



CHESAPEAKE BAY FOUNDATION
Saving a National Treasure

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

**ORGANIZATIONAL
INFORMATION:**

Name: **Chesapeake Bay Foundation, Inc.**
Address: **6 Herndon Ave., Annapolis, MD 21403**
Contact: **Matt Stegman**

ISSUE DATE:

September 17, 2026

SUMMARY OF NEED:

The Chesapeake Bay Foundation (CBF) is seeking the services of a professional lobbyist for a short-term engagement in support of CBF's Save Menhaden campaign. Lobbyist will provide support in advancing CBF's interests in menhaden conservation before the Administration, General Assembly, regulatory bodies, and other key stakeholders.

THE PROJECT:

Lobby on behalf of CBF in the MD General Assembly and with the Administration on rulemaking and regulatory processes related to interstate fishery management decisions for menhaden.

SCOPE OF WORK:

Contract lobbyist would be retained to represent CBF before the Maryland General Assembly (MGA), Administration, state agencies, and regulatory bodies and will provide the following services:

- Attend CBF strategy and planning meetings to provide appropriate consultation and advice.
- Directly lobby the Administration, lawmakers, and regulators on CBF fishery management regulation priorities.
- Identify, target, and coordinate engagement with key external stakeholders.
- Provide strategic advice and insight on how to navigate economic, cultural, and political issues attendant to priority regulatory actions.

THE SCHEDULE:

We request that your proposal be delivered electronically to Matt Stegman (via email at mstegman@cbf.org). It is the intent of CBF to make a selection as soon as possible. Responsive RFPs will be accepted until a suitable candidate is selected. We will notify you once a decision for award of bid is made.

The schedule requires that the selected entity complete the project prior to December 31, 2026.

**MINIMUM
REQUIREMENTS:**

At a minimum, respondents must provide evidence of the following qualifications:

- At least two years' experience lobbying Maryland executive branch officials. Comparable public policy or advocacy experience may be substituted for this requirement.
- Understanding of and ability to comply with all state and local registration and reporting requirements related to lobbying activity.
- Sufficient capacity and resources to be able to engage on our regulatory

agenda immediately upon contract execution.

Preferential consideration will be given to respondents who can demonstrate the following:

- Experience lobbying on behalf of environmental organizations, labor unions, and/or other non-profit organizations.
- Conversant knowledge of issues pertinent to restoration and protection of the Chesapeake Bay.

INTERVIEWS:

We do not plan to conduct interviews but may contact you for additional information, clarification, 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:

Matt Stegman (mstegman@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 key individuals involved.]

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

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: [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)