

Association of Central Oklahoma Governments **REQUEST FOR QUALIFICATIONS (RFQ)**

CONTRACT INFORMATION:

CONTRACT TITLE: Communications & Public Engagement Project Consultant

DEPARTMENT: Public Information

PRIMARY ACOG CONTACT: Public Information Director

ANTICIPATED START DATE: September 1, 2026

CONTRACT STATUS: Independent Contractor

INFORMATION:

The Association of Central Oklahoma Governments (ACOG) is the regional planning agency and the designated metropolitan planning organization (MPO) serving the four-county Central Oklahoma region (Oklahoma, Cleveland, Canadian, and Logan Counties). ACOG, located in Oklahoma City, performs work related to enhanced 911 services, community & economic development, water resources, air quality, transportation planning services, and other issues of regional significance.

The Public Information Department serves as ACOG's centralized communications office and supports agency-wide communications, public engagement, digital communications, branding, public information, and stakeholder outreach. For more information about ACOG and the variety of services and programs provided, please access our website at www.acogok.org.

JOB SUMMARY:

The Association of Central Oklahoma Governments (ACOG) is seeking Statements of Qualifications (SOQ) from experienced communications professionals interested in providing project communications and public engagement support as an Independent Contractor.

The selected contractor will provide communications production, document development, website content management, PublicInput implementation, and public engagement support for Transportation Planning Services (TPS) and 911 & Public Safety programs. Working under the direction of the Public Information Director, the consultant will assist with developing written communications, building public engagement projects, preparing publication-ready documents, coordinating document review cycles, and supporting project outreach activities.

The consultant will work closely with the Public Information Director and ACOG's Digital Media Specialist I to produce high-quality communications materials. The Public Information Director will provide overall communications strategy, messaging, project direction, and final approval of all work products. The Digital Media Specialist I will provide graphic design, layout, branding, and final production support.

IDEAL CONTRACTOR PROFILE

The ideal contractor is a creative, organized, and self-motivated communications professional who enjoys transforming public-sector projects into engaging digital stories. The successful candidate can manage multiple concurrent assignments, meet deadlines with minimal supervision, adapt quickly to changing priorities, and collaborate effectively within a team-based project management environment.

SCOPE OF SERVICES:

Project Communications Support

- Draft blog posts, project updates, news articles, success stories, executive summaries, one-pagers, fact sheets, newsletters, and educational materials supporting Transportation Planning Services (TPS) and 911 & Public Safety programs.
- Edit, proofread, and format technical reports, planning documents, studies, and other written materials for publication.
- Coordinate document revisions with ACOG staff, project managers, consultants, and partner agencies through multiple review cycles.
- Prepare publication-ready written content for review by the Public Information Director.
- Collaborate with the Public Information Director and Digital Media Specialist I to finalize documents for publication, printing, and online distribution.

Presentation Development

- Develop presentation outlines, speaker notes, presentation copy, and supporting content for TPS and 911 meetings, committees, public presentations, and stakeholder outreach activities.
- Assemble presentation content and coordinate revisions throughout the review process.
- Collaborate with ACOG's Digital Media Specialist I to incorporate graphics, branding, and final design elements into presentation materials.

Website Content Management

- Prepare website copy and supporting content for Transportation Planning Services and 911 webpages.
- Update webpage content, project information, meeting notices, and downloadable documents within ACOG's WordPress website.
- Create and maintain project pages and online resources.
- Coordinate with the Digital Media Specialist I regarding graphics, photography, branding, and accessibility requirements.

PublicInput Implementation

- Build complete PublicInput engagement projects from concepts and direction provided by the Public Information Director and project staff.
- Draft public-facing content for review and approval by the Public Information Director.
- Create surveys, questionnaires, mapping activities, event registrations, comment forms, project pages, and participant communications.
- Configure project settings, timelines, notifications, and engagement tools.
- Test projects prior to launch and assist with participation reporting and data exports.

Document Production & Publication Coordination

- Coordinate review comments from ACOG staff, consultants, and partner agencies through multiple document review cycles.
- Maintain version control for reports, plans, studies, and other project documents.
- Consolidate edits, proofread content, and prepare draft documents for review by the Public Information Director.
- Coordinate with ACOG's Digital Media Specialist I regarding graphic design, layout, branding, accessibility, and final production.
- Assist in preparing final documents for web publication, public distribution, and printing.

Public Outreach Support

- Assist with preparation of materials for public meetings, workshops, open houses, stakeholder events, and public engagement activities related to Transportation Planning Services and 911 projects.
- Prepare agendas, sign-in materials, presentation content, meeting summaries, and supporting communications.
- Assist with outreach event logistics and follow-up communications.

