

# THE POLICE RETIREMENT SYSTEM OF ST. LOUIS

2020 MARKET STREET  
SAINT LOUIS, MISSOURI 63103



RFP Lobbying Services  
Date Issued – July 31, 2025

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Request for Proposal  
Issued: July 31, 2025  
**Lobbying Services**

## 1. INTRODUCTION AND GENERAL INFORMATION

**A. Objective** – The Police Retirement System of St. Louis is soliciting competitive, **sealed bids** from qualified firms to provide Lobbying Services.

**Background** – The Police Retirement System of St. Louis (“PRS-STL”) is a pension system and defined benefits plan established by state statutes, §§ 86.200 - .366, RSMo., which all commissioned officers of the St. Louis Metropolitan Police Department are required to join. PRS-STL administers the pension benefits, including retirement, disability and death, for all active and retired officers, as well as their surviving spouses, surviving dependents, and any other beneficiaries identified by said officers. The plan is a defined benefits plan which is supported by contributions derived from the salaries of active officers, as well as contributions from the City of St. Louis. The System currently has a membership of over 3,100, of which approximately 900 are active officers.

**B. Organization** – This document, referred to as a Request for Proposal (RFP), is divided into the following parts:

1. Introduction and General Information
2. Intent to Respond
3. Terms and Conditions
4. Submission Information for Proposal
5. Scope of Services
6. Evaluation Criteria
7. Pricing
8. Affidavit of Compliance – Federal Work Authorization
9. Certification of Compliance – Anti-Discrimination Against Israel Act
10. Signature Page

**C.** Although an attempt has been made to provide accurate and up-to-date information, PRS-STL does not warrant or represent that the background information provided herein reflects all existing conditions related to this Request for Proposal.

**D.** All respondents are to include in their proposal any and all costs associated with this project. If a respondent’s proposal excludes certain fees or charges, respondent must provide a detailed list of excluded fees with a complete explanation of the nature of those fees.

### **E. Anticipated Schedule of Events:**

Request for Proposal Issued	Thursday, July 31, 2025
Deadline for questions	Friday, August 15, 2025
<b>Bids Due at PRS-STL Office by 4:00 pm, CDT</b>	<b>Friday, August 22, 2025</b>
Evaluation of Bids Completed	Friday, September 26, 2025
Notice of Intent to Award	Friday, October 3, 2025

F. Intent to Respond – An “Intent to Respond” form is included immediately following this section. This form must be returned in order to receive addenda to this RFP.

**2. INTENT TO RESPOND – Lobbying Services**

**I have read this Request for Proposals and wish to express my intent to respond. Please send me any addenda regarding this Request for Proposals.**

PLEASE COMPLETE THE INFORMATION BELOW AND RETURN THIS PAGE IMMEDIATELY. THIS PAGE MUST BE RETURNED IN ORDER TO RECEIVE ANY ADDENDA ASSOCIATED WITH THIS RFP.

**RETURN TO:**

The Police Retirement System of St. Louis  
2020 Market St.  
St. Louis, MO 63103  
Attn: Mark Lawson – Executive Director

OR

E-Mail to:

[mark.lawson@stlouisprs.org](mailto:mark.lawson@stlouisprs.org) Please put in the Subject Line “RFP Lobbying Services”

Company		
Company Address		
City	State	Zip Code
Telephone No.		Fax No.
E-mail Address		
Signature & Title		

### 3. TERMS AND CONDITIONS

- A. **Contract Terms:** The performance of the work to be awarded through this RFP shall be governed solely by the terms and conditions set forth in a contract notwithstanding any language contained in any invoice, itemized statement, or other document furnished by the Contractor at any time. The acceptance by PRS-STL of any goods or services furnished hereunder accompanied by any such document shall not be construed as an acceptance by PRS-STL of any terms and conditions set forth therein which are not expressly included in the contract. Any different or additional terms, other than those contained in the contract, which are contained in any acceptance, acknowledgment, invoice or other document transmitted by contractor to PRS-STL are hereby objected to.

This contract will be for a base period of (3) years with an option to renew for up to two (2) one (1)-year periods.

