



Request for Proposals (RFP)

Minnesota Lobbying Services for FMWF Chamber of Commerce

Issued by: Fargo Moorhead West Fargo Chamber of Commerce (FMWF Chamber)

Submission Deadline: Jan. 10, 2025

I. Introduction

The Fargo Moorhead West Fargo Chamber of Commerce (FMWF Chamber) is seeking proposals from qualified government relations or lobbying firms to support representation of the FMWF Chamber's interests during the upcoming 2025 Minnesota legislative session. The selected partner will work closely with the FMWF Chamber's internal leadership team to develop and maintain key relationships, develop effective legislative strategies and execute advocacy efforts to advance the FMWF Chamber's legislative priorities.

II. Scope of Work

The selected partner will be responsible for the following:

1. **Relationship Development:** Facilitate relationship development for the FMWF Chamber with Minnesota elected officials, government agency officials and key stakeholders through the coordination of strategic meetings, engagements and connections. This partner will also serve as a consistent and credible representative of the FMWF Chamber in the Minnesota State Capitol. Additionally, this partner will assist in the execution of critical elected official engagements during the FMWF Chamber's annual 'Moorhead Area Day at the Capitol' event during the legislative session.
2. **Advocacy:** Collaborate with the FMWF Chamber to refine, draft and execute strategies for 3-5 key legislative priorities related to workforce development, capital investments, business regulations/policies and community initiatives. This partner will also monitor legislation, draft and present testimony, and actively lobby government officials on behalf of the FMWF Chamber.
3. **Communication:** Effectively cascade key insights and information regarding the legislative and political activities to the FMWF Chamber's internal leadership team in a timely manner. This partner will provide timely updates and feedback to the FMWF Chamber leadership during regularly scheduled in-person and virtual meetings.
4. **Reporting:** Upon request, this partner must be able to submit progress reports detailing activities, outcomes and recommendations.

III. Proposal Requirements

Proposals should include the following:



1. Introduction: Firm name, address and primary contact information.
2. Relevant Experience: Overview of qualifications and experience. Demonstration of knowledge lobbying on capital investment, workforce programs and business policy.
3. Proposed Approach: Description of how you will approach relationship development, strategy formulation and advocacy execution.
4. Team Composition: Names and roles of team members who will be involved in this engagement.
5. Budget: Detailed cost proposal, including any retainer fees, hourly rates or anticipated expenses.

IV. Timeline

1. RFP Issued: Dec. 18, 2024
2. Proposal Submission Deadline: Jan. 10, 2025
3. Selection Notification: Jan. 17, 2025

V. Submission Instructions

Proposals must be submitted electronically to:

Cale Dunwoody, *Vice President of Public Policy*, at cdunwoody@fmwfchamber.com

VI. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

1. Demonstrated expertise and experience in legislative advocacy.
2. Knowledge and understanding of priority issues areas.
3. Quality and feasibility of the proposed approach.
4. Cost-effectiveness of the proposed budget.

VII. General Conditions

The FMWF Chamber reserves the right to reject any or all proposals, waive informalities and select the proposal that best serves the FMWF Chamber's interests.

All materials submitted in response to this RFP will become the property of the FMWF Chamber.

Any questions regarding this RFP should be directed to **Cale Dunwoody**, *Vice President of Public Policy*, at cdunwoody@fmwfchamber.com.

We look forward to receiving your proposal and partnering with a skilled professional to advance our mission and priorities during the Minnesota legislative session.