NOW ACCEPTING

Request for Proposals

REQUESTED SERVICES:

Government Relations, Coalition Development, and Lobbying Services

ISSUED BY:

Pioneer Human Services

October 9th, 2026

PROPOSAL DEADLINE:

November 20th, 2026

ANTICIPATED CONTRACT PERIOD:

December 2026 - December 2027

POINT OF CONTACT:

Nathaly Mendoza Posada | Policy Analyst

nathaly.mendoza-posada@phsnet.com

PIONEER
HUMAN SERVICES

pioneerhumanservices.org

Organization Overview

Pioneer Human Services (PHS) is a 501(c)(3) nonprofit social enterprise dedicated to empowering justice-involved individuals to overcome adversity and reach their full potential.

PHS provides housing services as part of a broader reentry and recovery model for people facing barriers to incarceration, substance use, and behavioral health. We operate supporting housing programs for Medicaid-eligible individuals with housing instability as well as transition and affordable housing units. PHS lead the passage of fair chance housing ordinance in the City of Seattle in 2018.

Purpose of the RFP

Pioneer Human Services is seeking a qualified government relations and lobbying firm or individual lobbyist to develop, coordinate, and manage a broad-based coalition of community, nonprofit, business, civic, and other stakeholders in support of fair chance housing initiatives at the Spokane city level.

The selected consultant will serve as a strategic advisor to the organization and will lead the coalition's government relations activities before the Spokane City Council, Mayor's Office, relevant city departments, commissions, and other appropriate governmental bodies.

The purpose of this RFP is to identify a qualified lobbying professional or firm with demonstrated experience in municipal government relations, coalition building, stakeholder engagement, and advocacy.

The successful proposer will be responsible for creating and managing a coalition capable of communicating a coordinated, fact-based position to city policymakers and relevant stakeholders on fair chance housing legislation.

The engagement is intended to provide Pioneer Human Services with both strategic counsel and hands-on execution.

Scope of Work

The selected lobbyist or firm will provide services including but not limited to, the following.

Coalition Development:

- Develop a coalition recruitment strategy, coalition mission, goals and a measure of success.
- Expand on the identified prospective coalition members that PHS developed, including nonprofit organizations, community organizations, businesses, professional associations, civic organizations, labor or workforce representatives, and other appropriate stakeholders.
- Conduct outreach and recruitment of prospective coalition participants.
- Present the coalition’s objectives and proposed role to potential members.
- Establish appropriate coalition structures, expectations, communication protocols, and decision-making procedures.
- Maintain a current coalition membership and stakeholder tracker.
- Identify opportunities to broaden and diversify coalition participation.

- Management of coalition relations and address conflict or differences among coalition members.

Coalition Management:

- Schedule and facilitate regular coalition meetings.
- Prepare agendas, briefing materials, talking points, and meeting summaries.
- Coordinate communications among coalition members.
- Establish and maintain a shared advocacy calendar.
- Coordinate testimony, letters, sign-on statements, meetings, briefings, and other coalition activities.
- Ensure coalition communications accurately reflect agreed-upon positions.
- Track commitments and follow up with coalition members.
- Provide Pioneer Human Services with regular reports concerning coalition participation, activities, and progress.

Lobbying and Government Affairs:

- Establish and maintain relationships with members of the City Council and their staff.
- Arrange and participate in meetings with elected officials, staff, and government representatives.
- Communicate PHS's and coalition policy positions to policy makers and relevant stakeholders.
- Monitor and respond to relevant legislative and administrative developments.
- Coordinate testimony and other lawful advocacy activities.
- Identify opportunities for the organization and coalition to participate in public meetings, hearings, workshops, and other governmental processes.
- Report promptly on significant developments affecting the campaign.

Tracking and Reporting

The lobbyist will provide regular written and/or verbal reports addressing:

- Government relations activities completed.
- Meetings held with policymakers and government staff.
- Coalition members recruited and retained.
- Coalition activities and participation.
- Legislative and administrative developments.
- Upcoming governmental actions and deadlines.
- Emerging opportunities or challenges.
- Recommended next steps.
- Progress toward agreed measures of success such as; creation of a strong coalition with grassroots political power, successful management of the coalition and a successful passage of an ordinance.

Deliverables

At a minimum, the selected consultant is expected to produce or maintain:

1. An initial government relations and coalition strategy.
2. A coalition recruitment plan.
3. A coalition membership database.
4. A government affairs calendar.
5. Regular coalition meetings and meeting materials.
6. Policymaker meeting schedules and briefing materials.
7. Advocacy and messaging materials as appropriate.
8. Regular written activity reports.
9. A final engagement report documenting activities, coalition development, government relations efforts, and outcomes.

Specific deliverables and timelines will be finalized during contract negotiations.

Desired Qualifications

Pioneer Human Services is seeking proposers with substantial experience in municipal government relations and coalition management in Spokane.