- B. **Compliance with Specifications:** No payment will be rendered for services that fail to meet specifications as offered in the proposal and all services below specifications must be completely corrected or award will be forfeited and will go to the next highest-qualified respondent meeting said specifications.
- C. **Termination:** If a lead lobbyist assigned to PRS-STL is removed from a respondent or from the assignment, PRS-STL requires thirty (30) days advance written notice. PRS-STL can request at any time, within thirty (30) days of receiving notice, a substitute for the lead lobbyist.
- D. **Bankruptcy or Insolvency:** In the event of any proceedings by or against either party, voluntary or involuntary, in bankruptcy or insolvency, or for the appointment of a receiver or trustee or an assignee for the benefit of creditors, PRS-STL may cancel this contract or affirm the contract and hold contractor responsible in damages.
- E. **Taxes:** State of Missouri Sales Taxes are not applicable to sales made to PRS-STL and must be excluded.
- F. **Payment Terms:** Net thirty (30) days payment terms will be assumed unless otherwise indicated.

*PRS-STL reserves the right to negotiate with the apparent successful respondent, to ensure that the best possible consideration is afforded to the needs of PRS-STL. During review of the most favorable, apparently successful proposal, PRS-STL may request, and the respondent may accept, modifications to improve the proposal further, in the best interest of PRS-STL. Negotiations will only be used to improve the proposal of the named apparent successful respondent in the best interest of PRS-STL.*

### 4. PROPOSAL SUBMISSION INFORMATION

PRS-STL welcomes all qualified interested parties to participate in this RFP. Respondents will be expected to submit proposals in compliance with the terms and conditions outlined below:

- A. **Award:** All awards are subject to final approval by the Board of Trustees of PRS-STL (“PRS-STL Board”), or their designated representative(s).
- B. **Submission:** Proposals must be sealed and delivered by mail or in person to the PRS-STL office on or before the time and date stipulated in the RFP document. There must be one (1) original and nine (9) copies of the proposal. An electronic copy of the proposal must also be submitted as a PDF on a USB drive.

**If mailed or delivered in person,** the outside of the package must be labeled with respondent’s name, address and “**RFP – Lobbyist.**” Proposals should be delivered to:

The Police Retirement System of St. Louis  
2020 Market St.  
St. Louis, MO 63103

- C. **Negotiation of Terms:** Nothing in this RFP, or proposals in response thereto or PRS-STL’s acceptance of any proposal in whole or in part shall obligate PRS-STL to complete negotiations with the related respondent. PRS-STL reserves the right to end negotiations, at its sole discretion, with any or all respondents at any time up to the awarding of the contract.
- D. **Addendum:** Changes in specifications, terms and conditions or requirements will be sent to all respondents who have notified PRS-STL of their intent to respond, in the form of a written addendum. All addenda become a part of the RFP and must be returned as part of the bid submission.
- E. **Disclosure:** All correspondence with PRS-STL including responses to this RFP will become the exclusive property of PRS-STL and may become public records in accordance with provisions of the Missouri Sunshine Law. All documents sent to PRS-STL will be subject to disclosure if requested by a member of the public, in accordance with the Missouri Sunshine Law, Ch. 610, RSMo., once a contract with the successful respondent has been executed, or all proposals have been rejected. There are a very limited number of narrow exceptions to this disclosure requirement.
- F. **Results:** Results may be obtained by email request to Custodian of Records at [mark.lawson@stlouisprs.org](mailto:mark.lawson@stlouisprs.org). Please include the name and closing date of the proposal when requesting this information.
- G. **Proposal Closes:** Proposals must be submitted by **4:00 PM CDT on Friday, August 22, 2025**. Proposals shall include all pages of this Request for Proposals initialed by an authorized representative and completed accordingly, along with completion of the accompanying questionnaire.

