



Request for Proposals: Virginia State Lobbyist

**ORGANIZATIONAL
INFORMATION:**

Name: Chesapeake Bay Foundation, Inc. (CBF)
Address: 1108 E. Main Street, Suite 1600
Richmond, VA 23219
Contact: Elizabeth Ronston

ISSUE DATE:

July 31, 2020

SUMMARY OF NEED:

Provide lobbying services for non-profit environmental group, primarily in relation to the Virginia General Assembly and Virginia gubernatorial administration.

SCOPE OF WORK:

- Position CBF for the 2021 General Assembly session, including working with legislators, committee staff and the gubernatorial administration. Priority legislative issues to be addressed include defense against attacks on the Clean Water Blueprint (particularly wastewater, stormwater and agriculture issues), and programmatic support and funding for implementation of Virginia's Chesapeake Bay Watershed Implementation Plan.
- Assist CBF with building positive relationships with legislators, key committee chairs, relevant caucus leaders, and gubernatorial administration staff. Educate legislators and Administration staff on the importance of the Clean Water Blueprint and the Watershed Implementation Plan. Attend and participate in CBF events where legislators and Administration staff are present in order to further CBF's reach. Events may include CBF legislative receptions, Clean the Bay Day, or decision maker field experiences throughout the year, subject to any requirements related to the COVID 19 pandemic.
- Work with CBF staff to bolster our relationships with key members of the Virginia House of Delegates and Virginia Senate and educate legislators on the "pace" necessary to fully implement Virginia's Clean Water Blueprint.
- Advise on specific strategies for securing patrons (and co-patrons) for necessary legislation and/or budget amendments to implement priorities. Advise on strategy modifications to reflect changing make-up of legislative bodies.
- Secure support from the Executive Branch, including Secretaries and agencies, for legislative and funding priorities. Secure commitments from the gubernatorial Administration to oppose legislation if necessary.
- Attend relevant committee and subcommittee meetings of money committees, and relevant standing committees.
- Review and advise on legislative research, drafting, talking points, and testimony before General Assembly committees/subcommittees, as needed.

- Work with CBF staff in the review of other legislation introduced in the 2021 General Assembly that relates to water quality and environmental issues; prioritize and develop positions on selected bills, as needed.
- Help research positions of associations or lobbyists that may have similar interests or interests that conflict with CBF.
- Advise CBF on follow-up activities with the General Assembly and the Executive Branch, including, but not limited to, consideration of “legislator of the year” award, attendance at legislative retreats, participation on CBF educational boat trips, etc.
- Assist CBF with development and implementation of a plan for off-session visits with key legislators and staff, including in relation to the budget and other priorities arising in any special legislative sessions.

THE SCHEDULE:

We request that your proposal be delivered electronically to CBF Program Manager Elizabeth Ronston at eronston@cbf.org no later than 5:00 p.m. on August 14, 2020.

It is the intent of CBF to make a selection no later than August 19, 2020. We will notify you once a decision for award of bid is made.

MINIMUM REQUIREMENTS:

At a minimum, you must have the following qualifications:

- At least five years of experience lobbying on the Virginia state level regarding environmental issues.
- A proven record of specific legislative successes as a result of lobbying.
- Familiarity with Chesapeake Bay-related issues, including water quality issues, the Chesapeake Bay Clean Water Blueprint, agricultural best management practices, stormwater, fisheries, etc., and state legislation regarding these issues.
- Excellent verbal and written communication skills.

INTERVIEWS:

Interviews may take place depending on proposals received.

MINORITY PARTICIPATION:

CBF actively encourages proposals from Small, Women and Minority Owned (SWAM) Businesses. Please note if you are a Small, Women or Minority Owned Business and if you are certified by the State/Commonwealth/DC.

FOR FURTHER INFORMATION OR QUESTIONS:

Elizabeth Ronston
 Phone: 804/258-1862
 Fax: 804/648-4011
 Email: eronston@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. 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.

4. 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:

5. 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.

(Name of Firm)

(Authorized Signature)

(Title)

(Please print Name)

(Date)