



June 11, 2021

To Whom It May Concern:

Subject: RFP No. 21-00123-AHAC-Federal Legislative Consulting Services for a Period of Three Years

The Southeastern Pennsylvania Transportation Authority (SEPTA) is issuing this Request for Proposal (RFP) to enter into a three (3) year Contract with up to three qualified Federal Legislative Consultant Firms to provide representation in Washington to work with the legislative and executive branches of the United States Government.

Any inquiries regarding this Request for Proposal (RFP) should be directed to Heather Casullo at (215) 580-7421, or hcasullo@septa.org, or at Procurement, Supply Chain & DBE Division, Southeastern Pennsylvania Transportation Authority, 1234 Market Street, 11th Floor, Philadelphia, Pennsylvania 19107.

A Pre-Proposal Meeting will be held on Thursday, June 17, 2021 3:00 P.M. (Prevailing Eastern Time) via webex. The information for the webex is as follow:

21-00123-AHAC Pre-Proposal Meeting Federal Legislative Consultant Services

Hosted by Heather Casullo

3:00 PM - 4:00 PM Thursday, Jun 17 2021 (UTC-04:00) Eastern Time (US & Canada)

Start Meeting

Meeting Information

Meeting link:

<https://septa.webex.com/septa/j.php?MTID=m1397ad0024253415f5463d3aa8f2c188>

Meeting number:

173 914 0263

Password:

7JpXxyxcM73

Host key:

552101

More ways to join

Join by video system

Dial 1739140263@septa.webex.com

You can also dial 173.243.2.68 and enter your meeting number.

Join by phone

+1-408-418-9388 United States Toll

Access code: 173 914 0263

[Global call-in numbers](#)

All questions pertaining to this request for proposal must be submitted in writing by Friday, June 25, 2021 by 11:00 A.M. (Prevailing Eastern Time), to Heather Casullo via e-mail at hcasullo@septa.org. The answers to all questions submitted will be included in an addendum.

Each proposal shall be submitted in two (2) separate parts, enclosed in two (2) separate envelopes, and identified as Technical Proposal and Price Proposal. The package(s) submitted by each firm must also be identified on the envelope. Please also submit the technical proposal via email to hcasullo@septa.org by the due date and time indicated.

One (1) original (clearly marked) copy of the Technical Proposal, plus one thumb drive in searchable "PDF" format and one (1) original (clearly marked) copy of the Price Proposal are to be submitted to SEPTA, in writing by Friday, July 9, 2021 3:00 P.M. (Prevailing Eastern Time).

Any request for change, modification, addition, or deletion of any aspect of the Contract Documents **must be made in writing and submitted with the questions**. Contract changes, modifications, additions, or deletions can be affected only by a written addendum issued by SEPTA.

Please direct all correspondence to:

Heather Casullo, Senior Contract Administrator
Procurement, Supply Chain, & DBE Division
1234 Market Street, 11th Floor
Philadelphia, Pennsylvania 19107
RFP # 21-00123- AHAC – Federal Legislative Consultant Services

Anyone desiring to receive the Request for Proposal documents may view the RFP in PDF format on SEPTA's website: www.septa.org. Follow this path: Business/Procurement/Bid & RFP Opportunities/Over \$100,000 Bid/RFP Opportunities and then click on the corresponding blue box. A drop down list will appear showing all of the documents for the procurement. The RFP documents include Proposers Instructions, Agreement, Scope of Services, and any other associated attachments.

CAUTION: Any subsequent correspondence and follow-up documentation, including Addendums, concerning this Request for Proposal No. 21-00123 AHAC Federal Legislative Consultant Services will only be available for downloads on the SEPTA's website (www.septa.org).

Subject to SEPTA's right to reject any and all proposals and/or to negotiate separately with any firm in any manner deemed appropriate to serve its best interests, if any award is made as a result of these proposals, it will be made on the basis of the proposal which best satisfies the intent of the RFP and other factors considered in the best interests of SEPTA.

SEPTA, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 253, 42 U.S.C. 2000d to 2000d-4, and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Department of Transportation, in Federally Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all proposers that it will affirmatively, insure that in regard to any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit proposals in response to this invitation, and will not be discriminated against on the grounds of race, sex, color, or national origin in consideration for an award.

June 10, 2021

Contractor will be required to comply with all applicable Equal Employment Opportunity laws and regulations.

All proposers will be required to certify compliance with Executive Order 12549 (ineligible contractors).

Oral, telegraphic, or telephonic proposals or modifications will not be considered.

Sincerely,

Heather Casullo

Heather Casullo
Senior Contract Administrator
Procurement, Supply Chain & DBE Division