

**Presentation and Selection Procedure
for
L.O.I. 2017-023 Professional Lobbying Services**

Three firms submitted Letters of Interest (L.O.I.). Staff reviewed those submissions for compliance and ranked the firms as follow:

<u>FIRM</u>	<u>RANK</u>
Ronald L. Book, P.A.	1
Capital Hills Consultants	2
Colodny Fass	3

The above rankings represent Staff's review of the submissions. However, the L.O.I. stipulates that ranked firms will be invited to make a presentation before the City Commission. Those presentations are included as part of a discussion and possible action City Commission agenda item on the October 4, 2017, meeting agenda.

A random lottery method will be used to determine the order in which the firms will make their presentations. Each firm will be allotted ten minutes to make a presentation, not inclusive of any follow-up questions asked by Commissioners.

Each City Commissioner will then, at this meeting or at a subsequent meeting agreed upon by the City Commission, individually rank the firms in order of his/her preference using a score system (3,2,1), with three points being awarded to his/her highest ranked, preferred firm and one point being awarded to the lowest.

Scores from all City Commissioners will be tallied and the firm with the highest point total (maximum of 15 total points possible) will be the City Commission's selection. Staff will then be directed to negotiate with the selected firm to establish an agreement which will be brought forward at a future meeting for approval. In the event of a tie for first place, the City Commission will then decide by majority vote which firm is ranked the highest.