



Request for Proposal For Legislative and Lobbying Services for Alliance August, 2017

This document is a Request for Proposal (RFP) for government relations and lobbyist representation services on behalf of Alliance. Proposals due to Josh Rael by 4:00pm on September 29th.

Background

Alliance is a nonprofit, statewide association of Community-Centered Boards (CCBs) and Program Approved Service Agencies (PASAs). We are distinguished by our leadership and advocacy of member organizations and the individuals and families they serve. Our efforts in the areas of public policy, state legislation, developmental disability initiatives, and demonstration of best practices have positioned us as the premier resource for organizations and individuals associated with Colorado's community-centered system of services and supports for people with intellectual and developmental disabilities.

Alliance's Mission: An association dedicated to strengthening community services and supports for people with intellectual and developmental disabilities by collaboratively advancing innovative policies and practices.

Alliance is exploring options for a Government Relations Contractor (Contractor) and may be looking for services of an independent contractor to provide a variety of governmental relations services to Alliance. Alliance is interested in a one-year contract with the compensation to be negotiated.

Scope of Work and Deliverables

- **Expert Advisory Role**
 - Assist Alliance in developing positions and strategies on prospective and current legislation and budget initiatives. A weekly meeting during the legislative session may be required to keep Contractor and Alliance staff informed and up-to-date.
- **Budget**
 - **Focus on the JBC-** Develop and maintain key relationships with Joint Budget Committee (JBC) members and staff.
 - **Focus on OSPB-** Develop and maintain key relationships with the Executive Director of the Office of State Planning and Budgeting (OSPB) and staff.
 - **Cover JBC, Appropriations, Long Bill and Revenue Forecast-** Attends and monitor the JBC year-round and provide a summary of quarterly revenue projections, the Governor's budget, briefings, hearings, and figure setting for relevant departments. Contractor prepares detailed notes and summaries of JBC briefings, hearings, and figure setting.
 - **Track HCPF and CDHS Budgets-** Track the Colorado Department of Health Care Policy and Financing's (HCPF) Developmental Disabilities budget requests and the Department of Human Services' (DHS) Early Intervention budget requests, and determine impact on Alliance members and Alliance positions, policies, and goals.
 - **Provider Rates-** Lobby for provider rate increases, and lobby to avoid any decreases.
 - **Early Intervention Funding-** Lobby for Early Intervention caseload growth funding when necessary.

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www.AllianceColorado.org



- **Special Projects-** Contractor may be asked to lobby for any other funding needs of members, such as pilot projects or other initiatives.
- **Bills**
 - **Ongoing reporting-** Keep Alliance members informed of current and prospective legislation and activities affecting such legislation. This may include weekly calls or emails with Alliance staff and/or members. Attendance at monthly Government Relations and Board meetings, as possible, will be expected.
 - **Lobby bills-** Assist in active lobbying up to 10 bills per session. As directed, contractor will work to pass or postpone indefinitely bills. Tasks may include distributing fact sheets to legislators, lobbying legislative leadership on bills, engaging committee members, vote counting, engaging other lobbyists to assist, and any other activities needed to achieve Alliance's goals.
 - **Cover committees and reporting on bills-** Track and report on up to 10 bills and alert Alliance staff if an amendment or fiscal note might impact Alliance members. Contractor prepares detailed, timely notes on committee hearings for the bills assigned by Alliance.
 - **Information gathering and stakeholder outreach on bills-** Conduct information gathering (including learning what organizations are supporting/opposing/carrying bills) and outreach to stakeholders on bills that might affect the association. Contractor may be asked to assist in scheduling meetings with stakeholders.
 - **Stakeholder meetings-** Participate in meetings with stakeholders, legislators and staff on bills. Contractor will help arrange meetings when we want to meet formally or informally with legislators, staff, committee staff, etc.
- **Awareness Day and June Summit**
 - Alliance hosts an IDD Day at the Capitol each year. The day typically includes a morning session (prior to legislative floor work, the passage of a joint resolution, and a luncheon). Alliance staff coordinate the majority of the day, but the Contractor is expected to attend and offer support, particularly with respect to legislators and legislative tasks. Alliance also hosts a multi-day conference (typically in June) each year. The Contractor is expected to support Alliance staff in helping members understand any/all outcomes from the Legislative Session as well as help identify and invite Alliance's Legislator of the Year. Attendance to at least a portion of the conference will be expected.
 - **Awareness Day-** Coordinate legislative presentations (which may include the Contractor presenting to members about relevant legislative items, as requested), assist in checking-in legislators for the luncheon, and assist with minor logistics such as retrieving Capitol maps, pink books, and any legislative related handouts. Greet guests in the gallery and help escort people who are presenting the Pledge of Allegiance in the House or Senate.
 - **Awareness Day Joint Resolution-** Assist in identifying appropriate legislators to carry the IDD Awareness Day Resolution and support Alliance staff to execute the drafting, calendaring, and bill introduction process.
 - **June Summit-** Assist in identifying an appropriate Legislator of the Year and help create and present the Government Relations Presentation for the Summit. If possible, contractor will attend the Legislator of the Year Luncheon at the Summit.
- **Interim Work**
 - **Interim committees-** Attends and report on interim committees that affect Alliance's members.