**PROPOSALS RECEIVED AFTER THE CLOSING DATE AND TIME WILL NOT BE CONSIDERED.**

- H. **Determination:** PRS-STL reserves the right to be the sole determining party as to which proposals meet specifications.
- I. **Inquiries:** All questions regarding this RFP should be submitted in writing no later than 4:00 PM CDT on August 15, 2025. Questions will be answered and distributed in the form of an Addendum. All inquiries should be directed to:  
[PRS@stlouiprs.org](mailto:PRS@stlouiprs.org)
- J. **Signature:** All proposals must be signed by a duly authorized representative of the firm offering the proposal. Each page of the proposal should be initialed by the authorized representative. Failure to sign and initial the RFP document could result in automatic disqualification of that proposal. PRS-STL reserves the right to request written confirmations of persons authorized to sign all proposals on behalf of a Company.
- K. **References:** Bidders should attach a list of references in the area that we may have the option of contacting regarding their service experience with your company. References should include contact names and phone numbers.
- L. **Contract Sample:** The firm is required to submit their contract sample for Professional Services with their proposal.

**Other: All proposals received by the closing date and time will be considered; however, PRS-STL reserves the right to reject any and all proposals and to waive any minor irregularities. PRS-STL further reserves the right to seek a new Proposal when such a procedure is reasonable and in the best interests of PRS-STL.**

## 5. SCOPE OF WORK

- 5.1 Provide lobbying and advising services to PRS-STL on an as-needed basis, as PRS-STL deems appropriate for State Legislative issues. Among the services to be provided are:
- a. Acting as advocates for and representing PRS-STL before the State Legislature and other state-wide elected officials and/or departments;
  - b. Monitoring and pursuing the passage and/or defeat of State legislation;
  - c. Providing information and advice useful in pursuing the passage and/or defeat of State legislation;
  - d. Providing weekly reports of bills of interest to PRS-STL in formats acceptable to PRS-STL prioritized, beginning with those bills directly related to PRS-STL's legislative priorities, then followed by a listing, status, information, etc. of bills of general interest to PRS-STL;

- e. Providing weekly reports of the activities the Lobbyist has engaged in to further the legislative priorities of PRS-STL;
- f. Providing advice and assistance on special projects that may arise during the year that entails lobbying or access to State officials;
- g. Attend meetings of PRS-STL's Board of Trustees and/or its Legislative Committee to brief members on lobbying activities as such briefings may be necessary; and
- h. Monitoring and analyzing legislation filed in the General Assembly that may directly or indirectly affect PRS-STL's interests.

**5.2** Except with PRS-STL's express consent, the Contractor agrees not to represent or lobby on behalf of any group with interests which PRS-STL deems to conflict with its own interests. If the Contractor wishes to act as a consultant for such a company or group, Contractor must first seek and receive PRS-STL's written permission to do so, such permission being given at the discretion of PRS-STL. Any such request and any such permission may be conditioned and specific to certain issues, bills and/or time periods. Due to PRS-STL's sensitivity to conflicts of interest, the successful vendor shall include in the proposal an explanation indicating how it would address conflict of interest issues.

**5.3** The Contractor shall fully comply with all applicable federal and state laws, rules, regulations, including those governing conflict of interest and lobbying. Without limiting the foregoing, the successful vendor shall file in a complete and timely manner all registrations and reports required by Missouri conflict of interest/lobbying laws.

**5.4** The Contractor will be performing all services hereunder as an independent contractor and not as an employee of PRS-STL. The successful vendor shall supply its own office equipment, materials, etc., as needed, and shall have sole responsibility for determining the way Contractor performs services hereunder. PRS-STL understands and agrees that the successful vendor shall not be subject to supervision by PRS-STL in the performance of such services. PRS-STL shall not set vendor work schedules, nor shall vendor be eligible for coverage under any PRS-STL benefit plan as a result of this agreement. Describe the type and amount of Professional Liability insurance the firm carries.

## **6. EVALUATION CRITERIA**

**The responding firms will be evaluated and ranked by PRS-STL's Legislative Committee, who may make recommendations to the full Board of Trustees concerning the selection of one of the bidders, or further interviews and evaluations of one or more of the bidders. PRS-STL reserves the right to invite select bidders to appear before said Committee or the full Board to make presentations and/or respond to questions. The following represent the principal selection criteria that will be considered during the evaluation process:**

