



**REQUEST FOR PROPOSAL  
FOR LEGISLATIVE SERVICES  
FOR THE NATIONAL ASSOCIATION OF FREE & CHARITABLE CLINICS**

This document is a Request for Proposal ("RFP") for governmental affairs representation on issues relating to America's health care safety net and programs that impact that safety net, health care and charitable giving.

The National Association of Free & Charitable Clinics is seeking proposals for advocacy advice and legislative representation (lobbying) services. Contract term desired is for one (1) year.

Please submit your proposal electronically to [Nicole@nafcclinics.org](mailto:Nicole@nafcclinics.org) with "NAFC RFP Response" in the subject line by February 7, 2013 at 10:00 am.

Please direct all questions to Nicole Lamoureux at 703-647-7427 or [Nicole@nafcclinics.org](mailto:Nicole@nafcclinics.org).

**I. Introduction**

The National Association of Free and Charitable Clinics (NAFC) is the only nonprofit 501c(3) organization whose mission is solely focused on the issues and needs of the more than 1,200 Free and Charitable Clinics and the people they serve in the United States. Founded in 2001 and headquartered in Washington, D.C., the NAFC is an effective advocate for the issues and concerns of Free and Charitable Clinics, their volunteer workforce of doctors, dentists, nurses, therapists, pharmacists, nurse practitioners, technicians and other health care professionals, and the patients served by Free and Charitable Clinics in communities throughout the nation.

**Mission**

Broaden access to affordable health care for the medically underserved by increasing public awareness, promoting volunteerism, and supporting and advocating for the nation's safety net of Free and Charitable Clinics.

**Vision**

To be a national voice and essential partner for building a healthy America.



## **ORGANIZATION VALUES AND GUIDING PRINCIPLES**

- WE BELIEVE access to health care should be a right, not a privilege.
- WE VALUE human dignity and ACCESS to quality, compassionate health care.
- WE VALUE the individuality of our member clinics and their ability to adapt to community needs and resources.
- WE VALUE volunteerism.
- WE VALUE community ownership, service and collaboration.

## **II. Statement of Work**

The NAFC seeks to retain a legislative consultant to provide the following services:

- A. Set up and appear with NAFC officials to meetings with Federal legislative and agency officials.
- B. Keep the NAFC Executive Director and Deputy Director informed of all priority issues in a timely matter.
- C. Draft legislation, secure cosponsors and advocate for NAFC approved legislative issues.
- D. Possess and maintain working relationships with Members of Congress, staff and committees, and representatives of other public agencies and professions, businesses and industries, as applicable, in connection with advancing NAFC Legislative and Association priorities.
- E. Track and analyze bills and keep the NAFC advised regarding their status.
- F. Establish legislative briefing opportunities for the NAFC.
- G. Secure testimony opportunities for the NAFC when possible.
- K. Provide a record of activities to the NAFC on a monthly basis. The Consultant and the NAFC Executive Director will mutually agree upon the reporting format and details.

## **III. Terms of Contract**

The contract will be for 1 year from NAFC Board decision date.



#### **IV. Proposal Submission**

In addition to responding to the scope of services, please include:

- A. A brief description of the history and organization of the bidder's firm and of any proposed subcontractor.
- B. A description of relationships with legislative leaders and chairs of relevant committees.
- C. Qualifications, background and experience of individual(s) proposed to work on the project.
- D. A general description of the techniques, approaches and methods to be used in completing the project.
- E. A detailed cost proposal, including any travel costs and other expenses. Cost may be bid either as a monthly retainer fee or an annual flat fee. The consultant will be responsible for all cost and expenses incident to their performance of services, with the exception of travel expenses, which are subject to prior approval. As the NAFC may award a contract based on the initial offer, a bidder should make its initial offer on the most favorable terms available. The NAFC reserves the right, however, to have discussions with those bidders falling within a competitive range, and to request revised pricing offers from them and to make an award or conduct negotiations thereafter.
- F. Three references
- G. A written statement verifying no potential conflicts of interest with other clients.

#### **V. Evaluation Process and Highest Scored Bidder**

Submissions should provide straightforward and concise information that fulfill the requirements of the RFP. Emphasis should be placed on brevity, conformity to NAFC's instructions, and completeness and clarity of content. Proposals should not be any longer than 10 pages and should not include generic promotional materials and graphics that increase page count and PDF file size without addressing substantive content.

An evaluation team will review, in detail, all proposals that are received to determine the Highest Scored Bidder.

The NAFC reserves the right to determine the suitability of proposals on the basis of a proposal's meeting of administrative requirements, technical requirements, the review team's assessment of the quality and performance of the services proposed, and cost.



During the evaluation process, the NAFC may require a bidder's representative to answer questions with regard to the proposal. The NAFC may also have discussions with those bidders falling within a competitive range, request revised pricing offers from such bidders, and make an award and/or conduct negotiations thereafter.

This Request for Proposal does not commit the NAFC to awarding a contract. Bidders shall bear all costs incurred in the preparation of the Proposal and participating in the Proposal evaluation process. The NAFC reserves the right to reject and all Proposals, to accept the Proposal it considers most favorable in its sole discretion, and to waive minor irregularities. The NAFC further reserves the right to seek new Proposals when such procedure is considered by it to be in the best interest of the NAFC.

- A. The following criteria will be used in reviewing and comparing the proposals and in determining the Highest Scored Bidder. The weight to be assigned to each criterion appears following each item.
  - 1. Responsiveness of the proposal to the submission requirements set forth in the RFP (5%).
  - 2. Experience advocating for other non-profit Associations and/or 501c3 organizations (40%).
  - 3. The total cost of the proposal solution. If the proposal contains itemized rates, per piece pricing, or commission-based pricing, the NAFC reserves the right to calculate total contracted cost by calculating rates using either previous known usage activity or future projected volume. Costs will be evaluated only if a proposal is determined to be otherwise qualified. Costs should be itemized by type to allow the NAFC to implement the solution over the term of the contract (55%).
- B. If a large number of proposals are received, the NAFC reserves the right to review the proposals using a tiered evaluation system. All qualified proposals will be evaluated based on the Submission Requirements and Cost, with the top candidates advancing as finalists and receiving full evaluation as outlined above.



## **VI. Rejection of Proposals**

The NAFC reserves the right in its sole discretion to reject any or all proposals in the whole or in part, without incurring any cost or liability whatsoever. All proposals will be reviewed for completeness of the submission requirements. If a proposal fails to meet a material requirement of the RFP, or it is incomplete or contains irregularities, the proposal may be rejected. A deviation is material to the extent that a proposal is not in substantial accord with RFP requirements.

Any proposal may be rejected where it is determined to be not really competitive, or where the cost is not reasonable.

## **VII. Award and Execution of Contract**

Subject to NAFC's right to reject any or all proposals, the Highest Scored Bidder will be awarded the contract, if the program is considered important and relevant to the NAFC Board of Directors. Upon selection, the NAFC and the selected Vendor will enter into good faith negotiations on a contract containing, without limitation, the Statement of Work.

The expectation is to pay the contractor a monthly fee or an annual fee based on the amount of time the contractor estimates it will take to provide the services, or a straight monthly retainer fee. We will not withhold any amount for tax or other withholdings. Contractor will invoice monthly.

## **VIII. News Releases**

News releases pertaining to the award of a contract may not be made without the written approval of the NAFC.