



CCAT

Counties & Commissioners Acting Together

STATE LOBBYING SERVICE REQUEST FOR PROPOSALS

GENERAL INFORMATION:

Counties & Commissioners Acting Together (CCAT) was formed in 2016 as a coalition of counties and commissioners seeking to influence major policy debates that impact the lives and well-being of local communities. In 2023 CCAT completed its transition to an independent state non-profit corporation. CCAT is a consensus-driven organization that works to find common ground between counties that share values on pressing statewide issues. The consensus-driven approach is unique and promotes commonality and support for policies that benefit the entire state, versus strictly regional advances.

CCAT members believe that the Colorado General Assembly must hear directly from local leaders who interface daily within their communities, are responsible for delivering public benefits and have the pulse of what is needed to promote a strong quality of life for Colorado residents. CCAT provides an additional voice for county and local government interests in statewide policy debates - working alongside and adding to the chorus of strong local government interests active at the statehouse.

CCAT is staffed by an Executive Director and Associate Director who facilitate CCAT's organizational positions on all legislative matters. Both are registered lobbyists empowered to advocate on the organization's behalf.

Through this RFP, Counties & Commissioners Acting Together (CCAT) is seeking proposals from experienced individuals and/or government relations firms to provide limited state lobbying services (as described below) for the organization, including representation, information, professional advice, and support services.

For details on CCAT's guiding principles and other general information about the organization which is currently made up of commissioners from 22 different counties across the state please visit the CCAT's website at <https://www.coloradoccat.org/blank-1>

Proposals must be received no later than the date indicated in the Schedule of Events below. Proposals received after this date and time will not be considered for award.

ONLY ELECTRONIC RFPS SUBMITTED BY AUGUST 5 AT 5:00 PM WILL BE ACCEPTED

Please E-Mail both the Executive Director & Associate Director your final submissions:

- Thomas Davidson; Executive Director thomas.davidson@coloradoccat.org
 - 970-333-9817
- Julia Scanlan; Associate Director julia.scanlan@coloradoccat.org
 - 970-333-8601

Prospective proposers may make written or verbal inquiries by email, cell phone, or in person before the written proposal deadline concerning this RFP to obtain clarification of requirements. The purpose of this outreach could be to provide assistance to interested firms in the interpretation of the Request for Proposal (RFP), Scope of Services, and other technical and contractual matters.

Schedule of Events (subject to change)	
RFP Issued	July 8, 2024
Written Proposal Due Date	August 5, 2024, before 5:00 PM
Round #1 Interviews Hybrid Virtual/In-person Options	The week of August 19th, 2024
Finalist Virtual Conversation w/ CCAT Membership	The week of August 26, 2024
Round #2 Finalist Interviews Hybrid Virtual/In-person Options	The week of September 9, 2024
Notice of Award	No later than September 30, 2024

Solicitation Process

This Request for Proposal is being solicited under a multi-step procurement procedure consisting of four phases.

1. **Review of Written Proposals:** The first phase requires all proposers to submit priced written proposals addressing only those items in Section II, Proposal Submittal Requirements & Questions. Proposals will be initially evaluated by CCAT staff and ranked based on the evaluation criteria outlined in Section III.
2. **Round #1 Interviews:** All RFP proposals that meet the criteria outlined in the RFP will be eligible for a first round of interviews with five (5) select CCAT Interview Committee Commissioners plus the CCAT Executive Committee (consisting of the organization chair, vice chair, treasurer, secretary, and at-large member). This group will be empowered to narrow and create a short list of potential candidates.

3. Short List Virtual Conversation w/ CCAT Membership: Because CCAT is a consensus-based organization, members would like to have candid conversations with finalist candidates, consisting of a 15-25 minute virtual Q&A session.
4. Finalist Round #2 Interviews: The CCAT Interview Committee & Executive Committee will conduct interviews with all candidates on the shortlist.
5. Notice of Award: The CCAT Executive Committee will determine the final awardee. CCAT staff will be tasked with notifying the chosen candidate that they have been selected and begin negotiations on a final contract.

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SECTION I: SCOPE OF SERVICES:

Lobbying services will include (but are not limited to) advocacy, strategy, relationship-building, tracking, and reporting.

The awarded firm/lobbyist will:

- In consultation with CCAT staff, identify, review, and analyze all state legislative bills, state budget issues, and ballot issues relevant to CCAT’s mission during the General and Special Sessions of the General Assembly of the State of Colorado (“Legislative Matters”) promptly to assist CCAT in determining its policy positions.
- Provide regular timely verbal or written reports of assigned legislative matters and work progress to CCAT staff and/or leadership.
- When requested and as practical provide weekly summaries of general legislative activities, relevant Joint Budget Committee and state budget issues, and organizational bill tracking.
 - o With the assistance of CCAT staff help prepare an end-of-session legislative report detailing CCAT activities and accomplishments;

- When requested and as practical participate in scheduled conference calls or meetings with CCAT staff, leadership, and organization to provide updates on contacts and advocacy efforts made on behalf of CCAT.
 - CCAT typically holds a monthly All Member meeting during the legislative session which the lobbyist would be responsible for attending in person.

 - Familiarize yourself with CCAT’s priority schema and advise on strategy and position accordingly.

