

## Wyoming Library Association Lobbyist RFP

The Wyoming Library Association (WLA) works to foster awareness of the vital role libraries fulfill in society and to advance educational, cultural, and economic conditions of the State. WLA serves as the collective voice and advocate for the advancement of libraries in Wyoming. More information about WLA is available on the association website ( <http://www.wyla.org/> ).

### **Objective:**

The lobbyist will assist WLA by insuring that policy and regulations being considered in the State of Wyoming further the mission of the organization. This is an annual position with expectation for effort on behalf of WLA throughout the calendar year.

### **Duties:**

The lobbying firm will respond with ways in which it will accomplish this objective, including but not limited to:

1. Attend all WLA Legislative Committee, General Membership and Executive Board meetings, and the annual WLA Legislative Committee reception, which is held during the Legislative session. Written reports and updates should be provided if attendance is not possible.
2. Enhance WLA's legislative and executive branch relationships in both political parties by setting up strategic meetings with key decision makers. Meet one-on-one with Wyoming decision makers to persuade and make the case for WLA's issues and concerns.
3. Proactively assess the political landscape for the upcoming legislative and regulatory process for identified mission-related policy issues for the possibility of WLA's impact and offer possible issues and ideas.
4. Monitor identified mission-related issues in the regulatory process and legislation, and provide ongoing consultation on the issues and opportunities.
5. Assist WLA with researching, writing and strategy development of legislation, regulation, amendments, and riders, including legislative sponsorship cultivation.
6. During the annual legislative session and relevant interim committee activity, submit weekly written status reports on identified mission-related policy issues to WLA. Weekly reports shall be emailed to appropriate WLA staff and advocacy committee members.
7. Provide consultation on regulation, legislative, media, and grassroots strategies to WLA; coordinate with staff and advocacy committee on all strategies.
8. Check all legislation and budget proposals that may impact mission-related policy issues as they are released and filed; provide consistent communication regarding these issues.

9. Check hearing schedules and notify WLA's staff and advocacy committee of relevant hearings as soon as possible.
10. Attend key agency and legislative hearings; testify when necessary.
11. Identify legislative support and help target swing votes on WLA's legislative and regulatory strategies.
12. Provide a final summary report outlining actions taken on identified mission-related policy issues, key bills, including a detailed analysis of successes and failures. This shall be completed and submitted to WLA's Legislative Committee within 30 days of the conclusion of each legislative session.

**Conflicts of Interest:**

The contracted firm shall not represent any other person or entity whose interests are in direct conflict with those of WLA. A list of current clients shall be provided to WLA for its review as part of the RFP process.

**Confidential and nondisclosure information:**

During the course of providing lobbying and/or consulting services under the contract, the contracted firm should not at any time use for his/her own benefit or disclose to any person any confidential information. The contracted firm will exercise all due care and take all reasonable precautions to prevent the disclosure of confidential information. These restrictions should apply both during the term of the contract and following the termination of the contract for a period of one year.

**Required filings:**

In accordance with Wyoming's ethics laws, the contracted firm agrees to file any necessary registration and disclosure forms required by law.

**Submit letter of interest with relevant examples of past work on duties above as well as resume, references and salary requirements to:**

**Lori Phillips  
Chair, WLA Legislative Committee  
lphil@uwyo.edu  
University of Wyoming Libraries  
3334 E. University Avenue, Department 3334  
Laramie, WY 82071  
307-766-3859**

**Deadline: December 2, 2016**