REQUEST FOR PROPOSALS

CONTRACT FOR LOBBYIST SERVICES

ISSUED BY LOUISIANA PRIMARY CARE ASSOCIATION

October 2013
REQUEST FOR PROPOSALS FOR

CONTRACT WITH LPCA FOR LEGISLATIVE LOBBYIST SERVICES

PART I - INTRODUCTION/INFORMATION

Purpose:
Louisiana Primary Care Association (LPCA) is seeking proposals from qualified organizations/individuals to provide Legislative Lobbyist Services on behalf of the association. In accordance with this Request for Proposals (RFP) the services will include to achieving health care access for all and to eradicate health disparities to assure every Louisianan has affordable and regular primary health care services. This goal is built on the experience of communities that already have found ways to make it possible for people to see appropriate health care providers when needed.

Information or Clarification:
For information concerning procedures for responding to this RFP, contact Jonathan Chapman, LPCA Executive Director at (225) 927-7662 or jchapman@lpca.net

Last Date for Receipt of Questions of a Material Nature:
It is preferred that all questions be submitted in writing to the Louisiana Primary Care Association by November 11, 2013. To facilitate prompt receipt of questions they can be sent via email to jchapman@lpca.net.

Proposers please note: No part of the proposal may be submitted via FAX. The entire proposal must be submitted in accordance with the instructions contained in this RFP.

Contact Term:
The term of the initial contract will be for a two (2) year period. LPCA reserves the right to renew the contract for additional one (1) or two (2) year extension terms provided all terms, conditions and specifications remain the same, both parties agree to the extension, and such extension is approved by LPCA Board of Directors.

QUALIFICATIONS AND EXPERIENCE:
To be eligible to respond to this RFP, the proposer(s) must demonstrate that they, or the Principals assigned to the project, have successfully performed the services in the Scope of Services section of this RFP.
At a minimum, qualification submittals should include:

1. A list of at least three (3) public sector clients for whom you have performed these services within the past five (5) years and successes achieved with them. Include Agency, contact name, address, email address, and telephone;
2. A history of your organization, including a current organization chart (if applicable), and any other appropriate descriptive information, which will be helpful in our evaluation of your qualifications and experience. Include the number of years you have provided state and/or federal lobbying services, and provide a list of contracts to include a brief scope of services, fees charged and name of staff member who managed the contract; and
3. Identify the principal(s), “team” members and their tentative individual roles in any LPCA contract, including how many years each member has been lobbying at the state and/or federal level.
4. Provide disclosure statement citing any potential or existing conflict of interest(s) with the LPCA or any individual health center member.
5. (see revised #1)

PART II - SCHEDULE

RFP available online at www.lpca.net or by email jchapman@lpca.net

November 11, 2013: The last date for submission of questions of a material nature.
November 18, 2013: Date proposal is due into LPCA.
November 19 – November 26: Face to face visits with leading proposers
December 5, 2013: Contract awarded by LPCA by scoring/ranking methodology based upon factors within the RFP, submitted proposal and face to face meeting(s).
December 15, 2013: Final Execution of Contract by LPCA

