



REQUEST FOR PROPOSAL

Legislative Advocacy and Lobbying Services

By Order Of:

Kimberly Jones

Maine Township Supervisor

1700 Ballard Road

Park Ridge, Illinois 60068

847-297-2510

www.mainetown.com

Proposals shall be submitted via e-mail or mail to:

Maine Township

Attention: Victoria Rizzo, Township Administrator

1700 Ballard Road

Park Ridge, Illinois 60068

vrizzo@mainetown.com

NO LATER THAN OCTOBER 9, 2026

Proposals shall be clearly marked: **“REQUEST FOR PROPOSALS – LEGISLATIVE ADVOCACY AND LOBBYING SERVICES”**

I. INTRODUCTION

Maine Township (“Township”) is requesting proposals from qualified firms or individuals to provide legislative advocacy, lobbying, intergovernmental relations, and governmental consulting services on behalf of Maine Township.

The Township seeks an experienced Illinois legislative advocate and lobbyist who can represent and promote the Township’s interests before the Illinois General Assembly, Governor’s Office, State agencies, federal representatives and agencies, Cook County, municipalities, regional governmental organizations, and other governmental entities as appropriate.

The selected consultant will assist the Township in identifying and advancing legislative priorities, monitoring legislation and governmental actions, and pursuing funding opportunities for all departments.

Maine Township serves approximately 140,000 residents throughout portions of Des Plaines, Glenview, Morton Grove, Niles, Park Ridge, and Rosemont.

The Township provides a broad range of governmental and human services to its residents, including:

- Assessor’s Office
- Clerk’s Office
- Code Enforcement
- Emergency Management
- Food Pantry
- General Assistance
- Veteran’s Services
- MaineStay Youth & Family Services
- MaineStreamers Senior Services
- Recovery Connection

The Township is seeking a consultant with demonstrated experience representing local governments and public entities, a strong understanding of Illinois governmental processes, and established relationships with state and local elected officials, legislative staff, state agencies, and other governmental decision-makers.

The Township is interested in an innovative and proactive approach to governmental advocacy and is requesting proposals that provide pricing for:

1. Issue-by-Issue Services – services provided on an as-needed basis for specific legislative, funding, or governmental matters; and
2. Full-Year Retainer Services – comprehensive advocacy and governmental consulting services provided throughout the year and invoiced monthly.

The Township reserves the right to select either service model or negotiate an alternative structure that best meets the Township's needs.

II. OBJECTIVES

The primary objectives of the engagement are to:

- Advocate for the Township's legislative and governmental priorities.
 - Monitor federal, state, county, and local legislation, regulations, administrative actions, and funding opportunities that may affect the Township.
 - Develop and maintain effective working relationships with elected officials, legislative staff, governmental agencies, and other key stakeholders.
 - Identify and pursue federal and state funding opportunities, including grants, appropriations, capital funding, and other governmental resources.
 - Assist the Township in developing legislative strategies and priorities.
 - Communicate the Township's interests and priorities through direct advocacy, meetings, position papers, testimony, correspondence, and other appropriate means.
 - Provide timely information and recommendations to Township leadership regarding emerging issues and opportunities.
 - Assist the Township in obtaining governmental support and resources for programs, services, facilities, and capital projects.
 - Provide regular reports regarding legislative activity, governmental initiatives, funding opportunities, and advocacy efforts.
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III. SCOPE OF SERVICES

The scope of services is expected to include, but is not necessarily limited to, the following:

A. Legislative Advocacy

1. Research, develop, promote, and advocate for legislative proposals and initiatives identified by the Township.

2. Monitor legislation, administrative rules, executive actions, and other governmental activities that may affect the Township.
3. Identify legislation that presents opportunities or potential adverse impacts for the Township.
4. Assist in securing bill sponsorship and legislative support when appropriate.
5. Conduct issue analysis and provide recommendations to Township leadership.
6. Draft or assist in drafting legislation, resolutions, letters, position statements, testimony, and other advocacy materials.
7. Communicate with legislators, legislative staff, state officials, agency representatives, and other governmental officials regarding Township priorities.
8. Attend legislative meetings, hearings, committee meetings, intergovernmental meetings, and other meetings as requested.
9. Assist the Township in developing short-term and long-term legislative strategies.

B. Government Relations

1. Serve as a liaison between the Township and appropriate federal, state, county, and local governmental officials.
2. Develop and maintain relationships with members of the Illinois General Assembly and their staffs.
3. Maintain working relationships with relevant state agencies and departments.
4. Coordinate with federal elected officials and agencies when appropriate.
5. Assist the Township in developing relationships with other governmental organizations and public entities when such relationships may benefit Township programs or initiatives.
6. Attend or participate in intergovernmental meetings at the direction of the Township.

C. Funding and Grant Opportunities

The Consultant shall proactively identify governmental funding opportunities that may benefit the Township.

