

**DELAWARE LEAGUE OF LOCAL GOVERNMENTS
LOBBYIST PROFESSIONAL SERVICES AGREEMENT
SCOPE OF SERVICES & OTHER PROVISIONS**

Consulting services to be provided

- Legislative monitoring services on Delaware State legislative affairs and activities, including when necessary, agendas, briefs, amendments, roll call votes, and other information and documents which may be distributed in connection with legislative, executive, judicial or regulatory proceedings in the State.
- Attendance at up to 12 DLLG meetings as required – Executive Committee, Legislative Committee, and/or general membership.
- Direct contract lobbying to support, modify, or oppose legislation or regulations that are relevant to the DLLG in Delaware. Such efforts may include, but not be limited to, issuing management strategies, appearing before governmental bodies, drafting and distributing petitions, and presenting evidence to government committees.
- Serving as a general resource of the DLLG.
- Informing the DLLG of changes in federal, state, and local lobbying laws with actual or potential impact on the lobbying efforts of the League.
- Upon written request, engagement in special projects to support, modify, or oppose legislation or regulations at the federal level.
- Be available at reasonable times to meet with DLLG representatives.

Registration, reporting, and representations

- Compliance in full with all applicable federal, state, and local laws and regulations. Including those that govern gifts and contributions.
- Secure and maintain all necessary licenses, certifications, and registrations required by law.
- Register the DLLG as an “employer” with the Delaware Public Integrity Commission.
- Register and file all reports with federal, state, and local governments that are required by law and regulations in connection with the contractor’s activities on behalf of the DLLG.

Fees and expenses

- Agreed-upon fee will be paid monthly, statements of services rendered will be submitted by the contractor.
- Fees for special projects and/or out-of-pocket expenses are negotiable as part of this agreement.

Records, auditing, and confidentiality

- The contractor will maintain detailed and accurate books and records of account with respect to activities undertaken on behalf of the DLLG, and will provide periodic activity reports as requested. All books and records of account shall be maintained in the manner and for the time period required by federal, state, and local law.
- The DLLG and its finance accountant may audit the contractor's records pertaining to the performance of the agreement.
- The contractor will hold confidential all information and materials provided by the DLLG to the contractor. Other issues pertaining to confidentiality are negotiable.

Third party contacts and other provisions

- If contacted by a third party, including representatives of the news media, about the contractor's activities on behalf of the DLLG, the contractor will notify the DLLG of the contact and refer the third party to the League, if appropriate.
- It is expected that the contractor may respond to routine inquiries from the press, legislators, or administrative officials concerning legislation or administrative rules which the contractor is lobbying for or against on the League's behalf. The contractor will notify the DLLG of such response.
- Termination, indemnification, and independent contractor provisions will be negotiable.
- The agreement is a personal service contract and may not be assigned or transferred by the contractor.

Other terms and conditions of the agreement may be negotiated.