

REQUEST FOR PROPOSALS

for

Lobbying Services

Girard College is an independent, college preparatory boarding school serving academically talented, financially underserved students 1st through 12th grade. Founded in 1848 by Philadelphia philanthropist and entrepreneur Stephen Girard, Girard College was opened to assist orphaned, white males. The school became integrated in 1965 and later began accepting female students in 1984. The school is operated by the Board of Directors of the City Trusts (BODCT), which consists of members appointed by the Mayor of Philadelphia. The school's campus is located on 43 acres in the Fairmount section of Philadelphia and is on the national register of historic places. Founder's Hall, one of four buildings original to the campus and designed by architect Thomas U. Walter, is a national historic landmark. Today, Girard College serves approximately 350 students from the Greater Philadelphia region, Delaware and New Jersey.

RFP Details

Girard College is seeking proposals from qualified firms to provide state-level lobbying services on behalf of the institution, under the direction of the President of Girard College/Board of Directors of City Trusts. The primary objective of these services is to support and advance Girard College's public policy goals, legislative initiatives, and funding priorities with the Commonwealth of Pennsylvania.

RFP Selection Timetable

- **8/22/2025**- RFP Issue Date
- **9/12/2025** no later than 5:00 p.m. - Responses to RFP Deadline
- **Week of September 15th**- Interviews of selected contractors
- **9/29/2025**- Contractor Selection

Scope/Tasks

This Section, Scope and Tasks, includes the requirements for the project, including the services to be performed and the deliverables that must be met by the selected Applicant. Girard College reserves the right to change certain service requirements or deliverables based on changed circumstances, like a change in the business or technical environment or contract negotiations with Applicant(s) selected for negotiations, without issuing a revised RFP.

Applicants should read this section closely. An Applicant's proposed scope of work must detail how they will meet the service requirements or achieve the deliverables described below. Applicants may also propose additional or revised services or deliverables to achieve the outcomes described above. However, Applicants must explain why each of these additional services or deliverables are necessary, and when and how they will be completed.

1. **Consult with College Leadership/Board of Directors of City Trusts** to develop a deep understanding of Girard College's public priorities, legislative goals, and state funding needs. Collaborate in the design and execution of a comprehensive lobbying strategy to support these objectives at the state level.
2. **Serve as the primary liaison at the state level** between Girard College and key government stakeholders, including the Governor's Office, members of the Pennsylvania General Assembly, and relevant state agencies and officials, across all political affiliations.
3. **Assess and provide strategic advice** regarding the state's political environment to help shape and guide the College's legislative strategy.
4. **Monitor proposed legislation and initiatives** that may affect Girard College, and support the development of the response strategies.
5. **Research, track, and advocate** on legislative matters that directly or indirectly impact the College's operations, funding, and long-term mission.
6. **Support the cultivation and maintenance of productive relationships** between Girard College and key members of the legislature and their staff, including organizing visits with Legislators both on and off-campus.
7. **Provide regular written legislative updates and reports**, as directed by the President or their designee, detailing strategy implementation, key developments, and activities undertaken on behalf of Girard College.

Proposal Submission Requirements

Qualified contractors must provide the following in their submission:

- **Company Information:** Overview of vendor qualifications and experience in similar projects.
- **Contract Terms:** The initial term of this Contract is One Year. Girard College may, at our sole option, renew the term either in 1 or 12-month increments at our discretion.
- **Cost Proposal:** Applicants must submit a detailed fixed-price cost proposal that includes a line-item breakdown of all costs associated with the services and deliverables proposed for Girard College.
- **References:** Applicants must provide at least three references for projects similar in scope to the work outlined in this RFP, preferably with educational institutions or comparable organizations. Each reference should include the organization's name,

contact person with title, address, email, and phone number.

- **Terms of Payment:** Monthly Invoicing

How We Chose

Girard College will consider many factors, including cost, when evaluating proposals submitted to this RFP. While cost is an important factor, it is not the sole, or necessarily the deciding factor. Girard College may choose to award the contract resulting from this RFP. Girard College will base its selection on criteria that may include, but are not limited to:

1. Superior ability or capacity to meet requirements of contract and needs of Girard College
2. Superior prior experience of Applicant and staff representing clients like Girard College
3. Superior quality, efficiency and fitness of proposed solution for Girard College
4. Superior skill and reputation, including timeliness and demonstrable results
5. Special benefit to continuing services of incumbent, such as operational difficulties with transition or needs of population being served
6. Lower cost
7. Administrative and operational efficiency, requiring less Girard College oversight and administration
8. Anticipated long-term cost effectiveness

Terms and Conditions

- Girard College reserves the right to accept or reject any proposal.
- This RFP does not commit the College to award a contract.
- All costs associated with proposal preparation are the responsibility of the contractor.

Proposal Submission Deadline

All proposals must be submitted no later than **Friday, September 12, 2025, at 5:00p.m.**

Submission Instructions

Proposals may be submitted electronically or in-person:

By Email: Send to procurement@girardcollege.edu with the subject line: “**Lobbying Services RFP – [Company Name]**”

In Person: Deliver the proposal packet to the address listed below.

Girard College
ATTN: Sumi Blodgett, Director of Business Services
2101 S. College Ave.
Philadelphia PA 19121

For any questions, please email us at procurement@girardcollege.edu .

