



Request for Proposal (RFP)

for

State Legislative Monitoring Services
2024

for the

West Virginia Airport Managers Association

DUE: **January 4th, 2024 – 5 PM.**

1. Introduction

1.1 Background

The West Virginia Airport Managers Association is seeking proposals from qualified firms or individuals to provide legislative monitoring services. We aim to stay informed and engaged in legislative developments that impact the aviation industry, our members, and our mission.

1.2 Purpose of RFP

The purpose of this Request for Proposal (RFP) is to solicit competitive proposals from organizations or individuals with expertise in legislative monitoring to provide us with timely, accurate, and relevant information on legislative activities that may affect airports and aviation in the State of West Virginia.

1.3 Scope of Work

The selected vendor will be responsible for:

- ****Monitoring & Lobbying****: Continuous monitoring of state legislative activities, including bills, regulations, and policy changes, that may impact airport operations and funding. As necessary, communicating with policymakers in support of West Virginia Airport Managers Association positions and objectives, if requested.
- ****Analysis****: Providing insightful analysis of the potential implications of legislative developments on our members and the aviation industry.
- ****Reporting****: Compiling and delivering regular reports to the West Virginia Airport Managers Association with updates on legislative activities, summaries of key bills, and recommendations for action if necessary.
- ****Alerts****: Sending timely alerts to the West Virginia Airport Managers Association regarding critical legislative developments that require immediate attention.
- **** Meetings and Luncheon Coordination****: Coordinating and facilitating meetings with legislators and organizing a luncheon at the beginning of the legislative session to discuss key aviation-related issues and connect airport representatives with legislators.

1.4 Proposal Submission Deadline

Proposals must be submitted by **January 4th, 2024, by 5 PM**, via email to President, Nicolas H. Diehl, at Nic@flymrb.com. Late proposals will not be considered.

1.5 Questions and Clarifications

All questions or requests for clarifications regarding this RFP should be submitted in writing to President, Nicolas H. Diehl, at Nic@flymrb.com no later than December 22, 2023. The West Virginia Airport Managers Association will provide responses to all inquiries in a timely manner.

2. Requirements

2.1 Legislative Monitoring Services

The vendor must have a demonstrated track record in legislative monitoring, preferably in the aviation or transportation sector. The vendor should also have access to a comprehensive database of legislative information and the ability to provide real-time updates.

2.2 Reporting

The selected vendor will be expected to deliver concise and informative reports summarizing legislative developments, including bill summaries, potential impacts, and recommendations for action.

2.3 Frequency of Updates

Regular updates should be provided to West Virginia Airport Managers Association as follows:

- Weekly summaries of legislative activities.
- Immediate alerts for critical developments.

2.4 Cost Proposal

Vendors should provide a detailed cost proposal, including all fees associated with the provision of legislative monitoring services. Please include any additional costs that may be incurred during the contract term.

3. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Experience and expertise in legislative monitoring in West Virginia.
- Ability to provide timely updates and analysis.
- Cost-effectiveness.
- References and past performance.

4. Proposal Submission Instructions

Interested parties should submit their proposals electronically to nic@flymrb.com by **January 4th, 2024 by 5 PM**. The subject line of the email should read: "RFP for Legislative Monitoring Services - [Your Company Name]."

5. Contact Information

For any inquiries or clarification requests related to this RFP, please contact:

Nicolas H. Diehl, Executive Director & CEO
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President, West Virginia Airport Managers Association
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Thank you for considering our request. We look forward to receiving your proposals.