

# ALAMEDA COUNTY BOARD OF SUPERVISORS MINUTE ORDER

*The following action was taken by the Alameda County Board of Supervisors on 12/15/2020*

Approved as Recommended ☒

Other ☐

Unanimous ☒ Chan: ☐ Haggerty: ☐ Miley: ☐ Valle: ☐ Carson: ☐ - ☒ 5

Vote Key: N=No; A=Abstain; X=Excused

Documents accompanying this matter:

Documents to be signed by Agency/Purchasing Agent:

Contract: C-901940,C-21387

File No. \_\_\_\_\_  
Item No. 46

Copies sent to:

Cindy Wong

Special Notes:



I certify that the foregoing is a correct copy of a Minute Order adopted by the Board of Supervisors, Alameda County, State of California.

ATTEST:  
Clerk of the Board  
Board of Supervisors

By: Tejenha Bousley  
Deputy



SUSAN S. MURANISHI  
COUNTY ADMINISTRATOR

## C O U N T Y   A D M I N I S T R A T O R

November 24, 2020

Honorable Board of Supervisors  
County of Alameda  
1221 Oak Street, Suite 536  
Oakland, California 94612-4305

**SUBJECT: AWARD A CONTRACT TO CJ LAKE, LLC FOR FEDERAL LEGISLATIVE ADVOCACY SERVICES TO THE COUNTY OF ALAMEDA; MASTER CONTRACT NO. 901940; PROCUREMENT CONTRACT NO. 21387; AMOUNT: \$540,000**

Dear Board Members:

### **RECOMMENDATION:**

Authorize the Purchasing Agent to execute a contract (Master Contract No. 901940; Procurement Contract No. 21387) with CJ Lake, LLC (Principal: Lynn Jacquez; Location: Washington, D.C.) to provide federal legislative advocacy services to the County of Alameda, for the term of 1/1/21 – 12/31/23, in the amount of \$540,000

### **DISCUSSION/SUMMARY:**

Alameda County is actively engaged at the federal and State level to ensure that our interests are well represented on key policy, program, and financial issues that affect our residents and diverse communities. We rely on the services of a full-service legislative advocacy firm to proactively protect and advance the County's interest on a federal level. The legislative advocates will work with the Board of Supervisors, the Personnel, Administration and Legislation (PAL) Board Committee, County Administrator, department heads, and/or designated departmental staff on a proactive legislative agenda to advance and protect the County's interests.

Federal legislative advocacy services include providing strategies that influence legislative and administrative activities, effectively lobby on behalf of the County, representing the County, providing updates on federal legislation and rules, and other related duties as requested by Alameda County.

The County of Alameda has a strong, multi-faceted legislative program comprised of adoption of a two year Legislative Platform by the Board of Supervisors, review of legislation by the County's PAL Board Committee, and employment of professional state and federal legislative advocates to advocate on behalf of the County, track legislation, and rulemaking.

### **SELECTION CRITERIA/PROCESS:**

*The CAO has determined that Alameda County does not currently have the resources to provide federal legislative advocacy services.*

*The CAO worked with General Services Agency (GSA)–Procurement to develop a Request for Proposal (RFP) issued on August 31, 2020, posted on the website for 39 days, and sent to the E-Gov Professional Services – Current Contract Opportunities mailing service. The RFP was also advertised in The Inter-City Express on September 2, 2020, and the San Francisco Daily Journal on September 2, 2020. An email was also sent to the Chambers of Commerce e-mail group. A vendor outreach was conducted on September 2, 2020, followed by one networking/bidders conference on September 9, 2020, and three vendors attended.*

*On October 9, 2020, two bidders submitted responses to the RFP. All responses were evaluated and interviewed by the County Selection Committee. A maximum total of 525 evaluation points were available for this RFP.*

*CJ Lake, LLC was the highest scoring qualified vendor and is being recommended for award.*

*The Small Local and Emerging Business (SLEB) requirement was waived on this RFP since none of the SLEBs can provide federal legislative advocacy services, and no other services can be subcontracted out to a SLEB. The Office of Acquisition Policy has issued SLEB Waiver No. 7138 (Expiring: December 31, 2023).*

*The following is the evaluation summary:*

**EVALUATION SUMMARY**

<i>Vendor</i>	<i>Location</i>	<i>Evaluation Points</i>
<i>CJ Lake, LLC</i>	<i>Washington, DC</i>	<i>492</i>
<i>Clark Hill LLP</i>	<i>Los Angeles, CA</i>	<i>410</i>

**FINANCING:**

Appropriations for this contract are included in the CAO's FY 2020-21 Approved Budget and will be requested in future budget years. No additional appropriations are required, and there will be no increase in net County cost.

**VISION 2026 GOAL:**

The entirety of the 2020-2021 Legislative Platform is aligned with the Vision 2026 - Shared Visions, 10X Goals and Operating Principles.

Very truly yours,



Susan S. Muranishi  
County Administrator

DocuSigned by:

*Willie A. Hopkins, Jr.*

3978B4A6A68D4BB...

Willie A. Hopkins, Jr.  
Director, General Services Agency

**Attachment**

WAH\AF\kh\I:\Board Letters\Purchasing\FY 2020-21\901940 BL Federal Legislative.docx

cc: Auditor-Controller  
County Counsel

CONTRACT SUMMARY  
FEDERAL LEGISLATIVE ADVOCACY SERVICES  
MC No. 901940  
JANUARY 1, 2021 – DECEMBER 31, 2023

Vendor	Location	Dollar Value of Contract Award	Small, Emerging and Local Participation	
			Percentage	Dollar Amount
CJ Lake, LLC Principal: Lynn Jacquez SLEB Waiver No: 7138 Expiration: 12/31/2023	525 Ninth Street, NW Suite 800, Washington, D.C.	\$540,000	SLEB Waiver No. 7138	