



**CHESAPEAKE BAY FOUNDATION**  
*Saving a National Treasure*

**Request for Proposals:**  
**Maryland Contract Lobbyist FY18**

**ORGANIZATIONAL INFORMATION:**

Name: **Chesapeake Bay Foundation, Inc.**  
Address: **6 Herndon Ave., Annapolis, MD 21403**  
Contact: **Karen Frostbutter or Alison Probst (410) 268-8816**

**ISSUE DATE:**

September 11, 2017

**SUMMARY OF NEED:**

The Chesapeake Bay Foundation (CBF) is seeking to enter into a year-long contract with a professional lobbyist that focuses on environmental issues and other public interest issues in the Maryland General Assembly.

**THE PROJECT:**

Lobby on behalf of CBF in the MD General Assembly and with the Administration on the policy issues identified by CBF. This will include efforts during both the upcoming 2018 Regular General Assembly Session (dates to be determined) and any "Special Sessions" that follow. The lobbyist will be responsible for assisting with strategy decisions and with advancing the legislative agenda of the organization.

**SCOPE OF WORK:**

1. Contract lobbyist would be retained to represent CBF before the Maryland General Assembly (MGA), Administration, and state agencies.
2. During the both the 2018 Regular General Assembly Session and any "Special Sessions" that follow, the Contract Lobbyist will serve as an official representative of CBF in the state legislature and before the Administration and provide the following services:
  - Attend CBF strategy and planning meetings to provide appropriate consultation and advice.
  - Provide frequent updates via email
  - Maintain a comprehensive bill profile that tracks all legislation relevant to CBF's agenda
  - Review the bill synopsis daily for any legislation that might be relevant to CBF's agenda and include it on the bill profile
  - Regularly monitor committee schedule and prepare a weekly hearing schedule
  - Prepare and/or deliver testimony before the MGA on CBF's behalf
  - Help draft priority legislation, find lead sponsors, co-sponsors, and ensure that legislation is submitted in a timely manner
  - Directly lobby the Administration and lawmakers on all CBF legislation, with an emphasis on CBF priority issues
  - Communicate regularly with sponsors, committee chairs, and committee staff regarding priority legislation and coordinate efforts
  - Help draft and place desired amendments
  - Provide hard vote count in committee on major legislation and hard vote counts on the floor when legislation passes committee
  - Identify and target potential swing votes on key legislation
  - Attend CBF's organized legislative activities
  - Upon closure of the MGA session, provide a thorough review and analysis of the session (s) as it pertains to CBF's issues.

3. When the General Assembly is not in session, the contract lobbyist will attend relevant CBF planning or strategic meetings, attend study sessions of the General Assembly relative to CBF issues and report back to the CBF staff, enhance the CBF's legislative relationships by setting up strategic meetings with key legislators and CBF staff, work with staff to plan CBF's special events as they relate to the legislative program and assist in the planning and development of the CBF's grassroots and grasstops programs. The contract lobbyist will help develop and execute a strategy related to the Maryland budget, both the Capital budget and special funds. This strategy shall include how to deal with budget items that come before the Board of Public Works, how to support state agencies such as MDE, DNR, and Ag on their budget initiatives, and how to position ourselves for the budget items that will come before the General Assembly.

**THE SCHEDULE:**

We request that your proposal be delivered electronically to CBF staff member Karen Frostbutter (via email at [kfrostbutter@cbf.org](mailto:kfrostbutter@cbf.org)), no later than 5:00pm on September 30, 2017.

It is the intent of CBF to make a selection no later than October 15, 2017. We will notify you once a decision for award of bid is made.

The schedule requires that the selected entity complete the project during the 2018 Fiscal Year, July 2017 – June 2018.

**MINIMUM REQUIREMENTS:**

At a minimum, you must have the following qualifications:

- At least 15 years experience lobbying in front of the Maryland General Assembly on behalf of environmental organizations and /or other non-profit organization.
- At least 5 sessions lobbying on environmental issues pertaining to the Chesapeake Bay in front of the Maryland General Assembly and the Administration.
- Have the staff and resources to be able to engage on our legislative agenda immediately upon contract execution.
- Be able to provide a statement that you will not engage in any lobbying activities that would be in conflict with CBF's legislative agenda.

**INTERVIEWS:**

We do not plan to conduct interviews but may contact you for additional information or with specific questions during the bid review process.

**MINORITY PARTICIPATION:**

CBF actively encourages proposals from small, woman and minority-owned (SWAM) businesses. Please note if you are a SWAM Business and if you are certified by the State.

**FOR FURTHER INFORMATION OR QUESTIONS:**

Karen Frostbutter ([kfrostbutter@cbf.org](mailto:kfrostbutter@cbf.org))

## **CBF RESPONSE FORM**

**Please complete the following information for your response:**

1. The name and full contact information of your company and, if applicable, any other entity comprising your team: [Attach resumes of individuals involved.]

2. List and describe three projects completed within the previous five years that are relevant to this project. If the relevance is not immediately obvious, please describe briefly the relationship as you see it: [Attach additional information as appropriate.]

3. List three client references and their contact information for whom you or your team members have completed work similar to that described in this RFP:

4. Include basic information and history about the business entity, financial information, technical capability, and any other information you feel is important for us to know.

5. Fee Proposal, detailed to the greatest extent possible – cost for service: hourly rates (if applicable), typical direct out-of-pocket costs such as travel reimbursement, copies, mailings etc., and any other anticipated expenses that you foresee:

6. Additional information, such as you/your team member's particular experiences, training, and/or academic background(s) that may make you uniquely qualified for this position (such as experience with ...): [Attach additional materials as appropriate.]

**A successful applicant may need to provide proof of insurance based on the services or product provided.**

The undersigned certifies that the information submitted above is true and accurate.

The undersigned certifies that the person, firm, association, co-partnership or corporation herein named, has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in the preparation and submission of a proposal to the Chesapeake Bay Foundation for consideration in the award of a contract.

The undersigned further certifies that the firm, association, or corporation or any person in a controlling capacity associated therewith or any position involving the administration of federal funds; is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency; has not been suspended, debarred voluntarily excluded, or determined ineligible by any federal agency within the past three years; does not have a proposed debarment pending; and has not been indicted, convicted, or had a civil judgment rendered against said person, firm, association, or corporation by a court of competent jurisdiction on any manner involving fraud or official misconduct within the last three years.

I further acknowledge that by signing this page of the proposal, I am deemed to have agreed to the provisions of the affidavit.

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(Name of Firm)

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(Authorized Signature) (Title)

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(Please print Name) (Date)