

DRAFT RFP FOR GOV'T RELATIONS SERVICES

For internal Review Purposes Only

ECGRA is seeking an experienced firm to provide government relations and legislative representation services that promote ECGRA's interests before the federal government, Commonwealth of Pennsylvania and other entities in Pennsylvania government. ECGRA desires to enter into a professional services contract with a qualified individual or firm who can demonstrate competency and experience in providing federal and state government relations services for ECGRA.

In carrying out these services, the firm will assist ECGRA with representation, information gathering, information dissemination, strategic advice, and support services. The firm will provide a flexible level of support, depending on the depth or scope of ECGRA's legislative priorities at any given time. The services focus on: 1) identifying partnership opportunities with the Commonwealth and federal agencies in funding and implementing public input –driven plans that are consistent with ECGRA's mission (e.g. aspects of Erie's comprehensive plan, Emerge 2040, Ignite Erie Plan); 2) identifying, tracking, and responding to legislation that impacts ECGRA and the plans listed; and 3) assisting in securing various federal and state funding.

Qualifications

The selected government relations firm should, at a minimum, possess:

1. A minimum of 3 years of professional government relations experience;
2. A strong working knowledge of legislative, administrative, and regulatory processes at the local, state, and federal levels;
3. A clear understanding of the City of Erie and northwestern Pennsylvania region, the state programs administered by the community, and a knowledge of the funding needs and policy issues important to the community;
4. A history of successful government relations experience at the federal, state and local levels;

5. A clear strategy for representing the ECGRA at meetings with key legislators at the federal, state & local level as well as members of the federal executive branch and Pennsylvania governor's office;
6. The ability to liaison with members of Congress, Pennsylvania General Assembly, federal and state agencies, the Governor's Office,
7. Resources to attend committee meetings, administrative hearings and workshops; monitor legislative and administrative developments; and report back to ECGRA;
8. Experience in identifying and securing various sources of federal and state funding;
9. Experience in coordinating communications and meetings with legislators, federal and state agencies, the federal executive branch and the Governor's Office;
10. Experience in working with legislative senate and house committees;

It is desirable that the selected firm possess a strong working knowledge of legislative, administrative, and regulatory processes and issues related to local government.

Statement of Work Responsibilities

1. General Requirements

The general scope of work consists of the firm performing all of the following services:

- a. Provide a broad range of government relations and lobbying services on behalf of ECGRA before the Legislative and Executive branches of federal and state government as concerns the plan.
- b. Represent ECGRA's interests as concerns the plan in the federal and state budget process as well as identify, solicit, and lobby for capital, transportation and other discretionary grants.
- c. Review and analyze on a continuing basis, all existing and proposed federal and state policies, programs, and legislation; identify issues that may impact the plan; and provide prompt notification of issues to ECGRA.
- d. Based on policy direction provided by ECGRA, develop and implement strategies to advance the plan.

2. Communications

- a. Throughout the year and on a real time basis, inform ECGRA of developments coming out of the federal and state legislative and executive branches that have the potential of impacting the plan.
- b. Be available in a timely manner in person, by telephone, fax, or email to provide consultation and advice.
- c. In response to ECGRA's direction, act quickly on behalf of plan to rapidly changing developments in federal or state government with impact on policy and legislative matters concerning the plan.
- d. Represent ECGRA at federal or state committee hearings, or other meetings that may pertain to the plan.
- e. Participate as necessary either in-person or by telephone in meetings with ECGRA or related to the development and implementation of the plan.
- f. Work with ECGRA to prepare written communications that convey positions on federal or state legislative, policy, and intergovernmental issues pertaining to the plan.
- g. Provide legislative and policy research on legislative proposals and executive agency regulations/issues/initiatives pertaining to the plan.

3. Intergovernmental Relations.

The firm will be responsible for the following relationship building activities:

- a. Represent ECGRA's interests in Harrisburg and Washington, D.C. by interacting with key members and staff of the legislative and executive branches.
- b. Facilitate regular meetings between ECGRA and appropriate legislators and agencies to strengthen relationships, and to provide State officials with support as they work to successfully advance the objectives of the plan.

c. Coach ECGRA, when necessary, on how to present testimony, interact with legislators, and be successful advocates in helping to advance the plan.

d. Establish and maintain effective strategic relationships with the Pennsylvania League of Cities and other 3rd class cities to achieve outcomes that support ECGRA's legislative and policy positions.