Request for Proposal (RFP) for State Legislative Lobbyist Services
For Communities In Schools of Washington

Introduction:
Communities In Schools of Washington (CISWA) is part of the nation's leading dropout prevention organization, working in public schools to surround students with a community of support, empowering them to stay in school and achieve in life. The CISWA state office provides organizational supports and service delivery expertise to the 12 independent affiliates across 28 school districts who deliver local solutions to address the unique barriers identified for students. Visit www.ciswa.org for more information about our work. The state office is requesting proposals to contract with a lobbyist to represent the CISWA network for the 2019 State Legislative Session. A contract would run approximately from November 1, 2018 through June 30, 2019 with possibility for renewal for FY20 (7/1/19 – 6/30/20). The CISWA state office seeks a strong lobbyist with sound knowledge of budgetary issues, human services and education policy, a clear understanding of the legislative process and effective communication skills.

Scope of Services:
The CISWA state office seeks to retain the services of a lobbyist to work with the State Director and Associate Director to address matters in which CISWA needs professional assistance before the Washington State Legislature, individual State Legislators, the Washington State Governor, and other state agencies. State lobbying services will include (but are not limited to) the following:

Strategy
- Assist the state office in the development and implementation of its legislative agenda, key proposals and policy positions in partnership with the state board and local affiliate network;
- Propose an annual strategic advocacy and political engagement plan designed to achieve legislative goals and support business objectives;
- Develop a plan for off session activities and coordinate with state office staff;

Tracking and reporting
- Identify, track and report on state legislation and legislative proposals that may have an impact on the CISWA affiliate network;
- Report activities at a minimum through the following:
  - Telephone or weekly updates on pending issues as they arise
  - A brief weekly written status report during the Legislative Session for the state office and all local affiliates
  - A final written report and in-person presentation at the end of Legislative Session for the state office and all local affiliates;
- Track priorities and meetings of aligned partner organizations;
- Organize state lobby registration, compliance and reporting;

Advocacy
- Support the organization with a strong presence in the Capitol as the “eyes and ears” of CISWA and serving as day-to-day contact for legislators and other lobbyists on behalf of the state office;
• Work to achieve CISWA goals on legislation, issues or rules by lobbying members of the Legislature, legislative staff and state government officials;
• Track and attend committee and rulemaking hearings, coordinate and assist in the preparation of testimony, submissions, and in-person testimony;
• Attend and participate in interim hearings and meetings regarding issues important to CISWA;

Relationship building
• Assist in the development of relationships with key legislators, regulatory agencies, state agencies, local governments and community organizations, consistent with the annual strategic advocacy and political engagement plan;
• Develop strong connections with other agencies and state membership organizations to support mutual goals as identified.

Fees/ Compensation:
The State Office prefers the proposer(s) offer their fee as a firm, fixed fee schedule which includes all expenses including travel for the services outlined in this RFP.

Proposals:
All proposals should include the following information:
1. Letter of Interest;
2. Names of the individual(s) who will be working on the project and their areas of responsibility, including the individual(s) responsible for managing the state office relationship and communication, administering the contract, and lobbying on the agency’s behalf;
3. Experience and qualification of the individuals named above, highlighting their capacity to perform the related functions as outlined in this proposal;
4. A list of at least three clients for whom you have lobbied within the past five years and an example of a success achieved with them. Include the client, contact name, email address and phone number;
5. A complete list of current clients and those served within the preceding twelve months of the submission date;
6. Proposed fee structure for lobbying services.

Submission of Proposals:
Please remit an electronic version of the proposal no later than 5 pm on October 10, 2018 to: Jeannie Nist
Associate Director
Communities In Schools of Washington
jeannie@ciswa.org.

Any proposal received after the deadline will not be considered. Interviews will take place the week of October 15th. Please direct any questions regarding this RFP to Jeannie at jeannie@ciswa.org or 253.248.1991 x123.