

<b>Request for Proposals (RFP) Number</b>	RFP 2026-01
<b>RFP Title</b>	Government Affairs
<b>Deadline for Submittal</b>	<b>November 5, 2025 5:00 pm MDT</b>
<b>Scope</b>	See section 2 of request for proposal
<b>Send Submittals to</b>	Meg Sonnen, Director of Operations COMPASS 208.475.2228 <a href="mailto:msonnen@compassidaho.org">msonnen@compassidaho.org</a>
<b>Direct Inquires to</b>	Meg Sonnen, Director of Operations COMPASS 208.475.2228 <a href="mailto:msonnen@compassidaho.org">msonnen@compassidaho.org</a>
<b>Format of Submittals</b>	<ol style="list-style-type: none"> <li>Electronic submittals in PDF format must be received by COMPASS by the date and time in the "Deadline for Submittals" section above. No exceptions. <ol style="list-style-type: none"> <li>Total page limit is <b>3 pages</b>.</li> <li>The introductory letter and resumes are NOT included in page count.</li> <li>Front and back cover pages are acceptable and are NOT included in the page count. Cover pages shall only identify the consultant and project.</li> </ol> </li> <li>Include "Government Affairs" in the subject line of the electronic submittal.</li> <li>Send electronic submittals to Meg Sonnen, Director of Operations <a href="mailto:msonnen@compassidaho.org">msonnen@compassidaho.org</a></li> <li>Respondents are responsible for verifying receipt by COMPASS of the submittals.</li> </ol>

<b>Questions and Revisions</b>	<ol style="list-style-type: none"> <li>1. Submit questions no later than the date specified in the calendar below.</li> <li>2. Questions must be sent via email to Meg Sonnen at <a href="mailto:msonnen@compassidaho.org">msonnen@compassidaho.org</a> <b><u>No phone calls or verbal questions will be accepted.</u></b></li> <li>3. Responses will be posted within three full business days of receipt.</li> <li>4. If it is necessary to provide additional clarification or revisions to this RFP, COMPASS will post addenda to COMPASS' <i>Jobs and Contracts</i> web page. (<a href="https://compassidaho.org/jobs-and-contracts/">https://compassidaho.org/jobs-and-contracts/</a>).</li> <li>5. It is the proposer's responsibility to regularly monitor the website for such postings.</li> </ol>
<b>Clarification of Submittals</b>	<p>During the evaluation of submittals, COMPASS reserves the right to:</p> <ul style="list-style-type: none"> <li>• contact any or all proposers for additional information for clarification purposes</li> <li>• discard submittals that contain errors</li> <li>• waive disqualifying errors or gain clarification of errors or information</li> </ul>
<b>RFP Calendar (below)</b>	The dates below are for planning purposes and represent COMPASS' desired timeline for this project. Any revision to the "Deadline for Submittals" will be made by addendum. All other dates may be adjusted without notice as needs or circumstances dictate.

<b>Date</b>	<b>Activity</b>
<b>October 16, 2025</b>	RFP release
<b>October 31, 2025</b>	Written questions are due. No questions will be accepted after this date. Responses posted within three full business days.
<b>November 5, 2025</b>	<b>DEADLINE FOR SUBMITTALS</b>
<b>November 6, 2025, to November 12, 2025</b>	Review and selection
<b>November 13, 2025</b>	Anticipated notification of selected consultants
<b>November 17, 2025</b>	Anticipated contract approval and notice to proceed

REQUEST FOR PROPOSALS  
RFP 2026-1  
Government Affairs  
Community Planning Association of Southwest Idaho (COMPASS)

**I. Background and Project Description**

The Community Planning Association of Southwest Idaho (COMPASS) is the metropolitan planning organization for Ada and Canyon Counties, Idaho. COMPASS' members are comprised of the local jurisdictions in Ada, Canyon and Boise County linked [here](#) on our website.

COMPASS seeks a qualified consultant to represent COMPASS' interests and provide government affairs support with the federal and State of Idaho executive, legislative and administrative branches of government.

