



Ohio Clerk of Courts Association

REQUEST for PROPOSALS

Issued August 3, 2020

State Legislative Lobbying Services

**PROPOSAL DUE DATE:
4:00 p.m. on August 19, 2020**

REQUEST FOR PROPOSALS

State Legislative Lobbying Services

Introduction

The Ohio Clerk of Courts Association (“OCCA”) is seeking proposals from qualified Legislative Agents to represent the OCCA on legislative issues during the State of Ohio 133rd General Assembly and beyond.

The Legislative Agent must have a successful record of lobbying in the Ohio State Legislature, demonstrated experience in establishing and maintaining bipartisan relationships with a network of access to legislators, administration executives and staff. At least five years’ experience in providing legislative and intergovernmental services before the legislative and executive branches is required.

The OCCA seeks a strong Legislative Agent with sound knowledge of public policy, clear understanding of the legislative process, effective communication skills and a working knowledge of the Clerks of Court and duties and responsibilities of the office.

Background

The OCCA is a Private not for profit organization, in existence since 1940. The OCCA is governed by an Executive Committee comprised of a President, First Vice President, Second Vice President, Third Vice President, Secretary, Treasurer, and ten other members as outlined in the OCCA Constitution. The work of the association is done by a variety of committee members who volunteer their time. For more information, go to www.occaohio.com.

Scope of Work

The Legislative Agents will be responsible for providing lobbying services at the request of the OCCA Executive Committee, and for monitoring, identifying, and prioritizing challenges and opportunities for the OCCA with respect to issues under consideration by the General Assembly state and regional agencies.

It is anticipated the duration of this scope of work will begin during the 133rd legislative session and continue for a period of one year, with possible renewal options.

The Legislative Agent selected must be able to provide services and meet requirements including, but not limited to the following:

1. Identify state and federal legislation, legislative proposals and/or amendments that may impact the OCCA;
2. Work with the OCCA Legislative Committee to develop positions on relevant legislation;
3. Seek to defeat, support, or modify any legislation proposed by others that may affect the OCCA;

4. Provide assistance to the OCCA in arranging lobbying visits to Columbus to ensure productive meetings;
5. Draft legislation and amendments, as necessary;
6. Lobby for the OCCA's position on legislation and regulatory matters of interest, including:
 - a. Direct contact and communication with state legislators, state agencies and staff on behalf of the OCCA;
 - b. Direct contact and communication with other associations, stakeholder and interest groups that may have similar issues or interests that conflict with those of the OCCA;
 - c. Proactively contact and coordinate with other lobbyists representing OCCA member in stakeholder meetings;
 - d. Draft letters and talking points on legislation as necessary;
 - e. Testify on behalf of the OCCA at hearings before legislative and interim legislative committees as necessary;
 - f. Coordinate legislative receptions with members of the General Assembly, Executive Agencies and OCCA membership;
 - g. Possess a thorough understanding of the administrative rulemaking process in the state, including both the stages required under state law, and those at the discretion of the agencies;
 - h. Maintain close working relationships with the OCCA President, officers, OCCA Legislative Committee co-chairs and other designated members of the OCCA;
 - i. Provide written legislative updates for the OCCA on key issues and legislative committee activity during the legislative session as requested and briefings in person periodically as requested;
 - j. Attend in person or by teleconference, regular monthly and special meetings of the OCCA Executive Committee and/or Committees and assist in prioritizing the OCCA's legislative agenda in preparation for the upcoming legislative session as necessary;
 - k. Avoid any conflict of interest in the performance of the lobbying services or the interests of the OCCA. Promptly disclose to the Executive Committee any conflict or potential conflict of interest with any current or prospective client and the actions taken to resolve the conflict or potential conflict in favor of the OCCA to the satisfaction of the Executive Committee.

Required Respondent Information

1. Letter of interest.
2. Proposal including plan for briefing the OCCA on the issues prior to and during the legislative session, maintaining continuous communications during the session and implementing a decision-making process on issues that demand a quick turnaround time.

