

DINÉ COLLEGE
REQUEST FOR PROPOSAL

Dine College is requesting for proposals (RFP) for the following:

- **Arizona Lobbyist**

RFP packets are available for interested parties by contacting Adrian Crosby, Procurement, at 928-724-6686 or via email at adricrosby@dinecollege.edu (Monday through Thursday 8:00 am to 5:00 pm).

All interested parties must submit proposals in a sealed envelope with the firm name and address clearly written on the envelope. Proposals which are faxed or emailed will not be accepted. Sealed bids accepted by the due date on the RFP. Bids received after this time will not be accepted.

Dine College reserves the right to reject any and all proposals, whether within applicable cost limits, and to waive any informality or irregularity in the proposals received whenever such proposal rejection or waiver is in the best interest of Dine College. Submitted proposal for this RFP will become the property of Dine College and become a matter of public record, subject for review.

**DINÉ COLLEGE
REQUEST FOR PROPOSALS
Arizona Lobbyist**

June 15, 2020

INTRODUCTION

Diné College (hereinafter the College) is a non-profit post-secondary educational institution chartered by the Navajo Nation Council in 1968. The College is the first tribally controlled and accredited collegiate institution in the United States. The College is governed by an eight-member Board of Regents, appointed by the Navajo Nation President and confirmed by the Health Education and Human Services Committee of the Navajo Nation Council. The College serves a predominantly Navajo student population across the 27,000 square miles of the Navajo Nation that spans the states of Arizona, New Mexico, and Utah. The College offers various Certificates as well as Associate and Bachelor degree programs in the areas important to the economic, political, environmental, and social development of the Navajo Nation.

The College is seeking proposals from qualified firms for lobbying services in the State of Arizona. The College 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.

SCHEDULE

Questions will be evaluated for relevancy to the College's selection process. If the College determines that a question is sufficiently addressed within the RFP, that question will not be answered. If the College determines that answering a particular question will improve the quality of the responses provided, the question and the College's response will be provided to all potential bidders. No new questions will be accepted after 12:00 PM, Mountain Standard Time, on June 30, 2020.

RFP DUE

Sealed proposals for the services requested in this RFP will be received until June 30, 2020 at 5:00 PM, Mountain Standard Time. Proposal must be identified as being "Bid for AZ Lobbyist" on the outside of the envelope. Proposals shall include ten (10) hard copies and one (1) electronic version of all materials. Facsimiles and emails will not be accepted.

Proposals shall be mailed or delivered to:

Mailing Address for regular mail:
Diné College, Attn: Adrian Crosby,
P.O Box C12
Tsaile, AZ 86556
Mailing address for UPS, FedEx, Priority mail:
Adrian Crosby, Accounting Office
Ned Hatathli Center-6th floor Room 634,
Tsaile, AZ 86556

**All bids are directed and given to Procurement Agent

Thereafter, the College may contact bidders with questions, clarifications, or changes. The College expects to conduct in-person interviews with the finalists July 2020 and expects to select a successful bidder on or about July 2020. Contracts will be finalized immediately thereafter.

Questions:

Questions regarding this RFP may be directed to:

Crystal Cree
Director of Legislative Affairs and Policy,
via email at ccree@dinecollege.edu

SCOPE OF SERVICES

Diné College seeks to retain the services of a lobbyist to work with the Office of the President and Office of Legislative Affairs and Policy to address matters in which the College needs professional assistance before the Arizona State Legislature, individual State Legislators, the Arizona State Governor, and other state agencies. State lobbying services will include (but are not limited to) the following:

Strategy

- Assist the College 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 College affiliated network;
- Report activities at a minimum through the following:
 - Telephone or biweekly 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 the College and serving as day-to-day contact for legislators and other lobbyists on behalf of the state office;
- Work to achieve the College 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 the College;

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

Diné College 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.