

Event Details

State of Indiana Request for Quotation

Event ID	Format	Type	Page
00038-0000085371	Buy	RFx	1
Event Round	Version		
1	5		
Event Name			
Legislative Affairs Consulting Services			
Start Time		Finish Time	
09/24/2025 09:00:12 EDT		10/29/2025 16:00:00 EDT	

Event Currency: US Dollar
Bids allowed in other currency: No

Bidder: INTERNAL EVENT DETAILS

Submit To: Lieutenant Governor's Office
Office of Lt. Governor
1 N CAPITOL AVE STE 600
INDIANAPOLIS IN 46204
United States

Contact: Kyla Ann Danae Borders-00038
Phone:
Email: KBorders@lg.IN.gov

Event Description

RFQ#0000085371

Purpose:

OCRA seeks to engage a qualified contractor to provide strategic legislative affairs consulting services. The selected vendor will serve as the primary liaison between OCRA and the Indiana General Assembly, state agencies and other key government stakeholders. This engagement supports the agency's legislative agenda, policy development and strategic workforce alignment.

Scope of Work:

The contractor shall perform the following services:

- Coordinate, develop and oversee legislative matters impacting OCRA
- Serve as the primary point of contact for legislators and their staff including constituent inquiries
- Represent OCRA in meetings with lawmakers, state agencies and government officials
- Assist in crafting and delivering strategic messaging to key stakeholders
- Communicate on behalf of OCRA the agency's priorities and initiatives within the legislative process
- Support community liaisons on legislative matters
- Negotiate bill language with stakeholders and authors
- Monitor and analyze legislation and committee activity relevant to OCRA
- Manage the internal bill review process and advise staff on legislative strategy
- Maintain confidentiality and exercise discretion in sensitive matters
- Provide weekly written updates and progress reports to OCRA leadership
- One point of contact
-

Minimum Qualifications

Respondents must demonstrate the following:

- Must have already established relationships with Indiana lawmakers and legislative staff
- Must have quick response time
- Extensive knowledge of Indiana statutes, regulations and workforce development policy
- Familiarity with OCRA's mission, programs and strategic priorities
- Proven ability to develop creative legislative solutions and alternatives
- Strong verbal and written communication skills including the ability to convey complex policy matters
- Experience managing multiple priorities and delegating tasks effectively
- Ability to coach, guide and provide feedback to agency staff on legislative matters
- Proactive problem-solving and conflict anticipation

Proposal Requirements

Interested vendors must submit:

- A cover letter summarizing qualifications and interest
- A detailed work plan outlining approach to legislative support
- Resumes or bios of key personnel
- Examples of prior legislative consulting engagements
- References from at least two government clients
- Name of the one point of contact/person assigned to this contract
- Proposed pricing structure (hourly, retainer or deliverable-based)

Contract Term

Initial contract term will be one year with the option to renew annually based on performance and agency needs.

Questions must be submitted by 4pm on 10/08 and can be emailed to KBorders@lg.in.gov or mailed to:

Office of Community and Rural Affairs
1 N Capitol Ave, Suite 600
Indianapolis, IN, 46204

Event Details (cont.)

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Phone:
Email: KBorders@lg.IN.gov

A completed bid package MUST be submitted by the due date/time and can be emailed KBorders@lg.in.gov. The bid package is available for download through the Bid Documents link in the Event Name column.

General Comments

- Scope of Work
The contractor shall perform the following services:
 - Coordinate, develop and oversee legislative matters impacting OCRA
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The supplier assures that if they are receiving this award based on the Indiana Small Business Preference, that they will be performing a minimum of 80% of the work involved with their own forces. This contract is not assignable either in whole or in part, nor shall it be subcontracted after award without the State's prior written consent.

By signing the certification page of the solicitation package, you are certifying adherence to all bid requirements as well as the above notice. Prior to award of this solicitation, your business needs to be registered as a Bidder with the State; see the information posted at <https://www.in.gov/idoa/procurement/supplier-resource-center/requirements-to-do-business-with-the-state/bidder-profile-registration/>. Click Create a Bidder Profile. You may also see the Buy Indiana page at

Event Details (cont.)

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<https://www.in.gov/idoa/procurement/supplier-resource-center/programs-and-preferences/buy-indiana/> for certification information. It is preferred that businesses register immediately, so that a delay of the solicitation award will not occur. You must keep your registration updated and your information current at all times. As required by IC 4-13-2-14.8:

Notwithstanding any other law, rule, or custom, a person or company who has a contract with the State or submits invoices to the State for payment shall authorize in writing the direct deposit by electronic funds transfer of all payments by the State to the person or company. The written authorization must designate a financial institution and an account number to which all payments are to be credited. For forms and additional information see the State Comptroller's website at <https://www.in.gov/comptroller/forms/>

This is a request to establish a Contractual Agreement for _____ Services. Contract commencing _____ or from date of last State signature, whichever is later and ending _____ or one year after the State's last signature, whichever is later. By mutual consent of both parties, contract may be renewed. The term of the contract, including any renewals, may not exceed four (4) years. Prices may be listed in the unit requested (per ____). Prices listed above and beyond what is requested shall not be considered and shall be reason to reject bid/quote. Prices must be inclusive of all applicable charges.

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Line Details

					No Bid:	<input type="checkbox"/>
Line: 1	Item ID:	Line Qty:	1	UOM: Year	Bid Qty:	1
Required: No		Reserve Price: No				

Description: Legislative Affairs Consulting Services
Comments:

- <<OCRA seeks to engage a qualified contractor to provide strategic legislative affairs consulting services. The selected vendor will serve as the primary liaison between OCRA and the Indiana General Assembly, state agencies and other key government stakeholders. This engagement supports the agency's legislative agenda, policy development and strategic workforce alignment.

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Question	UOM	Best	Worst	Response
What is your quote/bid price?				

Required: Yes Mandatory Response: No

Response Comments

Event Details (cont.)

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Bidder Information

Firm Name:		
Name:	Signature:	Date:
Phone #:	Fax #:	
Street Address:		
City & State:	Zip Code:	
Email:		