



## REQUEST FOR PROPOSALS

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| Title              | <b>State Legislative Lobbyist or Monitor</b> |
| RFP Number         | <b>4410.27.01</b>                            |
| Project Manager    | <b>Brooke Taylor</b>                         |
| Submittal Deadline | <b>May 29, 2026</b>                          |
| Award Announcement | <b>June 30, 2026</b>                         |

Submit Proposals to:

**Brooke Taylor, Director of Communications**  
**Prince William Sound Regional Citizens' Advisory Council**  
**2525 Gambell St., Ste. 305**  
**Anchorage, AK 99503**

or

via email at the following address:

**[brooke.taylor@pwsrca.org](mailto:brooke.taylor@pwsrca.org)**

To verify receipt of proposal, proposer must contact **Brooke Taylor by email** before the submittal deadline.

**Proposal submission requirements:**

- a. Proposals shall be submitted in electronic form in Adobe Portable Document form (PDF) (Acrobat 7.0 or later). The PDF file for the proposal itself shall be created directly from the authoring application. It is permissible but not preferred for appendices and other attachments to the proposal to be submitted in scanned PDF format.
- b. To assure consideration, proposals must be received by the Prince William Sound Regional Citizens' Advisory Council (PWSRCAC) by the deadline. Proposals received after the deadline may be considered but only if they can be accommodated by PWSRCAC's review process. Additional information provided after the deadline may also be considered but only if such information can be accommodated by the review process.

Inquiries regarding this request for proposals shall be directed to the project manager named above via email.

**REQUEST FOR PROPOSALS**

PWSRCAC is inviting proposals for state legislative lobbyist or monitor services. The legislative lobbyist or monitor's principal duties include tracking administrative and legislative actions of concern to PWSRCAC; submitting weekly, written legislative reports during the session; coordinating and scheduling meetings between legislators and Council representatives for visits to Juneau (usually done once per year); and participating in meetings of the Legislative Affairs Committee. If requested, the lobbyist or monitor may also analyze legislation; provide recommendations on strategy or action; assist with the

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preparation of letters, briefing sheets, or testimony; testify at legislative hearings; meet with state officials to convey PWSRCAC concerns and positions; provide a brief summary of pressing issues and topics to the PWSRCAC Board at their annual meeting in May; and perform related duties as assigned.

## **ABOUT PWSRCAC**

**MISSION STATEMENT:** Citizens promoting the environmentally safe operation of the Alyeska terminal and associated tankers.

PWSRCAC was formed following the 1989 Exxon Valdez oil spill to advise Alyeska Pipeline Service Company and the public on issues related to oil spill prevention and response, and mitigating the environmental impacts of terminal and tanker operations. PWSRCAC also advises oil shippers, regulatory agencies, and elected officials on these issues.

PWSRCAC's 19 member organizations are communities impacted by the Exxon Valdez spill, as well as Alaska Native, commercial fishing, aquaculture, recreation, tourism, and environmental groups.

PWSRCAC was chartered as a nonprofit corporation by the State of Alaska on December 26, 1989. PWSRCAC is funded under a contract with Alyeska, and is federally mandated and certified as the alternative voluntary advisory group for Prince William Sound under the Oil Pollution Act of 1990 (OPA 90).

*Please note: All of PWSRCAC's products and the products resulting from contracts are considered public information. Proposals and work plans may be distributed throughout the organization for review and comment. Proprietary information should not be submitted in any proposal. PWSRCAC will not knowingly reveal the contents of a proposal that is not subsequently accepted for contract; however, PWSRCAC accepts no liability should such contents inadvertently be revealed to third parties.*

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# 1. PROJECT

## INTRODUCTION

PWSRCAC monitors, comments on, and provides education and informational materials to decision makers on state administrative actions and pertinent legislation as part of its mission to promote the safe handling, storage, and transport of North Slope crude oil at and from the Valdez Marine Terminal. This function is performed by PWSRCAC staff, a Legislative Affairs Committee made up of five to seven PWSRCAC Board members, and the contracted legislative lobbyist or monitor.

The Legislative Affairs Committee meets by teleconference two to three times per month during the legislative session. It usually has one organizational meeting just before the start of the legislative session and meets periodically during the rest of the year as needed.

