

September 25, 2023

REQUEST FOR INTEREST

Administrative Services and Legislative Advocacy

The Urban Counties of California (UCC) is issuing this Request for Interest (RFI) to seek input from any and all interested parties who may possess the capability and interest to provide Administrative Services and Legislative Advocacy to the UCC on behalf of slightly over 80 percent of the State's population that reside in the 14 urban counties. **Responses shall be submitted NO LATER than 5:00pm on October 20, 2023.**

THIS IS A REQUEST FOR INTEREST (RFI) ONLY. This RFI is issued solely for information and planning purposes – it does not constitute a request for proposals or a promise to issue a solicitation in the future. This request for information does not commit UCC to contract for any supply or service whatsoever. Further, UCC is not, at this time, seeking proposals and will not accept unsolicited proposals. Respondeees are advised that UCC will not pay for any information or administrative costs incurred in response to this RFI; all costs associated with responding to this RFI will be solely at the interested party's expense. Not responding to this RFI does not preclude participation in any future solicitations. It is the responsibility of the potential Respondeees to monitor this request for additional information pertaining to this requirement.

Additional information about the Urban Counties of California can be found at: [Home - Urban Counties of California](#)

RFI SUBMITTAL INFORMATION: Parties interested in providing input to this RFI may submit responses to the questionnaire below. Responses shall be submitted by email to caroline.smith@sdcounty.ca.gov and csherrera@rivco.org and peter.demarco@ocgov.com no later than October 20, 2023, at 5:00pm.

Any questions regarding this RFI should be addressed to Caroline Smith (San Diego County) AND Carolina Herrera (Riverside County) AND Peter DeMarco (Orange County) at the email addresses above. Questions and requests for clarification related to this RFI should be submitted in writing prior to October 13, 2023. Questions received after this deadline may not be answered. Please clearly mark the subject of any email as "Questions Relating to Urban Counties RFI."



QUESTIONNAIRE

1. Introduction and Overview

The Urban Counties of California (UCC) seeks to explore the marketplace for interest in providing Administrative Services and Legislative Advocacy for their Board of Directors and member organizations. UCC currently has an agreement for these services with Hurst, Brooks, Espinosa (HBE) set to expire on December 31, 2023.

2. Questions

2.1 Describe Respondee's experience and familiarity with providing staff support to public meetings. This includes but is not limited to noticing requirements, agenda preparation, virtual and in-person technology needs, and rules and procedures.

2.1.1 Describe Respondee's experience conducting Brown Act meetings.

2.2 Describe Respondee's experience supporting member organizations with operational functions including but not limited to budgets, salary and employee support, annual reports, board leadership appointments, the maintenance of by-laws, fundraising, and continuity of operations.

2.2.1 Describe Respondee's experience with accounting policies and budget practices that are consistent with that of public agencies.

2.3 Describe experience in providing legislative advocacy on behalf of local governments at the State level.

2.3.1 Describe experience that demonstrates knowledge of the needs of California County Government, and specifically, urban counties.

2.3.1 Describe the Respondee's approach to coalition building and demonstration of relationships with other county member organizations.

2.4 Describe Respondee's experience and approach to State Budget Advocacy specific to the needs of urban counties.

2.4.1 Describe Respondee's knowledge of 1991 and 2001 Realignment and other State and County fiscal relationships.