PART III - SCOPE OF SERVICES

BACKGROUND:
For over 30 years LPCA has promoted and supported Federally Qualified Health Centers (FQHC) and the populations they serve. Established in 1982, the Louisiana Primary Care Association, Inc. is a non-profit corporation whose purpose is to promote accessible, affordable, quality primary health care for the uninsured and medically underserved populations in Louisiana. It is a membership organization of the FQHCs and their supporters committed to the goal of achieving quality, affordable health care access for all. Whether establishing various support systems or maintaining and strengthening those in place, LPCA continually espouses the importance of primary and preventive health care as the foundation to building and sustaining healthier communities. LPCA directs its efforts to assure that community health centers remain viable providers of quality primary, dental and behavioral health care throughout the state and are participative in state and local community health delivery systems.
GENERAL INFORMATION/OBJECTIVE:
LPCA seeks to retain the services of a legislative consultant for matters in which it may need professional assistance before Congressional legislators, the Louisiana Legislature, State of Louisiana administrative agencies, the Louisiana Governor and cabinet, Louisiana State Boards and Commissions, et al. Such services shall include, but is not limited to, attending state legislative committee hearings and meetings, rulemaking proceedings and other administrative or legislative agency meetings. The contract services shall include, but not necessarily be limited to: scheduled, extended, or special legislative sessions and meetings; state administrative and agency hearings, meetings, or rule making proceedings; and legal and legislative consulting services, in accordance with the terms, conditions, and specifications contained in this RFP. The successful Contractor shall agree to be available at all times upon reasonable request to meet with LPCA Board of Directors, LPCA staff, and others as specified in order to perform the responsibilities assigned; and to attend meetings, represent the interests of LPCA, and act as liaison between LPCA and all branches, departments, and agencies of State government, Congressional members and staff, at any legislative committee meeting or meetings with the Governor, Cabinet, or Cabinet members, or state agencies on matters under the scope of this RFP.

Although legal opinions are not required as a part of the Contractor responsibilities, LPCA will expect the Contractor to understand the various laws and proposals and the Contractor shall be expected to have the ability to interpret legal implications.

The Contractor is also expected to monitor proposals and activities in meetings regarding state administrative and agency hearings, inclusive of related Boards and Commissions, as well as in rule challenges in the Division of Administrative Hearings. This would include a review of the agendas and providing notification to LPCA as pertinent issues arise. The Contractor would also be expected to report the outcome of such meetings. Contractor should be prepared to lobby committee members prior to and at these meetings, to accomplish LPCA’s desired positions. There are no pre-set number of LPCA meetings, or meetings of governmental agencies that the Contractor may be expected to attend or with which to interact. This will be mutually determined between LPCA and the Contractor following award, and/or as determined to be needed during the contract term.

PROFESSIONAL SERVICES REQUIRED:
1. Review, analyze and report on a continuing basis all existing and proposed State policies, programs, and
2. Identify those legislative issues that may affect LPCA or its citizens, and regularly inform the LPCA as to these matters. Provide legislative expertise and consulting services.
3. Review the legislative policy statements adopted by other local government lobbying groups and health related organizations and associations for the purpose of identifying issues which may either positively or negatively affect LPCA. Assist LPCA Board of Directors and LPCA staff in the coordination and development of LPCA’s legislative program. These issues 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.

4. Monitor state legislative committee hearing and meetings prior to and during the regular and special legislative session(s) at which specific issues within LPCA’s adopted legislative program are considered, as well as other that may arise that affect LPCA.

5. Develop and evaluate strategy for the support, opposition, or amendment of pending legislation.

6. Testify and lobby 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.

7. 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 citizens, and specific legislation contained in the LPCA’s legislative program.

8. Upon request, coordinate appointments/meetings between LPCA Board of Directors or other LPCA staff, and appropriate state officials and legislators.

9. A written summary report shall be submitted at the end of each week detailing legislative action taken during the week, status of legislative issues, and anticipated action during the upcoming week. A written report that summarizes the status of LPCA’s legislative priorities shall be provided within one (1) week of the closing of the session and a more detailed final written report on specific legislation affecting LPCA shall be provided within a reasonable time period, not to exceed thirty (30) days from the close of session.

10. Provide periodic written reports (at least monthly) during those months that the legislature is not in session, on issues of interest or concern to LPCA. Such information may include, but not necessarily be limited to, action taken at interim committee meetings, rule making hearings, status of studies underway, and advance notice of legislation being proposed.

11. Upon request by LPCA, assist LPCA in coordinating applications and obtaining state permits and grants. The Contractor is not expected to prepare permit or grant applications.
RESPONSIBILITIES OF THE CONTRACTOR:
1. The Contractor shall perform the scope of services, as contained in the RFP specifications. This list of services shall not be deemed to be all-inclusive, and may be changed from time to time as authorized by LPCA Board of Directors.
2. All correspondence shall be directed through the LPCA Executive Director, or designee.
3. Contractor shall provide LPCA with a current written listing of all its clients. This list must be kept current at all times. The Contractor shall notify LPCA of any new client(s) within ten (10) days of such commitments(s). The written notice may be in the form of an email to the LPCA Executive Director, or designee.

