



**REQUEST FOR PROPOSAL:  
LOBBYING SERVICES  
2019-2022**

Proposals will be accepted until 5:00 p.m. (CST)  
Friday, August 16, 2019

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Deliver or email proposals to Community Care Network of Kansas  
Attention: Katrina McGivern, Policy and Public Affairs Director  
[kmcgivern@communitycareks.org](mailto:kmcgivern@communitycareks.org)



700 SW Jackson, Suite 600 | Topeka, KS 66603

# Community Care Network of Kansas Request for Proposal: Lobbying Services 2019-2022

Community Care Network of Kansas (Community Care), a tax-exempt 501 (c)(3) organization, is seeking proposals for a professional services contract with a qualified individual or firm who can demonstrate competency and experience in providing state (State of Kansas?) lobbying services for non-profits in conjunction with work done by the Community Care CEO and Policy and Public Affairs Director.

## Background

Community Care is a statewide association of non-profit, community care clinics committed to serve their patients with high-quality, whole-person, comprehensive health care that is accessible to all Kansans. Since 1989, our membership has collaborated to help educate lawmakers on health care issues, advocate for funding, and promote the availability of high-quality, integrated primary care services statewide. Community Care receives funds through grants and contracts with state and federal government entities and private charitable foundations. Community Care's annual operating budget is approximately \$4.2 Million, with an estimated \$1.9 Million in federal funds. There are four main issues on the association's legislative platform – state funding for community care clinics, protection of the 340B pharmacy program, state funding for school-based health services, and KanCare Expansion. Community Care also advocates for/against other policies or legislation impacting the clinics and patients they serve.

For more information about Community Care and clinic members, please visit [www.communitycareks.org](http://www.communitycareks.org).

## Scope of Services

The contractor will monitor issues which relate to the Community Care legislative platform and other policy or budgetary issues that could impact Kansas community care clinics.

- a. Monitor activity of the Executive and Legislative branches (including committees) during the Kansas legislative session and alert Community Care when activity occurs that requires attention
- b. Track and communicate the status of Community Care legislative priorities and other legislation of interest
- c. Provide timely updates on legislative and other regulatory committee schedule changes as they occur
- d. Participate in Community Care meetings with key legislators, as requested and available
- e. Participate in Community Care Legislative Committee conference calls and other meetings (i.e., face-to-face during Community Care Annual Conference)
- f. Monitor the interests of Community Care through the summer and fall
- g. Facilitate relationship building with legislators, which may include lunch/dinners
- h. Provide counsel to Community Care's CEO and Policy and Public Affairs Director on appropriate strategies and approaches to legislative and other political issues



## Proposed Calendar of Events

July 19, 2019: Issue RFP

August 16, 2019: Proposals due

August 19-23, 2019: Interviews Conducted as Community Care requests

August 30, 2019: Lobbying firm selected

September 2-6, 2019: Contract signed

September 18-20, 2019: Introduction to membership at Annual Conference

October 1, 2019: Contract begins

## Basic Requirements for Proposals

- Respondent will submit proposal electronically.
- Proposals are due to Community Care by 5:00 p.m. CDT, August 16, 2019.
- Proposals are limited to 5 numbered pages (8 ½ by 11 inch) excluding cover letter, and Appendix A (price proposal). All pages shall be in portrait orientation with 1 inch (1”) margins. Font size shall be 11 point or larger. Proposals that do not follow this format may be rejected. Cover letter shall include RFP Title, Name, Title, Email Address, Phone Number and current Address of submitting firm’s main contact.
- Respondent shall include:
  - a. List of qualifications, including examples of successful lobbying services
  - b. At least three client references for which similar lobbying services were provided in the past three years, if any. Include name of the institution, contact person, address and phone number.
  - c. Identify key personnel who will work with Community Care.
  - d. Completed price proposal (see below).
- Proposals received and information therein will be kept confidential.

## Price Proposal

Contractor will provide fee proposal for the three-year contract period, which shall be at a firm, fixed price. (Other prior-approved expenses, such as meals provided to legislators while discussing policy related to Community Care, may be submitted for reimbursement.) The awarded contractor will submit invoices on a monthly basis. Payment shall be made within thirty days of the invoice date.

Proposals and questions can be submitted by e-mail to:

Katrina McGivern  
Policy and Public Affairs Director  
Email: [kmcgivern@communitycareks.org](mailto:kmcgivern@communitycareks.org)

## Successful Applicant(s) Qualifications

- Experience with organizations similar in size and/or operations
- Recommendations from former clients and prior experience with Community Care, as applicable
- Competence, as demonstrated by qualifications and technical backgrounds of staff to be assigned



Upon selection, the successful application will execute a contract with Community Care that will be for a three year period (Oct. 1, 2019 – Sept. 31, 2022).

### **Basis of Awarding**

The right is reserved, as the interest of Community Care may require, to waive any defects or all informalities in any proposal, to reject any or all proposals, to take any or all proposals under advisement or to accept any proposal as may be deemed to be in Community Care's interest in meeting the standard of lowest and best proposal.

### **Non-compete**

For the term of this contract the contractor shall not represent any entity that would be in direct competition with Community Care, nor represent any entity that would have an interest in conflict with the best interest of Community Care, without the approval of Community Care. Contractor will immediately disclose potential conflicts of interest.

### **Ownership of Products, Reports, etc.**

Any and all products, reports, etc. developed by contractor in whole or in part which are utilized, or accepted by Community Care because of the relationship between contractor and Community Care, and any and all intellectual, property rights, including copyrights in the products, reports, etc., shall become the exclusive property of Community Care.

### **Confidential Information**

When working with Community Care, confidential information may be shared by/about Community Care or its members. This information must be kept confidential and not shared publicly. "Confidential Information" means any information, whether or not owned by or developed by Community Care or its members which is not generally known and which contractor may obtain through direct or indirect contact with Community Care or its members. Such confidential information includes, but is not limited to: business records and plans, marketing strategies, cost, discounts, product design information, technical information, business affairs, financial reports, customer lists, patient data/information, and other proprietary information. Confidential information does not include information that contractor can show, by clear and convincing evidence, to be:

- a. in public domain;
- b. rightfully received from a third party without any obligation of confidentiality;
- c. rightfully known to the contractor without any limitations on use or disclosure prior to its receipt from Community Care;
- d. independently developed by Community Care without use of or reference to the confidential information.

### **Equal Opportunity**

*Community Care is committed to Equal Opportunity.* Community Care shall not discriminate in any of its employment or contracting decisions on the basis of age, gender, gender identity, sex, sexual orientation, marital status, race, color, religion, national origin, disability or any other consideration made unlawful by applicable law. *Respondent agrees to comply with the Fair Labor Standards Act, Fair Employment Practices, Equal Opportunity Act and other applicable State and Federal laws. Female and minority owned firms are encouraged to submit proposals.*

