

**SOUTH CAROLINA ECONOMIC DEVELOPERS' ASSOCIATION (SCEDA)
REQUEST FOR PROPOSALS
CONTRACT LOBBYIST**

Deadline/Submission

All proposals must be received no later than **12:00 noon, August 24, 2011** to:

**Heather Simmons Jones, SCCED
President
South Carolina Economic Developers' Association
190 Knox Abbott Drive
Suite 3-B
Cayce, SC 29033**

Introduction

SCEDA is seeking a contract Lobbyist to represent the interests of SCEDA before the South Carolina General Assembly. This will be a contract for a period of one year, with an option to extend for an additional year.

Scope of Work

SCEDA's expectations for the Lobbyist include, but are not limited to, the following responsibilities:

- In cooperation with the SCEDA Board and Legislative Committee, plan and develop strategy for the implementation of the SCEDA Legislative Agenda;
- Draft legislation to accomplish the SCEDA Legislative Agenda;
- Advocate SCEDA's position at the General Assembly on specific issues as determined and approved by the Legislative Committee and Board;
- Serve as SCEDA's representative at the General Assembly and at various legislative events;
- Participate in the planning and organization of SCEDA legislative events;
- Coach and advise the SCEDA Board on how to best influence a positive response on our initiatives; and
- Coach and direct SCEDA on developing long term relationships with the General Assembly;
- Monitor economic development related issues in the General Assembly during the legislative session;
- Compile a weekly legislative report during the legislative session for SCEDA membership;
- Compile alerts and special communications for distribution by SCEDA as situations warrant;

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- Attend membership, annual conference, committee and Board meetings at the direction of the Board for the purpose of providing legislative briefings;
- Facilitate meetings with legislators and/or appropriate staff as needed;
- Report as necessary, but at least monthly, on legislative activity regarding economic development issues while the legislature is out of session;
- Meet as needed with SCEDA Legislative Committee and Board to formulate the SCEDA yearly legislative agenda;
- Assist in the preparation of any necessary reports to be filed with the SC State Ethics Commission.

Key Qualifications

The selected Lobbyist must have knowledge and experience regarding the legislative process and economic development. The Lobbyist must be adept at building coalitions. The Lobbyist must maintain regular and open communications with the SCEDA Board of Directors and Legislative Committee regarding SCEDA's legislative agenda, potential coalitions, threats and opportunities. The Lobbyist must demonstrate an ability to work well with other proactive legislative groups to help leverage the SCEDA position (i.e. State agencies, SC Chamber, Universities, Technical Colleges, Manufacturers Alliance, Association of Counties, Municipal Association, etc.).

Proposal Format and Content

In addition to any other information you would like to provide to SCEDA for consideration, please address the following points in the proposal and provide one (1) original and seven (7) copies of the proposal:

- Firm name, business address, telephone number, fax number, email address and website (if applicable);
- A description of how your firm can meet the scope of work requested;
- Specific examples of past economic development legislative experience;
- Qualifications of all persons that will work on behalf of SCEDA;
- List of current lobbying clients;
- Three references of other entities your firm has provided similar services to as related to this proposal; and
- Proposed fee.

Questions

Please direct any questions regarding this proposal to Heather Simmons Jones via email hjones@fgp.com by 5:00 PM on August 17, 2011.

All proposals must be submitted no later than 12:00 noon on August 24, 2011.