

Illinois Association of Fire Protection Districts

REQUEST FOR PROPOSALS

LOBBYING & GOVERNMENT AFFAIRS SERVICES

The Illinois Association of Fire Protection Districts (IAFPD) is accepting proposals from qualified firms or individuals to provide Legislative Lobbying and Government Affairs Services beginning January 1, 2027. This RFP seeks a strategic government affairs partnership with defined planning, intelligence, coalition, member-engagement, reporting, continuity, compliance, and performance deliverables.

PROCUREMENT SCHEDULE AND COMMUNICATIONS

All substantive questions regarding this RFP shall be submitted in writing to the Legislative Committee Chair in care of the IAFPD Office. Material clarifications or changes to the RFP will be distributed to all invited proposers through a written response or addendum. Proposers should rely only on written clarifications issued through the designated RFP process.

The following is the schedule for the procurement process under this RFP:

- 9/08/2026 Release date for RFP
- 9/21/2026 Last date for submission of questions or requests for clarification of RFP
- 9/28/2026 Last date for responses to be issued by IAFPD to questions or requests for clarification
- 10/05/2026 Last date for submission of proposals

Following the submission and review of proposals, the IAFPD will arrange for interviews with proposers selected by the IAFPD Legislative Committee, with an anticipated selection date of 10/15/2026.

The initial term of the engagement is anticipated to be January 1, 2027 through December 31, 2027 with renewal by mutual agreement based on performance during the initial term.

Note: Individuals and firms which have previously submitted proposals to the Association to provide lobbying and government affairs services need not resubmit their application, however, they are requested to supplement their previous submission to address areas in this Request for Proposals which were not covered in their original submission. Supplemental submissions should conform to the above schedule.

BACKGROUND

The IAFPD is an association of Illinois Fire Protection Districts. Fire protection districts are units of local government formed and operated under the Fire Protection District Act (70 ILCS 705/0.01 et seq.). The IAFPD was chartered by the State of Illinois as a not-for-profit corporation organized in 1942 to protect the interests, rights, and privileges of Illinois Fire Protection Districts as they may be affected by legislative, administrative, or judicial action. It has 501(c)(6) tax status as a business league. The Association also has a related 501(c)(3) charitable organization, the IAFPD Foundation.

The mission of the Illinois Association of Fire Protection Districts is to support better governance by fire protection district officials through education, resources, communication, and legislation.

The IAFPD is a member-based organization with an annual operating budget of approximately \$400,000 and provides services to approximately 650 fire protection districts representing nearly 3,000 elected and appointed fire service officials. The Association is governed by an 11-member Board of Directors, employs two full-time staff members (an Association Administrator and an Administrative Assistant), and is headquartered at 1201 S. Sixth Street in Springfield, Illinois.

The IAFPD is affiliated with 12 statewide fire service organizations through the Illinois Fire Services Association, which works collectively on mutually agreed legislative issues through engagement with the Illinois General Assembly Fire Caucus. In conjunction with the other fire service organizations, the Association participates in an annual Legislative Summit to review and consider proposed legislation for introduction and support on a collective basis. Apart from agreed proposals from the Legislative Summit, the IAFPD may introduce legislation separately or with one or more other fire service organizations.

COORDINATION AND CLIENT STRUCTURE

While the IAFPD is seeking proposals at this point solely for its organizational needs, it is considering the possibility of collaborating with another related fire service organization in procuring, directing, and funding the services contemplated by this RFP which would then be intended to support the government affairs objectives of both organizations. The IAFPD will remain the signatory to the professional services agreement and will administer the contract. Final contracting, lobbying registration, disclosure, reporting, confidentiality, direction-of-work, conflict, payment, and work-product

provisions will identify each organization and its role in accordance with applicable law and the final agreement in the event a collaborative arrangement is concluded between the organizations.