<b>EVALUATION CRITERIA</b>	<b>MAXIMUM POINTS</b>
<b>Project Approach:</b> <ul style="list-style-type: none"> <li>• What is the firm’s approach to providing lobbying services?</li> </ul>	<b>25 points</b>
<b>Qualifications/Experience/Ability</b> <ul style="list-style-type: none"> <li>• Of the firm submitting the proposal</li> <li>• Of the key personnel</li> <li>• Firm’s experience with lobbying the State Legislature</li> <li>• Experience of key personnel with lobbying the State Legislature</li> <li>• Ability of the firm to service PRS-STL</li> </ul>	<b>35 points</b>
<b>Adherence to Proposal Requirements:</b> <ul style="list-style-type: none"> <li>• Was the proposal prepared and formatted as instructed?</li> <li>• Inclusion of all requested information and forms</li> </ul>	<b>10 points</b>
<b>Evaluators’ Overall Impression of the Firm</b>	<b>10 points</b>
<b>Pricing</b>	<b>20 points</b>
<b>TOTAL MAXIMUM POINTS</b> <b>100 points</b>	

**7. GENERAL TERMS INVOLVING SUBMISSION:**

- A.** PRS-STL reserves the right to reject any and all proposals and has the right to waive any irregularities or information at any time during the process until agreement has been executed by the parties.
- B.** The award, if any, will be to the proposal which, in the Board’s opinion, is in the best interest of PRS-STL, taking into consideration all aspects of the response, including but not limited to the total net cost to the Plan.
- C.** PRS-STL will not be responsible for any expenses incurred in the presentation of any proposal or presentation.
- D.** PRS-STL reserves the right to cancel this RFP at any time; to void this RFP and the review process and/or terminate negotiations at any time; to revise any conditions and stipulations contained herein, as convenient or necessary; to further negotiate financial and other arrangements; to establish further criteria for selection; to ask a respondent to submit additional information with respect to any aspect of respondent’s submission whatsoever; and to negotiate with a respondent as to any aspect of respondent’s proposal whatsoever.

- E.** By accepting this RFP and/or submitting a proposal in response thereto, respondent agrees for itself, its successors and assigns, to release, indemnify, and hold the Board of Trustees of the Police Retirement System of St. Louis, along with all of their various agents, commissioners, directors, consultants, attorneys, officers and employees, harmless from and against any and all claims and demands of whatever nature or type, which any such respondent, its representatives, agents, contractors, successors or assigns may have against any of them as a result of issuing this RFP, revising this RFP, conducting the selection process and subsequent negotiations, making a final recommendation, selecting a contractor and/or negotiating or executing an agreement incorporating the commitments of the selected contractor.
- F.** A respondent shall carefully examine this RFP and shall make all necessary investigations to fully inform itself as to the local conditions and requirements under which work is to be performed. Respondent shall familiarize itself with all applicable federal, state, and local statutes, regulations, ordinances relating to the conduct of work pursuant to this RFP, and shall comply with all applicable federal, state, and local laws, ordinances, and rules and regulations. No pleas of ignorance of conditions, statutes or ordinances will be accepted as an excuse for any failure or omission on the part of the respondent to fulfill every requirement of the RFP and to perform as described in such respondent's proposal.
- G.** No proposal received after the specified date and time will be considered, unless the specified date and time included in this document is extended or all proposals are rejected and a subsequent RFP is issued.
- H.** All permits or licenses required by all applicable federal, state, local governments for conduct of work and provision of products pursuant to this RFP shall be obtained and paid for by the respondent.
- I.** By submitting a response to this RFP, a respondent acknowledges having read this RFP in its entirety and agrees to all terms and conditions set out in this RFP.
- J.** By submitting a response to this RFP, a respondent acknowledges and agrees the PRS-STL Board has the right to make any additional inquiry or investigation it deems appropriate to substantiate or supplement information contained in respondent's proposal, and authorizes the release to PRS-STL of any and all information sought in such inquiry or investigation.
- K.** Any misrepresentations or false statements contained in a response to this RFP, whether intentional or unintentional, shall be sufficient grounds for PRS-STL to remove respondents from competition for selection at any time.
- L.** By submitting a response to this RFP, a respondent commits that, if selected, respondent is willing and able to carry out the work proposed in accordance with the schedule proposed and as described in respondent's proposal.
- M.** By submitting a response to this RFP, a respondent acknowledges that:

