



ALASKA PRIMARY CARE ASSOCIATION
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907-929-2722

REQUEST FOR PROPOSALS – Government Affairs Consulting Services

SUMMARY STATEMENT

This is procurement for a contract to provide ongoing Government Affairs consulting support for the 2025 Legislative Session (inclusive of pre-, during- and post-Session activities). The Alaska Primary Care Association (APCA) is an Anchorage, Alaska-based 501(c)(3) nonprofit corporation. APCA provides training & technical assistance, policy, workforce development, and community health services to FQHCs and other community-based service organizations in Alaska.

To meet the strategic goals and objectives of the company and to advance the organization's 2025 State and Federal Legislative Priorities, APCA seeks a contracted Government Affairs Consultant.

This contract is for one year, with options to extend two additional one-year periods.

Proposal Due Date

Proposals are due to APCA by November 29, 2024 by 5:00 pm Alaska Time.

Proposals must be submitted electronically to communications@alaskapca.org.

Proposal Specifications

Use standard 8 ½ by 11" page size with 1" margins, and an easy-to-read font no smaller than 11 point. The overall length of the proposal shall not exceed 15 pages.

Term of Contract

The awarded contract will have a beginning term of approximately December 16, 2024 and will be for a period of one year. There will be two additional, optional one-year periods, which may be elected by APCA, with the concurrence of the contractor.

Questions

All questions must be in writing and directed to Hailey Cox at: communications@alaskapca.org. Questions must be received by 10 a.m. (AKDT) Monday, November 18, 2024. Responses will be returned to all potential offerors on Wednesday, November 20, 2024.

Amendments to the RFP

If an amendment is issued, it will be provided to all potential offerors who were emailed a copy of the RFP and to those who have registered their interest with Hailey Cox at communications@alaskapca.org.

Proposal Schedule

Monday, November 11, 2024	Release of RFP
Monday, November 18, 2024	Questions Due
Wednesday, November 20, 2024	Question Responses Released
Friday, November 29, 2024 at 5:00pm	Proposal Closing Date
Friday, December 13, 2024	Notice of Intent to Award
Monday, December 16, 2024	Start of Contract

Background of APCA

The Alaska Primary Care Association (APCA) is one of 52 PCAs across the country. APCA is a small non-profit 501(c)(3) organization, with 50 staff members, one CEO and a 29-member governing Board of Directors. The primary mission of APCA is to provide training and technical assistance, policy analysis, workforce development, and community health services to Alaska's 29 Federally Qualified Health Centers (FQHCs, or Community Health Centers).

Revenues of APCA are comprised of grants and contracts totaling approximately \$12 million per fiscal year to fund program operations. Major funding sources include Economic Development Administration's Good Jobs Challenge, US Department of Health & Human Services, Health Resources & Services Administration's Cooperative Agreement for State and Regional Primary Care Associations (PCA), and HRSA's Health Center Controlled Network (HCCN) grant. Funding is also received through State of Alaska grants and contracts focused on health workforce development, quality improvement, referral tracking, Patient-Centered Medical Home (PCMH), and population health.

Government Affairs Consulting Requirements Overview

APCA requires a contract with an organization to support and advance APCA's state and federal policy priorities for 2025, year-round. The consultant will also enhance and expand APCA Government Affairs staff capacity to achieve the APCA Board of Directors' strategic goal of maintaining excellent advocacy by adding capacity and expertise to staff and Board advocacy activities.

Offerors must have proven success in providing trusted and effective government affairs consulting services in Alaska.

Offerors should have the capacity to respond to requests in a timely manner and the ability to meet key deadlines.

Offerors should have the ability to work collaboratively with APCA staff, Alaska FQHC leaders, key advisors and other subject matter experts.

Offerors should also disclose and address conflicts of interest, potential conflicts of interest, or the appearance of a conflict of interest with APCA staff immediately.

Scope of Work:

Strategy

- Work with APCA and its members, partners and consultants to develop, align and/or execute the desired outcomes of APCA;
- Develop relationships, and advise APCA on developing relationships, with policymakers who may influence legislation important to APCA;
- Consult and advise APCA on how to raise/or improve APCA’s political standing and effectiveness with decision makers;
- Attend APCA team strategy meetings, policy and advocacy committee meetings, briefings and other events upon request.

