REQUEST FOR PROPOSALS FOR GOVERNMENT RELATIONS, LEGISLATIVE ADVOCACY AND ASSOCATION MANAGEMENT SERVICES
Municipal Legislative Commission (MLC)

Issue Date: November 2, 2026
Proposal Due Date: November 17, 2026
Contract Term: January/February 2027 – January 2029 (or as determined by MLC)

Introduction

The Municipal Legislative Commission (MLC) is requesting proposals from qualified government relations firms to provide legislative advocacy, government relations, and association management services on behalf of the organization during the 2027-2028 Minnesota legislative biennium.

MLC seeks a firm with demonstrated experience representing local governments before the Minnesota Legislature, Governor's Office, state agencies, and other governmental organizations.

The selected firm will serve as MLC's legislative advocate, strategic advisor, and government relations consultant.

About MLC

The Municipal Legislative Commission (MLC) is a collaborative coalition that provides a unified voice at the Capitol for 19 suburban cities in the Minneapolis-St. Paul metropolitan area. MLC prioritizes best practices, accountability, and solutions to challenging issues around tax policy, economic development, as well as improving customer service to local residents.

Additional information about MLC can be found at: www.mlcmn.org

Scope of Services

The selected firm will be expected to provide comprehensive government relations services including, but not limited to, the following:

A. Legislative Representation

Represent MLC before:

- Minnesota Legislature
- House and Senate Committees
- Legislative Leadership
- Other governmental entities, as requested

Representation shall include:

- Regular and special legislative sessions
  - Preparing subject matter experts for committee testimonies and/or testifying directly on behalf of MLC
  - Meeting with key legislators and stakeholders to advocate for MLC priorities or against bills that will adversely impact MLC member organizations.
  - Preparing letters from MLC for legislators on bills
- Interim committee meetings and Legislative working groups

- ❖ Meetings with legislators and staff

B. Legislative Monitoring

Monitor legislation affecting local governments and MLC's adopted legislative priorities.

Services should include:

- ❖ Identification of bills affecting MLC members
- ❖ Tracking legislation through the legislative process
- ❖ Analysis of bill impacts
- ❖ Recommendations regarding advocacy strategies
- ❖ Weekly legislative bill tracking reports, including verbal and written to MLC general membership and executive committee, during session.

C. Strategic Consulting

Provide strategic consultation regarding:

- ❖ Legislative strategy
- ❖ Political environment
- ❖ Coalition building
- ❖ Policy development
- ❖ Legislative priority development
- ❖ Testimony preparation
- ❖ Stakeholder engagement

D. Local Government Consulting

- ❖ Provide consultation regarding local government issues as requested by MLC, including legislative, regulatory, and intergovernmental matters.

E. Advocacy

- ❖ Prepare, distribute and analyze legislative priorities survey data to members
- ❖ Draft annual legislative policies and priorities with guidance from lobbyists
- ❖ Invite feedback from members on legislative proposals and synthesize city input for lobbyists
- ❖ Draft letters to legislators and arrange testimony on key legislation
- ❖ Schedule meetings with legislators on MLC legislative priorities
- ❖ Assemble the end-of-session legislative report
- ❖ Prepare advocacy handouts for legislative breakfasts

F. Communications and Outreach

Provide regular communication including:

- ❖ Weekly legislative updates, including written and verbal, during session
- ❖ Bill tracking reports
- ❖ Election updates
- ❖ Maintain the MLC website, ensuring timely and relevant content
- ❖ Legislative alerts

G. Financial Support

- Provide dues report as cities prepare their preliminary budgets (July)
- Share minutes and other required information for the biannual MLC audit
- Prepare annual budget and retainer for board approval at the December board meeting