3. Summary of relevant experience in the last five years, including detailed descriptions of the outcomes achieved as a direct result of Legislative Agent's lobbying efforts.
4. Roster of current clients and those clients served anytime during the 12 months preceding the submission date. If applicable, include a written disclosure of any potential conflicts.
5. Three references, including contact information for each.
6. Provide/respond to the following:
 - a. The legal name of entity, address, telephone number, number of years in business, and current number of full-time professional and technical personnel with the Legislative Agent's firm;
 - b. Resumes for all Legislative Agents with the firm;
 - c. The name and telephone number of the individual or individuals who will be in charge of the actual work performed for the OCCA;
 - d. The address and telephone number of the office(s) where the work is to be undertaken;
 - e. The proposed project schedule to most efficiently conduct the work detailed under "Scope of Work;"
 - f. A detailed itemization of the cost of services and any other customary charges for services. Include staff hourly rates, alternative retainer proposals, a description of the process used to fairly allocate costs among the firm's multiple clients to avoid double-billing for time spent in legislative activities; and
 - g. The estimate of expenses that will be billed to the OCCA.

The OCCA requires a firm, fixed annual fee schedule, monthly bill including all expenses for the services outlined herein. The OCCA may waive any of these requirements if the OCCA Executive Committee, in their sole and absolute discretion, determines it to be in the best interest of the OCCA.

Selection Criteria

The OCCA will use the following criteria to determine the best proposal:

1. Thoroughness and understanding of work to be completed;
2. Overall experience of staff assigned to the work;
3. Recent experience conducting similar lobbying efforts; and
4. Cost.

In addition, the OCCA may consider any other criteria determined to be in the best interest of the OCCA.

Selection Process

The President, along with four other members of the OCCA ("Ad Hoc Committee") will review the submitted proposals for completeness and qualifications. The OCCA, in its sole discretion, may invite selected proposers to an interview and/or to provide an oral presentation.

Once a firm has been selected by the OCCA a written agreement will be prepared and executed.

Discretion and Liability Waiver

1. Company personnel signing the cover letter of the proposal must be an authorized signer with the authority to represent the Legislative Agent's firm and to enter into a binding contract with the OCCA.
2. Proposed services and related pricing contained in the proposal must be valid for a period of one year after the deadline for submission of the proposal, 4:00 P.M, August 19, 2020.
3. The OCCA will make every effort to administer the proposal in accordance with the terms of this RFP. The OCCA reserves the right, however, to modify the activities, timeline, or any other aspect of the process at any time as deemed necessary by the Ad Hoc Committee.
4. By requesting proposals, the OCCA is in no way obligated to award a contract or pay the expenses of Legislative Agents in connection with the preparation or submission of a proposal.
5. The OCCA reserves the right to request and obtain from one or more of the firms submitting proposals, supplementary information as may be necessary for the Ad Hoc Committee to analyze the proposals pursuant to the Legislative Agent selection criteria contained herein.
6. The OCCA may require the firms to participate in additional rounds of more refined submittals before the ultimate selection of a Legislative Agent is made. These rounds could encompass revisions of the submittal criteria in response to the nature and scope of the initial proposal.

Proposal Format and Submittal Instructions

Please submit proposal and requested materials which includes the following information:

1. Letter of interest.
2. "Required Respondent Information" as listed above.
3. Attachments: Resumes

Submit proposals to:

Ohio Clerk of Courts Association, Cynthia R. Bailey, President
by email to cbailey@clintoncountycourts.org.

Proposals are due no later than 4:00 P.M. on August 19, 2020. Any proposal received after the deadline will not be considered.

Should you have any questions about this request for proposal or for questions concerning the scope of work, please contact Cynthia Bailey by phone at 937-382-2316 or by email to cbailey@clintoncountycourts.org.