Engagement

- Attend meetings, private and public, in the state and federal capitols and other locations, on behalf of APCA;
- Secure sponsors for bills, including budget bills, resolutions, amendments and other legislation or regulation as necessary to achieve APCA’s legislative goals;
- Support passage or defeat of legislation and amendments, as needed;
- Interact with elected and appointed legislative branch and executive branch officials and effectively communicate APCA’s legislative priorities and issues of interest;
- Assist in the drafting, editing and preparation of written and oral testimony on legislation, regulatory issues, or other relevant issues;
- Additional legislative and regulatory duties, upon APCA’s request.

Reporting

- Provide timely written reports (rapid response, or weekly reports, at minimum) to APCA recording lobbying activities and progress related to APCA’s Policy Priorities and document emerging issues, challenges or potential conflicts of interest;
- Provide verbal reports and key updates to APCA staff daily, as necessary.

CONTENT OF RESPONSE

APCA will make its selection for a Government Affairs Consultant based on demonstrated competence, experience, knowledge, and qualifications, as well as the reasonableness of the proposed fees compared to other offerors.

Requirements:

- Include descriptions of at least (3) similar consulting jobs and how you contributed to progress.
- Include three references of customers similar to APCA.
- Include three work samples (briefings, reporting, regulatory comments or written testimony)
- Explain your approach to this scope of work, and how you would price your work.
- Explain how you identify, disclose and manage real or perceived conflicts of interest within your government affairs work at large.
- Lay out a brief plan that includes the steps you think are necessary to provide government affairs consultant services to APCA

The selection committee will score the proposals based on the pre-established criteria below.

Proposal Evaluation Criteria

Understanding of the Scope of Work (15%)

- 1) How well has the offeror demonstrated a thorough understanding of the purpose and scope of work particularly in relation to ability to complete both planned assignments and quick turnaround requests?
- 2) How well has the offeror identified pertinent issues and potential problems related to the work?
- 3) To what degree has the offeror demonstrated an understanding of the legislative services APCA expects to receive?
- 4) To what degree has the offeror demonstrated an understanding of the regulatory services APCA expects to receive?

Project Plan (15%)

- 1) To what extent does the offeror already have the expertise necessary to perform the full range of services outlined in the scope of work?
- 2) Does the offeror adequately explain their approach to undertaking the scope of work?
- 3) Does the offeror adequately explain how they will approach the range of activities outlined in the RFP?

Organization, Past Performance, Staffing and Qualifications (45%)

- 1) Name, Address, Email, Phone, Website
- 2) Number of years in operation.
- 3) Top clients and relevant projects with links to website portfolios.
- 4) How well do the samples of past work relate to APCA's requested government affairs consultant services?
- 5) How well has the offeror demonstrated past performance in providing government affairs consulting services?
- 6) Has the offeror provided three references for review?
- 7) Are resumes for key personnel included and demonstrate experience in completing similar projects on time and within budget?
- 8) How successful is the general history of the offeror regarding timely and successful completion of projects?

Cost (25%)

- 1) Has the offeror adequately explained their proposed schedule for billing? Price analysis shall outline all costs for the scope of work for this project:
 - Describe all costs related to project progress
 - Identify hourly rates for all key personnel
 - Is the cost reasonable?

Insurance

Statement on Insurance: Proposals shall include a statement that the offeror has and will maintain in force at all times during the performance of services under this contract, the following policies of insurance:

- Workers' Compensation Insurance
- Commercial General Liability Insurance
- Commercial Errors & Omissions Insurance

Offeror's Certification

By signature on the proposal, offerors certify that they comply with the following:

- A. the laws of the State of Alaska;
- B. the applicable portion of the Federal Civil Rights Act of 1964;
- C. the Equal Employment Opportunity Act and the regulations issued thereunder by the federal government;
- D. the Americans with Disabilities Act of 1990 and the regulations issued thereunder by the federal government;
- E. all terms and conditions set out in this RFP;
- F. a condition that the proposal submitted was independently arrived at, without collusion, under penalty of perjury;
- G. that programs, services, and activities provided to the general public under the resulting contract conform with the Americans with Disabilities Act of 1990, and the regulations issued thereunder by the federal government.

