



504HealthNet, Inc.

Request for Proposals

Re: Health Policy and Advocacy Consultant

OVERVIEW

The 504HealthNet invites qualified Legislative and Governmental Affairs professionals to submit proposals to become the organization's Health Policy and Advocacy Consultant. The consultant will assist 504HealthNet in developing its 2019 Policy and Advocacy Agenda which will address the needs of its community-based primary care and behavioral health providers and patients and ensure access to comprehensive health care in the Greater New Orleans Region.

The contract period for the professional service contract will be from January 2, 2019 to June 30, 2019. By working with this consultant, the 504HealthNet seeks to develop local and state policy strategies that support the achievement of the following priority areas:

- Increase access to comprehensive primary care and behavioral health services to all people regardless of the ability to pay;
- Improve the integration of primary care and behavioral health services within its member organizations;
- Increase sustainability, effectiveness and efficiency among the member organizations;
- Advance an effective health home model system of care; and
- Develop linkages for a full continuum of health services.

Proposals should be submitted to Tiffany Netters at TJNetters@504HealthNet.org. Proposals will be accepted from **4 pm CST on Tuesday, November 13, 2018 through 9 pm CST on December 4, 2018**.

BACKGROUND

The 504HealthNet is a community-based nonprofit organization comprised of twenty-six non-profit and governmental organizations in the Greater New Orleans Area. Membership is open to those who provide primary care or behavioral health services in a community setting irrespective of the client's ability to pay, with a special focus on low-income, under-insured and uninsured populations. Its members independently operate over 60 service locations across Orleans, St. Bernard, Jefferson, and Plaquemines parishes ranging from comprehensive adult and pediatric primary care and behavioral health to medical mobile units. Its mission is to improve access to health care for all New Orleanians.

The organization's current policy and advocacy goals include the following:

- Current funding levels for healthcare services and patients are maintained and/or enhanced;
- Medicaid benefits and covered populations remains the same or they are enhanced, and;
- Prevent the implementation of new barriers to patients and insurance coverage.

PROFESSIONAL SERVICES REQUESTED

Within the contract period, consultant will provide health policy and advocacy services to the 504HealthNet Executive Director and Board of Directors. This does not include services directed towards individual members, rather services to the membership network. The Scope of Work will include the following deliverables:

1. Assist 504HealthNet staff and Board of Directors in the coordination and development of the organization's 2019 Policy and Advocacy Plan for both the state and local levels.
2. Assist 504HealthNet staff and board to develop relationships between legislators and local city council members in the Greater New Orleans Region.
3. Review, analyze and report analysis on proposed state legislation that may impact community health centers and behavioral health providers during the State's Legislative Sessions, including Regular and Special Sessions as scheduled.
4. Review, analyze and report analysis on proposed local policies that may impact community health centers and behavioral health providers during the State's Legislative Sessions, including Regular and Special Sessions as scheduled.
5. Monitor state legislative committee hearings and meetings prior to and during the regular and special legislative session(s) at which specific issues within 504HealthNet's policy agenda are considered, as well as other issues that may arise that affect member organizations.
6. Monitor local committee hearings and meetings that may address specific issues within 504HealthNet's policy agenda are considered, as well as other issues that may arise that affect member organizations.
7. As directed by 504HealthNet, appear, testify and advocate before the Legislature, Executive Branch of Government, Cabinet and state agency hearings as necessary on behalf of the 504HealthNet, during annual legislative sessions, extended, or special session(s) and at legislative committee meetings.
8. Deflect legislation that would negatively impact 504HealthNet, its members or their patients.
9. Assist with potential policy issues that may include: direct appropriations, legislative caucuses, public safety, law enforcement, business development, infrastructure improvements, telecommunications, transportation, environmental, affordable housing, economic development, revenue enhancement, annexation, mandates and other issues.
10. Consult with 504HealthNet Executive Director and Board's Executive Committee
11. Participate in 504HealthNet meetings, upon request by 504HealthNet.
12. Submit a written monthly summary report detailing action taken in completing deliverables.
13. Agree to contract terms that include conflict of interest and non-disclosure agreements.

COMPENSATION & EXPENSES

The total amount for this contract is \$15,000 for the six-month period. Based on consultant's success and the availability of funds, this contract may be extended into a longer-term contract.

