



**2021 Request for Proposals
Lobbying Services for Nourish Colorado**

DATE ISSUED: August 20th, 2021

DEADLINE FOR SUBMISSIONS: September 10th, 2021

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**RFP for Lobbying Services
COVER PAGE**

Agency/Organization Name:

Address:

Phone:

Contact Name:

Contact Phone:

Contact Email:

Total Proposal Budget:

Nourish Colorado RFP for Lobbying Services

Background

[Nourish Colorado](#), a statewide non-profit that works to ensure each and every Coloradan has equitable access to nourishing food through a vibrant, resilient food system, is seeking to hire a full-service lobbying and public affairs firm to advocate on its behalf before the General Assembly and executive agencies, and conduct day-to-day lobbying activities, advise on policy and legislative issues, and continue to advance our priorities through strategic relationships with elected officials, executive agency staff, and other key stakeholders.

Nourish Colorado offers this Request for Proposals (RFP) to respondents who are interested in serving as the lobbying partner for the organization. This resulting contract will be for 10 months, with a possibility of extension for a multi-year period.

Project Overview

Nourish Colorado is seeking a contractor that can provide services in the areas of Government Affairs Management, Lobbying, Policy Analysis, and Legislative Monitoring.

- Provide guidance, support, and direction in the public policy process
- Serve as a thought partner for the Nourish CO staff in crafting state policy priorities
- Attend regularly scheduled meetings with Nourish staff, as well as additional meetings as needed for legislation or other policy matters.
- Work with Nourish staff to identify legislative priorities, legislation of interest, and positions for the 2022 legislative session.
- For legislation initiated by Nourish, and other bills identified as top priorities, lobbyist activities include but are not limited to: identifying and preparing sponsors, preparing and assisting witnesses, preparing fact sheets/one-pagers, arranging communication with key legislators, preparing bill drafts and amendments, negotiating with other lobbyists and organizations, and other related activities necessary to achieve Nourish's goals.
- Represent Nourish Colorado positions to the General Assembly, other lobbyists, and other potential partners and adversaries on key legislation.
- Educate members of the Colorado General Assembly about Nourish Colorado and its mission.
- Assist staff if needed to reach out to elected officials and candidates, including scheduling, set up, preparation of materials, and attendance if relevant.
- Produce consistent and current bill lists and summaries of key legislation as identified by the lobbyist and Nourish staff.
- Provide monthly email updates to Nourish staff regarding legislative, policy and budget issues (during the session).
- Support visits with legislators at the Capitol as needed through logistics and scheduling management with legislators and their staff
- Facilitate communication and coordination between other organizations with complimentary missions and legislative agendas.
- Work with other key lobbyists as necessary to support mutual legislative objectives.

Contracting Opportunity

This contract will be offered for October 1st 2021 -July 31st 2022, with the option to renew and extend the contract. The comprehensive budget for this contract is \$3,000 per month.

Request for Proposals

The applicant must have experience in the following areas:

1. Success in advancing legislation for their clients, specifically in the social/human needs and/or food systems space.
2. Experience working with large-scale collaborative projects.
3. Outstanding reputation with legislators and clients, in both urban and rural settings.
4. Excellent communication, reporting, and interpersonal skills.
5. Understanding of food security, food access, and food systems barriers and opportunities in Colorado is strongly preferred, but not required.

Please address the following narrative questions (not to exceed 4 pages):

1. Firm overview: Please provide a brief overview of your firm/organization and its primary areas of focus (max length: ½ page).
2. Lobbying and policy analysis experience: Brief description of company's experience, approach and management. (max length: 1 page)
3. Role in Advancing Equity: Tell us about how you/your firm centers your work around racial and social equity. Please describe how you integrate language justice, equity, inclusion in your processes and in to your work products. (max length: ½ page)
4. Other: Please describe any additional services provided to your clients not already described (max length: ½ page)
5. Bios of those who will be working on the project: Please provide names, credentials, and experience for each individual who will support this contract, and 2-3 sentences on their proposed role.
6. COI: Do you have any known, current conflicts of interest, and do you perceive any based on your existing clients? How does your firm handle conflicts of interest? (max length: ½ page)
7. Primary contact name, email and phone number.

Required Documents

1. Cover Page
2. Completed Narrative (4 pages total)
3. Up to three references. Provide three references from clients of past projects. If entities are partnering on this proposal, at least one reference must represent a client for whom the partnering entities collaborated on previous work. Each reference should include:
 - a. First and last name of the appropriate contact person; Title and organization; Email; Phone; Project name
4. Up to three relevant work samples (e.g., fact sheet, client listing of bills, list of successful legislation passed, etc.). Work samples may be submitted in any format such as print, files on a USB, website links, etc.

Review

The review will identify the applications that most effectively meet the requirements of this RFP. The work will be offered to the contractor whose application conforming to the RFP will be most advantageous to the work of Nourish Colorado, price and other factors considered. Women, BIPOC, and LGBTQ+-led organizations are highly encouraged to apply.

Timeline

Date	Activity
August 16 th	RFP issued
September 10th	RFP responses due
September 13 th - 17 th	RFP reviewed
Week of September 20 th	Applicants notified
October 1 st 2021	Contract begins
July 31 st 2022	Contract ends; Option to renew

Submission Information

Please submit your completed application in PDF format (not to exceed XX pages total, excluding cover page and attachments) to:

wendy@nourishcolorado.org

The deadline for applications is September 10th 2021 at 11:59pm.

Written inquiries regarding the RFP will be accepted through September 8th. Please email Wendy Peters Moschetti at wendy@nourishcolorado.org with questions.