 - Represent and advocate, as designated, CCAT’s position on “Level One” Legislative or Budget Priorities during the General and/or Special Sessions of the General Assembly. Lobby elected members of the General Assembly, other lobbyists, the Governor and Executive branch officials and staff, State legislative officers and staff, community groups, and any other designated persons;
 - Definition of Lobbying Support for “Level One CCAT Legislative or Budget Priorities”:
 - Aid in establishing strategy, obtain sponsors and cosponsors in each house for matters designated by CCAT; leverage relationships with relevant parties to achieve passage or defeat of legislation as directed by CCAT staff;
 - When directed provide education, outreach, advocacy, and other assistance on bills or issues related to the state budget
 - Establish and maintain effective working relationships with members of the Joint Budget Committee and appropriate budget staff solely for Level One Priorities
 - Review the bill and all amendments in detail. The lobbyist will not be expected to draft legislation; organization staff and members will assist with drafting.
 - Assist with Fact Sheets/Position Papers
 - Work with CCAT staff to arrange for and write testimony
 - Work with CCAT staff, CCAT members, sponsors, other legislators, and drafters on desired amendments
 - Count votes and lobby for committee and floor passage or defeat
 - CCAT members agree to mobilize staff and commissioners in support of these efforts. - **We estimate services on 3 concepts initiated by CCAT as the lead organization and lobbying support provided on bills brought forward by either partner organizations or legislators that align with our mission.**
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- Interim Support: track interim committee issues of interest for the organization. As needed participate in CCAT meetings during the interim at which our legislative priorities are established and develop relationships on CCAT's behalf with candidates and newly elected legislators.

- The desired lobbyist will be expected to know CCAT's position on bills that are not assigned to the lobbyist to confirm positions when asked in the lobby or by legislators.
- Establish and maintain effective working relationships with state legislative leadership, advocacy organizations, Governor's Office and administration staff, community groups, other legislators and staff, and other lobbyists to achieve passage or defeat of legislation as directed by CCAT. Foster such relationships between CCAT staff and the entities identified above.
- Represent CCAT in a manner that reflects the organization's consensus-building nature and commitment to working in a bipartisan fashion when possible, and maintaining and preserving relationships.

The preceding list of Services is intended as a general guide and is not intended to be a complete list of all work necessary to provide the requested lobbying Services.

SECTION II: PROPOSER QUESTIONS AND REQUIREMENTS:

Your proposal should address each of the questions/issues that are listed below. And be prepared to discuss them in more detail during the interview phase. The quality of your responses will figure significantly in the overall evaluation of your proposal.

Proposers are encouraged to give examples and provide additional information to support their compliance on each point.

To standardize the format of all proposals, Proposers are asked to please respond to all questions in the order given to list the item number and restate the section and question before giving their answer.

Note, that CCAT requires that the successful proposer have experience in providing legislative and intergovernmental services, or other related experience, before the legislative and executive branches of the State of Colorado, for at least five (5) years.

A. GENERAL INFORMATION

Provide the following information about the proposer:

1. Description of team and business model, including proposed roles of each team member in the CCAT contract.
 - a. Please include the number of years served as a lobbyist in Colorado.
2. Provide a copy of the proposer's current client list and the conflict of interest policy followed if a conflict were to arise.

B. RESOURCES: Describe the resources your firm will bring to this project:

1. A description of strategic relationships with other related organizations that align with CCAT's mission and policy work;
2. A description of specific relationships with State of Colorado elected officials (specifically, local government committee legislative members, the Governor and key administration staff, and prospective members of leadership in both the House and Senate); and,
3. A brief overview of your bill tracking system and your team's client communication style.
4. Other relevant resources, if applicable.

C. EXPERIENCE:

State the proposer's specific experience and role in the subject areas listed below, related to CCAT's Guiding Principles. Please include any reference to related legislation or advocacy work.

1. Housing;
2. Transportation & Transit;
3. Public Health & Human Services;
4. Climate, Environment, Wildfire;
5. Fiscal & Budget Issues: State & Local Level; and
6. Equity, Diversity, & Inclusion/ Social Justice

D. APPROACH:

1. Cover letter detailing relevant qualifications, experience, and lobbying approach.
2. What is your expectation of CCAT and what resources does your proposal anticipate CCAT providing to make this a successful consultation? Please be prepared to discuss further if selected for an interview.

E. REFERENCES:

- a. The proposer should provide at least 3 and no more than 5 references that support its response. References should include the principal contact name, telephone number, and e-mail, a brief description of work performed for each reference the timeframe for the work performed.

F. TERM & PRICING

The organization seeks a one-year lobbying contract with the option for annual renewals for up to five (5) years based on an agreed-upon rate schedule. The initial term is anticipated to be November 1, 2024 – October 31, 2025.

Pricing must consist of all labor, materials, supplies, transportation, and everything else required to perform the lobbying services identified in this RFP.

Please list below the monthly fee to be charged for providing State lobbying services as requested on behalf of CCAT, in accordance with but not limited to, the Scope of Work provided in Section II of this Request for Proposal.

Billing and invoicing will be submitted monthly.

MONTHLY FEE TO BE CHARGED (Initial period anticipated for November 1, 2024 – October 31, 2025)	\$
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SECTION III: PROPOSAL RFP EVALUATION CRITERIA

All proposals submitted in response to this RFP will be evaluated by CCAT staff and members of the organization per the criteria described below.

1. Qualifications of the firm in providing lobbying services, including experience representing local governments or similar mission-focused coalition organizations and specific demonstrated experience with identified policy issue areas.
2. A disclosure of clients currently represented and a statement of whether there is any real or perceived conflict of interest in representing the issues or advocacy for CCAT.
3. Qualifications and experience of the personnel to be assigned to the contract.
4. Approach to providing the required scope of services; including ability to interact and work well with CCAT staff and members of the organization.
5. A general understanding of issues that could be of importance to the mission of Counties & Commissioners Acting Together (CCAT).
6. References; The proposer should provide at least 3 and no more than 5 references that support its response. Both client and legislator preferred.
 - a. CCAT reserves the right to contact the references provided in your proposal as well as other references without prior notification.
7. Price.