RESPONSIBILITIES OF LPCA:
1. LPCA shall designate LPCA Executive Director as the “lead” staff person to coordinate with the Contractor; however, other individuals may be designated by LPCA Executive Director from time to time.
2. LPCA shall have appropriate staff available as may be required to discuss issues with the Contractor, particularly during the legislative session.
3. LPCA shall use its best efforts to cooperate with the Contractor in providing the information and documentation necessary in the performance of the Legislative consulting services under this contract.

FEE COMPENSATION/EXPENSES:
The proposed fee(s) 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 internal word processing, data processing or other services (i.e. local telephone services, copies, mail or postage 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, and may be used to form a basis for any subsequent negotiations for additional services, outside the base services contained in the RFP, if applicable.

Cost Proposal: Proposer shall define the billing method, not to exceed one detailed invoice/per month.

1. Flat retainer fee, plus or including expenses, and a MAXIMUM ANNUAL FEE NOT TO EXCEED, inclusive of travel and expenses, for all services as outlined in the RFP,
2. Variable fee based on a per “team member” rate, plus travel and all additional charges, or
3. Firm, fixed annual fee that would encompass retainer and any expenses for the initial contract term.

NOTE: LPCA prefers Proposer(s) to offer their fee to LPCA as a firm, fixed annual fee schedule, which includes all expenses including travel for the services outlined in RFP.
CONFLICT OF INTEREST:
In the event the Contractor becomes aware of any conflicts or potential conflicts between the interest of LPCA and the interests of clients of the Contractor, the Contractor shall immediately notify LPCA Executive Director, or designee, in writing, of such conflict. Written notice may be in the form of an email notification. In the event LPCA becomes aware of any conflicts or potential conflicts between the interest of LPCA and the interests of clients of the Contractor, LPCA Executive Director, or designee, shall promptly notify the Contractor of such conflict. LPCA and the Contractor shall attempt to resolve any such conflict in a manner mutually acceptable to LPCA and the Contractor. If the conflict cannot be resolved to the satisfaction of LPCA, LPCA reserves the right to procure these items/services from other vendors with an appropriate reduction to the Contractor’s fee(s).

PART VI - REQUIREMENTS OF THE PROPOSAL
All proposals must be submitted as specified on the proposal pages that follow. Any attachments must be clearly identified. To be considered, the proposal must respond to all parts of the RFP. Any other information thought to be relevant, but not applicable to the enumerated categories, should be provided as an appendix to the proposal. If a proposer to respond to a requirement supplies publications, the response should include reference to the document number and page number. This will provide a quick reference for the evaluators. Proposals not providing this reference will be considered to have no reference material included in the additional documents.

1. All proposals must be submitted in a sealed package with the RFP number, due and open date, and RFP title clearly marked on the outside. If more than one package is submitted they should be marked 1 of 2, etc.
2. All proposals must be received by Louisiana Primary Care Association at 4550 North Blvd., Suite 120 1st floor Baton Rouge, Louisiana 70806 prior to 5:00 pm on the date specified in the RFP SCHEDULE Section of this RFP.
3. A representative who is authorized to contractually bind the Contractor shall sign the proposal.

