REQUEST FOR CONTRACTED SERVICE PROPOSALS

Health Policy
Government Affairs

Missouri Foundation for Health
a catalyst for change
Missouri Foundation for Health (MFH) is requesting proposals from qualified contractors to provide the Foundation with comprehensive legislative monitoring services, including but not limited to:

- tracking and monitoring legislation and regulatory developments important to the Foundation;
- assisting with relationship management for key legislative and administrative targets, including newly elected officials;
- generating strategic input on the Foundation's legislative educational opportunities; and
- consulting on policy and political considerations relevant to the Foundation's strategy and initiatives.

At this time the Foundation does not require direct lobbying services but maintains the right to adjust the scope of future work to encompass this activity, if needed.

**General Requirements**

The contractor should have extensive experience working with the Missouri General Assembly and the state executive branch on policy issues affecting health, social services, or similar sectors. Experience working with local governments and Missouri's federal delegation is also preferred. The contractor should ensure existing clientele's policy directives do not conflict with the Foundation's interests.

**Proposal Submission**

Proposals must be submitted online.

To begin a proposal, click [here](#).

To return to a proposal in progress, log in to your [Account](#).

**Proposal Requirements**

- **Submission acknowledgment.** Complete and submit the one-page acknowledgment form.

- **Proposal narrative.** Address each of the sections below

  - **Organization name and primary contact information.**
  
  - **Approach to services.** Provide a brief description of the approach to services and address each of the following:
    
    - Provide a list of objectives during the contract period that align with the scope of work outlined above.
    
    - Provide a description of activities and responsibilities to be provided under this contract, categorized by type of work.
    
    - Provide information on approach to foster relationship building with elected officials and agency staff on behalf of Foundation.
    
    - Provide a full client list and the services provided.
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- **Organization history and qualifications.** Provide a summary of experience and qualifications of the organization’s staff as well as any proposed subcontractors. Include bios of key personnel.

- **Cost proposal.** Provide a detailed cost proposal and justification for professional services (hourly rate and number of hours), travel specifically related to the delivery of services, subcontractor fees (attach proposal or contract), and other direct costs related specifically to the delivery of services. Respondents should submit a cost proposal that aligns with the proposed activities and supports required deliverables. MFH reserves the right to negotiate proposed costs.

  *Note:* Requested travel will be reimbursed for coach airfare booked within a reasonable timeframe, lodging, standard rental car or public transportation, meals and incidental expenses at a rate not to exceed the federal per diem rate.

- **Intellectual property list.** If applicable, attach list of intellectual property.

- **Additional required documents:**
  - The names and contact information of 2 – 3 individuals or organizations the MFH can contact to verify past work.
  - Completed W-9 form
  - Completed Conflict of Interest Disclosure form

Proposal Review and Evaluation

Proposals will be reviewed in accordance with the requirements of this RFP. Only those proposals that meet all the mandatory criteria in the RFP will be given consideration.

A respondent’s submission of a proposal in no way guarantees procurement. MFH will not reimburse a respondent for the cost of developing or presenting a proposal in response to this RFP. The proposal will be considered confidential.

Right to Reject

MFH reserves the right to:

- Reject any or all proposals submitted
- Request additional information from any or all respondents
- Conduct discussions with respondents to ensure full understanding of and responsiveness to the solicitation requirements
- Negotiate modifications to a respondent’s proposal prior to final award for the purpose of obtaining best and final offers
- Approve subcontractors proposed or used in carrying out the work
Contact Provisions

The agreement will be up to 24 months in duration. If selected, contractor will be required to enter into a Service Agreement with MFH. To review the terms of the agreement, [click here](#).

Contact and Deadline

If you have questions please contact Alex Rankin, Director of Government Affairs, at arankin@mffh.org or (314) 345-5571. Proposals must be received by Monday, October 19, 2020, at 11:59 p.m. (Central Time).

For more information on the online submission process, [click here](#). If there are additional questions, please contact Wendy Rohrbach, Project Coordinator, at wrohrbach@mffh.org or (314) 345-5504.

Non-Discrimination Policy

MFH will not discriminate on the basis of race, color, sex, religion, national origin, age, disability, sexual orientation, gender identity or veteran status. Respondent will be required to affirm respondent will not discriminate on the basis of race, color, sex, religion, national origin, age, disability, sexual orientation, gender identity or veteran status either in its employment practices or in its policies and procedures on account of any services, or activities made possible by or resulting from an agreement resulting from this RFP. Any violation of this provision shall be considered a violation of a material provision of this procurement and shall be grounds for cancellation, termination or suspension in whole or in part of any related agreement by the MFH.

MFH is committed to ensuring that equal opportunity is provided to minority and woman-owned enterprises and that its contractors have active programs for ensuring diversity in their workforce and sensitivity to the issues of race and gender.

About Missouri Foundation for Health

Missouri Foundation for Health is a resource for the region, working with communities and nonprofits to generate and accelerate positive changes in health. As a catalyst for change, the Foundation improves the health of Missourians through partnership, experience, knowledge and funding. To learn more please visit [mffh.org](#).