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. A fixed monthly fee schedule is preferred, which includes all expenses including travel for the services outlined in RFP. **Note:** All funds must be spent by June 30, 2019.

The organization's billing method shall be followed, as directed by the 504HealthNet Executive Director, not to exceed one detailed invoice per month.

SELECTION PROCESS

The 504HealthNet seeks brief proposals that provide sufficient information and needed detail for its selection committee to make a decision on what proposal will be selected for the contract. The selection committee will select one proposal to be recommended for approval by the 504HealthNet Board of Directors for contracting. The 504HealthNet reserves the right to ask for more information and possible interview and negotiate fees during this process.

PROPOSAL SUBMISSION REQUIREMENTS

Each proposal must include the following to be considered:

Professional Service Narrative (maximum 5 pages, 12 pt. font, single spaced) that includes an overview of the proposer's qualifications, expertise and capacity to meet the needs of the 504HealthNet, including special considerations and possible difficulties.

Narrative should include the following:

1. Cover letter to the attention of the Executive Director with the following information: Proposer's name, email address, address, phone number, and services offered.
2. Explanation of qualifications, expertise and capacity needed to complete deliverables.
3. Brief outline of Proposer's abilities and recent accomplishments. Proposal should attach resume(s) of principal development professional(s) to provide direct service for this project.
4. Overview of current Client List and services being provided with Client References (actual list can be included as an Attachment.)

5. Summary of existing relationships within the GNO area's local and state political officials.
6. Explanation of proposer's approach to creating a policy and advocacy plan (i.e. data collection methods, evidence-based approaches, etc.).
7. Proposal should include clear details outlined in a workplan with activities to accomplish deliverables, time frames, and related cost. Workplan should include timeline that concludes by June 30, 2019. Final workplan will be negotiated after selection and contracting processes are complete.
8. Proposal should include detailed budget on how consultant will expend funds. Budget should include hourly wage with projected hours to complete work or fixed cost budget that outlines cost per deliverable. No indirect cost will be provided, therefore administrative and travel cost should be built into the budget.
 - **Attachment 1:** Resume(s) of person(s) proposed to provide services under this contract
 - **Attachment 2:** Current Client List
 - **Attachment 3:** Draft Workplan
 - **Attachment 4:** Proposed Budget

(Note: Attachments are not included in the maximum 5-page limit.)

Proposals should be submitted in electronic form in pdf format and will be accepted from November 13, 2018 to December 4, 2018 by 9:00 pm.

Submit your proposals for services outlined below to Tiffany Netters at TJNetters@504HealthNet.org.

CONFLICT OF INTEREST

In the event the Proposer is aware of any potential conflicts of interest, Proposer should state it within the Narrative. If selected, the Contractor shall immediately notify the 504HealthNet Executive Director, or designee, in writing, of any conflicts or potential conflicts between the interest of the organization and the interests of other clients of the Contractor. Written notice may be in the form of an email notification. In the event the 504HealthNet becomes aware of any conflicts or potential conflicts between the interests of the organization and the interests of clients of the Contractor, the Executive Director, or designee, shall promptly notify the Contractor of such conflict. The 504HealthNet and the Contractor shall attempt to resolve any such conflict in a manner mutually acceptable to the organization and the Contractor. If the conflict cannot be resolved to the satisfaction of the 504HealthNet, the organization reserves the right to procure these items/services from other vendors with an appropriate reduction to the Contractor's fee(s).

BASIS FOR SELECTION AND AWARD OF AN AGREEMENT FOR SERVICES

The 504HealthNet will select and attempt to negotiate a mutually acceptable Agreement for Services with the selected contractor 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 the level of qualifications, experience and record of success in similar services provided.
3. Effectively describes the level of existing relationships as outlined above.
4. Provides sufficient information of current client list and services provided with client references.
5. Provides detailed workplan as outlined above.
6. Provides detailed information within proposed budget that includes acceptable costs to organization.
7. Includes information of any potential conflicts of interest and lawsuits.

COMMUNICATION & NOTIFICATION

All questions should be sent via email to Tiffany Netters at TJNetters@504HealthNet.org by November 30, 2018.

Notification of selected proposal will be sent via email after December 14, 2018.