



DRAFT (5.23.12)

Scope of Work for Government Affairs

Customer: Arizona Developmental Disabilities Planning Council

1. Background:

The Arizona Developmental Disabilities Planning Council (ADDPC/Council), is the state council on developmental disabilities charged in advocacy, capacity building, and systemic change activities that contribute to a coordinated and comprehensive system that includes needed community services, individualized supports, and other forms of assistance that promote self-determination, independence, productivity, and integration and inclusion in all facets of community life for individuals with developmental disabilities and their families.

2. Purpose:

The ADDPC is seeking a qualified government relations firm that will provide expertise and advise on governmental affairs, including knowledge of all levels of government, experience in the legislative process, and familiar with key contacts at multiple levels of government.

3. Tasks:

The Contractor shall advise and represent the Council , at all levels of city, county, state and federal government, in terms of governmental relations; and monitoring services with respect to legislative matters and/or proceedings which includes but is not limited to:

- 3.1 Maintain and expand the Council's presence at all levels of government in order to effectively advise and represent the Council.
- 3.2 Review, analyze and report to the Executive Director of the Council, and / or the Council Members, any relevant policy, procedure, rules and regulations , legislation and /or reports presented, to include but not limited to, tracking all pending and / or proposed legislation and policy at any level of government that may impact the Council.
- 3.3 Assist and / or represent the Council as requested before any type of hearings, community meetings, other boards and commissions, and legislative inquires or as needed.
- 3.4 Communicate on a weekly basis with the Executive Director of the Council, and /or the Council Members regarding current status of pending matters and prepare



weekly and / or monthly written reports. Attendance at Council meetings may be required.

3.5 Attend community stakeholder meetings, including agency and legislative meetings on issues that have been determined to have impact or potential impact in the developmental or intellectual disability community.

3.6 Collaborate and partner with key contacts at various levels of government and community groups to educate them on issues that affect persons with developmental or intellectual disabilities, and their families, on pending legislation, funding and policies.

4. Qualification Requirements: (Goes elsewhere in RFQ)

4.1 The Contractor shall ensure confidentiality of communications between the Contractor and the Council.

4.2 The Contractor shall have a minimum of five years' experience as a legislative liaison and be familiar with state government services (DES, DHS, AHCCCS) and issues that affect persons with developmental or intellectual disabilities and their families.

4.3 *The Contractor shall demonstrate considerable work experience with individuals with developmental and intellectual disabilities.*

4.4 The Contractor shall be a registered lobbyist with the Office of the Secretary of State and comply with all report filings in accordance with A.R.S. §41-1231.

5. Pricing / Payment: (Price Sheet; Goes elsewhere in RFQ)

5.1 Upon receipt and acceptance of goods and services, the Contractor shall submit a complete and itemized invoice with supporting backup for payment from the State within thirty (30) days.

5.2 Services will be billed on a monthly flat rate, fixed fee and shall cover all general operating expenses of services, including but not limited to, clerical services and / or any other expenses to the perform the duties outlined within the Scope of Work.