Request for Qualifications: Legislative and Policy Tracking and Analysis

Schedule: January 2019 through June 2019 (six months). Must commit to the full contract period.
Products: Track legislation, assist with preparation of testimony, prepare messaging, and conduct policy research.
Budget: $3,900 (paid out at $650 per month)
Proposals due: Monday, December 10, 2018, 5:00 pm.
Location: Oregon. Contractors must be able to work independently with own computer and phone. Ability to do video conferencing (camera built into your computer/pad/phone) is preferred, but not required.

Description: The Oregon Chapter of the American Planning Association (OAPA) is looking for a contractor that can provide legislative and policy tracking and analysis for the Legislative and Policy Affairs Committee of OAPA. Contractor will conduct research on legislation and other policy topics and track legislation during the 2019 Oregon legislative session.

Starting in January 2019, the contractor will track and update legislation (requires updating a web-based database), review testimony, provide summaries to LPAC members, conduct outreach to planners, and attend LPAC conference call meetings (generally the 2nd and 4th Tuesdays of the month, 8:30 am to 9:00 am, during the legislative session). Contractor will also attend meetings of OAPA’s Climate Strategy Ad-Hoc Committee, meeting every other Tuesday at 1:00 pm, as needed. Attendance of the Ad-Hoc Committee will be necessary to incorporate their feedback in testimony from OAPA to the Legislature on forthcoming climate legislation.

Qualifications: Excellent research and technical writing skills, understanding of the legislative process, and an understanding of Oregon’s planning system is desired. Individuals that have an undergraduate degree or have completed at least one year of graduate school in planning or related degree are preferred.

To apply: Please submit a resume and cover letter that describes your skills, experience, why you are interested in this completing this work, and three references to: susan@oregonapa.org by end of business, Monday, December 10, 2018.