Brittan Bolin has served as the Association's contracted lobbyist since 2018. To ensure continuity, she will continue to represent the Association until December 31, 2026 and will assist the newly selected lobbyist with transition of services for the Spring 2027 Session of the 104th General Assembly.

ROLE OF THE SELECTED LOBBYIST / GOVERNMENT AFFAIRS PARTNER

The selected lobbyist will serve as the Association's principal external government affairs strategist and lead legislative advocate. In addition to traditional lobbying services, the selected lobbyist is expected to function as a proactive strategic advisor to the Board of Directors, Legislative Committee, Association Administrator, Association Legal Counsel, and other designated representatives.

The relationship is intended to be a partnership. The selected lobbyist should identify risks and opportunities before they become urgent, recommend strategies and sequencing, organize appropriate internal and external partners, and help the Association translate its statewide membership and relationships into effective advocacy.

Expected Partnership Network

- IAFPD Board of Directors, Legislative Committee, Association staff, and Association Legal Counsel;
- member fire protection districts, , fire protection district trustees, commissioners, chiefs, administrators, and other member officials;
- Illinois Fire Services Association member organizations and other fire and emergency-service partners, particularly, the Northern Illinois Alliance of Fire Protection Districts, the Illinois Fire Chiefs Association, the Illinois Fire Service Institute, and the Office of the State Fire Marshal;
- legislative leadership, caucus leadership, committee chairs and members, rank-and-file legislators, and the Illinois General Assembly Fire Caucus;
- the Governor's Office and relevant executive-branch agencies and officials;
- municipal, county, township, special-district, and other local-government associations where interests align;
- organized labor, professional associations, public-safety organizations, and other stakeholders as appropriate;
- federal officials and national fire-service partners when federal policy or funding materially affects IAFPD members; and
- communications, public-affairs, policy, legal, fiscal, and technical experts when coordinated advocacy would advance an Association objective.

PROFESSIONAL SERVICES REQUIRED

The scope of work includes, but is not limited to, the following. The successful proposer should describe how these responsibilities will be performed, by whom, and with what regular deliverables.

1. Legislative review, identification, and analysis. Review legislative bills, amendments, bill drafts, bill-draft requests, resolutions, budget language, and other legislative proposals to identify matters of interest or concern to IAFPD members. Provide concise analysis of practical, legal, fiscal, operational, governance, labor, and political implications, in coordination with Association Legal Counsel when appropriate.

2. Continuous monitoring and early warning. Identify, analyze, and monitor existing and proposed legislative, administrative, regulatory, budgetary, and other governmental issues that may affect the IAFPD or its members. Notify the Association promptly of significant developments and recommend actions rather than merely reporting status changes.

3. Lead advocacy and legislative strategy. Serve as lead lobbyist and primary advocate with respect to bills brought forward by the IAFPD or other fire-service organizations with which the IAFPD is aligned and with respect to proposals that may positively or negatively affect fire protection districts, fire, rescue, or emergency medical services in Illinois.

- a) Provide analysis of how proposed legislation affects fire protection districts, with recommended Association positions and actions.
- b) Develop and recommend legislative strategies, including sponsor strategy, committee strategy, caucus strategy, leadership strategy, amendment strategy, timing, and coalition strategy.
- c) Present proposed legislation for sponsorship and develop legislative champions in both chambers and, when feasible, across partisan and geographic lines.
- d) Meet with legislators and staff to communicate IAFPD positions, provide information, negotiate language, and advocate for or against proposed legislation.
- e) Identify and work with other lobbyists, associations, labor organizations, local-government entities, and stakeholders on shared legislative objectives.

- f) Prepare testimony or work with IAFFPD to identify, prepare, and support appropriate member witnesses for hearings and negotiations.
- g) Develop opposition-response strategies for proposals that would negatively affect fire protection districts.
- h) Advise the Association on veto-session, lame-duck-session, budget-cycle, and election-year implications for IAFFPD priorities.
- i) Maintain continuity on multi-year legislative initiatives and document outstanding commitments, agreed language, sponsors, coalition partners, and next steps.