  - a. This RFP is not a contract or a commitment of any kind by PRS-STL and/or

its Board and does not oblige PRS-STL and/or its Board to award a contract or to pay any cost incurred in the submission of a response. PRS-STL and/or its Board reserves the right to accept or reject in whole or in part, submittals received in response to this request, to negotiate with any qualified source, to request and receive additional information with respect to the respondent and/or respondent's proposal, or to cancel in whole or in part this RFP. Failure to provide any of the requested data within the specified submission period may cause the Committee to reject the submittal or require the data to be submitted forthwith.

b. All submitted materials will become the property of PRS-STL, may become public documents at any time during the selection process, and will become public documents at the conclusion of the selection process. Any and all documents submitted by the respondent may become public if and when they are submitted to any advisory or legislative public body, or pursuant to the Missouri Sunshine Law.

c. The qualifications of each corporate and individual member of the respondent team are important criteria in the selection process. The selected respondent will not be allowed to substitute any member of the respondent team without prior approval by PRS-STL. PRS-STL, in its sole discretion, reserves the right to accept or reject proposed changes to the respondent team and/or to negotiate the composition of respondent teams. PRS-STL is not requiring respondent team members to form exclusive relationships with any one respondent for purposes of responding to this RFP. Team members may participate in multiple team submittals.

d. By submitting a response to the RFP, a respondent expressly waives any and all rights that it may have to object to, protest or judicially challenge the following:

i. Any part of this solicitation and RFP process, including but not limited to the selection procedure sections of the RFP; and

ii. The invitation, evaluation and award process, including but not limited to the review and analysis of qualifications of the respondents, evaluation of proposals, tentative or final selection of successful respondents, evaluation of proposals, or other aspects of the respondent selection and award.

**N.** A respondent may submit an amended proposal before the deadline for receipt of proposals. Such amended proposals must be complete replacements for a previously submitted proposal and must be clearly identified as such in the transmittal letter. PRS-STL will not merge, collate or assemble proposal materials.

**O.** Respondents will be allowed to withdraw their proposals at any time prior to the deadline for receipt of proposals. The respondent must submit a written withdrawal request signed by the respondent's duly authorized representative(s) addressed to the Executive Director of the Police Retirement System of St. Louis at the above-listed address.

**P.** In the event that it becomes necessary to clarify or revise this RFP, such clarification or

revision will be by addendum. There are no designated dates for release of addenda. Therefore, interested respondents should check PRS-STL's website on a daily basis from time of RFP issuance through RFP deadline date. It is the sole responsibility of the respondent to be knowledgeable of all addenda related to this RFP.

- Q.** Any cost incurred by the respondent in preparation, transmittal, or presentation of any proposal or material submitted in response to this RFP, including oral presentation and demonstration if required, shall be borne solely by the respondent.
- R.** The PRS-STL Board and the City of St. Louis, along with the Board's and City's auditors and accountants shall, if so requested, be afforded access during the term of any contract adopted pursuant to this RFP, and for five (5) years following termination, to all of the respondent's books and records generated in connection with this contract, for the purpose of conducting audits. All books and records shall be open to inspection and/or reproduction to the extent necessary to adequately permit evaluation and verification of the contractor's full compliance with contract documents. In those situations where the contractor's records have been generated from computerized data or records, in addition to hard copy (reports), contractor shall provide such information on disk or in a suitable alternative electronic format.
- S.** This RFP in no manner obligates PRS-STL or its Board to the eventual purchase of services offered until confirmed by an executed written Contract approved by the PRS-STL Board. Progress toward this end is solely at the discretion of the PRS-STL Board and may be terminated at any time prior to the signing of the Contract.
- T.** This RFP, and any contract or agreement with a respondent that may result, shall be governed by the laws of the State of Missouri.
- U.** In connection with the contract resulting from this RFP, the contractor agrees that in performing any services resulting from this RFP, neither it nor anyone under its control will permit discrimination against any business, employee, applicant, client or subscriber because of race, creed, color, disability, religion, sexual orientation, national ancestry or origin.
- V.** In connection with the furnishing of goods and services under any contract resulting from this RFP, the respondent shall comply with all applicable requirements and provisions of the Americans with Disabilities Act (ADA).
- W.** As a condition for the award of this contract, contractor, shall, pursuant to the provisions of Sections 285.530 through 285.555, RSMo., affirm its enrollment and participation in any federal work authorization program with respect to the employees working in connection with this Agreement. Contractor shall also sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with this Agreement.
- X.** As a condition for the award of this contract, contractor shall, pursuant to the provisions of Section 34.600, RSMo., the "Anti-Discrimination Against Israel Act," furnish a written certification that the company is not currently engaged in and shall not, for the duration of the contract, engage in a boycott of goods or services from the State of Israel; companies doing

