

**RFP REG-BASE-26-8
GOVERNMENT AFFAIRS CONSULTING**

Valley Regional Transit (VRT) is requesting proposals for Government Affairs Consulting.

Date Issued:	August 19, 2026
Request:	Government Affairs Consulting
Questions Due	August 26, 2026 @ 4 p.m. Mountain Time
Proposals Due	September 9, 2026 @ 4 p.m. Mountain Time
Statement of Objective	Below
RFP Contact:	Kevin Womack procurement@ridevrt.org

Proposals can be emailed to:

Valley Regional Transit
Attention: Kevin Womack, Procurement / Contracts Specialist,
**emailed to procurement@ridevrt.org on or before
September 9, 2026 @ 4:00 p.m. MT**

Term:

Contractor shall provide Government Affairs Consulting services on an as-needed basis as described herein for an initial term of two (2) years commencing on October 12, 2026, and expiring on October 11, 2028, with an option to renew upon mutual agreement of both parties under the same terms and condition for additional two (2) one-year terms.

Submission Requirements

All proposals must include the following items in order to be considered:

- Brief introduction of Offeror's company history, experience, and qualifications being submitted for this RFP solicitation.
- Identification of project manager
- Description of the support throughout the term of the project
- Completed Price Schedule - Update Price Schedule as needed for procurement
Pricing must include all equipment, materials, labor, and any fees
- Any annual price increases must be noted in price bid.
- All proposals must be signed by a duly authorized representative of the firm.
All unsigned or late submissions will be automatically rejected.
- Confirmation of solicitation addendums
- Completed Offeror's General Information Form
- Proposal submitted in English.

Valley Regional Transit evaluation team will review and evaluate all proposals. A recommendation to enter into an agreement with the successful vendor(s) will be made based upon best value, price, and most advantageous to VRT's objectives.

Offerors will be notified by email with a Notice of Intent to Award.

We appreciate your interest in Valley Regional Transit and look forward to your response.

EXHIBIT A

STATEMENT OF OBJECTIVE

INTRODUCTION

Valley Regional Transit (VRT) is a subdivision of state government formed by a vote of the residents in 1998 as the regional public transportation authority for Ada and Canyon counties. VRT is governed by a Board of Directors primarily composed of elected and appointed officials from the cities, counties, and highway districts within Ada and Canyon counties. In addition to the local governments represented on the board, Valley Regional Transit's Board is made up of several special members such as Boise State University, Capital City Development Corporation, College of Western Idaho, Meridian Development Corporation, and Idaho Transportation Department.

This Board sets the policies for regional public transportation services, approves the budget and sets the fare structure and service levels for all VRT services. Valley Regional Transit directly provides, contracts, and coordinates a variety of public and specialized transportation services and programs in both Ada and Canyon counties. VRT does not have direct taxing authority and is funded through a combination of federal grants and voluntary contributions from our member jurisdictions in accordance with intergovernmental agreements. All capital assets of VRT including buses, facilities, and equipment are owned and/or leased by Valley Regional Transit.

VRT intends to continue to engage in state and federal issues related to public transportation to proactively promote the policy and other interests important to VRT and is interested in obtaining consultant services to assist with that engagement through regular communication with the CEO of Valley Regional Transit (VRT) and other VRT staff and board members as requested. Key issues include stable funding for VRT, state support for public transportation in policy and planning, policy that supports the ability of public transit authorities to meet their obligations as defined under state and federal statute, successful federal and state discretionary grant awards and pursuing support need to activate regional passenger rail service on the existing freight rail corridor in the region.

EXPERIENCE AND QUALIFICATIONS:

Describe your firm's experience as may be applicable with state and federal transportation issues and to the described services, the qualifications and experience of your key staff, and other related qualifications in the following areas of interest:

- demonstrable expertise and experience on policy engagement with government officials in Idaho and within relevant federal agencies
- an understanding of current transit trends and policies with a proven ability to expand that understanding
- ability to provide timely analysis of relevant state and federal legislative and executive branch action.
- ability to prepare advocacy papers, legislative and regulatory text and/or revisions in a timely manner
- demonstrated experience developing and advocating for key grant proposals
- availability to provide services promptly on a continuing and uninterrupted basis
- ability to adhere to work plans and a budget for services rendered to public agencies

AREAS OF INTEREST

The consultant will utilize experience and expertise to assist VRT to engage on these topics:

