

Lobbyist Services RFP Questions & Answers

1. Can a Proposer offer lobbying services only at the federal level, and not the state level, or must they propose both?

The Proposer must provide both federal and state lobbying services.

2. Does lacking a Wisconsin state lobbying license/registration automatically disqualify a Proposer for this RFP?

The Proposer must provide written evidence that it (or its identified subcontractor) has provided lobbying services in Congress and the State of Wisconsin within the past three years.

3. Approximately how much were WHEDA's lobbyists paid in 2009, 2010, 2011?

WHEDA paid lobbyists \$52,323.87 in Fiscal Year 2011, \$45,323.36 in Fiscal Year 2010 and \$39,940.23 in Fiscal Year 2009. The Authority does not guarantee any volume of spend under this RFP.

4. If a Proposer does not meet the thresholds that require an Affirmative Action Plan under Federal law, how should they address the statement on the bottom of page 2 of the RFP putting Proposers on notice that they should be prepared to provide various documents and licenses "or Affirmative Action plan/exemption - as required by the Authority"? Are there any additional State of Wisconsin requirements for written Affirmative Action Plans that WHEDA will require?

The Affirmative Action plan example was provided in error. Please disregard.

5. Section 5.1 Mandatory Requirements asks Proposers to "provide written evidence (e.g., license, registration)" that they are "in good standing to provide lobbying services" with members of Congress and the Wisconsin Legislature. Can this requirement be met by a statement from a Proposer's Chief Legal Officer indicating that the vendor is in compliance with Congressional lobbying registration requirements for its clients; that the Proposer will follow all Wisconsin licensing/registration requirements upon award of a contract; and that the Proposer will comply with all federal and state laws in regard to this subject should it be selected?

Yes, in this instance the Chief Legal Officer may attest to the fact that the Proposer is in good standing and is either currently, or upon award of contract will be, in good standing and in compliance with all applicable licensing/registration laws and requirements. The Proposer must provide written evidence that it (or its identified subcontractor) has provided lobbying services in Congress and the State of Wisconsin within the past three years.

6. Section 5.2 Organizational Capabilities requests "a complete list of all the clients for which the Proposer provided lobbying services during the past three (3) years; include the client's address and telephone number." To meet this requirement, is it sufficient to provide a list of clients without specific addresses and phone numbers, if that information can be found online?

No. Three years of client information including addresses and telephone numbers must be provided with the Proposal.