The number of hours worked by the legislative lobbyist or monitor may vary greatly depending on the number and complexity of the issues in which PWSRCAC has an interest. In general, most of the work is concentrated during the legislative session, and it has averaged between two and ten hours per week. In the past, PWSRCAC has compensated legislative lobbyists and monitors with a fixed fee per month for standard contracted work during the months the legislature is in session. Additional work outside of the routine tasks covered by the fixed fee, or work on special projects during the months the legislature is not in session, has been paid at an agreed-upon hourly rate. Although this type of contractual arrangement has worked well for PWSRCAC, proposers should not feel constrained by this precedent. Alternative compensation proposals will be given careful consideration.

The ideal lobbyist or monitor will have demonstrated experience with oil spill prevention and response, and governmental affairs in Alaska. PWSRCAC is a non-partisan organization, and its success is based in large part on its ability to maintain respect and trust across the

political spectrum. The successful candidate should be similarly positioned in order to represent this organization well.

## **DESCRIPTION of REQUESTED WORK**

**Scope of Work.** The scope of work shall include, but is not limited to the following:

1. Track, monitor, and analyze legislative issues relevant to the Valdez Marine Terminal and associated tanker operations, especially oil spill prevention and response.
2. Provide weekly written reports during the legislative session on Administration actions or proposals, and the status of relevant new or pending legislation.
3. As requested, provide advice and recommendations on legislative strategy and action plans.
4. Participate in and provide oral reports at regular teleconference meetings of PWSRCAC's Legislative Affairs Committee, and, as requested, meetings of PWSRCAC's Board of Directors or Executive Committee.
5. As requested, assist in the development of and review testimony, briefing sheets, and position papers drafted by PWSRCAC on specific issues.
6. Monitor development of state agency budgets and the legislative budget approval process in areas relevant to terminal and tanker operations, and oil spill prevention and response. This includes, but is not limited to, the Spill Prevention and Response Division within the Alaska Department of Environmental Conservation.
7. As requested, attend, monitor, and report on legislative committee and subcommittee hearings. Provide testimony at legislative hearings if requested to do so.
8. As requested, assist in drafting sectional analyses of legislation.

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9. Represent, under limited circumstances and consistent with APOC rules, PWSRCAC's position before legislative bodies and/or members of the executive branch when requested to do so by the PWSRCAC staff lead for the Legislative Affairs Committee or Executive Director.
10. As requested, schedule and accompany PWSRCAC representatives to meetings with legislators, their staffs, or state administration officials. This includes maintaining the meeting schedule as changes occur.
11. Organize the annual PWSRCAC legislative reception in Juneau.

**Schedule and Completion Date.**

Award Announcement: June 30, 2026

Commencement Date: It is anticipated that the contract effective date will be July 1, 2026.

Contract Term: The initial term will be for one year with renewal options.

**2. GENERAL REQUIREMENTS**

**PWSRCAC Costs.** PWSRCAC is not liable for any costs incurred by the proposer during the proposal preparation.

**Single Point of Contact.** The selected proposer will designate one person as the project manager and point of contact with PWSRCAC. In the case of multiple personnel, one shall be designated as the lead to serve as the project manager and point of contact.

**Subcontracts.** Proposers may subcontract minor portions of the contract. However, the proposer must have the major elements of expertise in-house and demonstrate the ability to manage any subcontractors.

**Oral Report.** The selected proposer may be asked to deliver an oral presentation at a Council meeting.

**Final Payment.** A portion of the total payment to the selected proposer will be withheld until all requirements of the contract are met. No interest will be paid on any withheld payments.

### 3. REQUIRED PROPOSAL CONTENTS

Any submitted proposal shall include the following as appropriate to the requirements of the scope of work:

#### **Cover Sheet**

- Name, address, telephone number, and email address of proposer.
- RFP title and number
- Name of principal consultant(s)
- Cost of proposal

**Table of Contents.** May include a list of Tables and Figures if appropriate.

**Introduction.** This section shall include the RFP title and number, and a brief general discussion of the problem and the proposed project. Scientific and technical terms shall be clearly defined and a list of pertinent enclosures included.

