



## **CSAC Excess Insurance Authority REQUEST FOR PROPOSAL FOR LOBBYIST SERVICES**

Submissions Due: September 27, 2019

Contact: Jen Hamelin, Director of Workers' Compensation  
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### **Overview**

CSAC Excess Insurance Authority (EIA) is seeking proposals for lobbyist services to commence December 1, 2019, and continuing through November 30, 2022. The lobbying firm or independent contractor will work directly with the EIA's Legislative Committee and EIA's Staff.

### **General Information**

The EIA is a California Joint Powers Authority ("JPA") that provides insurance and risk management services to approximately 2,000 public entities statewide. Our membership is open to all public agencies and currently includes 55 counties, nearly 70% of the cities, as well as numerous school districts, special districts, housing authorities, fire districts, and other Joint Powers Authorities.

The EIA currently offers nine major programs to its members including: Primary Workers' Compensation, Excess Workers' Compensation, General Liability 1, General Liability 2, Property, Medical Malpractice, Health, Dental, and Master Rolling Owner Controlled Insurance. In addition, the EIA makes available to all public entities group purchase insurance policies covering such exposures as watercraft, cyber, airports, special events, crime, pollution, and others.

### **The EIA's Legislative Involvement**

The EIA has a 13 member Legislative Committee that follows and takes position on pending bills. The members actively propose amending, supporting or proposing legislation and regulations for the benefit of the membership regarding issues of concern to public agencies. The committee is particularly interested in legislation, legislative reform, and/or regulation in the areas of workers' compensation, tort liability, workplace safety, employee benefits and healthcare as they relate to public agencies, and operation and administration of JPAs.

### **Scope of Services**

The EIA is seeking a lobbying firm or independent contractor to provide comprehensive governmental relations services which include but is not limited to the implementation of a strategy and work plan that includes monitoring the Legislature, Governor's Office, and pertinent state agencies; coordination with allied interest; and direct advocacy and lobbying activities including:



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- Actively monitor legislation in the areas of workers' compensation, tort liability, workplace safety, health employee benefits, and legislation that directly impacts the operation and administration of affects the operations of joint powers authorities
- Provide timely intelligence reports on key issues. Currently, the EIA receives a weekly report during the legislative session on key legislative bills that are being monitored by the EIA. The report (aka bill matrix) includes the bill number and name, author, a brief summary, an update detailing any amendments, bill status, the position taken by the EIA's Legislative Committee, and positions taken by any of our coalition partners.
- Routinely advise the EIA of the status of legislation in areas of interest via oral and written reports.
- Under the direction of the EIA, serve as the catalyst for legislation that would provide for reforms in the areas of tort liability, workers' compensation, workers' safety, and JPA administration.
- Attend monthly in-person meetings with the EIA's Legislative Committee
- Attend the Board of Directors meetings (three per year – two in Sacramento and one elsewhere in the state) and present a legislative update.
- Draft and submit letters to the appropriate legislator and legislative body setting forth the EIA's position on bills.
- Testify before legislative committees and draft testimony for the EIA representatives and prepare them to testify when they are scheduled to appear before legislative committees.
- Arrange meetings with Capitol decision-makers and legislative staff.
- Draft legislation and legislative amendments and identify sponsors for legislation.
- Coordinate coalitions with public entity partners and others in support of specific legislative outcomes.
- Coordinate with allied interests (e.g. business groups, community-based organizations, CSAC and various other affiliate groups).
- Assist in identifying data to be collected and analyzed in support of or in opposition to pending legislation.
- Assist in the development of position papers on pending legislation, including research and analysis of potential impact to EIA members
- Work with the administration to secure support for legislative proposals favorable to the EIA's interests and opposition to legislation detrimental to the EIA's interests.
- Such other services as the EIA and the Contractor may agree to.

### **Proposal Requirements**

All proposals shall be submitted in electronic form (Word or pdf) to Jen Hamelin via email at [jhamelin@csac-eia.org](mailto:jhamelin@csac-eia.org). Proposals must be received by 5:00 p.m. PST on Friday, September 27, 2019. Late proposals will not be considered. All proposals shall include the following information in the order listed below:

1. The background on your firm and identification (including resumes) of the personnel to be involved in the account. Identify specifically who will be primarily serving as the 'face' of the EIA to legislators.



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2. A list of all public entity clients that you have provided services for within the past five (5) years.
3. For the personnel who will be primarily working on this account, a list of all of the other clients that the personnel have.
4. A sample of the reports that would be provided to the EIA regarding legislative bills (i.e. the bill matrix).
5. Evidence of insurance coverage in the following areas: 1) Statutory Workers' Compensation, 2) \$2,000,000 General Liability, and 3) \$2,000,000 Automobile Liability. The successful firm will be required to provide evidence of these coverage's upon implementation of the contract.
6. A detailed scope of services.
7. A clear outline of the total cost for providing lobbying services per year through November 30, 2022. If certain services will cost additional amounts, please provide a list of such additional services and amounts.
8. A list of references, including name, telephone number, and email address. This list should state how long you have been providing services to the reference and a brief summary of the scope of services provided. Please also include a contact for an entity that no longer works with you.
9. From within the last three legislative sessions, provide one example of a successful defensive effort to kill or amend legislation that was adverse to the mission of one of your clients.

All questions about this RFP should be submitted via email to Jen Hamelin at [jhamelin@csac-eia.org](mailto:jhamelin@csac-eia.org) on or before September 20, 2019.

### **Award of Contract**

The EIA reserves the right to reject any and all proposals submitted. Award of the contract will be made to the firm or independent contractor, in the sole opinion of the EIA, which will provide the service that best meets the needs of the EIA. It is anticipated that finalists may be called for an in-person interview with members of the EIA staff and the Legislative Committee in October 2019. A decision is anticipated by late October 2019.