4. Executive-branch and regulatory advocacy. Monitor and, when authorized, engage the Governor's Office and relevant state agencies on administrative rules, implementation issues, funding, guidance, policy development, and other executive actions affecting fire protection districts. The lobbyist shall coordinate with Association Legal Counsel on legal and regulatory matters and shall not duplicate legal counsel's role.

5. Budget, appropriations, grants, and funding intelligence. Monitor state budget and capital-program developments, appropriations, grant programs, and other funding opportunities or restrictions that could materially affect IAFFPD or member districts. Identify opportunities for the Association to advocate for member eligibility, funding, or favorable program design.

6. Coalition and stakeholder management. For major Association priorities, identify allies, persuadable stakeholders, neutral parties, likely opponents, and principal decision makers. Recommend partnership strategies and, when appropriate, convene or participate in coalition meetings, negotiations, and coordinated advocacy.

7. Member engagement and grassroots activation. Work with the Association to build and maintain a practical statewide legislative-engagement network using IAFFPD members as constituent advocates, subject-matter experts, local-government leaders, and witnesses.

- a) Assist the Association in mapping member fire protection districts and key member officials to Illinois House and Senate districts.
- b) Identify when specific member contacts can materially advance an issue and provide clear, timely action instructions, talking points, or outreach materials.
- c) Support member preparation for meetings, testimony, lobbying day, and other legislative engagement.
- d) Recommend methods to increase participation by members without overburdening members or staff.

8. Communications and policy content. Assist in preparation of legislative reports, member action alerts, briefing memoranda, talking points, position statements, legislator one-pagers, testimony, hearing preparation materials, post-session summaries, and policy content for The Fire Call or other Association communications as requested.

9. Regular executive and governance communication. Maintain regular communication with the Association Administrator, Legislative Committee Chair, Association Counsel, and other designated representatives regarding pending legislation, positions, decisions, stakeholder activity, and emerging risks or opportunities. Significant matters should be escalated promptly rather than held for the next scheduled report.

10. Representation at Association and fire-service events. Attend and represent the Association at the annual Illinois Fire Services Legislative Summit; the IAFFPD Annual Conference (June 25-26, 2027 and June 23-24, 2028); meetings of the Legislative Committee and Board of Directors of both the NIAFFPD and the IAFFPD as requested; and the annual spring lobbying day sponsored by the Associations and other fire-service organizations.

11. Federal issues. Monitor and assist on occasional federal matters that materially affect Illinois fire protection districts, including coordination with national fire-service organizations or Illinois congressional offices when requested.

12. Other strategic counsel. Advise the Association on government affairs matters reasonably related to the Association's mission and identify strategies, partnerships, issues, or opportunities that the Association may not have specifically requested but that would materially strengthen its advocacy program.

13. Institutional memory and records continuity. Maintain organized issue histories and records sufficient to preserve material legislative history, agreed language, sponsor commitments, coalition positions, executive-branch contacts, member engagement, pending negotiations, key decisions, and next steps, subject to applicable law, privilege, confidentiality, and third-party restrictions.

REQUIRED PLANNING AND DELIVERABLES

1. Annual Government Affairs Plan

Within an agreed period after contract commencement, and annually thereafter, the lobbyist shall prepare and present a written Government Affairs Plan for review by the Legislative Committee and Board. The plan should identify:

- affirmative legislative priorities and desired outcomes;
- defensive priorities and significant monitored issues;
- budget, appropriations, regulatory, and administrative priorities;

- legislative sponsor and champion-development strategy;
- committee, caucus, leadership, and executive-branch engagement strategy;
- coalition and stakeholder strategy;
- member-engagement and grassroots strategy;
- communications and testimony needs;
- key dates, decision points, and foreseeable political risks; and
- emerging issues that may require research or policy development.

