Minnesota Library Association
Request for Information
Lobbying and Advocacy Services
June 23, 2016

1. Introduction
   a. Purpose of Procurement
      This Request for Information ("RFI") is being issued to solicit information from
      interested parties with respect to Lobbying and Advocacy Services for the
      Minnesota Library Association and affiliates (hereinafter, MLA) as further
      described in this RFI. MLA will use the information generated by this RFI in
      conjunction with other information available to the MLA to determine the
      solution that is in the best interests of the MLA to fulfill this need.

      MLA is seeking information from organizations that perform lobbying and
      advocacy services at the state level. MLA is a nonprofit professional organization
      that supports the mission, service, and work of Minnesota libraries of all types,
      professional librarians, library staff, library advocates, and others with an
      interest or involvement in libraries.

   b. Overview of the RFI Process
      The objective of the RFI is to gather information to assist MLA in its
      consideration of available resources/methods to fulfill the need/goal identified
      above. The RFI method is not a competitive solicitation method and, as a result,
      is not intended to serve as a competitive bid. The RFI is a tool to gather
      information, and such information gathered may or may not be used by MLA to
      develop or further pursue a competitive solicitation. Providers are not required
      to respond to an RFI and a provider’s failure to respond to an RFI will not
      prohibit the provider from participation in any competitive solicitation that may
      result from the RFI. Providers, however, are strongly encouraged to respond to
      RFIs as this is a way to ensure the MLA is aware of available goods and services
      described in this RFI.

   c. Schedule of Events
The schedule of events set out herein represents MLA’s schedule that will be followed. However, delays to the procurement process may occur which may necessitate adjustments to the proposed schedule. If a component of this schedule, such as the close date, is delayed, the rest of the schedule may be shifted as appropriate. Any changes to the dates up to the closing date of the RFI will be publicly posted prior to the closing date of this RFI. After the close of the RFI, MLA reserves the right to adjust the remainder of the proposed dates on an as needed basis with or without notice.

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<tr>
<th>Description</th>
<th>Date</th>
<th>Time</th>
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<tr>
<td>Release of RFI</td>
<td>June 24, 2016</td>
<td>Close of Business Day</td>
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<tr>
<td>Responses to Written Questions</td>
<td>July 15, 2016</td>
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<td>Deadline for Submitting Responses</td>
<td>July 20, 2016</td>
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d. **Official Issuing Officer (Buyer)**  
   Minnesota Library Association  
   400 S. 4th St, Ste. 754E  
   Minneapolis, MN 55415  
   mla@management-hq.com

2. **Instructions to Offerors**
   a. **Submitting Questions**  
      All questions concerning this RFI must be submitted in writing via email to the Issuing Officer identified in Section 1.4 “Issuing Officer” of this RFI.

   b. **MLA’s Right to Amend and/or Cancel the RFI**  
      MLA reserves the right to amend this RFI. Any revisions must be made in writing prior to the RFI closing date and time. By submitting a response, the supplier shall be deemed to have accepted all terms and agreed to all requirements of the RFI (including any revisions/additions made in writing prior to the close of the RFI whether or not such revision occurred prior to the time the supplier submitted its response) unless expressly stated otherwise in the supplier’s response. THEREFORE, EACH SUPPLIER IS INDIVIDUALLY RESPONSIBLE FOR REVIEWING THE REVISED RFI AND MAKING ANY NECESSARY OR APPROPRIATE CHANGES AND/OR ADDITIONS TO THE SUPPLIER’S RESPONSE PRIOR TO THE CLOSE OF THE RFI. Suppliers are encouraged to frequently check the RFI for additional information. Finally, MLA reserves the right to cancel this RFI at any time.

   c. **Costs for Preparing Responses**
Each response should be prepared simply and economically, avoiding the use of elaborate promotional materials beyond those sufficient to provide a complete presentation. The cost for developing the response and participating in this RFI process is the sole responsibility of the supplier. MLA will not provide reimbursement for such costs.

d. Registered Lobbyists
By submitting a response to this RFI, the supplier hereby certifies that the supplier and its lobbyists are in compliance with the Lobbyist Registration Requirements in accordance with the State of Minnesota.

3. Submittal Instructions
Responses should be submitted in both electronic format and hard copy by timeline date specified in section 1.c – close of business July 20, 2016. When preparing a response, the supplier must consider the following instructions:
   Ensure its response is accurate and readily understandable.
   Clearly label attachments so that MLA can easily organize and navigate the supplier’s response.

a. Electronic Copy – send to mla@management-hq.com
   Use caution in creating electronic files (i.e., make sure files do not contain viruses, etc.).
   Use commonly accepted software programs to create electronic files. MLA has the capability of viewing documents submitted in the following format: Microsoft Word Microsoft Excel, portable document format file (PDF), and plain text files with the file extension noted in parentheses (.txt).

b. Print or Hard Copy – send 10 hard copies. Mark the shipping container to:
   Minnesota Library Association
   400 S. 4th St, Ste. 754E
   Minneapolis, MN 55415

c. Contact information
   Minnesota Library Association
   612-204-6549 mla@management-hq.com

4. Response requirements:
   In responding to this RFI, please provide information about the following:

   a. A brief summary of your firm and qualifications.
   b. Names, number of years of experience, and qualifications of each of the lobbyists the firm would assign to providing the requested services to MLA.
c. References for whom the firm has previously provided the type of services described in this RFI, including descriptions of the size and complexity of matters handled.
d. Whether the firm would perform the work on a flat fee or hourly basis, and a preliminary indication of fees generally charged for like matters. Please project annual cost over a 2-year contract period.

   Pricing models:
   Hourly basis – fully loaded rate(s)
   Flat annual fee based on approximate proposed time
   Flat annual fee plus hourly rate
   Other reimbursement costs
e. Describe your experience working with:
   Libraries or other public entities
   Introducing and lobbying legislative initiatives
f. Address capacity to provide services sought according to the current lobbyist agreement:
   i. Directly communicate MLA positions to legislators, staff, and administration officials prior to and during the 2015 and 2016 legislative sessions.
   ii. Make presentations on behalf of MLA when appropriate, and assist MLA members in preparing testimony before legislative committees.
   iii. Monitor, on a regular basis, legislative activities related to MLA priority issues for the 2017 and 2018 sessions and other issues impacting libraries.
   iv. Introduce and lobby for MLA legislative initiatives and MLA supported changes to administrative rules.
   v. Draft any amendments that may be necessary to achieve MLA’s goals.
   vi. Provide oral reports to MLA’s legislative chair on a regular basis and written reports as requested, to assure that quality communications are maintained.
   vii. Provide MLA with strategic assistance in developing a comprehensive governmental affairs program.
   viii. Provide the services listed above to the Information and Technology Educators of Minnesota (ITEM) as appropriate.

5. Additional Information
MLA may, at its discretion, ask one or more suppliers to provide additional information and/or meet with MLA to further discuss the supplier’s information.