



Request For Proposals

NAFA Legislative and Governmental Affairs/ Legislative Counsel

OVERVIEW

The NAFA Fleet Management Association (NAFA) is seeking proposals for professional services for its Governmental Affairs Consultant/Legislative Counsel.

EXPECTATIONS

NAFA expects a professional, strategic, and effective relationship with multiple legislative, regulatory, and association decision makers to advance the issues affecting the automotive fleet industry. NAFA is looking for a Government Affairs representative that will promote the issues and affairs that are deemed relevant by the NAFA Board of Directors, Government Affairs Committee, and CEO.

SERVICES REQUIRED

NAFA is looking for a Government Affairs representative, with a physical presence in the Washington DC area, that has, and can create relationships with legislators and regulators in order to advance the legislative and regulatory priorities that affect the automotive fleet industry.

NAFA is seeking a group that can take our issues to the relevant decision makers and ensure that our issues are considered positively.

Specifically, NAFA seeks an experienced Government Relations representative that can add value to the organization by promoting the importance of the automotive fleet managers and suppliers to policymakers, proactively identifying and combatting legislative and regulatory issues that may negatively impact the industry, and identifying and promoting legislation and regulations that would positively impact the growth, policies and importance of the automotive fleet industry. Issue areas of particular relevance include Data Privacy, Fuel and Emission Standards, Infrastructure, Vehicle Technology, Drive Safety, Taxation, DOT Regulation, among others. The scope of work and responsibilities for the role will include, but not be limited to the following:

- Monitor and track legislative and regulatory issues that affect the automotive fleet industry;
- Develop and coordinate NAFA's legislative program, with an emphasis on building and strengthening relationships between legislators, regulators, and the automotive fleet industry;
- Participate and provide strategic policy and program recommendations to achieve NAFA's legislative goals;
- Coordinate and form coalitions with other associations and organizations on overlapping interests to achieve positive legislative outcomes.
- Educate legislators, policy makers, and regulators on issues affecting the automotive fleet industry;



- Maximize NAFA's legislative influence through grassroots advocacy and constituent communication;
- Arrange and coordinate NAFA member visits with Congressional leaders, regulators, and federal agencies, such as DOT, SEC, EPA, to name just a few;
- Provide regular reports and legislative updates to the NAFA Board of Directors and Association leadership, including but not limited to an update at each Board meeting (3/ year) and a Government Affairs Update presentation at the annual meeting of NAFA members, as well as quarterly webinars.
- Manage NAFA's legislative monitoring tools and software, including FiscalNote and VoterVoice.
- Provide regular updates for NAFA's publications;

COMPENSATION AND EXPENSES

Submit proposed budget which shall detail all costs. NAFA budgets and reimburses for travel expenses to Board meetings and any additional special meetings the Contractor is asked to attend. Contractor shall not be reimbursed or otherwise paid for indirect costs (i.e. office space rental, equipment purchases, local travel, phone services) that would reasonably be deemed the Contractor's overhead expense. NAFA prefers Proposer(s) to offer their fee to NAFA as a fixed monthly fee.

The Professional Service Contract will be for an annual contract period with annual review and renewal process.

INSTRUCTIONS FOR SUBMISSION

NAFA seeks brief proposals that provide sufficient information and detail needed for its Government Affairs and Selection Committee to make a decision on what organization or person to interview as part of this selection process. Please include the following, at a minimum, for consideration:

- Overview of Proposer's organizational information, including name, mission, years in business, services offered, and information on staffing to be utilized to provide services, firm organizational chart;
- Overview of current Client List and services being provided (actual list can be included as an Attachment); including:
 - 2 case studies of successful advocacy projects for clients.
- An example of representation work you have done for a professional member-based association.
 - Describe work you may have done for an organization that includes both corporate and public employees, if applicable.
- Summary of existing relationships with Congressional Delegation, Regulatory Agencies, Cabinet Officials & Agency Heads, and with other key legislators and support staff, especially government department that you currently work with;
- Explanation of your expertise, knowledge, and understanding regarding the automotive fleet industry and related policy in the United States; including answering the following:
 - What is your understanding of "fleet management" and the role of the professional fleet manager?"



- Describe your understanding of the challenges and benefits with fleet electrification.
- A list of all Organizations and Associations that you have worked with that may have similar interests to NAFA and the automotive fleet industry;
- Note any lawsuits pending or completed in the past 5 years involving the organization or individuals, which are concerned directly with the staff or part of your organization proposed for the contract;
- Resume(s) of person(s) proposed to provide services under this contract;
- Current Client List and Client References, including organization contact name and phone number or email address (inclusion of Letters of Reference from current/past clients are encouraged – Note: these will be contacted);
- Proposed Budget

SELECTION AND INTERVIEW PROCESS

The NAFA Government Affairs Search Committee will select 2 to 3 of the submitted proposals for virtual interviews in August 2022, with finalists invited to in-person interviews in September 2022. These interviews will consist of:

- Introduction to proposed team members
- Brief presentation about the organization, accomplishments, and proposed services
- Discussion regarding possible contract terms of how we would work together

NAFA CONFLICT OF INTEREST STATEMENT

In the event the Proposer is aware of any potential conflicts of interest, Proposer should state it within the Narrative.

DEADLINE FOR SUBMISSION

Submit your proposals for contract services outlined above to bschankel@nafa.org for consideration. Deadline for submission is August 10, 2022.