2. Legislative / Government Affairs Dashboard

Maintain a current executive dashboard or equivalent reporting tool organized by priority level. At minimum, major items should show issue or bill number, sponsor, status, IAFFD position, practical impact, coalition/opposition status, political assessment, next decision point, recommended next action, and responsible party. The dashboard should distinguish Association priorities, defensive priorities, monitored matters, and emerging issues.

3. Regular Written Intelligence Reports

- During legislative session: a written weekly report or dashboard update, unless a different cadence is agreed by the Association.
- Outside legislative session: a written monthly or event-driven report, unless a different cadence is agreed.
- Immediate or same-day notice when reasonably practicable for material amendments, adverse committee action, unexpected floor action, significant negotiated language, budget provisions, gubernatorial action, significant agency action, or coalition developments requiring timely Association action.
- Reports should provide analysis, political context, recommended action, and next steps - not only a description of legislative status.

4. Stakeholder and Coalition Map

For each major affirmative or defensive initiative, maintain a working assessment of principal stakeholders, allies, persuadable organizations, opposition, key lobbyists or representatives, relevant decision makers, relationship owner, negotiation status, agreed language where applicable, and unresolved issues. The format may be tailored to the sensitivity of the information.

5. Member / Legislative District Engagement Map

Work with Association staff to maintain an advocacy-ready mapping of IAFFD member districts and key member officials to legislative districts so the Association can identify constituent messengers quickly when member engagement would materially advance an issue.

6. 100-Day Transition and Government Affairs Plan

Following award and contract commencement, the successful proposer shall implement a 100-day transition and government affairs plan that includes stakeholder and internal interviews; review of current and pending legislative matters; transition meetings with the incumbent lobbyist; assessment of sponsors, legislative champions, coalition partners, executive-branch relationships, and unresolved issues; confirmation of reporting protocols; and presentation of an initial Government Affairs Plan.

7. Session and Annual Review

Provide a post-session report identifying outcomes, significant defensive and affirmative results, unfinished business, emerging risks, coalition performance, member engagement, lessons learned, and recommended priorities for the next legislative period. Participate in a mid-session and annual performance review with Association leadership using mutually agreed performance measures.

8. Transition File and Handoff

Upon expiration, termination, or replacement, provide an organized transition file containing current issue histories, pending matters, material work product, contact and stakeholder information, sponsor and coalition commitments, agreed language, reporting tools, upcoming deadlines, and other Association-owned or transferable materials reasonably necessary for continuity, subject to applicable law, privilege, confidentiality, and third-party restrictions.

PERFORMANCE EXPECTATIONS

The Association recognizes that legislative outcomes cannot be guaranteed and that no lobbyist controls the actions of the General Assembly, Governor, agencies, or third parties. Performance will therefore be evaluated primarily on strategic judgment, execution, responsiveness, quality of intelligence, relationship development, collaboration, compliance, continuity, and advancement of Association objectives.

- timely preparation of the annual Government Affairs Plan and required reports;
- quality and timeliness of early-warning intelligence and strategic recommendations;

- development of sponsors, legislative champions, and executive-branch relationships;
- identification and management of coalition partners and opposition;
- effective preparation and deployment of member advocates and witnesses;
- advancement of affirmative priorities and successful amendment, mitigation, or defeat of harmful proposals;
- identification of budget, funding, or administrative opportunities for members;
- responsiveness to Board, Legislative Committee, staff, and legal counsel;
- compliance with lobbying, ethics, disclosure, training, reporting, conflict, and contractual requirements;
- continuity, recordkeeping, and follow-through on commitments and negotiations; and
- overall strategic value delivered to the Association and its members.