- **Interim meetings-** Meet, when needed, on an ad hoc basis with legislators and state agencies during the interim and assist in identifying IDD Champions.
- **Tracking elections/campaigns and networking** Inform Alliance about key political races, events, and networking opportunities with leadership and IDD Champions.
- **Identify IDD legislative Champions-** Identify at least 5 key players in the Colorado General Assembly (outside of the JBC). Develop relationships between Contractor, key players, and Alliance. Keep key players informed of Alliance priorities.
- **Meetings**
 - **Government Relations meetings** – If available, attend and report at all Government Relations Meetings and help answer legislative questions and provide relevant guidance. Attend and report at other Alliance meetings when Government Relations is not meeting.
 - **Alliance Capitol Calls-** Participate in and report during Government Relations-related calls, as needed, to occur during session. Previous sessions have included a weekly Capitol Call, but this process is under review.
 - **Alliance Board of Director (BOD) meetings-** As requested, attend and report during some BOD meetings.

Required Respondent Information

1. Letter of interest.
2. Proposed plan to complete the requested scope of work prior to, and during, the Colorado legislative session.
3. A summary of relevant experience in the last five (5) years, please describe the outcome of the government relations and lobbying efforts conducted.
4. A list of current clients from the past year.
5. A list of any conflicts of interests between clients and Alliance and/or a statement about Contractor's approach to lobbying conflicts of interest
6. At least three (3) references.

Selection Criteria

1. Extent to which proposal fulfills Alliance's stated requirements.
2. Thoroughness and understanding of work to be completed.
3. The capacity of the contractor to perform the work.
4. The contractor's experience and record of past performance in effectively lobbying the Colorado legislature.
5. Contractor's experience with issues of importance to Alliance.
6. Recent experience conducting similar lobbying efforts and working with agencies with member-based structures.
7. Interpersonal compatibility with elected officials and their staff.
8. The cost of providing lobbying services.
9. References

Selection Process

The Alliance Executive Committee will review the submitted proposals for completeness and qualifications to determine if they wish to interview any of the potential Contractors.

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Interviews will occur on October 4th between 10:00 am and 2:00 pm with an anticipated decision and selection date of early November. The final selection shall be made by the Alliance Executive Committee. Work shall commence upon selection and execution of a contract.

Proposal Format and Submittal Instructions

The proposal should include the following:

1. Letter of interest
2. Required Respondent information listed above
3. Resumes

Submissions via email to Alliance Executive Director, Josh Rael preferred: jrael@alliancecolorado.org

If necessary, deliver non-electronic proposals to:

Joshua Rael, JD, MPA, Executive Director
Alliance
1410 Grant Street, Suite B-305
Denver, CO 80203

Proposals are due no later than 4:00pm on **September 29, 2017**. If you have any questions, please contact Kylie Kampbell at (303) 832- 1618 ext 12 or at kkampbell@alliancecolorado.org

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