



REQUEST FOR PROPOSALS

FOR: LEGISLATIVE CONSULTANT

September 15, 2026

To All Interested Firms:

The Rhode Island Health and Educational Building Corporation (the “Corporation” or “RIHEBC”) is soliciting proposals from firms to serve as Legislative Consultant. The selected firm would be involved in all aspects of the Corporation’s activities involving the General Assembly and state government.

SECTION I - BACKGROUND

RIHEBC is a quasi-public corporation created by the General Assembly of Rhode Island to assist eligible institutions in the financing of healthcare facilities, schools, and other mission-critical projects through the issuance of tax-exempt and taxable debt. Borrowers include municipalities; colleges, universities, and other educational institutions; hospitals, nursing homes, and other healthcare providers; cultural organizations; and community service providers.

In fiscal year 2026, RIHEBC issued \$855,865,000 in conduit debt and has \$4.972 billion in outstanding debt. RIHEBC is a self-supporting public corporation, has no taxing power, and receives no appropriation or financial support from the State of Rhode Island.

RIHEBC interacts with various state and federal agencies as well as investment and commercial banking firms, legal firms, and other professional firms to obtain financing on behalf of its various healthcare and educational borrowers. Additional information about RIHEBC can be found at www.rihebc.com.

SECTION II - SCOPE OF SERVICES

RIHEBC is seeking a qualified firm to provide legislative and governmental affairs consulting services, including monitoring legislative and governmental developments affecting RIHEBC, advising RIHEBC on legislative matters, assisting with the development and advancement of legislative priorities, and representing RIHEBC before the General Assembly and other state governmental officials and entities, as appropriate.

Services will include the following:

- Attend RIHEBC monthly Board meetings as requested;
- Review and monitor with RIHEBC’s Board of Directors, staff and consultants any legislation or governmental activity of interest to or that would affect RIHEBC;

- When necessary, develop a legislative agenda, assist in drafting any necessary legislation, advise and assist RIHEBC regarding contact with potential sponsors, monitor progress and report regularly to RIHEBC;
- Notify the Executive Director of any relevant hearings, meetings or activities relating to any bills actively monitored by the RIHEBC;
- Actively lobby for passage or defeat of any bills on which RIHEBC has an established position; and
- Represent the RIHEBC in other pertinent matters related to state government, elected officials, the General Assembly, state agencies or individuals where lobbying activities are required.

SECTION III - PROPOSAL REQUIREMENTS

In addition to providing information regarding your firm's ability to provide the required Scope of Services, please respond to the following requirements and questions in the order in which they are presented:

1. Provide a brief description of your firm and its capabilities including:
 - Name of the principal(s) of the firm;
 - Name, telephone number and email address of a representative of the firm authorized to discuss your proposal;
 - Address of all offices of the firm; and
 - Number of employees of the firm.
2. Indicate which principals and associates from your firm would be involved in providing legislative consulting services to RIHEBC. Provide a bio for each person and identify his or her responsibilities.
3. Please provide three (3) case studies demonstrating your success as a legislative consultant. Please describe what steps you took to achieve a successful legislative outcome.
4. Please provide two (2) to three (3) references, including contact names and telephone numbers for organizations or businesses for whom you have served as lobbyist.
5. Please provide a list of all your current clients;
6. Identify any material litigation, administrative proceedings or investigations in which your firm is currently involved or has been involved in the past two (2) years. If none, please provide a statement to such effect.
7. Identify any conflicts of interest or potential conflicts of interest that may arise as a result of your firm providing lobbying services to RIHEBC. If none, please provide a statement to such effect.
8. Please provide information which demonstrates the firm has the legal authority to perform the services requested by RIHEBC in the State of Rhode Island including, but

not limited to, a certificate of good standing from the Rhode Island Secretary of State and all necessary licenses and registrations from the Rhode Island Secretary of State.

9. Discuss any topics not covered in this Request for Proposals that you would like to bring to RIHEBC's attention.

The selected firm is also required to comply with all Rhode Island state statutes and regulations applicable to lobbyists in the State of Rhode Island.

SECTION IV - FEE PROPOSAL

Please provide a fee quote for your firm's services as Legislative Consultant. The engagement period is expected to be for one (1) year, with an option vested in RIHEBC to renew the engagement for up to three (3) additional one-year periods, under the same terms as the original agreement.

SECTION V - EVALUATION AND SELECTION OF FIRM

RIHEBC's Executive Director will review all submitted proposals and make a recommendation to RIHEBC's Board of Directors based on the following factors:

- Qualifications and experience of the firm and individuals assigned to RIHEBC, and staffing and time availability (25 points);
- Demonstrated success providing legislative/governmental affair services, particularly in Rhode Island (25 points);
- Understanding of RIHEBC and proposed approach to providing the Scope of Services (20 points);
- Previous work experience and past performance (20 points); and
- Fee Proposal (10 points).

The quality of the information submitted in the Proposal and adherence to the proposal submission requirements will also be evaluated. RIHEBC is not required to select the lowest cost proposal. RIHEBC is not required to select the lowest cost proposal. RIHEBC reserves the right to reject proposals that do not conform to the specifications of this RFP or are unresponsive to the questions herein.

The Executive Director may, in its discretion, interview one or more finalists or invite said finalists to make presentations about their proposals.

SECTION VI - PROPOSAL SUBMISSION

Proposers must submit an electronic copy of their Proposal no later than 12:00 P.M. (noon) on October 14, 2026, to:

Dylan Zelazo, Executive Director
dzelazo@rihebc.com
with copy to: rfp@rihebc.com

SECTION VII - SELECTION SCHEDULE

RFP Issued (on or about)	September 15, 2026
Deadline for Questions	September 23, 2026
Response to Questions	September 30, 2026
RFP Proposals Due	October 14, 2026
Selection (anticipated)	October 28, 2026

Questions regarding this RFP should be submitted to rfp@rihebc.com by the date indicated. All answers to questions will be submitted to all recipients of this RFP. The RIHEBC will not answer questions individually during the RFP process and will not be holding an information session.

PLEASE NOTE that all materials submitted to the Corporation may be “Public Records” and therefore may be subject to public disclosure under the Rhode Island Access to Public Records Act, R.I. Gen. Laws § 38-2-1, et seq. (“APRA”). In accordance with § 38-2- 2(4)(B) of APRA, “trade secrets and commercial or financial information obtained from a person, firm, or corporation which is of a privileged or confidential nature” are not deemed to be “public records.” Accordingly, the interested party responding to this Request for Proposals should clearly mark as “CONFIDENTIAL” any and all materials, including without limitation financial information, that the interested party considers to be subject to the “privileged or confidential” exception in the R.I. Gen. Laws § 38-2-2(4)(B).

Sincerely,
Dylan Zelazo
Dylan Zelazo
Executive Director