

# Immediate Call for Proposals

## Re: LPCA Legislative and Governmental Affairs Program

### OVERVIEW INFORMATION

The Louisiana Primary Care Association (LPCA) is seeking proposals for immediate professional services for its Legislative and Governmental Affairs Program. The Professional Service Contract will be from February 1, 2022 to December 31, 2023.

Proposals will be accepted from 8:00am on Monday, December 6, 2021 through 5pm on Friday, December 17, 2021.

Submit your proposals for contract services to Raegan A. Carter at [rcarter@lpcanet.net](mailto:rcarter@lpcanet.net)

### PROFESSIONAL SERVICES REQUIRED

Within the contract period of February 1, 2022 through December 31, 2023, contractor will be asked to provide legislative expertise and consulting services for LPCA as a member organization. This does not include services directed towards individual health centers. The Scope of Work will include:

1. Work with the LPCA Legislative Committee and Board of Directors in establishing annual goals and developing the legislative platform and priorities for LPCA and work with Legislative Committee to support, oppose or any other legislative action related to legislative platform and policy priorities
2. Perform annual legislative bill review prior to the legislative session and any special sessions
3. Monitor relative committee hearings lobbying relevant legislation to LPCA and educating members.
4. Track and report on the status and/or action taken in collaboration with Legislative Committee on legislation and issues of relevance, in particular those which LPCA has chosen to support, oppose, or amend.
5. Strategize, establish, and assist in carrying out LPCA efforts of grassroots advocacy, educational material, committee testimony, and/or official public comments
6. Monitor policies or rule promulgation at the department level and Executive actions and work with LPCA to formulate and implement a strategy for involvement in that process to protect the interest of Community Health Centers and advise on action to take.
7. Collaborate with other key healthcare stakeholder groups, organizations, associations, and lobbying groups on behalf of LPCA. Establish and/or facilitate a minimum of five new relationships per year
8. Facilitate meetings and introductions as directed for LPCA leadership and foster relationships with key governmental stakeholders both State and Local. At least 10 meetings per year

9. Submit regular written reports and participate in the regularly scheduled meetings of LPCA as directed including but not limited to weekly meetings with Director of Health Policy and Governmental Affairs, Legislative Committee Meetings and Board Meetings
10. Review the legislative policy statements adopted by other lobbying groups and health related organizations and associations for the purpose of identifying issues which may either positively or negatively affect the LPCA.
11. Assist with potential policy issues that may include: direct appropriations, legislative caucuses, political action committee, public safety, law enforcement, business development, infrastructure improvements, telecommunications, transportation, environmental, affordable housing, economic development, revenue enhancement, annexation, mandates and other issues.
12. As directed by LPCA, appear, testify and advocate before the Legislature, Governor, and Cabinet as necessary on behalf of the LPCA, during the annual legislative session, extended, or special session(s) and at legislative committee meetings.
13. As directed by LPCA, appear and testify before state agency hearings, inclusive of relevant Boards and Commissions, rule-making proceedings and other administrative agency or legislative meetings, as required, to promote, oppose, and seek passage of legislation affecting LPCA or its patients, and specific legislation contained in the LPCA's legislative program.
14. Agrees to contract terms that include conflict of interest and non-disclosure agreements.

### **FEE COMPENSATION & EXPENSES**

The proposed budget shall detail all costs: i.e. travel, and related incidental out-of-pocket expenses, if applicable. Contractor shall not be reimbursed or otherwise paid for indirect cost (i.e. office space rental, equipment purchases, phone services) that would reasonably be deemed the Contractor's overhead expense. Hourly fees for proposed "team" members, expense reimbursement, and related additional costs should be included for information purposes only. The LPCA prefers Proposer(s) to offer their fee to LPCA as a firm, fixed monthly fee schedule, which includes all expenses including travel for the services outlined in RFP.

The LPCA billing method shall be followed, as directed by LPCA Executive Director, not to exceed one detailed invoice/per month.

### **PROPOSAL INSTRUCTIONS**

The LPCA seeks brief proposals for immediate consideration that provides sufficient information and detail needed for its Executive Leadership to make a decision on what organization or person to contract with on a limited term.

Each proposal must include the following to be considered:

- I. **Professional Service Narrative** (maximum 3 pages, 12 pt font) that includes an overview of the proposer's expertise and capacity to meet the needs of the LPCA,

including special considerations and possible difficulties. Narrative should include the following:

- A. Overview of Proposer's organizational information like name, mission, and services offered, including information on staffing to be utilized to provide services
  - B. Explanation of knowledge and understanding regarding community health centers and health policy in the State of Louisiana and demonstrated commitment to the mission of community health centers
  - C. Brief outline of Proposer's abilities, recent accomplishments and successes
  - D. Overview of current Client List and services being provided (actual list can be included as an Attachment)
  - E. Summary of existing relationships with State of Louisiana Local Legislative Delegation, Congressional Delegation, Cabinet Officials & Agency Heads, and with other key legislators and support staff.
  - F. Note any lawsuits pending or completed in the past 5 years involving the organization or individuals, which are concerned directly with the staff or part of your organization proposed for the contract.
- II. **Attachment 1:** Resume (s) of person(s) proposed to provide services under this contract
  - III. **Attachment 2:** Current Client List
  - IV. **Attachment 3:** Client References, including organization contact name and phone number or email address (inclusion of Letters of Reference from current/past clients are encouraged)
  - V. **Attachment 4:** Proposed Budget

(Note: Attachments are not included in the maximum 3-page limit.)

### **CONFLICT OF INTEREST**

In the event the Proposer is aware of any potential conflicts of interest, Proposer should state it within the Narrative. Once selected, the Contractor shall immediately notify the LPCA Executive Director, or designee, in writing, of any conflicts or potential conflicts between the interest of the LPCA and the interests of clients of the Contractor. Written notice may be in the form of an email notification. In the event the LPCA becomes aware of any conflicts or potential conflicts between the interests of the LPCA and the interests of clients of the Contractor, the LPCA Executive Director, or designee, shall promptly notify the Contractor of such conflict. The LPCA and the Contractor shall attempt to resolve any such conflict in a manner mutually acceptable to the LPCA and the Contractor. If the conflict cannot be resolved to the satisfaction of the LPCA, the LPCA reserves the right to procure these items/services from other vendors with an appropriate reduction to the Contractor's fee(s). The LPCA does consider other health care organizations in the state as potential conflicts.

### **BASIS FOR SELECTION AND AWARD OF AN AGREEMENT FOR SERVICES**

The LPCA will select and attempt to negotiate a mutually acceptable Agreement

for Services with the selected vendor in an expedited manner. Successful proposals will meet the following criteria:

1. Submission of the necessary information and detail requested in this RFP by the deadline.
2. Effectively describes its knowledge and understanding of community health centers.
3. Effectively describes its abilities, accomplishments and successes.
4. Provides sufficient information of current client list and services provided.
5. Provides detailed summary of existing relationships with State of Louisiana Local Legislative Delegation, Congressional Delegation, Cabinet Officials & Agency Heads, and with other key legislators and support staff.
6. Includes information of any potential conflicts of interest and lawsuits.

### **COMMUNICATION & NOTIFICATION**

All questions should be sent via email to Raegan A. Carter at [rcarter@lpca.net](mailto:rcarter@lpca.net). Notification of selected Proposer will be sent via email by 6pm on Friday, January 21, 2022.