**II. Project Scope of Work**

The consultant will provide government affairs and legislative liaison services to support COMPASS' policy, funding, and relationship goals at the state and federal levels.

The Scope of Work is divided into two parts:

- **Section 1 – Ongoing Core Activities**, representing the expected and continuing responsibilities under this contract; and
- **Section 2 – Additional Activities**, representing tasks that may be requested by COMPASS on an as-needed basis.

Proposers shall provide:

- ~~A fixed monthly retainer amount for the ongoing core activities~~
  - 1. ~~An hourly rate for services; and~~
  - 2. ~~An estimate of the average number of hours per month required to perform the Ongoing Core Activities, distinguishing between the Idaho legislative session and the interim period.~~
  - ~~An hourly rate for the additional activities, if any are required.~~
- ~~Additional activities, if requested, will be compensated separately at the agreed-upon hourly rate.~~

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**Section 1 – Ongoing Core Activities**

The following represent the continuing responsibilities expected under the contract. These tasks are anticipated to occur throughout the year and form the baseline level of effort for COMPASS' government affairs work.

**General Government Affairs and Relationship Management**

- Establish and maintain a positive and professional presence with members of the Idaho and federal executive, legislative, and administrative branches of government on behalf of COMPASS.
- Represent COMPASS' interests in meetings, discussions, and governmental or public affairs events and activities.
- Engage regularly with the COMPASS Executive Director, Executive Committee, and Board of Directors regarding transportation policy, funding, and regulatory issues.
- Communicate regularly with COMPASS via telephone, email, or reports regarding legislative, executive, and related governmental activities.
- Provide policy updates and briefings to COMPASS committees and the Board as requested.
- Comply with all applicable state and federal lobbying registration and reporting requirements.

#### **State Legislative and Executive Relations**

- Monitor state legislation and policy proposals affecting COMPASS priorities and advise COMPASS on potential implications.
- Develop and maintain relationships with legislators, the Governor's Office, and relevant state agencies.
- Advise COMPASS staff on legislative and executive strategies and positions.
- Participate in interim committees, task forces, or study groups as appropriate.
- Maintain regular communication with Idaho Transportation Department (ITD) staff and other relevant agency personnel.

#### **Coalition and Partner Coordination**

- Build and maintain relationships with government affairs representatives from COMPASS member agencies and other organizations with shared interests and goals.
- Facilitate communication between COMPASS leadership and coalition partners to advance common legislative or policy objectives.

#### **Federal Relations**

- Maintain and strengthen relationships with Idaho's congressional delegation and their staff regarding COMPASS priorities.
- Engage local congressional staff to improve understanding of transportation needs in southwest Idaho.
- Coordinate periodic federal updates and assist in planning COMPASS participation in national transportation policy discussions.
- Monitor federal policy developments, including transportation authorization, appropriations, and grant programs.

#### **Section 2 – Additional Activities (As-Requested)**

The following activities are outside the scope of the ongoing core work and will be undertaken only at COMPASS' request. These activities will be authorized in advance and billed at the approved hourly rate.

#### **State Legislative and Executive Initiatives**

- Draft or amend legislative language or prepare supporting materials on behalf of COMPASS.
- Prepare and deliver committee testimony when COMPASS staff are unavailable.
- Organize or host the annual COMPASS legislative forum and/or the Idaho MPO legislative reception.
- Organize and coordinate travel, briefings, and logistics for in-person advocacy events or special legislative efforts.

#### **Public Communication and Outreach**

- Coordinate issue-specific messaging or “call-to-action” communications by COMPASS members.
- Arrange editorial board meetings, author op-eds, or assist with issue-oriented media strategies.
- Assist with development or management of paid educational or outreach campaigns.
- Assist with public opinion polling or surveys related to transportation policy, as directed.

