

## Lobbyist Registration – Vendor Employees

### What is Citizens' Lobbyist Registration Requirement?

Anyone who is a **lobbyist** representing a principal **seeking to influence (lobby)** Citizens with respect to a decision in the area of procurement must register with Citizens' online lobbyist registration system **before** communicating or meeting with any Citizens employee or Board of Governors member.

### Who is a lobbyist?

In the procurement area, the term **lobbyist** includes a vendor employee if one of their main or most significant job responsibilities is overseeing the vendor's (principal) relationship with Citizens or serving as the vendor's contact with Citizens. The lobbyist registration requirement is in addition to the requirement to register as a vendor in Citizens' Vendor Registration system.

### What is lobbying?

Lobbying is seeking to influence Citizens in the area of a procurement, with some exceptions.

### Lobbying Exceptions

The following type of activities **are not considered lobbying**:

- Participating in a bid conference held by Citizens after bid specifications have been set and announced by Citizens
- Submitting a bid or proposal in response to Citizen's solicitation of bids or request for proposals
- Requesting information about Citizens' procedures, forms, budget, budget proposal, programs or other requirements on behalf of another as part of a public records request
- Appearing before and communicating with Citizens in response to Citizens-initiated requests, such as responding to a request for information, quoting prices or describing available services
- Providing advice or services to Citizens as part of an existing contractual obligation to Citizens to render the advice or services provided

A vendor's employee who is operating within the procurement and contract management process or who is responding to requests from Citizens is not engaging in lobbying activity and is not required to register unless and until he or she lobbies, and then, only if they otherwise meet the definition of a lobbyist.

A vendor's employee can easily slip into lobbying, however, if they engage in up-selling or attempt to otherwise persuade Citizens to buy additional goods or services.

### Lobbying Activities

The following activities **are considered lobbying**:

- Attempting to persuade Citizens to increase the amount of work or pay
- Attempting to persuade Citizens to renew a contract or extend an existing contract notices or reminders to renew are excluded

- Attempting to persuade Citizen to direct work to themselves or their employer
- Attempting to persuade Citizens to buy a technology system or hire a consultant to deliver training that costs more than \$20,000
- Attempting to influence the content of Citizens request for proposals or specifications for the purchase of goods and services of more than \$20,000
- Seeking to influence the content of a Citizens request for proposals or specifications for the purchase of goods or services on behalf of another person or governmental entity, unless such purchases are under \$20,000

## **Registration is Free**

Lobbyist registration is free and the consequences for knowingly failing to register could be significant, so the best practice is to register if unsure.

For additional information visit [www.citizensfla.com/lobbyists](http://www.citizensfla.com/lobbyists).