**Goals and Deliverables.** Describe how the proposer intends to address the specific goals and provide the deliverables of the work requested, as listed above.

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**Approach / Work Plan.** Describe in detail the approach and activities to be used and how they will produce the deliverables. Cite references and provide background information where applicable and as needed.

**Project Duration and Work Schedule.** Describe the schedule in which the proposed work will be completed. Include specific milestones, work phase completion dates, and the timing of progress reports. Indicate what will be achieved by the completion of each milestone or phase of work.

**Management Scheme.** Clearly describe how the work will be managed including the role of each key individual expected to be involved in the work. Provide names and resumes of each. This section should also include information on how the scope, time, and costs of the project will be controlled.

**Budget.** Include information about the total costs (cited in U.S. dollars), professional fees, expenses, and contingencies. In case of overhead rates or administrative fees, give percent of direct personnel cost. Provide a breakdown of hours per individual and rates per individual. If subcontractors are used, indicate the percentage of work to be performed by each subcontractor with respect to the entire proposed scope of work.

**Consultant/Contractual Services.** Indicate if, how, and why a subcontractor will be used for any portion of the work.

**Logistics and On-Site Visits.** Describe logistics and schedules for all travel in conjunction with the proposed work.

**Statement of Qualifications.** Describe, relevant to the proposed work, previous work experience, related professional accomplishments, and educational background of each consultant or member of key personnel, and subcontractors if used. If multiple personnel are involved, describe the role of each individual.

**References.** The names, contact persons, and telephone numbers of firms for which the proposer recently performed services shall be included. A minimum of three such references is suggested.

**Conflict of Interest.** Describe all financial, business, or personal ties the proposer has to Alyeska Pipeline Service Company, members of the Alyeska consortium, or any Prince William Sound oil tanker contingency plan holder, excluding normal commercial purchases of petroleum products.

#### 4. SUBMITTAL AND EVALUATION PROCESS

**A. Evaluation Criteria.** Proposals will be evaluated based on, but not limited to, the following:

- 1) **Proposal Format.** Does the proposal follow the requested format?
- 2) **Proposed Scope of Work.** Does the proposal clearly address the requested scope of work?
- 3) **Technical Approach.** Is the proposed approach to the scope of work technically feasible?
- 4) **Qualifications.** Does the principal consultant or key personnel possess the expertise and experience to assure successful completion of the scope of work?
- 5) **Management Scheme.** Will the proposed management scheme reasonably lead to successful development of the deliverables?
- 6) **Schedule.** Is the proposed schedule for completion of the scope of work in accordance with the requested project duration and schedule?
- 7) **Deliverables.** Are the proposed deliverables in accordance with the deliverables requested in the scope of work?

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**8) References and Conflicts of Interest.** Does a reference check indicate the proposer has the potential to successfully complete the proposed scope of work? If conflicts of interest are stated, are they sufficiently relevant to preclude an offer to perform the work for PWSRCAC?

**9) Budget and Cost Justification.** Is the budget reasonable and adequate for the work proposed? Does the budget provide good value for the funds requested?

**B. Contract Award.** The successful proposal will be the one that, in PWSRCAC's sole opinion, best meets the needs as outlined in this RFP. In the event that PWSRCAC determines that no proposal completely meets all of the needs as outlined in the RFP, PWSRCAC shall have the option not to accept any proposal or enter into any contract whatsoever. In the alternative, PWSRCAC may select the proposal or proposals that, in its sole view, most nearly conform to its needs as outlined in this RFP; and then negotiate directly with that proposer to refine the proposal to achieve a contract that fully satisfies PWSRCAC's needs.

**C. Professional Services Contract.** A copy of PWSRCAC's standard professional services contract form can be found at <https://www.pwsrcac.org/document/sample-professional-services-agreement/> or can be made available upon request.

**D. PWSRCAC Information.** The following information about PWSRCAC is available upon request to the project manager:

[PWSRCAC/Alyeska Contract](#)

[PWSRCAC Bylaws](#)

[PWSRCAC Observer Newsletter](#)

[PWSRCAC Annual Report](#)