Services may include:

1. Monitoring federal and state appropriations and grant programs.
2. Identifying funding opportunities for Township programs, facilities, infrastructure, equipment, and capital projects.
3. Providing advance notice of anticipated grant opportunities and funding cycles.
4. Identifying state and federal budget opportunities and appropriations.
5. Assisting the Township in developing strategies to secure governmental funding.
6. Communicating with legislators and governmental agencies regarding funding requests.
7. Assisting Township staff with grant strategy, applications, letters of support, and related advocacy.
8. Monitoring the status of submitted funding requests.
9. Reporting on funding opportunities and outcomes.

D. Legislative Monitoring and Reporting

The Consultant shall provide regular updates to the Township regarding:

- Pending legislation;
- Newly enacted legislation;
- Administrative and regulatory changes;
- State and federal budget developments;
- Funding and grant opportunities;
- Legislative hearings and committee activity;
- Issues affecting township government;
- Actions required or recommended by the Township;
- Status of the Township's legislative priorities; and
- Advocacy activities undertaken on behalf of the Township.

For a full-year engagement, the Consultant should provide monthly written reports and timely action alerts during active legislative sessions.

The Consultant shall also provide an annual report to the Township Board summarizing legislative activities, accomplishments, funding efforts, pending initiatives, and anticipated priorities.

E. Strategic Advice

The Consultant shall assist the Township in:

1. Formulating legislative and governmental priorities.
2. Developing advocacy strategies.
3. Determining appropriate timing and methods for pursuing legislative initiatives.
4. Identifying opportunities for collaboration with other townships, municipalities, counties, governmental associations, and public agencies.
5. Preparing for meetings with legislators, government officials, and agencies.
6. Evaluating the potential impact of proposed legislation and governmental actions.

F. Communications and Advocacy Materials

As requested, the Consultant may prepare or assist with:

- Position papers;
- Legislative summaries;
- Letters to elected officials;
- Testimony;
- Legislative talking points;
- Funding requests;
- Grant support materials;

- Briefing documents;
 - Meeting materials;
 - Legislative fact sheets; and
 - Other communications necessary to advance Township priorities.
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IV. CONSULTANT QUALIFICATIONS

The Township is seeking a consultant or firm with experience in Illinois governmental affairs and legislative advocacy.

Proposers should demonstrate:

1. Experience providing lobbying or legislative consulting services in Illinois.
2. Experience representing townships, municipalities, counties, or other governmental entities.
3. Strong knowledge of the Illinois legislative and executive processes.
4. Established relationships with Illinois legislators and legislative staff.
5. Experience with federal and state funding opportunities.
6. Experience monitoring legislation and providing timely analysis to governmental clients.
7. Ability to provide strategic advice and develop proactive advocacy plans.
8. Availability to respond to emerging legislative and governmental issues.
9. Compliance with all applicable Illinois lobbying registration and reporting requirements.

The Consultant shall express its intent to comply with all applicable requirements of the Illinois Lobbyist Registration Act and other applicable laws throughout the contract term.

V. REQUIRED PROPOSAL CONTENT

Proposals shall include, at a minimum, the following information:

1. Cover Letter

The cover letter shall include:

- Name of proposer;
- Principal business address;
- Telephone number;

- Email address;
- Website, if applicable;
- Primary contact person name and contact information;
- Contact information for individuals authorized to address technical and contractual questions; and
- Signature of an individual authorized to legally bind the proposer.

2. Table of Contents

Provide an index of all proposal sections and attachments.

3. Firm Background and Experience

Provide a narrative and any corresponding materials that demonstrate:

- History and description of the firm;
- Years in business;
- Areas of specialization;
- Illinois governmental affairs experience;
- Experience with local governments; and
- Description of services relevant to this RFP.

4. Qualifications and Staff Experience

Provide resumes or professional biographies for all individuals proposed to work on the Township account.

5. Illinois Municipal and Governmental Clients

Provide a list of current and recent Illinois governmental clients, including:

- Client name;
- Type of governmental entity;
- Length of engagement;
- Services provided; and
- Brief description of the work performed.

6. Legislative and Funding Accomplishments

Provide examples of significant accomplishments on behalf of governmental clients, including, where applicable:

- Legislation successfully enacted;
- Legislative amendments or protections obtained;

- State appropriations;
- Federal appropriations;
- Grants or other governmental funding secured;
- Capital funding;
- Regulatory or administrative outcomes; and
- Other significant governmental advocacy achievements.

7. Understanding of Maine Township

Describe the proposer's understanding of Maine Township and its role as a local government serving approximately 140,000 residents.

Proposers should identify potential areas in which legislative advocacy, governmental relations, appropriations, or funding opportunities could benefit the Township.

8. Proposed Approach

Provide a detailed description of the proposer's approach to providing services.

The description should address:

- Legislative monitoring;
- Advocacy strategy;
- Governmental relationships;
- Funding identification;
- Legislative session activity;
- Communication with Township leadership;
- Reporting;
- Meetings and availability; and
- Response to urgent or emerging issues.

9. References

Provide at least three references, preferably including municipal, township, county, or other governmental clients.

Each reference shall include:

- Client name;
- Contact person;
- Title;
- Telephone number;
- Email address;
- Description of services provided; and

- Length of engagement.