business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel. Further explanation of these requirements may be found Section 34.600, RSMo.

- Y. Any contract or agreement that results from this RFP is subject to the availability of sufficient funds in the annual budget of the PRS-STL. Any contract or agreement that results from this RFP is voidable at any time by the PRS-STL and/or its Board if insufficient funds exist in the budget of the PRS-STL for the services under the contract or agreement; however, in that event, the contractor shall be paid for any approved services under the contract prior to the voiding of said contract.
- Z. PRS-STL reserves the right to interview, or call for a presentation from, any respondent submitting a proposal, as well as to form additional evaluation criteria for the presentations. PRS-STL also reserves the right to discuss the proposals with any or all respondents. Nothing in this RFP is intended to be, nor should anything herein be construed as, an offer of engagement. A selection or designation of a successful respondent shall not be construed as an offer of engagement until and unless a contract is fully negotiated. For the contract to take effect, all applicable parties with the authority to bind the respective entity must sign the agreement.

## **8. PRICING**

- A. Based on the information and specifications included herein, respondents shall provide pricing for the services as requested. If any specifications are excluded, this must be clearly indicated in the proposal.
- B. Respondents are responsible for reviewing their proposals prior to submission to be certain they can honor all prices, terms and conditions offered in bid. Respondents may submit written amendments or withdraw their proposals up until the date and time of the scheduled closing. Once proposals have been opened, all respondents will be expected to honor all prices and terms offered in total. Unit price will prevail in cases of extension errors. A default on the terms submitted in the proposal will result in either temporary or permanent removal from PRS-STL's list of vendors in good standing.

## **9. AFFIDAVIT OF COMPLIANCE – FEDERAL WORK AUTHORIZATION**

- A. As a state agency, PRS-STL must comply with the provisions of §§ 285.525 - .555, RSMo. Section 285.530.2 provides:

As a condition for the award of any contract or grant in excess of five thousand dollars by the state or by any political subdivision of the state to a business entity, or for any business entity receiving a state-administered or subsidized tax credit, tax abatement, or loan from the state, the business entity shall, by **sworn affidavit** and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect

to the employees working in connection with the contracted services. Every such business entity shall also sign an **affidavit** affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services.

- B.** Any respondent selected must furnish an affidavit complying with the aforementioned statutory language. A form of Affidavit will be supplied to the chosen respondent and must be completed and signed and made a material term within any contract or letter of engagement for services pursuant to this RFP.

## **10. CERTIFICATION OF COMPLIANCE – ANTI-DISCRIMINATION AGAINST ISRAEL ACT**

- A.** As a public entity, PRS-STL must comply with the provisions of § 34.600, RSMo. Section 34.600 provides:

A public entity shall not enter into a contract with a company to acquire or dispose of services, supplies, information technology, or construction unless the contract includes a **written certification** that the company is not currently engaged in and shall not, for the duration of the contract, engage in a boycott of goods or services from 1. the State of Israel; 2. companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or 3. persons or entities doing business in the State of Israel.

- B.** Any respondent selected must furnish an affidavit complying with the aforementioned statutory language. A form of Affidavit will be supplied to the chosen respondent and must be completed and signed and made a material term within any contract or letter of engagement for services pursuant to this RFP.

**11. SIGNATURE PAGE**

**I have read and understand this Request for Proposal and certify that I am a duly authorized representative of the Respondent offering this proposal:**

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Company

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Company Address

---

City, State, Zip Code

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Telephone Number / E-mail

---

Federal Tax Identification Number

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Signature & Title