#### **Federal Engagement**

- Coordinate or accompany COMPASS staff and members on federal lobbying trips to Washington, DC.
- Support the development of COMPASS’ federal transportation authorization recommendations.
- Coordinate with Idaho’s congressional delegation on support or advocacy for competitive grant applications.

### **III. Submittal Requirements**

#### **A. The submittal must include the following:**

- a) Introductory letter: Introduction of submittal, identification of the project manager, contact information (physical address, telephone number, and email), and a statement describing the key personnel the proposer will commit to the project to meet COMPASS’ expectations. Additionally, the introductory letter shall include:
  - i. A statement that no firms or individuals on the proposing team are barred from federal contracts.
  - ii. A statement regarding the Disadvantaged Business Enterprise (DBE) status of the proposer (including subcontractors), including name of certifying agency and contact person, if applicable.
- b) Proposer qualifications and relevant experience: Discuss the firm’s qualifications, experience, and history at the federal and state level.
- c) Information summarizing relevant qualifications and experience and brief resumes of the key staff that will be assigned to COMPASS. Include a brief description of the role and level of effort of the assigned individuals.

- d) References: Provide references for three directly applicable services with current contact information.
- e) Project approach/work plan: Discuss the approach and work plan for the ongoing core activities in COMPASS' scope of work.
- f) Cost proposal. COMPASS intends to compensate the selected consultant with a fixed monthly retainer amount for the ongoing core activities, and an agreed-upon hourly rate for additional activities, if any are required.
  - i. The proposer should provide the proposed monthly retainer amount for the months the Idaho legislature is in session, when the level of effort is expected to be greater, and the proposed monthly retainer amount for the months the Idaho legislature is not in session. The cost proposal should include an estimate of the number of hours per month required for the ongoing core activities during the Idaho legislative session and the number of hours per month required for the ongoing core activities when the Idaho legislature is out of session.
  - ii. The proposer should provide the proposed hourly rate for the additional activities.

B. Questions: See page 2 for instructions regarding any questions about this RFP.

C. The total page limit is **3 pages**; introductory letter and resumes are not included in page count.

- a) Front and back cover pages are acceptable and do NOT count against the page limit. Cover pages shall only identify the proposing consultant, sub-consultant(s), and RFP title.

D. Electronic submittals must be received by COMPASS by the date and time in the "Deadline for Submittals" section. Late submittals will not be accepted.

- a) Submittals must be consolidated into one PDF file of 15MB or less. Zipped files are not recommended.
- b) Send electronic submittals to Meg Sonnen, Director of Operations [msonnen@compassidaho.org](mailto:msonnen@compassidaho.org) as described in the "Deadline for Submittals" section on page 1.
- c) Include "Government Affairs" in the subject line of the electronic submittal.
- d) Respondents are responsible for verifying receipt by COMPASS of the submittal. If you do not receive an email response verifying receipt of submittal, call Meg Sonnen at 208.475.2228 before the deadline on page 1.

Without an email verification of receipt, do not consider submittal as received.

## V. Evaluation and Selection Process

Submittals to this RFP will be evaluated on the following criteria:

	Criteria	Points (100 total)
A.	<b>Qualifications of the firm and relevant experience:</b> Demonstrates that the firm has directly applicable, meaningful and successful experience in the type of tasks described in the scope of work at the federal and state level.	25
B.	<b>Qualifications of the key individuals assigned to COMPASS:</b> Demonstrates that the key individuals assigned to COMPASS have directly applicable, meaningful and successful experience in the type of tasks described in the scope of work at the federal and state level.	25
C.	<b>Approach and Work Plan:</b> Demonstrates a sound approach to and plan for executing on the scope of work.	20
D.	<b>References:</b> Demonstrates positive results in work with and feedback from other clients.	15
E.	<b>Cost:</b> Proposed hourly rate and estimated number of hours are appropriate to the market and level of effort for the scope of work and represent a good value for COMPASS.	10
F.	<b>Quality of Proposal:</b> Proposal is clearly written and free of grammatical and typographical errors.	5