PROPOSERS MUST SUBMIT AN IDENTIFIED ORIGINAL COPY PLUS TWO (2) COPIES OF THE PROPOSAL PAGES INCLUDING ANY ATTACHMENTS THE ABOVE REQUIREMENT TOTALS THREE (3) COPIES OF YOUR PROPOSAL
PROPOSAL PAGES ARE AS FOLLOWS:

1. Signature Page
2. Financial
3. Technical: includes narrative outlining understanding and approach, special considerations and possible difficulties.
   a. Client References and Successes
   b. Current Client List
   c. Existing relationships with State of Louisiana Local Legislative Delegation, Congressional Delegation, Cabinet officials, Agency heads, and with other key legislators and support staff.
4. Any Attachments to Proposal
PROPOSAL SUMMARY - SIGNATURE PAGES

TO: Louisiana Primary Care Association

The below signed hereby agrees to furnish the following article(s) or services at the price(s) and terms stated subject to all instructions, conditions, specifications addenda, legal advertisement, and conditions contained in the RFP. I have read all attachments including the specifications and fully understand what is required. By submitting this signed proposal I will accept a contract if approved by LPCA and such acceptance covers all terms, conditions, and specifications of this proposal. I certify that I have not divulged to, discussed with, or compared this proposal with any other proposer(s), and have not colluded with any proposer(s) or parties to this proposal. I certify that I am authorized to contractually bind the proposing firm.

Proposal submitted by:_______________________________________________

Name (printed): ____________________________________________________

Title:_____________________________________________________________

Company Name:____________________________________________________
(Legal Registered)

Address: __________________________________________________________

State: ___ Zip: _______ Phone: ______________  E-mail:___________________

Signature:____________________________________    Date:_______________

Was this proposal sent to the correct address? If NOT, please indicate corrected address above by checking here .   ☐

VARIANCES: State any variations to specifications, terms and conditions in the space provided below, attachment or reference in the space provided below all variances contained on other pages of RFP, attachments or proposal pages. No variations or exceptions by the Proposer will be deemed to be part of the proposal submitted unless such variation or exception is listed and contained within the proposal documents and referenced in the space provided below. If no statement is contained in the below space, it is hereby implied that your proposal complies with the full scope of this RFP.

Variance?  If YES, please include a copy with your response.
Included? YES:_________ NO:_________
PROPOSAL SUMMARY PAGES - FINANCIAL

I. FLAT RETAINER FEE PLUS EXPENSES:

Estimated Total Annual Cost to LPCA $____________

Describe and Detail all costs included. Please include as an attachment to your RFP response. Detail any exclusion from above Total Cost, if applicable, and the basis for which additional costs shall be charged, if applicable.

OR

II. VARIABLE FEE SCHEDULE OF CHARGES

Estimated Total Annual Cost to LPCA $____________

Include all hourly rates/per team member, travel expenses, and all related out-of-pocket expenses, if applicable. If additional space is needed, please include as an attachment to your RFP response. Detail all fees.

OR

III. FIRM, FIXED ANNUAL FEE

Total Annual Cost to LPCA $____________

An annual fee that would account for any type of retainer fee and all applicable expenses. If additional space is needed, please include as an attachment to your RFP response. Detail fees and calculation as appropriate.
PROPOSAL SUMMARY PAGES - TECHNICAL

The following issues should be fully responded to in your proposal in concise narrative form. Additional sheets should be used and attached to your RFP response. Please reference each issue and present in the same order.

1. Understanding of LPCA’s needs and your overall approach to those needs.
2. Timeline schedule to meet with LPCA and assist in development of LPCA’s Legislative program and finalize annual priorities and issues.
3. Outline of special considerations/needs of LPCA, or any potential problems.
4. Experience of Proposer and team: Detail all members; provide resumes, education, special training, prior experience in accordance with the RFP requirements.
5. Any additional information pertinent to your capability and resources to perform the RFP services.
6. Lawsuits (any) pending or completed involving the corporation, partnership or individuals with more than ten percent (10%) interest
   a. List all pending lawsuits, which are concerned directly with the staff or part of your organization proposed for the contract:
   b. List all judgments from lawsuits in the last 5 years, which are concerned directly with the staff or part of your organization proposed for the contract.
7. Client References
8. Current Client List
9. Summary of existing relationships with legislators, cabinet officials, agency heads, and support staff.
10. Have you included the required Original and Two (2) copies of the RFP Proposal and all attachments? YES_______ NO_______