- A) To work with the CEO to develop policy positions, strategies and plans on public transit issues, arrange meetings and other communication for the CEO with state leaders and to regularly communicate with government officials at all levels to move those positions forward.
- B) Serve as a liaison between VRT Idaho statewide government officials including but not limited to; members of the legislature and their staff, the Governor and Lieutenant Governor and their staff and the Idaho Transportation Department (ITD) officials
- C) Under VRT's direction, investigate, advise, review and/or draft legislative or regulatory language on issues determined.
- D) Work with CEO to facilitate VRT staff and Board in engagement with local, state and federal levels as directed and engage legislative, executive and administrative personnel and officials at the local, state and federal levels on behalf of VRT on issues of public transportation as appropriate.
- E) Engage legislative, executive and administrative personnel and officials at the local, state and federal levels to secure support for key grant applications as determined.

RESPONSIBILITIES

- A) State Policy and Legislation
 - a. Assist VRT with identifying and refining policies and strategies regarding public transportation.
 - b. Assist VRT with engaging in regular communication, including scheduling meetings, with state officials and agencies including but not limited Idaho legislative members and staff, the Governor's and Lieutenant Governor's offices, and ITD on issues and activities or actions related to public transportation ever necessary.
 - c. Working with VRT on engaging and communicating specific legislative policy related to public transportation with members of the Idaho legislature, the Governor's and Lieutenant Governor's office, ITD and VRT when applicable.
 - d. Engage other local leaders including business, non-profit, and local officials as directed to build knowledge and support for public transportation related policies and issues.
- B) Federal Policy and Legislation
 - a. Work with VRT on identifying and refining federal policies and activities and opportunities to engage regarding to public transportation related issues.
 - b. Work with VRT on strategies and opportunities on engaging and communicating with the Idaho congressional members and staff, the U.S. Department of Transportation, the Federal Transit, Railroad and Highway Administrations.

TRANSMITTAL LETTER CONTENT:

- A brief statement of the Respondent's understanding of the work to be done and commitment to perform the work as requested
- Statement of experience and qualifications and how the respondent will approach work outlined
- All expectations of support by VRT such as strategy refinement, and staffing requirements to support the requested work
- Proposal should include estimated costs for an annual contract for services including all proposed team members, titles, primary responsibilities, and billing rates
- To assist in determining whether Respondent has potential conflicts of interest, please provide a list of current clients and a brief overview of scope of representation

Consultant will be chosen based on qualifications. Proposer and VRT must reach agreement on contract terms that meet requirements of 49 U.S.C. § 5325(b) (2). VRT reserves the right to make an award, at its sole discretion, irrespective of price or technical ability, if VRT determines that to do so would result in the greatest value to VRT. VRT reserves the right to reject any proposal for any reason without cause. VRT reserves the right to enter into relationships with more than one Respondent. VRT can choose not to proceed.

**EXHIBIT B
PRICE PROPOSAL**

Offeror's Price Proposal shall contain the information listed below as an Exhibit to Offeror's proposal. Offeror's Price Proposal Exhibit shall be a separate .pdf file included electronically and transmitted as a separate attachment in the email with Offeror's proposal. Offeror's Price Proposal Exhibit shall be signed by Offeror's authorized representative.

Price Proposal must be in US Dollars.

Annual Price Increase:

Any annual price increase must be noted in Offeror's Price Proposal. The various components of Offeror's Price Proposal may be adjusted on the anniversary date of the contract's effective date. Offeror will give VRT at least thirty (30) days' prior written notice of the effective date of such price increase. Any such price increase is subject to approval by VRT.

Use this space to indicate the annual price increase:_____

Service Rates:

Description	Rate

Proposal shall remain valid for a period of not less than ninety (90) days from the due date of the RFP solicitation.

Signed:_____ Date:_____

Name of Company:_____

Offeror's General Information Form

Legal Name of Firm: _____

Firm's Address: _____

Firms Contact Person: _____

Title: _____

Telephone: _____

Email: _____

The undersigned certifies as follows:

1. That he/she has read and understands the objectives and requirements of the request for proposal; and
2. That he/she agrees to all requirements, specifications, terms, and conditions of the request for proposal referenced above; and
3. That he/she will furnish the designated item(s) and /or service(s) as quoted in the request for proposal; and
4. That he/she certifies under penalty of perjury that the respondent is, to the best of his/her knowledge, not in violation of any Idaho tax law; and
5. That his/her company has been certified as one of the following registered business classifications:

DBE: _____ Corporation: _____ Other: _____

Other refers to a Proprietorship, Partnership, or a Limited Liability Company.

Respondent's Signature: _____ Date: _____