TRANSITION AND CONTINUITY

The successful lobbyist will coordinate with the Association, Association Legal Counsel, Association Staff, and incumbent lobbyist, to ensure continuity before full representation begins January 1, 2027. The transition should include transfer of issue histories, legislative drafts, stakeholder relationships, sponsor commitments, coalition information, pending negotiations, reporting tools, compliance information, and other relevant institutional knowledge. Any transitional participation in the annual Legislative Summit or other pre-contract meeting should be included in the proposal and coordinated with the Association.

LEGAL, ETHICS, AND COMPLIANCE REQUIREMENTS

1. Illinois lobbying compliance. The successful proposer shall comply with all applicable requirements of the Illinois Lobbyist Registration Act and implementing rules, including registration, disclosure, amendment, reporting, authorized agent, training, policy, and recordkeeping requirements applicable to the proposer and its personnel. (See 25 ILCS 170/4.5, 4.7, 5, 6, and 8; 2 Ill. Adm. Code Part 560.) The proposer shall identify all natural persons and entities expected to perform lobbying or consultant services that require registration and shall keep required registrations current throughout the engagement.

2. Association coordination and statutory responsibilities. The successful proposer shall cooperate with IAFPD and NIAFPD in identifying information needed for registrations, disclosures, reports, expenditure records, or other compliance obligations applicable to the parties. No contractual allocation of administrative responsibility shall alter a party's independent statutory obligations.

3. Compliance certification and notice. The successful proposer shall certify that required registrations, training, policies, disclosures, and reports are current and shall promptly notify the Association Administrator of any material lapse, late filing, enforcement proceeding, sanction, suspension, investigation, or other compliance matter materially affecting the engagement.

4. No contingent compensation. No portion of compensation under the engagement may be conditioned upon or calculated by reference to passage, defeat, amendment, approval, rejection, award, or other outcome of legislative, executive, administrative, regulatory, budgetary, grant, or governmental action where contingent compensation is prohibited by law. (25 ILCS 170/8.)

5. Gifts, expenditures, and political activity. No political contribution, gift, entertainment expenditure, sponsorship, fundraising activity, or other reportable expenditure shall be made in IAFPD's name, charged to the engagement, or represented as authorized by either organization without prior written authorization from the Association Administrator or other designated officer and compliance with applicable law.

6. Conflicts of interest and adverse representation. The proposer shall disclose current Illinois lobbying and government affairs clients and any representation, financial interest, business relationship, or other circumstance reasonably likely to create an actual or potential material conflict with the interests of IAFPD. The successful proposer shall have a continuing duty to disclose new conflicts or materially adverse representations during the engagement and shall follow the conflict-resolution process established in the final agreement.

7. Confidentiality and member information. The successful proposer and its employees, consultants, and subcontractors shall protect confidential, proprietary, privileged, security-sensitive, and member information received through the engagement and shall use that information only for authorized Association purposes, subject to applicable law and the final agreement.

PROPOSAL CONTENTS

Proposals shall be submitted by email in PDF format to the Legislative Committee Chair, at cheri@iafpd.org, by the final deadline established in the Procurement Schedule. Proposals should be organized in the order below and should identify any requested exceptions to the RFP or anticipated contract terms.

