



Kennesaw State University  
Research and Service Foundation, Inc.

May 8, 2017

**REQUEST FOR PROPOSALS**

To All Interested Parties:

The Kennesaw State University Research and Service Foundation (“KSURSF”), a cooperative organization affiliated with Kennesaw State University, is seeking the services of a qualified firm to assist it in working with federal government agencies and other entities in Washington D.C. The selected firm shall provide lobbying and related services on behalf of KSURSF and the University before federal agencies and regulatory bodies; provide analysis of all federal education policies, programs, and regulations; and assist with developing the strategies to serve the best interests of KSURSF and the University, as more specifically described below:

- (a) Provide highly personalized, issue-based counseling, project management and information services;
- (b) Directly participate in planning federal legislative strategy and assist KSURSF and the University in evaluating their federal legislative needs and enhancing KSURSF’s and the University’s political/governmental relations programs;
- (c) Pursue federal funding for various KSURSF and University educational, equipment and construction initiatives;
- (d) Establish and maintain contacts with key federal agency personnel and provide KSURSF and the University with an ongoing respected presence in Washington, D.C. (e.g., arranging and participating in appearances for KSURSF and University representatives at Congressional hearings, agency meetings, etc.);
- (e) Interface with relevant parties to provide the information, analysis and counseling to help KSURSF and the University understand and manage constantly changing regulatory requirements, to keep KSURSF and the University informed of new and emerging requirements from the regulatory arena and to identify their relevance at their earliest point in development;

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- (f) Schedule meetings with, provide introductions to and facilitate access to federal officials; draft bills, amendments, testimony, advocacy materials, rulemaking comments and other materials;
- (g) Assist with advocacy, including preparing effective written and oral testimony approved by the President and Vice President for Research and other appropriate University administrators to Congressional representatives and to appropriate personnel in federal agencies and the Administration;
- (h) Prepare customized reports on pending legislation, interim studies, special commissions, task forces, roundtables, and other venues both inside and outside the legislative process to include tracking discussions, drafts, emerging issues, intelligence reports and other activities that may ultimately affect legislation or KSURSF and University interests and review agendas, hearing notices, reports, websites and other information directly and provide actions which could have an effect on KSURSF and the University;
- (i) Monitor and provide timely reports of federal legislative and administrative activities including bills, committee hearings, Congressional floor debate, proposed agency policies and rulemaking, etc.;
- (j) Draft bills, amendments, testimony, advocacy materials, rulemaking comments and other materials; and
- (k) Ensure compliance with federal and state reporting requirements concerning federal lobbying activities for federally funded projects.

If you are interested in submitting a proposal to perform these services on behalf of KSURSF and the University, please submit a *written proposal setting forth your firm's qualifications, a plan for how the services will be performed, and a proposed price* to Angie Conti (aconti@kennesaw.edu) no later than close of business on Monday, May 22, 2017.

Sincerely,



W. Ken Harmon  
Chairperson and Chief Executive Office, KSURSF  
Provost and Vice President for Academic Affairs

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