

AAUP-OREGON REQUEST FOR PROPOSALS FOR STATE LOBBYIST

I. WHO WE ARE

The Oregon State Conference of the American Association of University Professors (AAUP-Oregon) is a statewide organization composed of AAUP chapters and individual members at universities across the state of Oregon. The bulk of our members are members of collective bargaining chapters at Portland State University and University of Oregon. We also represent advocacy chapter members at other public universities and several private institutions. Our purpose is to advance the principles and practices of the American Association of University Professors and the interests of faculty, students, and Oregon citizens in promoting excellent, student-centered, educator-led, debt free higher education in Oregon.

II. PURPOSE OF REQUEST

AAUP-Oregon is requesting proposals to contract with a lobbyist to represent the organization for the 2016 State Legislative Session with a summary document and session debrief due by the end of May 2016. (see below for details). A contract would run from approximately the first of November 2015, through May 2016. AAUP-Oregon's needs are outlined in the following Request for Proposals ("RFP").

III. TIME SCHEDULE

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| • Issue RFP | September 28, 2015 |
| • Deadline for Submission of proposals 5 pm | October 15, 2015 |
| • Interview finalists | October 22, 2015 |
| • Notify lobbyist chosen | October 26 2015 |
| • Work to begin on or about | November 1, 2015 |

IV. INSTRUCTIONS TO PROPOSERS

A. All proposals must be received by 5 PM on Friday October 9th. They can be emailed in pdf format to:

Margaret Butler, Executive Director
lobby@aaup-oregon.org

B. No faxed or telephone proposals will be accepted.

If you have questions call: 503-351-4192.

C. Proposals should be simple and concise. Emphasis should be on completeness and clarity of content.

D. The Executive Director or VP for Political Action will notify the lobbyist selected by 5 pm on Monday October 26, 2015.

E. All proposals must include the following information:

1. The names of individuals who will be working on the project and their areas of responsibility, including the individual(s) responsible for administering the AAUP-Oregon contract, lobbying on the organization's behalf, and maintaining contact with AAUP-Oregon.
2. Specific experience of individuals relative to the proposed project, including the individual(s) responsible for administering the AAUP-Oregon contract, lobbying on AAUP-Oregon's behalf, and maintaining contact with the organization.
3. An outline of tasks, products and project schedule, including the number of hours required to complete each task or product.
4. The proposal must include a proposed budget based on the above outline of tasks, products and schedules.
5. References with contact information included, preferably from other higher education unions.
6. List of clients, current and going back five years, to show evidence of experience. This list should include a short annotated statement for each that clarifies why there will be no conflict with AAUP-Oregon's interests.
7. Whether or not the firm participated in the reorganization of Higher Education in Oregon (2011-2013) and if so, who the firm represented.

V. SELECTION CRITERIA

A. Responsiveness of the written proposal to the scope of service.

B. Evidence of history of successfully completing contracts of this type, meeting deadlines and experience in similar work.

C. Price

Each proposal will be independently evaluated on factors 1 through 3.

VI. TERMS AND CONDITIONS

A. AAUP-Oregon reserves the right to reject any and all proposals.

B. AAUP-Oregon reserves the right to request clarification of information submitted and to request additional information from any proposer.

C. AAUP-Oregon reserves the right to contact references.

VII. SCOPE OF SERVICES

In consultation with the Executive Director, the President, and the Vice President for Political Action, lobby state government and other organizations as necessary to pursue AAUP-Oregon's legislative objectives as approved by the Executive Committee.

Help identify, prioritize and monitor problems and opportunities for AAUP-Oregon with respect to issues under consideration by the State Legislature and State agencies, especially those issues defined in AAUP's legislative agenda.

Specific duties include:

- Meet at least once and as needed with the AAUP-Oregon Legislative Committee to prepare for the 2016 session
- Keep AAUP-Oregon informed of opportunities to intervene prior to and during the legislative session
- Advise AAUP-Oregon on legislative strategies
- Communicate regularly as needed with the VP for Political Action and the Executive Director
- A brief weekly written report during the legislative session
- A final written report at the end of the legislative session and a debrief with the AAUP-Oregon leadership.

VIII. COMPENSATION

- A. Please present detailed information on the firm's proposed fee schedule.
- B. Payment by AAUP-Oregon for services will be made after the services have been performed and an itemized billing statement is submitted and has been approved by the Executive Director. This statement shall specifically set forth the services performed, the name of the person performing such services, and the hourly charge rate for such person. Payment shall be made on a monthly basis.

