



City of Cayce South Carolina

REQUEST FOR QUALIFICATIONS

Requestor: City of Cayce
Post Office Box 2004
Cayce, SC 29171
Contact: Rebecca Rhodes, City Manager
rrhodes@cityofcayce-sc.gov
Tel: (803) 796-9020

PROJECT: City of Cayce Request for Qualifications for Public Affairs and Communication Consulting Services

The City of Cayce is requesting qualifications from interested consulting firms to provide public affairs and communication consulting services.

Return Sealed Qualifications No Later Than
March 28, 2013 at 2:00 P.M. (Cayce, SC time)

Return Sealed Qualifications To: Express/Hand-Carry To:
City of Cayce
P.O. Box 2004
Cayce, SC 29171
1800 12th Street
Cayce, SC 29033
Attention: Rebecca Rhodes

BACKGROUND

The City of Cayce is a growing City in Lexington County, SC. The City does not currently employ a Public Information Officer. The City wishes to employ a consulting firm on a part time, consulting basis to perform public affairs and communication consulting services to aid the City in its marketing and communication efforts to its citizens and the general public.

The scope of work is anticipated to include the following:

Provide at least twenty hours per month of public affairs and communication consulting services to the City Council, Departments and Staff to include; press releases, communication support in the form of letters, newsletters and talking points, all media relations, Op-ed, annual photo contest, promotion of all City events, preparation and implementation of a comprehensive marketing plan for the City and monitoring of legislative items that effect the City including any funding opportunities.

Statement of Qualifications

Submittals shall include and comply with the following:

1. Brief history of the firm and its experience
2. Resumes of key personnel
3. A minimum of three examples of similar assessments or completed work by the firm with brief descriptions
4. Three references from similar projects
5. A maximum of ten pages (both sides of the page may be used) shall be submitted with soft cover binding. No hard cover binders will be accepted. Covers are excluded from page count.
6. **ONE (1) ORIGINAL AND FIVE (5) COPIES OF YOUR QUALIFICATIONS ARE REQUIRED.**
7. Qualifications will be received at the Cayce City Hall until 2:00 P.M. local time on the opening date shown.
8. Notice of intended award of contract will be posted at the location listed below:
www.cityofcayce-sc.gov

QUALIFICATIONS SUBMITTED VIA THE FACSIMILE MACHINE, OR E-MAIL ARE UNACCEPTABLE.

Questions and Clarifications

For any questions or requests for clarifications please contact:

Ms. Rebecca Rhodes
City Manager
(803) 796-9020
rrhodes@cityofcayce-sc.gov

Contact may not be made with other City Staff or City Council Members regarding this project.

Other Relevant Information

The City of Cayce reserves the right to invite select firms to participate in formal interviews, but anticipates making a selection on the basis of the statement of qualifications.

Preference will be given to local firms.

The City will select a firm based on qualifications and negotiate a fee and contract with the selected firm. If an agreement cannot be reached with the selected firm, the City will begin negotiations with the second ranked firm.

The City of Cayce reserves the right to reject any or all firms at its discretion and to waive any formalities or irregularities.

End of Request for Qualifications