Project Research & Content Development

- Interview project managers, consultants, member governments, and stakeholders to gather information for communications materials.
- Research background information supporting Transportation Planning Services and 911 communications initiatives.
- Assist with developing content that communicates technical planning information in a clear, accessible manner for public audiences.

REQUIRED CONTRACTOR QUALIFICATIONS:

- Bachelor's degree in Public Relations, Communications, Journalism, Marketing, or equivalent professional experience with a minimum three (3) years of professional experience.
- Exceptional writing, editing, proofreading, and organizational skills.
- Demonstrated experience developing communications materials for diverse audiences.
- Proficiency in Microsoft Office applications.
- Ability to manage multiple projects and meet deadlines with minimal supervision.
- Must be located within the Oklahoma City metropolitan area or otherwise able to reliably attend in-person meetings, interviews, public engagement activities, and project meetings throughout the ACOG service area.

PREFERRED EXPERIENCE & SKILLS:

Preference will be given to candidates with experience in one or more of the following:

- WordPress website content management.
- PublicInput or similar public engagement platforms.
- Technical editing and publication coordinator
- Survey development

ESTIMATED TIME STRUCTURE:

This contract is anticipated to require varying levels of effort depending upon project schedules, public engagement activities, and document production needs. Actual workload may vary depending upon project needs and available funding.

- Typical workload (approximately eight months annually): 15–20 hours per week.
- Peak workload during major public engagement and document production periods (approximately four months annually): Up to 25 hours per week.

- Estimated annual level of effort: Approximately 1,300 hours.

WORK STRUCTURE:

This is a primarily remote Independent Contractor opportunity. Because the contractor will be expected to attend occasional meetings, interviews, public engagement activities, and project events within the ACOG region, candidates should reside within the Oklahoma City metropolitan area or be able to reliably travel throughout the region as needed.

The contractor will:

- Work remotely.
- Participate in meetings via Microsoft Teams as requested.
- Utilize ACOG's project management and collaboration tools, including Trello, to coordinate assignments, monitor project status, track deliverables, and communicate project progress with the Public Information Department.
- Attend occasional in-person meetings, outreach events, or public meetings when requested.
- Occasionally attend evening public meetings or outreach events as project needs require.
- Travel within the ACOG service area as needed to support project communications or conduct interviews. Approved travel will be reimbursed in accordance with ACOG's mileage reimbursement travel policy.

COMPENSATION:

ACOG anticipates an annual level of effort of approximately **1,300 hours** for this contract, with workload varying based on project schedules and communications priorities. The estimated annual budget for this contract is approximately **\$49,400**.

Interested contractors shall submit a **proposed fully loaded hourly rate** with their Statement of Qualifications (SOQ). The proposed rate should include all labor, overhead, equipment, software, taxes, insurance, and other business expenses associated with performing the services described in this RFQ. Approved travel within the ACOG service area will be reimbursed in accordance with ACOG travel policy.

The selected contractor shall submit monthly invoices with detailed time records. No fringe benefits will be provided.

STATEMENT OF QUALIFICATIONS (SOQ) REQUIREMENTS:

Interested contractors shall submit the following in PDF format:

- Cover Letter expressing interest in the opportunity and summarizing relevant qualifications.
- Current Resume
- Three writing samples demonstrating communications experience
- Three professional references
- Proposed fully loaded hourly rate quote, including all labor, overhead, equipment, software, insurance, taxes, and other associated business expenses.

Submit the SOQ via [email](#) to Rachel Meinke, ACOG Public Information Director with the **Subject:** RFQ – Communications & Public Engagement Project Consultant.

Submissions must be received by Monday, August 10, 2026 at 5:00 p.m.

SELECTION PROCESS:

Following review of submitted qualifications, ACOG may interview selected finalists.

ACOG reserves the right to request additional information, interview finalists, negotiate contract terms as necessary, reject any or all SOQs, or award a contract to the contractor whose qualifications, experience, proposed approach, and hourly rate best meet the needs of the Association.

INDEPENDENT CONTRACTOR REQUIREMENTS

The selected contractor shall enter into a Professional Services Agreement with ACOG.

The contractor shall:

- Serve as an Independent Contractor and not as an employee of ACOG.
- Provide all equipment, software, workspace, and supplies necessary to perform the contracted services.
- Be responsible for all taxes, insurance, licenses, and business expenses unless otherwise approved in writing by ACOG.
- Maintain confidentiality of non-public information.
- Comply with ACOG confidentiality, information technology, cybersecurity, and data security requirements.
- Submit monthly invoices documenting services performed.

ACOG reserves the right to reject any or all Statements of Qualifications, waive minor informalities, request additional information, negotiate contract terms, and award a contract in the best interest of the Association. ACOG is an Equal Opportunity Employer (EOE).