Preferred qualifications include:

- Demonstrated experience lobbying or conducting government relations at the city or municipal level.
- Established knowledge of Spokane city government, including the City Council, Mayor's Office, relevant departments, commissions, and legislative processes.
- Demonstrated success building and managing multi-stakeholder coalitions.
- Existing relationships with relevant municipal policymakers and staff.
- Experience working with nonprofit organizations and community-based organizations.
- Strong strategic, interpersonal, written, and verbal communication skills.
- Ability to work with stakeholders with differing perspectives while maintaining a coordinated coalition strategy.
- Demonstrated ability to manage multiple deadlines and stakeholders.
- Knowledge of applicable lobbying, ethics, campaign finance, nonprofit, and governmental transparency requirements.

Proposers should disclose any current or anticipated conflicts of interest that could affect their ability to represent the organization.

Proposal Requirements

1. Individual/Firm Qualifications: Name, contact information, years in practice, description of relevant government relations experience, description of municipal lobbying experience, description of coalition-building experience, relevant licenses, registrations, or certifications.
2. Relevant Experience: Provide three examples of comparable engagements, preferably involving municipal government, coalition creation or management, nonprofit advocacy, legislative or regulatory campaigns and multi-stakeholder initiatives. For each example, identify the client’s general objective, scope of services duration of engagement, and role performed by the proposer and results obtained, and how they were measured.

References

Provide at least three professional references for comparable work, including: Organizational/client name, contact name and title, email and telephone number, and a brief description of the engagement.

Compensation

The selected lobbyist/firm will be compensated at a fixed annual contract amount of $25,000 for the services described in this RFP. The annual compensation is intended to cover the scope of coalition development, coalition management, lobbying, and government affairs related services outlined in the agreement.

The contract may be renewed annually based on the PHS's local needs, funding availability, and satisfactory performance. Any renewal, including the applicable compensation for the renewal period, will be subject to mutual agreement between the PHS and the selected lobbyist.

Anticipated Procurement Schedule

Date	Week	Activity
Oct. 9	Week 1	**RFP released** / solicitation opens
Oct. 9-12	Week 1	Vendors review RFP; initial questions submitted
Oct. 12	Week 2	**Deadline for vendor questions**
Oct. 13-16	Week 2	PHS prepares responses and/or amendments
Oct. 19	Week 2	**Responses to questions/addendum issued**
Oct. 19-26	Week 3	Vendors finalize proposals
Oct. 27-Nov.1	Week 4	Final proposal preparation and submission
Nov. 2	End of Week 4	**RFP closes / proposals due**
Nov. 3-10	Post-close	Review and evaluation
Nov. 11-17	Week 6	Evaluation scoring/discussion
Nov. 18-20	Week 7	Interviews/presentations
Nov. 23 – Dec.4	Week 8	Selection and negotiations
Dec. 7-11	Week 9	Notice of intent/award and contract finalization
Dec. 14	Week 10	Contract execution / project kickoff

Evaluation Criteria

Proposals will be evaluated based on the following criteria. Each criterion will be scored from 1 to 5, with 5 representing the strongest response.

Activity	Weight
Municipal government relations experience	25%
Coalition-building and management experience	25%
Understanding of the organization's objectives and government environment	20%
Relevant government relationships and local knowledge	15%
Communication and project management	15%
Total	100%

Scoring:

- 5 – Excellent: Significantly exceeds the requirements.
- 4 – Very Good: Exceeds the requirements.
- 3 – Good: Meets the requirements.
- 2 – Fair: Partially meets the requirements.
- 1 – Poor: Does not adequately meet the requirements.

Final Score: Evaluators may assign a score of 1–5 for each criterion and multiply that score by the corresponding weight to calculate the proposer's total score out of 100

Submission Instructions

Proposals should be submitted electronically in PDF format to:

Nathaly Mendoza Posada
Policy Analyst
Pioneer Human Services
nathaly.mendoza-posada@phsnet.com

Proposal Deadline: Nov. 2 2026, at midnight.
Subject Line: RFP — Government Relations and Coalition Management Services

Questions regarding this RFP should be submitted by Oct. 12 at midnight to nathaly.mendoza-posada@phsnet.com.

Responses to substantive questions may be distributed to all prospective proposers to ensure a fair procurement process.

Reservation of Rights

Pioneer Human Services reserves the right to:

- Reject any or all proposals.
- Request clarification or additional information from any proposer.
- Modify or cancel this RFP.
- Negotiate with one or more proposers.
- Select a proposal that the organization determines best meets its needs.
- Waive minor informalities or irregularities in a proposal.

- Award all or part of the services described in this RFP.

Issuance of this RFP does not obligate the organization to enter into a contract or reimburse proposers for costs incurred in preparing a proposal.

Confidentiality

Proposers should clearly identify any information contained in their proposals that they believe should be treated as confidential, subject to applicable law and the organization's legal obligations.