



# CAFCA

Connecticut Association  
for Community Action

## Request for Proposal (RFP) for Government Relations and Lobbying Services

### Introduction

The Connecticut Association for Community Action, Inc. (CAFCA) is the state association for Connecticut's nine Community Action Agencies (CAAs), designated by the state and federal governments as anti-poverty agencies.

CAFCA is a 501(c)(3) organization, the Board of which comprises the leaders of each of the nine CAAs in our state.

*Vision:* We envision a just and equitable world where socially and economically disadvantaged people thrive and realize their highest potential.

*Mission:* Our mission is to support, strengthen, and promote the work of the Community Action Agencies statewide to advance economic, racial, and social justice.

*Values:* To meet this vision and mission, we hold the following of utmost importance:

- Integrity
- Transparency
- Excellence
- Inclusion
- Equity
- Accountability
- Collective Impact

To learn more about CAFCA, we encourage you to peruse our [web site](#), including our history, staff, Board, our 2021 Annual Report issues, and our prior legislative efforts.

### Scope of Services

We seek a government relations/lobbying firm to partner with CAFCA on a comprehensive approach to developing and strengthening relationships with policymakers, including key legislators and their staff, as well as administration officials. Additionally, assistance will be required in achieving our 2023 legislative priorities, which will be developed by the CAFCA Board in late 2022. CAFCA's priorities center on improving the work of the Community Action Agencies and conditions for our 200,000 low- to moderate-income clients.

Services being sought include, but are not limited to: scheduling meetings with legislators and staff, as well as key executive branch officials; getting legislation introduced on behalf of CAFCA; monitoring all bills and amendments; providing regular bill tracking; monitoring

committees and public hearings; lobbying all relevant budget items, including the Human Services Infrastructure line item; monitoring and lobbying relevant administrative regulations; keeping CAFCA's Board and staff apprised of relevant legislative activities via email or phone as soon as practicable and at monthly Board meetings; seeking appointment opportunities for CAFCA Board and staff on task forces and commissions; and, ensuring CAFCA's ethics compliance by filing required lobbying reports and registrations.

### **Submission Information and Instructions**

A committee of CAFCA Board members and staff will review the proposals received, participate in interviews, and recommend a firm to the CAFCA Board, which has decision-making authority.

#### *RFP Timeline:*

RFP Released	7/27/2022
Deadline for Questions	8/5/2022 by 5:00 pm
Answers Released	8/9/2022 by 5:00 pm
Proposals Due	8/26/2022 by 5:00 pm
Interviews	9/7 - 9/12/2022 (target dates)
Respondent Selection	9/15/2022 (target date)

The point of contact for this RFP is CAFCA's Executive Director Deb Polun. All questions should be directed to Ms. Polun via email ([deb@cafca.org](mailto:deb@cafca.org)).

Submissions will be accepted electronically, in either PDF or Word format (PDF preferred), and emailed to [deb@cafca.org](mailto:deb@cafca.org). Please follow the proposal outline as detailed in the next section.

### **Proposals**

Proposals must include:

1. Letter of Interest
2. Name(s) of the individual(s) who will be working on the project and their areas of responsibility, including the individual(s) responsible for managing CAFCA relationship and communication, administering the contract, and lobbying on the CAFCA's behalf.
3. Name(s) of other individuals in the firm, including their experience and areas of expertise.
4. A list of at least three clients for whom you have lobbied within the past five years and an example of successful efforts managed on their behalf. Please include contact information for each.
5. A comprehensive list of all clients served in 2021 and/or 2022.
6. A narrative of your proposed approach to meeting CAFCA's needs (no more than 3 pages), including how your firm is best-positioned to execute this approach.

***Thank you for your interest in representing CAFCA!***