



Request for Proposals: Pennsylvania State Lobbyist

ORGANIZATIONAL INFORMATION:

Name: Chesapeake Bay Foundation, Inc.
Address: 6 Herndon Avenue
Annapolis, MD 21403
Contact: Trisha Salvia

ISSUE DATE: October 5, 2026

SUMMARY OF NEED: Provide governmental affairs consulting and lobbying services for non-profit environmental group, primarily in relation to the Pennsylvania General Assembly and Pennsylvania gubernatorial administration. The awarded contract will be for 2 years; starting on January 1, 2027, and concluding on December 31, 2028.

THE PROJECT:

Position CBF for continued success in the Pennsylvania's 2027-2028 General Assembly session. The chosen entity will provide consulting and lobbying services on priority environmental/conservation legislation, policies, regulations, and annual state budgets that impact the health of local streams and the Chesapeake Bay.

SCOPE OF WORK:

- Work with CBF staff to strengthen and expand bipartisan relationships with key members of both chambers of the Pennsylvania General Assembly.
- Develop and oversee existing strategies for securing sponsors (and co-sponsors) for necessary legislation and/or budget amendments to implement priorities.
- Secure support from Governor's administration for priority legislative and funding priorities; as well as any necessary opposition.
- Regularly monitor relevant committee schedules and attend only priority committee meetings.
- Provide advice and review of relevant research, comment letters, testimony, and other formal correspondence to the General Assembly, committees, and subcommittees,
- Work with CBF staff in the review of other legislation introduced in the 2027-2028 General Assembly that relates to water quality, environmental/conservation and agricultural issues, as well as budget issues related to those topics; prioritize and develop positions on selected bills.
- Advise CBF on grassroots advocacy activities with the General Assembly including, but not limited to, membership lobby day(s), action alerts, or other related activities.

- Assist CBF with design and implementation of effective legislative decision-maker trips, receptions and/or events
- Promote CBF staff testifying on priority issues at key legislative committees, subcommittees, listening sessions, etc.
- Represent and amplify CBF's messages and priorities to members of the General Assembly and Administration, as appropriate.

THE SCHEDULE:

We request that your proposal be delivered electronically to CBF staff member Trisha Salvia no later than 5:00pm on October 19, 2026.

It is the intent of CBF to make a selection no later than November 9, 2026. We will notify you once a decision for award of bid is made.

The schedule requires that the selected entity complete the awarded contract starting on January 1, 2027, and concluding on December 31, 2028.

MINIMUM REQUIREMENTS:

At a minimum, you must be able to provide the following qualifications: At a minimum, you must have the following qualifications:

- At least five years of experience lobbying in the Pennsylvania General Assembly and Executive Branch regarding environmental or similar issues.
- A proven record of a bipartisan approach to lobbying.
- A bipartisan team.
- Strong and proven connections and relationships Pennsylvania's Executive Branch and General Assembly.
- A proven record of success on clean water issues, especially pertaining to the Chesapeake Bay-related issues, including 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.

FOR FURTHER INFORMATION OR QUESTIONS:

Trisha Salvia

Phone: 717.234.5550 ext. 4615

Email: tsalvia@cbf.org

BID 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: (change this description if it is for equipment, software, or supplies)
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.

(Name of Firm)

(Authorized Signature)

(Title)

(Please print Name)

(Date)