



CITIZENS UTILITY BOARD

Empowering Minnesota Consumers

Request for Proposals State Legislative Services

About the Citizens Utility Board of Minnesota

The Citizens Utility Board of Minnesota (CUB) is the independent advocate for Minnesota utility consumers. CUB works at the Public Utilities Commission, the state legislature, and with Minnesotans around the state to help residential and small business consumers understand their energy options and to ensure electricity and natural gas service is affordable, reliable, and clean.

CUB is a growing 501(c)(3) nonprofit organization founded in 2016. Our work at the legislature focuses on educating policymakers and supporting policies that protect Minnesota utility consumers, grow cost-effective renewable energy, and preserve and advance policies and programs that help Minnesotans take advantage of cleaner, cheaper electricity and natural gas service. Additional information about CUB can be found at www.cubminnesota.org.

Scope of services

CUB is seeking proposals from individuals or firms to monitor activities during the 2019 Minnesota legislative session and assist staff to advance CUB's agenda at the Minnesota legislature. Successful candidates will have experience and strong relationships at the Minnesota Capitol and an understanding of energy-related policy and politics in the state.

Specific services may include, but are not limited to, the following:

- Monitor bill introductions and committee hearings.
- Schedule and facilitate meetings between CUB staff and legislators, legislative staff, and executive branch officials and staff.
- Assist in getting bills drafted and work with legislative authors to secure hearings.
- Work closely with CUB staff to arrange testimony and prepare background materials on bills and relevant issues.
- Communicate and coordinate with other organizations active in these legislative issues.
- Provide consultation to CUB staff on government relations strategy.
- Work with CUB staff to seek compromises with other parties and/or, when necessary, lobby defensively against proposed legislation that CUB identifies as contrary to energy consumers' interest.
- Provide weekly status updates and an end-of-session report on services provided and results.

Proposal contents

- Letter of interest
- Summary of the firm's or individual's experience in Minnesota legislative services and in the energy arena, specifically. Based on previous experience, please describe the firm's or

individual's approach to legislative services and the outcome of recent lobbying efforts you have conducted.

- A complete list of current clients and those served since 2015, a declaration of any potential real or perceived conflicts of interest between those clients and CUB, and a description of how you intend to handle any such conflicts.
- Proposed plan to maintain continuous communication during the session respond on issues that demand quick turnaround.
- A list of three references.
- Each proposal should also include:
 - The name, address, and telephone number of the firm or individual.
 - History of the individual/firm and an organizational chart or other descriptive information.
 - The name, telephone number, and email address of the individual who will be in charge of the work performed for CUB, as well as the names of any other individuals who will represent CUB.
 - Fee schedule and proposed costs for representation leading up to and during the 2019 legislative session.
 - Resumes of the individuals who will represent CUB.

How to submit proposals

Please email a proposal containing the above information to Annie Levenson Falk, executive director, at annielf@cubminnesota.org by October 17. We anticipate making a decision in early to mid-November.