



Request for Qualifications (RFQ) for State Legislative Affairs Services For the South Carolina Beach Advocates

Introduction:

The South Carolina Beach Advocates is a non-profit organization formed by the mayors and administrators of the state's beach communities (<https://scbeaches.org/about-us>) in 2015 to educate the public, governmental authorities, and elected officials as to the environmental, economic, and societal impact of South Carolina's beaches and inlets. The board of directors of the South Carolina Beach Advocates is made up of mayors and administrators of the South Carolina beach communities along the entire state beachfront from North Myrtle Beach to Hilton Head. The organization allows the beach communities to speak with one voice and advocate for issues that are important to all.

Beach preservation and coastal community resilience in the state of South Carolina are important issues for this organization. One of the primary objectives of the group is to advocate for a dedicated state funding source for beach preservation. In terms of relationship building, our organization has strong connections to state elected officials along the South Carolina coast. We seek qualified applicants with connections to non-coastal legislators to enable an improved awareness among non-coastal policy-makers of the importance of a healthy beach to all of South Carolina.

The South Carolina Beach Advocates is requesting qualifications to contract with an individual or a firm to provide legislative affairs services. Qualified applicants should have sound knowledge of budgetary issues and the state legislative process.

Scope of Services:

The organization seeks to retain an individual or firm to provide legislative affairs services, working with the Executive Director and the Board of Directors to address matters in which the South Carolina Beach Advocates group requires professional assistance before the South Carolina State Legislature, individual State Legislators, the Governor, and other state agencies. Legislative Affairs services may include the following:

Tracking and reporting

- Identify, track and report on state legislation and legislative proposals that may have an impact on the South Carolina Beach Advocates;
- Provide immediate "red alerts" if action is needed from the organization to either to preserve state policy that is beach favorable or to prevent new policy which might have an adverse impact on the missions of SCBA
- Report activities at a minimum through the following:
 - An active tracking spreadsheet before and during each Legislative Session that is updated weekly or more frequently as needed;
 - A brief weekly email report during the Legislative Session;



- Telephone updates on pending issues as they arise;
- A final written report and in-person presentation at the end of Legislative Session for the board of directors;
- Track priorities and meetings of aligned partner organizations making notifications to SCBA if attendance at meetings is recommended;

Strategy

- Develop an annual draft legislative agenda to the Executive Director for consideration by the board of directors;
- Propose an annual advocacy plan to achieve the legislative goals;
- Recommend a plan for off season activities;

Advocacy

- Support the organization with a strong presence in the Capitol as our “eyes and ears” serving as day-to-day contact for legislators and other stakeholders’ representatives;
- Track and attend committee, subcommittee, and rulemaking hearings, coordinate and assist in the preparation of written testimony, submissions, and in-person testimony;

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 plan;
- Develop strong connections with other agencies and state membership organizations to support mutual goals as identified.

Fees/ Compensation:

Due to legal requirements, the applicant(s) should understand that the South Carolina Beach Advocates is seeking submittals to this RFQ for a rate not to exceed \$10,000 as a firm, fixed fee schedule which includes all expenses, including travel, for the services outlined in this RFQ. If the organization determines it to be advantageous, it may extend the term of the contract for up to three (3) one-year periods.

Submittals:

All responses should be limited to six (6) pages and include the following information:

1. Letter of interest signed by a person with actual authority to bind the applicant;
2. Names of the individual(s) who will be working on the project and their areas of responsibility;
3. Experience and qualification of the individuals named above, highlighting their capacity to perform the related functions as outlined in this submittal;



4. A list of at least two clients with whom you or your firm have worked 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. A description of the resources you will bring to this project, such as a description of strategic relationships with other organizations, or specific relationships with non-coastal state elected officials;
7. An explanation of the type of ownership (sole proprietorship, partnership, corporation, joint venture, or limited liability company—list state in which incorporated) and parent company, if any, of the company responding to the RFQ.

How to Submit:

Please remit an electronic version of the submission in pdf format no later than 5 pm on May 8, 2020 to: Nicole Elko, Executive Director, South Carolina Beach Advocates, exdir@scbeaches.org. Any submittal received after the deadline will not be considered. Interviews will take place as early as the week of June 8th. All questions regarding this Request for Qualifications should be directed to Nicole at exdir@scbeaches.org or (843) 371-7082 by no later than 5 pm on April 24, 2020. All questions received and their responses shall be posted on the South Carolina Beach Advocates website by April 27, 2020.