



110 Northwoods Blvd.
Suite A2
Columbus, Ohio 43235
Phone: (614) 781-9556
www.AOHC.net

October 30, 2026

Dear Interested Parties:

The Association of Ohio Health Commissioners (AOHC) invites you to submit a proposal for legislative consultant services in accordance with the enclosed request for proposal (RFP).

AOHC's mission is to empower and equip Ohio's local public health leaders. For over 60 years, AOHC has represented the executive leadership of Ohio's local health districts. Its membership includes 111 leaders, with every local health department in Ohio represented as a member.

Legislative advocacy is a priority in AOHC's strategic plan, reflected in the Association's investment in representation by an outside legislative consultant.

If you are interested in working with a small and effective statewide association on issues of importance to the health and well-being of all Ohio citizens, please respond to the enclosed RFP by the close of business on Monday, November 23, 2026.

Sincerely,

A handwritten signature in black ink that reads 'Susan Jagers'. The signature is written in a cursive, flowing style.

Susan Jagers
Executive Director

Attachment

Legislative Consultant Services Request for Proposal

Issued By

Association of Ohio Health Commissioners (AOHC)
110 Northwoods Blvd., Suite A2
Columbus, OH 43235
Susan Jagers, Executive Director
(614) 781-9556
sjagers@aohc.net

Issue Date

October 30, 2026

Proposal Submission Deadline

Monday, November 23, 2026, 5:00 PM EST

Anticipated Notification Date

December 18, 2026

Anticipated Engagement Start Date

January 1, 2027

Contract Term

January 1, 2027 – December 31, 2028

Purpose:

The Association of Ohio Health Commissioners (AOHC) seeks to contract with an individual or consulting firm for legislative consultant services, including representation of AOHC's interests before the Ohio General Assembly and the Administration during the 137th General Assembly session.

Statement of Work:

AOHC seeks legislative consultant services from an expert individual or organization with a proven track record of legislative success, existing relationships in the state legislature, sound knowledge of budgetary issues and policies, and experience building relationships with policymakers on behalf of clients. We seek individuals or teams with experience in public health, environmental health, Medicaid and other areas of healthcare reimbursement, and emergency response and homeland security.

We expect and value high-quality, timely, and responsive advice and strategic direction, as well as high ethical standards.

Under the direction of the AOHC Executive Director, the legislative consultant will provide leadership and coordinate the priority policy initiatives of the AOHC throughout the 137th General Assembly.

The firm selected must be able to demonstrate its ability to meet the following requirements:

Strategy

- Assist AOHC in building relationships with the state legislature and its key influencers and in deepening its understanding of policies and emerging issues relevant to public health initiatives, AOHC's mission, and the work of local health departments.
- Propose a strategic advocacy plan designed to achieve AOHC's legislative goals.
- Communicate the goals, aspirations, and work of AOHC to legislators, policymakers, and partners, and increase policymakers' understanding of the work of Ohio's local health departments.

Advocacy

- Support AOHC by being the day-to-day contact for legislators, other lobbyists, and interest groups.
- Work to advance AOHC's legislative agenda by lobbying members of the legislature, their staff, and other state government officials.
- Work with AOHC staff and leadership to draft legislation and amendments, testimony, and other communications.
- Assist with AOHC Statehouse Day and other events that promote engagement between lawmakers and AOHC members.
- Coordinate advocacy strategies with lobbyists or leaders of partner organizations.

Relationship Building

- Arrange meetings with key elected officials to provide briefings on various ongoing AOHC issues.
- Create a plan of introductory meetings with new and key legislators, regulatory agencies, and related policy organizations that align with AOHC's work.
- Assist in positioning AOHC as an authentic advocate and leader on all matters related to public health.
- Raise the visibility and utilization of health commissioners as trusted subject-matter experts with legislators, policymakers, and partners.

Tracking and Reporting

- Identify, track, and report on state legislation and legislative proposals that may have an impact on AOHC.
- Provide reports at Public Affairs Committee meetings and Board meetings.
- Speak at AOHC member meetings as requested.

Other services may be required that are aligned with the Scope of Work set forth below.

Scope of Work:

AOHC's lobbying consulting services will focus primarily on the following areas:

- Educating elected officials about the work of local health departments and positioning AOHC and its members as experts on public health issues.
- Building relationships between AOHC and its members and elected/public officials and their staff.
- Developing and implementing a proactive policy strategy for AOHC priorities.
- Developing and implementing a responsive strategy to address proposed policies or legislation that affect the work of local health departments.
- Equipping AOHC members with the knowledge and tools to communicate with elected officials.

The selected consultant shall, at its own expense, comply with all applicable state regulations and executive orders. The proposed fee must include all ordinary costs and expenses associated with attendance at regularly scheduled AOHC Board and member business meetings at conferences; representation of AOHC at meetings involving the state legislature and administration; lobbyist registration; business entertainment; photocopying; telecommunications; and document preparation.

Eligibility:

All proposals will be considered, but preference will be given to consultants that have a presence in Columbus, Ohio.

Proposal Requirements:

1. Letter of introduction and summary of the proposal, addressed to Susan Jagers, Executive Director.
2. Description of the firm's or individual's qualifications and experience, including information about key personnel, their qualifications, and their resumes.
3. Proposal narrative, which includes specific information regarding how the requirements will be met and a description of ongoing services and capabilities.
4. Examples of successful lobbying efforts for similar organizations.
5. Cost of services.
6. List of all current clients, noting those clients that may have conflicting interests that would take precedence over AOHC's interests.
7. Three (3) references from clients served in the last 36 months.

Proposal Review and Evaluation Criteria:

A committee composed of representatives of the AOHC Board of Directors will review all proposals. Proposals will be evaluated based on the following criteria:

1. Experience and Expertise - Demonstrated track record in legislative advocacy and public health policy.
2. Approach and Methodology - Alignment of proposed strategy with AOHC's requirements and priorities.
3. Cost Effectiveness - Reasonableness and clarity of the proposed fee structure.
4. References and Reputation - Quality of references and reputation within the industry.

Finalists may be asked to meet with the AOHC Board Committee before final selection. All expenses incurred in the preparation of a proposal and/or travel to an interview will be the responsibility of the Proposer and will not be reimbursed by AOHC.

Submission Instructions:

Proposals must be submitted electronically to sjagers@aohc.net no later than Monday, November 23, 2026 at 5:00 PM EST. Submissions must be on time to be considered.

Timeline:

- RFP Issue Date: October 30, 2026
- Proposal Submission Deadline: Monday, November 23, 2026, 5:00 PM EST
- Anticipated Notification Date: December 18, 2026
- Anticipated Engagement Start Date: January 1, 2027
- Contract Term: January 1, 2027 – December 31, 2028

Notification of Decision:

All applicants will be notified by email of the outcome of the review process.

Terms and Conditions:

AOHC reserves the right to accept or reject any or all proposals. The selected consultant may be subject to a background check. All materials submitted become the property of AOHC and will not be returned.

For more information about AOHC and its mission, please visit www.aohc.net. We look forward to receiving your proposal.