

## **Request for Proposal (RFP): Legislative Tracking Tool**

### **Overview**

The National Career Development Association (NCDA)'s Government Relations Committee is seeking proposals from qualified vendors to provide a legislative and regulatory tracking platform that meets the unique needs of its members to support ongoing advocacy efforts. The selected solution will enable NCDA to monitor, analyze, and report on policy developments impacting career development, workforce policy, education, and related fields across federal, state, and relevant regulatory bodies. The system must support timely insights, customizable reporting, and actionable intelligence to inform NCDA leadership, members, and advocacy efforts.

### **Organizational Background**

NCDA is a national professional association that supports career development professionals through advocacy, education, credentialing, research, and other member benefits. Monitoring public policy and regulatory changes is critical to advancing the profession and informing stakeholders.

### **Project Objectives**

- Implement a centralized system for tracking legislation and regulations across all 50 states and at the federal level
- Improve visibility into policy trends affecting career development and workforce systems
- Enable efficient reporting for internal leadership, state CDAs, and members
- Enhance NCDA's advocacy and government relations efforts through data-informed insights

### **Scope of Work**

- Track legislation at the federal and state levels
- Track regulatory activity
- Allow tracking through multiple methods (e.g. search terms, etc.)
- Provide real-time or near real-time updates on legislative activity
- Include bill movement (introduction, committee action, passage, etc.)
- Pre-built or customizable reports or dashboard that can be exported or hosted with dynamic updates including legislative activity by state

- Searchable database with filtering and sorting functionality
- Intuitive, user-friendly interface
- Role-based access
- Cloud-based access with secure login
- Onboarding and implementation support
- Training for staff
- Ongoing customer support
- Regular platform updates and enhancements

## **Vendor Qualifications**

Vendors should demonstrate:

- Experience providing legislative or regulatory tracking solutions
- Ability to support national organizations or associations
- Strong data accuracy and reliability processes
- Scalable platform capable of handling multi-jurisdictional tracking
- Proven reporting and analytics capabilities
- Ability to do single year agreements

## **Proposal Requirements**

Proposals should include a one-page overview of the solution and/or accompanying attachments that showcase the following information:

- 1. Company Overview**
  - Background, size, and relevant experience
- 2. Solution Description**
  - Detailed description of platform capabilities
  - How the solution meets each requirement outlined in this RFP
- 3. Implementation Plan**
  - Timeline and onboarding process
- 4. Pricing Structure & Cost**
  - If providing a proposal that offers multi-year discounts, ensure it includes one-year pricing as well
  - Subscription costs
  - Any additional fees (implementation, training, support)
- 5. Sample Reports/Demos**
  - Screenshots or examples of dashboards and reports



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### **Evaluation Criteria**

Proposals will be evaluated based on:

- Functional fit with NCDA needs
- Ease of use and user experience
- Strength of reporting and analytics capabilities
- Vendor experience and reliability
- Cost and overall value
- Quality of implementation and support

### **Timeline**

- RFP Release Date: April 8, 2026
- Proposal Submission Deadline: April 15, 2026
- Vendor Review Period: April 16-21, 2026
- Final Selection: April 21, 2026
- Anticipated Implementation Start: Late April 2026

### **Submission Instructions**

Proposals should be submitted electronically to: [governmentrelations@ncda.org](mailto:governmentrelations@ncda.org) and directed to Sarah JanTausch with a subject line: "NCDA Legislative Tracking RFP Submission"

### **Additional Information**

NCDA reserves the right to:

- Reject any or all proposals
- Request additional information or demonstrations
- Negotiate terms with selected vendors