Request for Proposals:  
Federal Lobbyist

ORGANIZATIONAL INFORMATION:
Name: Chesapeake Bay Foundation, Inc.
Address: 6 Herndon Avenue 
Annapolis, MD 21403
Contact: Keisha Sedlacek (ksedlacek@cbf.org)

ISSUE DATE: November 1st, 2023

SUMMARY OF NEED: The Chesapeake Bay is our nation's largest estuary spanning 64,000 square miles through six states and the District of Columbia. The partnership to restore the Chesapeake Bay is the most ambitious, coordinated effort to restore a major estuary in the world. With over 90% of the remaining nitrogen loads coming from the agriculture sector and with every state falling behind on their 2025 commitments, we are working to engage Congress on the 2023 Farm Bill to ensure that necessary resources are going to farmers in our region. Additionally, we are working to ensure that federal partners receive the necessary funds to continue vital work to protect the watershed. We are also working with the Administration to ensure there is continued federal support for the partnership and that the necessary resources are going to our region.

THE PROJECT:

To ensure we meet our federal legislative and policy goals including work on appropriations and the 2023 Farm Bill, we are seeking support from a lobbying firm to bolster the efforts of our growing Federal Team. We are pursuing bipartisan and bicameral reforms to ensure that funding and technical assistance necessary to further 2025 commitments are supported by members in the watershed, congressional leadership, and the Administration.

SCOPE OF WORK:

We seek a firm that can provide the following:
- Strategic advice, direction, and recommendations to achieve bipartisan commitment and action resulting in increased funding, technical assistance, and other policy reforms that will further the Chesapeake Bay restoration goals. More specifically, this will include working with our Federal Team to develop a strategy to advance our Farm Bill and appropriations priorities, including identifying innovative opportunities with relevant members of the Bay delegation and committees of jurisdiction, working to expand the base of support in Congress for
the Bay, and convening regular meetings to provide advice.

- Direct lobbying of members of Congress and senior staff in support of our federal strategy. This must include working with all members in leadership on all relevant committees of jurisdiction and senior committee staff, as well as House and Senate leadership.
- Building strong relationships and seeking opportunities to increase federal funding for the Chesapeake Bay Blueprint with the Administration especially EPA, USDA, and CEQ.
- Close collaboration with our Federal Team, particularly with respect to increasing CBF’s contacts in key congressional offices in support of our federal strategy including those outside of the Bay delegation that play an important role in restoring the Bay.
- With CBF’s Federal Team, establish regular communication to share updates on relevant Congressional interactions, relevant issues, and discuss strategies, including weekly calls and emails with summaries of relevant provisions included in draft appropriations bills and the Farm Bill.
- The length of the contract will be for one year with the option of continuing for an additional year or on a month-to-month basis with the approval of both parties.

THE SCHEDULE:

We request that your proposal be delivered electronically to Keisha Sedlacek at ksedlacek@cbf.org no later than 5:00pm on November 17th, 2023.

It is the intent of CBF to make a selection no later than November 29th, 2023. We will notify you once a decision for award of bid is made.

MINIMUM REQUIREMENTS:

At a minimum, you must have the following qualifications –
- Demonstrable relationships with Members in leadership positions of both majority and minority parties on all relevant Committees of Jurisdiction and senior committee staff as well as House and Senate leadership of both majority and minority parties.
- Demonstrable success developing winning bipartisan strategies, particularly with respect to committees of jurisdiction relevant to the Chesapeake Bay Clean Water Blueprint.
- Demonstrable success helping clients secure appropriations in the current fiscal and political climate, particularly in committees of jurisdiction with respect to the Clean Water Blueprint.
- Demonstrable experience advising nonprofit clients with 501(c)3 status on environmental issues and successful securing federal funds and legislative changes that further clients’ interests.
- Demonstrable experience combining inside the beltway tactics with strong grassroots activities to accomplish goals.
INTERVIEWS: Follow up questions and interviews may be held with finalists

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:

Keisha Sedlacek 
Federal Executive Director 
Ksedlacek@cbf.org

or

Shannon Connell 
EPR Office and Budget Manager 
Sconnell@cbf.org

BID RESPONSE FORM:

Please complete the following information for your response. Any proposal submitted without responses to the following will not be considered:

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 work on water quality issues in other watersheds, Clean Water Act experience, etc.): [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, copartnership 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)