**Request for Proposal (RFP) for Governmental Consultant Services**

# **Background**

The [NAME OF ORGANIZATION] is a [IRS ORGANIZATION TYPE] [INSERT ORGANIZATION DESCRIPTION HERE, I.E., YEAR FOUNDED, NUMBER OF MEMBERS, TYPE OF ORGANIZATION (NATIONAL/STATE/LOCAL/ETC.). The membership base is comprised of [DESCRIBE YOUR MEMBERS].

Mission Statement: [INSERT HERE]

The goal(s) of the [NAME OF ORGANIZATION] in its involvement with the state legislative process is [DESCRIBE GOALS HERE]. The [NAME OF ORGANIZATION] reviews legislation in the context of the impact to [DESCRIBE HOW AND WHAT LEGISLATION IMPACTS YOUR MEMBERS]. The long-term goal of the [NAME OF ORGANIZATION] is to [VISION STATEMENT].

[INCLUDE HOW YOU ARE AFFILIATED WITH ANY OTHER EXTERNAL GROUPS AND HOW YOU COLLABORATE WITH THEM.] [DESCRIBE HOW POLICY IS ESTABLISHED WITHIN THE ORGANIZATION.] [INCLUDE INTERNAL GOVERNANCE STRUCTURE RELATED TO ADVOCACY AND LEGISLATION.]

[DESCRIBE STAFF AND LOCATION OF THE ORGANIZATION.]

**Scope of Services**

Prior to the start of the legislative session, the firm or individual will work with the [ORGANIZATION ACRONYM] officers, [POLICY MAKING COMMITTEE NAME], and staff to prepare for the transition of services and to develop a legislative agenda. Services provided may include but are not limited to:

1. Monitor proposed legislation, rules, regulations, policies and procedures which may have an impact on [FOCUS OF LEGISLATION] in Missouri.
   1. Review and monitor all legislative measures introduced in the Missouri House of Representatives and Missouri Senate. Determine which measures are of interest and fit within the goals and mission of the [ORGANIZATION ACRONYM].
   2. Track bills through use of a tracking subscription and provide status reports, hearing schedules, House and Senate calendars, with tracked bills marked for ease of use, by email to individuals within the [ORGANIZATION ACRONYM] who are designated to receive the information. These documents will be provided on a timeframe requested by [ORGANIZATION ACRONYM] (i.e., [FREQUENCY - DAILY OR WEEKLY]) or as required for various purposes such as [NAME OF POLICY MAKING COMMITTEE] meetings, Board Meetings, or meetings of the Executive Committee.
   3. Review, in connection with the Executive Director, rules and regulations proposed in the *Missouri Register*.
2. Identify stakeholders and their positions including their history on proposed legislation, if any, and legislators who support/oppose the legislation; and notify the [ORGANIZATION ACRONYM] of hearings.
3. Arrange introductions and/or meetings for [ORGANIZATION ACRONYM] leadership, the Executive Director and/or [POLICY MAKING COMMITTEE] members, with key legislators, appointed officials, departments, division, agencies or boards or commissions of the executive branch of the government concerning legislation and regulations which may have an impact on patient care in Missouri.
4. Provide expertise and input to the committee planning the [INSERT NAME OF] Advocacy Day in [INSERT MONTH.
5. Write a weekly report regarding legislative developments and activities on topics of interest to members, with information appropriate for the weekly legislative e-newsletter.
6. Write a session end report summarizing legislative action on issues and [ORGANIZATION ACRONYM] legislative priorities.
7. Write an article for the [ORGANIZATION ACRONYM] publication on a legislative topic agreed upon with the Executive Director.
8. Notify the Executive Director of committee meetings on legislative priority issues, and other hearings and meetings where [ORGANIZATION ACRONYM] input is needed.
9. Assist Executive Director to determine when Action Alerts should be distributed to members and assist in crafting the verbiage for such alerts, as needed.
10. Assist Executive Director in preparing key points for testimony as requested and regularly present testimony on behalf of the [ORGANIZATION ACRONYM] when directed and authorized to do so.
11. Attend [ORGANIZATION ACRONYM] board and committee meetings as requested (up to three per year).
12. Participate in conference calls as requested.
13. Attend the [ORGANIZATION ACRONYM] Annual Meeting in [MONTH] and present a brief summary of legislative issues during the Member Meeting.
14. Represent [ORGANIZATION ACRONYM] during the interim committee meetings during veto or special session, keeping the Executive Director apprised of meetings and hearings on topics of legislative priority to the [ORGANIZATION ACRONYM], attending and reporting hearings. Providing advance notice of hearings on items of particular interest (Legislative Priorities) so that a member can testify if desired. Assisting with testimony presentation as during regular session.
15. Be reasonably available for advice and opinion.
16. Promote [ORGANIZATION ACRONYM]'s legislative agenda.

This contract position will report to the [ORGANIZATION ACRONYM]'s Executive Director who, in turn, reports to the Board and is staff liaison for the [NAME OF POLICY MAKING COMMITTEE]

# **Length of Contract**

The contract will be for a 12-month period beginning \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

# **Proposal**

In order for [ORGANIZATION ACRONYM] to make a qualified selection, the individual or firm must submit:

1. A cover letter expressing interest in this matter, including an understanding of the engagement, denoting the type of practice and, if a firm, listing the responsible firm members.
2. [ORGANIZATION ACRONYM] must be notified of all new clients of the lobbyist or firm who could pose a conflict of interest.
3. A fee schedule for services listed under Scope of Services.
4. A curriculum vitae or resume of experience and expertise of principal lobbyist. This contract cannot be subcontracted to another lobbyist or firm.
5. Experience and understanding of [INDUSTRY/PROFESSION] issues.
6. A list of clients including disclosure of potential conflicts of interest
7. A description of previous experience with the Executive, Legislative, and Regulatory offices and departments impacting [NAME OF INDUSTRY OR PROFESSION].
8. A list of references.

The proposal should be submitted to the [NAME OF ORGANIZATION] by [TIME], [DATE]. Proposals may be submitted by mail, fax or e-mail (with a hard copy to follow) to

[NAME OF CONTACT PERSON]

[TITLE]

[NAME OF ORGANIZATION]

[ADDRESS]

Telephone: [TELEPHONE]

Fax: [FAX]

E-mail: [EMAIL ADDRESS]

Website. [WEBSITE ADDRESS]

The selection committee will review the submissions and invite the selected finalists to participate in a video conference.