

SCOPE OF SERVICES:

The vendor will, in accordance with the highest legal, ethical and professional standards, provide at the direction of designated City officials state lobbying services including but not limited to the following services (hereinafter referred to as the “Services”):

- Identify, review, and analyze any and all state legislative bills, resolutions, ballot issues, journals, votes, fiscal notes, and all relevant discourse pertaining to the General and Special Sessions of the General Assembly of the State of Colorado (“Legislative Matters”) in a timely manner to assist the City in determining its policy positions;
- Provide, upon request, timely written reports of Legislative Matters and the progress of work to designated City officials;
- Provide advice, recommendations, and support services including, but not limited to, correspondence, briefing papers, talking points, written summaries, and materials prepared by or available from the State of Colorado Legislative Council to the City to develop and implement a timely and technologically-efficient process to forecast, screen, assign, review, analyze, and respond to Legislative Matters;
- Represent and advocate, as designated, the City’s position on State Legislative Matters to elected members of the General Assembly, other lobbyists, the Governor and Executive branch officials and staff, State legislative officers and staff, community groups, and any other designated persons;
- Aid in establishing strategy, obtain sponsors and cosponsors in each house for matters designated by the City, and leverage relationships with relevant parties to achieve passage or defeat of legislation as directed by the City;
- Establish and maintain effective working relationships with state legislative leadership, the Denver delegation of state legislators, interested organizations, community groups, other legislators and staff, and other lobbyists to achieve passage or defeat of legislation as directed by the City, and foster such relationships between City officials and legislators;
- Draft and deliver legislation, resolutions, and amendments and/or coordinate with bill sponsors and the Legislative Drafting Office of the General Assembly in the preparation of bills and amendments as directed by the City;
- Provide timely assistance as requested on other matters involving the development and maintenance of successful intergovernmental relations;
- Coordinate and participate in scheduled conference calls or meetings with officials from the Mayor’s Office, City Attorney’s Office, Clerk and Recorder’s Office, Denver International Airport (DEN), and/or the City Council to provide updates on contacts and advocacy efforts made on behalf of the City.
- Upon request of City officials, testify on behalf of the City, at hearings before legislative and/or regulatory committees; and
- Organize and schedule visits and testimony by the Mayor, appropriate City staff, the City Attorney, the Clerk and Recorder, representatives of DEN, or officials of the City Council.
- Monitor all activities of the Joint Budget Committee and provide education, outreach, advocacy and other assistance in meeting the City’s budget needs, particularly associated with county Human Services funding;

- Establish and maintain effective working relationships with members of the Joint Budget Committee and appropriate budget staff and foster such relationships between City officials and legislators;
- Monitor interim committees of interest and matters discussed at State regulatory bodies as directed by City officials
- Establish and maintain strategic working relationships between senior leadership and government affairs staff at DEN and legislative leadership, Denver legislators, relevant regional legislators and members of Transportation/aviation or Economic Development related committees, as well as members of the Governor's leadership team. This should include outreach and engagement efforts to educate legislators through tours and presentations as well as one on one relationship development.