

RESOLUTION NO. 26-13

A RESOLUTION OF KITSAP TRANSIT BOARD OF COMMISSIONERS
AUTHORIZING STAFF TO ENTER INTO AN AGREEMENT FOR FEDERAL
LEGISLATIVE LIAISON SERVICES

WHEREAS, Kitsap Transit’s contract with Norm Dicks & Associates, LLC, ended June 30, 2025, so staff issued a Request for Proposal, KT 25-006 Federal Liaison Services on November 25, 2025; and

WHEREAS, on December 19, 2025, Kitsap Transit received three (3) proposals: Covino Smith & Simon Inc. (CSSI), DCG, and CFM Advocates; and

WHEREAS, all three proposals were deemed responsive and were forwarded to Kitsap Transit’s Evaluation Committee for review; and

WHEREAS, Kitsap Transit’s Evaluation Committee evaluated the proposals based on experience, qualifications, past performance, and cost; and

WHEREAS, Procurement staff tabulated the score with Covino Smith & Simon Inc. scoring 900, DCG scoring 645.45, and CFM Advocates scoring 853 out of a possible 1,000; and

WHEREAS, Procurement staff completed the responsiveness and responsibility checks, deeming Covino Smith & Simon Inc. responsive and responsible; and

WHEREAS, service costs for the three-year (3-year) contract is forty-eight thousand dollars (\$48,000) per year; and

WHEREAS, the contract includes one (1) two-year (2-year) extension; and

WHEREAS, staff recommends entering into contract KT 25-006 with Covino Smith & Simon Inc.

NOW THEREFORE, BE IT RESOLVED the Board of Commissioners hereby authorizes staff to enter into contract KT 25-006 with Covino Smith & Simon Inc., for Federal Legislative Liaison Services for three (3) years with one (1) two-year (2-year) option; and

BE IT FURTHER RESOLVED that the Board of Commissioners delegates authority to the Executive Director to exercise the renewal option for year four (4) and year five (5).

ADOPTED by the Kitsap Transit Board of Commissioners at a regular meeting held on the 3rd day of February, 2026.

Signed by:

Katherine T. Walters

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Katherine T. Walters, Chairperson

ATTEST:

DocuSigned by:

Jackie Bidon

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Jackie Bidon, Clerk of the Board



MEMORANDUM

DATE: January 28, 2026
TO: John Clauson
FROM: Patrick Rogers
SUBJECT: Recommendation to Award- Federal Liaison Services

On November 25, 2025, Procurement Staff released a Request for Proposals; KT 25-006 Federal Liaison Services project. On December 19th, Kitsap Transit received three (3) proposals in response to our request. All three (3) proposals were deemed responsive and forwarded to the Evaluation Committee for scoring.

Kitsap Transit’s Evaluation Committee evaluated the proposals based on Experience and Qualifications, Past Performance, and Cost; as described in the solicitation. When the evaluations were complete, Procurement tabulated the scores and Covino Smith & Simon, Inc (CSSI) was the highest scoring proposer.

Vendor	Total
Covino Smith & Simon Inc	900
DCG	645.45
CFM Advocates	853

Procurement Staff has completed the responsiveness and responsibility checks and has deemed CSSI responsive and responsible. The pricing offered has been deemed “fair and reasonable”. Therefore, it is my recommendation that Covino Smith & Simon, Inc be awarded the KT 26-006 Federal Liaison Services project in the annual amount of \$48,000.00.

If you have any questions, please contact me at 360-479-6960.

EXHIBIT A

Sincerely,

Patrick Rogers
Purchasing Supervisor