall include the following extensions: (1) Contractual Liability; (2)

Products and Completed Operations Coverage; (3) Independent Contractors Coverage; (4) Broad Form General Liability Extensions or equivalent if not in policy proper.

- D. Vehicle Liability: The successful company shall maintain Vehicle Liability Coverage and Michigan No-Fault coverage, including all owned, non-owned, and hired vehicles, of not less than \$1,000,000 per occurrence combined single limit.
- E. Additional Insured: Commercial General Liability Insurance and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating that the following shall be "Additional Insured:" Collaborative individual Counties, all elected and appointed officials, all employees and volunteers, all boards, commissions, or authorities, and board members, including employees and volunteers.
- F. Proof of Insurance Coverage: The successful company shall provide the Collaborative, at the time of the signing of the Agreement, copies of certificates or policies for Workers' Compensation, Comprehensive General Liability, and Motor Vehicle Liability.
- G. Insurance Renewals: If any of the above coverage expired during the term of the Agreement, the Contractor's insurer shall deliver renewal certification and policies to Newaygo County Administration, 1087 Newell, PO Box 885, White Cloud, MI, 49349, at least thirty (30) days before expiration. Insurance Certificate(s) may be faxed to (231) 689-7205, addressed to the Deputy Finance Director.
- H. Notice of Cancellation: Workers' Compensation Insurance, Commercial General Liability Insurance, and Motor Vehicle Liability Insurance as described above shall include an endorsement stating the following: It is understood and agreed that thirty (30) days Advance Written Notice of Cancellation, Non-Renewal, Reduction or Material Change shall be sent to Newaygo County Administration, 1087 E Newell St., PO Box 885, White Cloud, MI, 49349.

NEWAYGO COUNTY ASSUMES THAT ALL COSTS ARE SHOWN IN THE PROPOSAL.

13. WITHDRAWAL OF PROPOSAL

PROPOSAL may be withdrawn in person by a Contractor or authorized representative, provided their identity is made known, and a receipt is signed for the proposal, but only if the withdrawal is made before the stated proposal deadline. In case of an error by the Contractor, the Collaborative may, at its discretion, reject such a proposal upon presentation of a letter by the Contractor that sets forth the error, the cause thereof, and sufficient evidence to substantiate the claim.

*****THIS PROPOSAL SUMMARY PAGE, AS WELL AS YOUR STATEMENT OF QUALIFICATIONS, MUST BE IN A SEPARATE SEALED ENVELOPE MARKED “WCMCA COLLABORATIVE LEGISLATIVE CONSULTING SERVICES RFP.” REFER TO SECTION 4 OF THIS PROPOSAL FOR THE REQUIREMENTS FOR THE STATEMENT OF QUALIFICATIONS.*****

PROPOSAL SUMMARY

CONTRACTOR NAME: _____

RFP FOR: WCMCA Legislative Consulting Services RFP

FORWARD BID TO: NEWAYGO COUNTY CLERK’S OFFICE
ATTN: JASON VANDERSTELT
PO BOX 885
1087 E NEWELL ST.
WHITE CLOUD, MI 49349

The undersigned, having examined, familiar with all conditions affecting the proposed project, hereby proposes to furnish the listed products and all delivery and services necessary to fully perform and complete the work in accordance with the contract scope of work, including the instructions to contractors, general conditions, and general requirements. The proposed price includes all costs, including but not limited to labor, tools, equipment, materials, shipping, handling, taxes, surcharges, and any other fees that may be invoiced to the County. This proposal shall remain in force for a minimum period of ninety (90) days.

Respondents are to submit prices on the lines (spaces) provided below. Every line (space) must contain a figure, zero (0), line (-), or “No Proposal”. Failure to complete the proposal summary as stated above shall be cause for rejection of the proposal. (Remember to double-check your addition, subtraction, and multiplication.)

Provide Legal Counsel Services for the WCMCA Collaborative

Total Cost for Services \$ _____/Year One

Total Cost for Services \$ _____/Year Two

Total Cost for Services \$ _____/Year Three

Total Cost for Services \$ _____/Optional Year Four

Total Cost for Services \$ _____/Optional Year Five

In addition, please provide in the same separate sealed envelope as this page:

- Provide a detailed description of additional expenses or fees that may be assessed.
- Provide Proof of Lobbyist Registration with the State of Michigan, a copy of certificate or policy for workers’ compensation, general liability insurance, and motor vehicle liability.
- Indicate the preferred payment schedule (monthly, quarterly, annually)

PROPOSAL EXECUTION

THE UNDERSIGNED AFFIRMS THAT THE PROOPOSAL WAS DEVELOPED WITHOUT ANY COLLUSION, UNDERTAKING, OR AGREEMENT, EITHER DIRECTLY OR INDIRECTLY, WITH ANY OTHER CONTRACTOR OR CONTRACTORS TO MAINTAIN THE PRICES OF THE INDICATED WORK OR PREVENT ANY OTHER CONTRACTOR OR CONTRACTORS FROM PROPOSING THE WORK.

IT IS AGREED THAT THIS PROPOSAL WILL NOT BE WITHDRAWN FOR A PERIOD OF 90 DAYS AFTER THE INDICATED DATE FOR THE RECEIPT OF PROPOSAL.

THE FINAL CONTRACT MUST BE SIGNED BEFORE SERVICES CAN BE PROVIDED.

CONTRACTORS FIRM NAME _____

CONTRACTORS ADDRESS _____

CONTRACTORS EMAIL _____

TELEPHONE NUMBER _____

BY _____

NAME AND TITLE _____

SIGNED THIS _____ DAY OF _____, 20_____