H. Meeting and Event Management

- Schedule meetings and coordinate with LMC and city hosts
- Work with Governor's scheduler to organize a spring meeting with MLC Mayors
- Coordinate board, operating committee, and other subcommittee meetings throughout the year, including:
  -Quarterly Board of Directors meetings in March, June, October and December; hosted by an MLC city
  -Operating Committee meetings in months the Board does not meet
  -Housing/Other Subcommittee meetings scheduled as needed; in person at LMC or via Zoom
  -Breakfast Planning meeting(s) in October; via Zoom
  -Legislative Subcommittee meetings in November-December; in person at LMC or via Zoom
- Arrange catering for Board and Operating meetings
- Work with lobbyists to develop agendas, invite guest speakers, draft/assemble materials
- Coordinate pre-meeting check-ins with Chair and Vice Chair to review the agenda and meeting goals
- Assemble and send meeting packets (PDF) to the board/operating committee the week before the meeting
- Schedule regional legislative breakfasts in February- one in the east metro/one in the west metro with each at 100 attendees

Desired Qualifications

The ideal firm should demonstrate:

- Extensive experience representing Minnesota local governments
- Strong relationships with members of all parties of the Minnesota Legislature
- Knowledge of state government and administrative agencies
- Experience developing legislative strategies
- Experience with meeting, event and/or association management
- Understanding of municipal finance, infrastructure, transportation, public safety, housing, economic development, and local government operations
- Ability to represent multiple governmental entities while effectively managing conflicts of interest

Proposal Requirements

Proposals should include the following information:

A. Firm Overview

- Firm history
- Office location(s)
- Number of lobbyists and staff
- Areas of specialization

B. Team

Identify:

- Lead lobbyist
- Additional lobbyists who would serve MLC
- Relevant experience of each team member
- Availability during the legislative session

Include resumes or biographies.

C. Relevant Experience

Describe experience representing:

- Counties
- Cities
- School Districts
- Joint powers organizations
- Local government associations
- Public entities

Include examples of recent legislative successes.

D. Legislative Approach

Describe your firm's approach to:

- Legislative advocacy
- Building relationships
- Coalition development
- Monitoring legislation
- Communication with clients
- Responding to rapidly changing legislative issues

E. Conflicts of Interest

Identify:

- Current government clients
- Existing or potential political conflicts
- Conflict management procedures
- How competing interests are handled

F. Communication Plan

Describe:

- Frequency of updates
- Sample reports
- Bill tracking process
- Availability of staff
- Meeting attendance

G. References

Provide at least three references from current or recent local government clients.

Include:

- Organization
- Contact person
- Phone
- Email
- Length of engagement

H. Fee Proposal

Provide a detailed fee proposal including:

- Annual retainer
- Billing schedule
- Hourly rates (if applicable)
- Expense reimbursement policy
- Any additional charges
- Proposed contract term

Evaluation Criteria

Proposals will be evaluated on the following criteria in no specific order:

- Experience representing Minnesota local governments
- Qualifications of proposed team
- Understanding and advocacy on behalf of MLC
- Legislative strategies and approach
- Communication and responsiveness
- References
- Cost and overall value

MLC reserves the right to interview selected firms prior to making a final selection.

Tentative Schedule

Milestone	Date
RFP Issued	November 2, 2026
Questions Due	November 6, 2026
Responses to Questions	November 10, 2026
Proposal Due	November 17, 2026
Interviews	November 30 – December 9, 2026
Selection	December 16, 2026
Contract Begins	January/February 2027

Submission Requirements

Responses to the RFP must be submitted electronically and received by **Tuesday November 17, 2026, 4:30pm**. Please send responses to:

Rick Getschow
Municipal Legislative Commission (MLC)
Email: rgetschow@EdenPrairieMN.Gov

Late proposals may not be considered.

General Conditions

MLC reserves the right to:

- Reject any or all proposals.
- Waive informalities or irregularities in proposals.
- Negotiate the scope of services and compensation.
- Cancel or modify this RFP at any time.

- Request additional information from proposers.
- Select the proposal determined to be in the best interests of MLC, which may not necessarily be the lowest-cost proposal.
- Conduct interviews.

The selected firm will be expected to negotiate and execute a professional services agreement with MLC.

Anticipated Contract Provisions

The final agreement will include provisions addressing:

- Scope of services
- Compensation
- Expenses
- Contract term
- Termination
- Conflicts of interest
- Confidentiality
- Insurance requirements
- Compliance with Minnesota lobbying registration and reporting laws
- Amendment procedures
- Indemnification (if applicable)
- Ownership of work product