1. Description of experience providing lobbying and government affairs services, including an example in which the proposer served as lead lobbyist, the strategy and actions undertaken, partnerships developed, and outcome.
2. Description of the proposer's method for analyzing legislation and communicating legal, fiscal, operational, political, and strategic implications to a client.
3. Description of the proposer's system for identifying favorable and unfavorable legislation, amendments, budget language, administrative developments, regulatory developments, and emerging issues.
4. Description of bill-tracking, reporting, escalation, and early-warning systems.
5. Description of the proposer's approach to annual government affairs planning and executive reporting. Include a sample dashboard or equivalent work product.
6. Description of the proposer's approach to coalition building, stakeholder mapping, and working with other lobbyists, associations, labor organizations, local-government entities, and executive-branch officials.
7. Description of the proposer's approach to member-based advocacy and grassroots activation, including how a statewide membership of fire protection districts and public officials would be used as strategic constituent advocates.
8. Description of experience working with member-based associations, boards, legislative committees, volunteer leadership, staff, legal counsel, and committee-governance structures.
9. Description of experience, if any, with the fire service, emergency services, special districts, municipal or local government, public safety, or closely related fields.
10. Identification of current Illinois lobbying and government affairs clients, staffing assignments, expected time commitments, and the firm's process for identifying, disclosing, avoiding, and resolving actual or potential conflicts of interest.
11. Description of capacity and backup-coverage plan during periods of intense legislative activity, absence, emergency, or simultaneous client demands, including identification of the personnel who would assume responsibility if the primary lobbyist is unavailable.
12. Description of experience complying with applicable lobbying laws, registration requirements, reporting obligations, ethics rules, training requirements, expenditure rules, and regulations. Identify the individuals who will be responsible for compliance administration for this engagement.
13. Confirmation of current Illinois lobbying registration status for the firm/entity and each individual expected to perform registrable services, together with disclosure of any material enforcement action, sanction, suspension, or unresolved compliance matter within the past five years.
14. Samples of deliverables, such as bill analysis, testimony, legislative reports, executive dashboards, action alerts, coalition plans, or strategic memoranda. Samples may be redacted to protect client confidentiality.
15. A high-level transition approach for the first 100 days, including how the proposer would obtain institutional knowledge, establish reporting, assess priorities and relationships, and prepare the post-award Government Affairs Plan. Proposers are not required to prepare a complete IAFPD strategic plan as part of the unpaid proposal process.
16. Based on the proposer's review of this RFP, identify up to five high-level government affairs strategies, services, partnerships, capabilities, or opportunities not specifically requested that could materially strengthen the Association's advocacy program. Detailed unpaid implementation plans are not required.
17. Resume(s), qualifications, and identification of the individual(s) who would have primary responsibility for the account, together with the percentage of anticipated account responsibility assigned to each key person.
18. Identification of all subcontractors, affiliated consultants, or outside specialists expected to perform material work, including their roles and whether their costs are included in the proposed fee.
19. A completed fee proposal using the Fee Proposal requirements below.
20. Description of professional liability, general liability, cyber/privacy, workers' compensation, or other insurance maintained by the proposer that may apply to the engagement.
21. Three references for whom the proposer has performed similar work, preferably including at least one member-based association or public-sector-related organization.
22. A statement identifying all exceptions, qualifications, assumptions, or proposed deviations from the RFP requirements.

FEE PROPOSAL

To permit comparison among proposals, each proposer shall separately identify the following:

- proposed monthly retainer or other base compensation;

- services and deliverables included within the base fee;
- hourly or project rates for work considered outside the base scope;
- rates or treatment for additional personnel, subcontractors, communications/public-affairs specialists, technical consultants, or federal work;
- travel policy and expected travel charges;
- reimbursable expenses and any administrative markups;
- technology, tracking, data, subscription, or research costs not included in the base fee;
- any annual fee escalation or adjustment mechanism;
- proposed invoicing schedule and payment terms; and
- any other fee, cost, minimum commitment, cancellation amount, or scope assumption that could affect total cost.

SELECTION PROCESS AND EVALUATION

IAFPD may evaluate written proposals, conduct reference checks, request clarifications, interview or invite presentations from one or more proposers, and negotiate scope, staffing, terms, and fee before award. IAFPD is not required to select the lowest-priced proposal and may select the proposal determined to provide the best overall value and strategic fit.

Each person materially participating in evaluation or selection should disclose any financial, business, family, employment, political, or material professional relationship with a proposer and follow the Association's applicable conflict-of-interest and recusal requirements. (805 ILCS 105/108.60; IAFPD governing documents and policies.)