10. Conflicts of Interest

Identify any actual, potential, or perceived conflicts of interest involving the Township, its elected officials, employees, or governmental partners.

The proposer shall disclose any governmental or private-sector clients whose interests could reasonably conflict with Maine Township's interests.

11. Additional Information

Provide any additional information the proposer believes would assist the Township in evaluating its qualifications or proposed approach.

Alternative approaches that may improve the effectiveness or efficiency of the engagement may also be presented.

VI. PROPOSED FEE STRUCTURE

The Township seeks proposals for both of the following service models:

A. Issue-by-Issue / As-Needed Services

Provide proposed:

- Hourly rates;
- Minimum billing requirements, if any;
- Rates by personnel classification;
- Meeting or travel charges;
- Other reimbursable expenses; and
- Any other applicable fees.

B. Full-Year Consulting Services

Provide a proposed:

- Monthly retainer;
- Annual fee;
- Services included in the retainer;
- Services excluded from the retainer;

- Additional hourly rates, if applicable;
- Reimbursable expenses; and
- Any other applicable costs.

All costs and fees shall be clearly identified.

The Township reserves the right to negotiate the final fee structure with the selected proposer. The selected Proposer shall warrant that their proposed pricing is firm and that there will be no escalation of cost or price at the time of contract.

VII. EVALUATION AND SELECTION PROCESS

This RFP is an invitation to submit a proposal and does not commit the Township to choose any proposal or enter a contract with any entity.

Each proposer is responsible for its own costs of responding, the proposal review process, and the contracting process. The Township shall not be responsible for any such costs incurred by a proposer.

The Township may request additional information, clarification, or a revised proposal from proposers.

A Township evaluation committee will review and evaluate the proposals received. The final recommendation will be presented to the Township Board for consideration and approval.

Evaluation Criteria

The Township is seeking a qualified consultant that has the necessary experience, resources, and staffing to successfully perform the services listed in this RFP. In making the final selection, the Township will consider the following factors (listed in no particular order):

- Prior experience performing similar work (namely in a township, government body or comparable setting).
- Professional skills, qualifications, resources, and certifications that will help to fulfill the work.
- Understanding of Maine Township's needs and proposed approach.
- References from prior or current clients.
- The applicable fee schedule.

The Township may accept the proposal that is, in its judgment, the best and most favorable to the interests of the Township and to the public, regardless of price; decline to award a contract;

reject the lowest priced proposal; negotiate with proposers; cancel the proposal process; reject any and all proposals without case and without explaining the rejection; or waive irregularities and informalities in any proposal submitted or in the request for proposals process. The waiver of any prior defect or informality shall not be considered a waiver of any future or similar defect or informality. Proposers should not rely on, or anticipate, any waivers in submitting their proposal.

VIII. INTERVIEWS

The Township may invite selected proposers to participate in an interview.

If interviews are conducted, proposers may be asked to provide a presentation addressing:

- Understanding of Maine Township;
- Proposed advocacy strategy;
- Legislative priorities;
- Governmental relationships;
- Funding strategy;
- Communication and reporting;
- Key personnel; and
- Proposed fee structure.

The Township reserves the right to conduct interviews in person or remotely.

IX. SUBMITTAL PROCEDURES

Proposals shall be submitted with 2 copies in mail or via e-mail to:

Maine Township
Attention: Victoria Rizzo, Township Administrator
1700 Ballard Road
Park Ridge, Illinois 60068
Victoria Rizzo <vrizzo@mainetown.com>

Proposals shall be clearly marked: **“REQUEST FOR PROPOSALS – LEGISLATIVE ADVOCACY AND LOBBYING SERVICES”**

Proposals must be received no later than: **OCTOBER 9, 2026**

Late proposals may be rejected in the sole discretion of the Township.

After the selection process has ended, all proposals and any supporting documentation and materials submitted will be public information and made available in accordance with the Illinois Freedom of Information Act. If a Proposer believes any document or material is exempt from disclosure under the Freedom of Information Act (5 ILCS 140/1, et seq.), it may inform the Township in writing of the exact document and/or material and the applicable exemption. The Township, however, retains sole discretion over any response for records it receives under the Act.

X. QUESTIONS AND CLARIFICATIONS

All questions regarding this RFP shall be submitted in writing to:

Maine Township Administrator

1700 Ballard Road

Park Ridge, Illinois 60068

Victoria Rizzo <vrizzo@mainetown.com>

Questions shall be submitted no later than **OCTOBER 1, 2026**.

Responses to questions may be distributed to all registered prospective proposers.

XI. SAMPLE CONTRACT AND TERM

If the Township decides it is in its best interest to award a contract, it shall be as provided in the professional services agreement ("Sample Contract") attached hereto. Proposers shall submit any proposed modifications to the Sample Contract at the time the Proposer submits its proposal to the Township. Failure to submit proposed modifications to the Sample Contract at the time the proposal is submitted shall be deemed acceptance by the Proposer of the Sample Contract's terms and conditions.

The anticipated contract term shall be **ONE YEAR** beginning on or about **NOVEMBER 1, 2026** with the possibility of renewal upon mutual agreement of the parties and approval by the Maine Township Board.