

Request for Proposals for lobbying services in the State of Minnesota for the Minnesota Consortium for Citizen's with Disabilities (MNCCD).

A qualified proposer should review the attached specifications and submit one electronic copy of its proposal no later than Friday, January 4th, 2019 to:

Marnie Falk
Chair, MNCCD Board of Directors
marniefalk@gillettechildrens.com

Purpose of the Request

MN Consortium for Citizens with Disabilities (MNCCD) a Minnesota 501c4 non-profit corporation, seeks to contract for lobbying services to be provided in the State of Minnesota. MNCCD seeks to contract with one or more individuals or firms to represent its interests and policy goals to the State Legislature, executive branch, funding councils and commissions and other stakeholders.

MNCCD strongly encourages proposals from a wide variety of respondents able to support its legislative and policy priorities in order to build on and improve both legislative relationships and the policy objectives of MNCCD.

Scope

- Acquire an in depth understanding of [MNCCD's 2019 Policy priorities](#)
- Monitor all committee hearings and floor hearings including conference committees where policy priorities are being heard
- Communicate legislative activity in a timely fashion (may be weekly or bi-weekly depending on issues) via email updates to membership
- Support lead organizations as needed on policy priorities
- Attend and provide updates at weekly policy committee meetings during the legislative session
- Attend policy committee meetings as requested during the interim
- As requested by the board or policy co-chairs schedule and/or attend meetings with legislators, legislative staff, administration and state agency staff
- As requested by the board or policy co-chairs or as needed communicate legislative priorities with legislators, legislative staff, administration and state agency staff
- Work with staff, board and policy co-chairs as needed and requested to advance MNCCD's policy priorities
- Provide guidance on overall MNCCD legislative strategy

The duration of the services would be for calendar year 2019.

Submittal Requirements

- Proposal Format: Proposals should be submitted electronically.
- Pre-contractual Expenses: Pre-contractual expenses required to prepare a proposal or negotiate a contract with MNCCD will be the responsibility of the lobbyist.
- Independent Contractor: Any lobbyist engaged as a result of this RFP will be an independent contractor and nothing contained in any contract shall be construed to create an employment relationship.

Letter of Submittal. The Letter of Submittal shall include:

- Identification of the proposing firm or individual;
- Name, title, address, telephone number, and email address of the proposer's contact during the period of evaluation;
- Signature of a person authorized to submit a proposal.

Proposal Elements. The following information should be provided in the proposal:

- Description of Firm: Please state the firm's official name as filed with the Minnesota Secretary of State;
- Approach: Provide a brief summary of the proposer's understanding of the requested services and approach to meeting the needs of MNCCD;
- Previous Experience: Describe the proposer's experience and expertise in providing the services requested in the RFP;
- Key Personnel: Identification of the personnel who will be providing the services described in this RFP, which services each will provide, qualifications of each providing the services and relevant experience in providing such services.
- Conflicts of Interest: Disclose any potential conflicts of interest which the proposer may have with MNCCD. Identify other clients for which the proposer is a registered Minnesota lobbyist.
- Fee Proposal: Provide a schedule of fees.

General Terms and Conditions

Not a Contract - Nothing in this RFP is intended to be, nor should anything herein be construed as a contract or offer of engagement. A selection or designation of a successful respondent shall not be construed as a contract or an offer of engagement until and unless a contract is fully negotiated. For the contract to take effect, all applicable parties with the authority to bind the respective entity must sign the agreement.

MNCCD reserves the right to: 1) reject any and/or all proposals with or without cause, 2) request additional information from respondents as MNCCD may deem necessary, 3) waive any and/or all non-material irregularities pertaining to this selection and/or submission of proposals, 4) disqualify any and/or all respondents, 5) reject any and/or all proposals for failure to comply with this RFP or to promptly provide additional requested materials or information, and 6) cancel this RFP.

Indemnification - Each firm in seeking, receiving or possessing this RFP and/or in submitting a response does release, indemnify and hold MNCCD and its various employees, representatives and agents harmless from and against all claims and demands of any and all loss, cost, damage, or liability of whatever nature, which may be asserted against or imposed against MNCCD as a result of issuing this RFP, making any revisions thereto and conducting this selection process and subsequent negotiations, and making a final recommendation and/or entering into a contract.

Governing Law - This RFP and any contract between the parties that may result shall be governed by the laws of the State of Minnesota.

MNCCD Background

The Minnesota Consortium for Citizens with Disabilities (MNCCD) is broad-based coalition of advocacy and provider organizations working to change public policy to improve the lives of people with

disabilities through building awareness, providing education and engaging the community. MNCCD envisions equity and opportunity for all people with disabilities to lead meaningful, productive and self-directed lives. For more information, please visit www.mnccd.org.

Timetable

Release Requests for Proposals: Wednesday December 19, 2018

Proposals Due: Friday, January 4, 2018

Selection of Lobbyist: January 7-11, 2018