

Request for Proposal
California Asian Pacific Chamber of Commerce
Lobbying Services

Please submit your proposal no later than 5:00 p.m. on February 27, 2019 to:
California Asian Pacific Chamber of Commerce
Attn: Pat Fong Kushida, President & CEO

I. ORGANIZATIONAL OVERVIEW

In 2010 the California Asia Pacific Chamber of Commerce (CalAsian Chamber) was founded to give a voice to the over 600,000 Asian Pacific Islander (API) owned businesses in California. Today, the CalAsian is the largest statewide ethnic chamber in California, with the mission to grow and empower the API business community throughout California.

California's over 600,000 API-owned businesses generate in excess of \$181 billion in annual revenue and employ 910,135 Californians with an annual payroll of \$26 billion. CalAsian advocates for policies, legislation and programs that will help California's API-owned and small business community reach new markets and provide growth opportunities.

CalAsian Chamber works consistently on creating sustainable communities through economic development and focuses on providing access, education and opportunities for California's API and small business community.

II. PURPOSE OF REQUEST FOR PROPOSAL (RFP)

The California Asian Pacific Chamber of Commerce is currently accepting proposals for the selection of a lobbying firm (firm) for two years commencing March 2019, with options to extend at the discretion of CalAsian Chamber.

CalAsian Chamber's lobbyist will work with CalAsian Chamber's Public Policy Manager (Manager), CalAsian Chamber President & CEO (President), and Public Policy Committee (PPC) and Staff to lobby, counsel, develop, recommend, and implement strategy for the purpose of advancing CalAsian's approved advocacy agenda and representing the interests of CalAsian before the state legislature and regulatory agencies.

III. SERVICES REQUIRED

Legislative and Regulatory

- Provide legislative and regulatory counsel.
- Monitor all legislation and regulation for any potential impact on small business and API Community, and keep the Manager, President and PPC informed.
- Bill screening and monitoring.
- Assist in the preparation of legislation, position papers, talking points, letters of support and opposition, etc., as appropriate.
- Represent CalAsian Chamber positions, including testifying, as necessary, before legislators in meetings and committee hearings, as well as in meetings with key Administration officials.

Strategy and Communications

- Assist in the development of public policy/legislative strategy for CalAsian Chamber in conjunction with Manager, President and PPC.
- Demonstrate success in having contacts that can influence legislators/government agencies to move the agenda of the CalAsian Chamber Legislative Plan.
- Be involved in facilitating grassroots efforts, key contacts, and local visits to members of the legislature by chamber members.
- Negotiate with other groups as instructed by the CalAsian Chamber Manager, President, and PPC.
- Participate in PPC and telephone conferences as requested.
- Communicate with the Manager, President, and PPC on a regular basis.
- Develop articles for CalAsian publications for the purpose of keeping members informed of advocacy issues of importance to the API community and small business.
- Represent the chamber at alliance meetings with other professionals, small business/trade organizations, coalitions, and community organizations.

CalAsian Political Action Committee

- Assist in the development of CalAsian PAC strategies, including fundraising and contribution strategies with Manager and PAC Consultants.
- Assist in identification of issues, events and candidates for potential PAC support.

CalAsian Legislative Events

Help to plan and present CalAsian's "Legislative Summit and Reception" in Sacramento, including securing rooms in the Capitol, as necessary, for meeting purposes, presenting to the membership strategies for effective lobbying on issues related to the chamber, assisting CalAsian staff in securing appointments with legislators and key staff, and securing the participation of legislators and administration officials.

Reporting

- Submit bi-weekly legislative reports to Manager.
- Submit bi-weekly bill status report to Manager.
- Provide legislative reports to the Manager, President, PPC and/or CalAsian Chamber Board as requested.
- Preparation of all relevant Fair Political Practices Commission ("FPPC") lobbying reports, execution and filing of FPPC lobbying reports on behalf of CalAsian Chamber pursuant to the Political Reform Act of 1974, as amended, firm agrees to prepare and file all applicable FPPC lobbying documents within all applicable deadlines.

IV. INFORMATION TO BE PROVIDED IN THE PROPOSAL

- Statement of the firm's understanding of the services to be provided.
- Statement of the firm's understanding of the CalAsian Chamber and the API community.
- Client list that would reveal potential conflicts of interest.
- Description of firm's presence in the small business community, and nonprofit industry.

- Identification of principle managers who would be involved with the chamber and their qualifications.
- Identification of a fee schedule for 2019 and the two subsequent years, as well as any estimated reimbursable expenses.
- Identification of fee schedules that would apply for any special services.
- Three (3) current association or nonprofit organization references.

If you would like to be considered, please respond in writing and provide your proposal no later than 5:00 p.m. February 27, 2019 to CalAsian Chamber, Attn: Pat Fong Kushida, 2331 Alhambra Blvd., Suite 100, Sacramento, CA 95817.

V. QUESTIONS REGARDING THE RFP

Questions regarding the RFP may be addressed to Pat Fong Kushida at patfongkushida@calasiancc.org.

VI. BASIS FOR AWARD OF CONTRACT

Cost and ability to accomplish deliverables.

Disclaimer

CalAsian Chamber reserves the right to accept or reject in whole or in part any or all proposals submitted. CalAsian Chamber shall reject proposals that are determined to be non-responsive. Proposed services and related pricing contained in the proposal must be valid for a period of one (1) year after the deadline for submission of the proposal. By requesting qualifications, CalAsian Chamber is in no way obligated to award a contract or pay the expenses of consultant(s) in connection with the preparation or submission of a qualifications package. The awarding of an agreement shall be contingent on the availability of funds and the necessary CalAsian Executive Committee approvals. All questions should be directed to Pat Fong Kushida at patfongkushida@calasiancc.org.