Weighted Evaluation Criteria

Criterion	Weight	Primary Considerations
Understanding and strategic government affairs approach	20%	Understanding of IAFPD/NIAFPD, strategic judgment, proposed approach, proactive counsel.
Illinois legislative and executive-branch experience	20%	Record before the General Assembly, leadership, committees, caucuses, agencies, negotiations, and relevant officials.
Planning, intelligence, reporting, and deliverables	15%	Government Affairs Plan, dashboard, monitoring, early warning, reporting, work-product quality.
Coalition, stakeholder, and member activation	10%	Coalition management, sponsor/champion development, member engagement, grassroots and witness deployment.
Association, fire-service, public-safety, or local-government experience	10%	Member-based governance and relevant substantive sector experience.
Staffing, capacity, responsiveness, and continuity	10%	Key personnel, time commitment, backup coverage, institutional memory, transition capacity.
Compliance and conflict management	5%	Registration/compliance record, ethics, conflict identification, adverse-representation process.
Fee and overall value	10%	Total cost, scope included, transparency of additional charges, value relative to capability and deliverables.

ANTICIPATED PROFESSIONAL SERVICES AGREEMENT

Award of this RFP will be subject to execution of a mutually acceptable professional services agreement. The agreement is expected to address, as applicable:

- scope of services and incorporated deliverables;
- term, renewal, and any extension options;
- key-person commitments and replacement of key personnel;
- subcontractor approval and responsibility;
- independent-contractor status;
- fees, invoices, expenses, and payment terms;
- conflicts of interest and materially adverse representations;

- Illinois lobbying, ethics, registration, reporting, training, and expenditure compliance;
- no contingent compensation;
- confidentiality, privilege, member information, cybersecurity, and data handling;
- ownership and permitted use of Association-specific work product;
- treatment of proposer pre-existing intellectual property, tools, templates, and third-party materials;
- record retention, continuity files, and transition assistance;
- insurance requirements;
- termination for convenience, termination for cause, notice, and any cure period;
- assignment and change in control;
- indemnification or allocation of liability, if required;
- governing law, venue, and dispute resolution; and
- survival of confidentiality, ownership, compliance, and transition obligations after termination.

GENERAL CONDITIONS

- The IAFPD may, in its sole discretion, discontinue, revise, amend, cancel, or reissue this RFP without obligation to prospective proposers.
- The IAFPD may reject any or all proposals, waive immaterial irregularities, request clarification or additional information, conduct interviews or presentations, verify references and representations, and negotiate with one or more proposers before award.
- Issuance of this RFP does not constitute an offer, guarantee of award, or commitment to enter into a contract.
- Each proposer is responsible for all costs incurred in preparing, submitting, presenting, or negotiating its proposal unless IAFPD expressly agrees otherwise in writing.
- The IAFPD is not required to select the lowest-cost proposal and may consider overall value, qualifications, strategic fit, risk, capacity, conflicts, compliance, and quality of proposed services.
- A proposer shall promptly disclose any material change in staffing, client conflicts, registration or compliance status, ownership, or other information submitted in its proposal that occurs before contract award.
- Work product prepared specifically for IAFPD or jointly for IAFPD/NIAFPD under the engagement, including strategic plans, reports, dashboards, issue histories, and member-engagement tools, shall be addressed in the final agreement and shall be available for orderly transition, subject to applicable law, privilege, confidentiality, pre-existing intellectual property, and third-party restrictions.
- The successful proposer will be expected to comply with all applicable lobbying, ethics, registration, training, disclosure, expenditure, reporting, employment, confidentiality, data-security, and other legal requirements applicable to the engagement.
- Requests for additional information and appointments shall be directed to the Association Administrator at 217-525-6620 or cheri@iafpd.org.
- All proposals will be carefully considered and evaluated. The Association requests notification if an invited proposer elects not to submit a proposal.

Sincerely,

Marvin Hill, Vice President
 Legislative Committee Chairman
 Illinois Association of Fire Protection Districts
 1201 S. Sixth Street
 Springfield, IL 62703
 Phone: 217-525-6620