



LEAGUE OF WOMEN VOTERS®
O F F L O R I D A

REQUEST FOR PROPOSAL

FOR LEGISLATIVE LOBBYING SERVICES

FOR THE LEAGUE OF WOMEN VOTERS OF FLORIDA

This document is a Request for Proposal (RFP) for legislative representation (lobbying) services on behalf of the League of Women Voters of Florida.

I. Introduction

The League of Women Voters of Florida (LWVF), a nonpartisan 501c4 political organization, encourages informed and active participation in government, works to increase understanding of major public policy issues, and influences public policy through education and advocacy.

II. Policy Issues

Via its broad network of members and supporters, LWVF represents the interests of the voting public on a broad range of public policy topics, including: voting rights, government ethics, campaign finance, health care, education, fair taxation, the environment and more. A full listing of the League's policy priorities can be viewed online at: <http://www.thefloridavoter.org/resources/program>.

III. Scope of Services

LWVF seeks to retain a legislative consultant to provide the following services:

- Represent the League on priority issues during scheduled committee meetings for the 2014 Regular Legislative Session, including pre-Session hearings and any Special Session that might follow, within the term of the contract dates.
- Keep the League President and Action Chair informed on all priority issues in a timely manner.
- Categorize legislative bills as being of “High,” “Medium” or “Low” significance to LWVF, based on specific guidance from LWVF as to its priorities.

- Make contacts with legislators, legislative staff, key decision makers and other lobbyists to promote LWVF's positions and legislative goals.
- Attend major committee meetings concerning LWVF's priorities.
- To the extent reasonably practicable, clear with the League President or Action Chair any and all proposed official oral and written communication involving all elected officials and their staff.
- Provide the LWVF office with a record of dates of all oral testimony and electronic copy of all written testimony given by the Consultant on behalf of the League, as reasonably practicable.
- Be responsible for and provide weekly *Capitol Report* legislative updates regarding LWVF lobbying activities and the status of bills of interest.
- Participate in the League's annual Legislative Seminar and Lobby Days on April 9-11, 2014, to the extent agreed upon by the League President and Consultant. Specific duties of the Consultant for Legislative Seminar include: speech on the first night, training session and development of talking points for League members' legislative visits and attendance at Legislator presentations.
- Participate in an interview for an issue of the League's bi-annual membership newsletter, *The Florida Voter*.

IV. Terms of Contract

The contract will begin October 1, 2013 and run through May 31, 2014. Either party may cancel the contract with a 30-day notice.

The contract constitutes a part-time agreement, with the Consultant devoting a minimum of 375 hours and a maximum of 450 hours to fulfill the obligations of this agreement. It is understood that not more than 75 hours of these hours will be required to be performed in advance of the 2014 Regular Legislative Session.

The consultant may not participate as a paid consultant or as a volunteer in any political campaigns during the term of the Agreement.

V. Proposal Submission

In addition to responding to the scope of services, please include:

- A description of your company, including the issues lobbied on and a list of current clients
- A written statement verifying no potential conflicts of interest with other clients
- A description of relationships with legislative leaders and chairs of relevant committees
- Name and credentials of individual(s) to be assigned to LWVF
- Cost breakdown for scope of services
- Three references

VI. Evaluation Criteria

Proposals will be evaluated by a committee including board directors and staff from the League of Women Voters of Florida. The following will be considered:

- Responses to the proposal
- Experience with issues and similar organizations
- Assessment of ability to deliver the required services

VII. Proposal Due Date

Proposals must be received by **Tuesday, September 3, 2013.**

and sent to: Jessica Lowe-Minor
Executive Director
League of Women Voters of Florida
540 Beverly Court
Tallahassee, FL 32301

or electronically to LWVFexecutiveDirector@gmail.com with “LWVF RFP Response” in the subject line.

Please direct questions to Jessica Lowe-Minor at (850) 224-2545 or LWVFexecutiveDirector@gmail.com.