If any offeror fails to comply with [A] through [G] of this paragraph, APCA reserves the right to disregard the proposal, terminate the contract, or consider the contractor in default.

Proposed Payment Procedures

APCA will make payments based on a negotiated payment schedule. Each billing must consist of an invoice and an activities/deliverables report. All billings should be submitted by email to:

Accounts Payable AP@alaskapca.org

Subcontractors

Generally, subcontractors may not be used to perform work under this contract. Exceptions may be considered by APCA.

Changes in Key Personnel

Any change of the project team members named in the proposal must be approved, in advance and in writing, by the project director. Personnel changes that are not approved by APCA may be grounds for APCA to terminate the contract.

Inspection of Work

The contractor is responsible for the completion of all work set out in the contract. All work is subject to inspection, evaluation, and approval by the project director. APCA may employ all reasonable means to ensure that the work is progressing and being performed in compliance with the contract. The project director may instruct the contractor to make corrections or modifications if needed in order to accomplish the contract's intent. The contractor will not unreasonably withhold such changes.

The substantial failure of the contractor to perform the contract may cause APCA to terminate the contract. In this event, APCA may require the contractor to reimburse monies paid (based on the identified portion of unacceptable work received) and may seek associated damages.

Confidentiality

Contractor agrees that all confidential information shall be used only for purposes of providing the deliverables and performing the services specified herein and shall not disseminate or allow dissemination of confidential information except as provided for in this section. The contractor shall hold as confidential and will use reasonable care (including both facility physical security and electronic security) to prevent unauthorized access by, storage, disclosure, publication, dissemination to and/or use by third parties of, the confidential information. "Reasonable care" means compliance by the contractor with all applicable federal and state law, including the Social Security Act and HIPAA.

Standard Clauses and Provisions

Additional Requirements. In connection with the provision of services pursuant to this Contract, APCA and Contractor agree to comply with the following federal requirements, to the extent that such requirements are applicable. Contractor shall notify the PCA immediately if it has reason to believe that there may have been a violation of any of the following provisions:

1. *Equal Employment Opportunity*—E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor." The Civil Rights Act of 1964 and all other federal, state or local laws, rules and orders prohibiting discrimination.
2. *Rights to Inventions Made Under a Contract or Agreement* — Contracts or agreements for the

performance of experimental, developmental, or research work shall provide for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any further implementing regulations issued by HHS.

3. *Byrd Anti-Lobbying Amendment* (31 U.S.C. 1352, see also 45 C.F.R. part 82 and part 93) — If Contract is for amount in excess of \$100,000, Contractor agrees to file the required certification with the PCA. Each tier certifies to the tier above that it will not and has not used federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any federal agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier shall also disclose any lobbying with non-federal funds that takes place in connection with obtaining any federal award. Such disclosures are forwarded from tier to tier up to the recipient.
4. *Debarment and Suspension* (7 C.F.R. 3017) — If contract award is equal or exceeds \$25,000 (see 7 C.F.R. 3017.220(b)(1)), contracts shall not be made to parties listed on the government-wide Excluded Parties List System. The Excluded Parties List System contains the names of parties debarred, suspended, or otherwise excluded by agencies, and contractors declared ineligible under statutory authority. Contractor hereby certifies that it has not been debarred or suspended from participation in federal programs including grants and contracts and certifies that the party has reviewed <https://www.sam.gov/portal/public/SAM/> and <http://exclusions.oig.hhs.gov/> to determine whether any subcontractors are on the list.

Please also see the following Draft APCA 2025 Policy Priorities for Reference.



2025 APCA & ALASKA FQHC DRAFT POLICY PRIORITY AREAS

APPROVED BY APCA POLICY AND ADVOCACY COMMITTEE ON OCTOBER 4, 2024

*NOTE: THESE DRAFT PRIORITIES WILL GO TO THE APCA BOARD
FOR REVIEW IN DECEMBER 2024*

1. FQHC PAYMENT

- *Request Accurate and Legal Medicaid Payment for Alaska FQHCs*
- *Support Efforts to Build Congressional Support for Meaningful 330 Funding Increase with new Multiyear Authorization*
- *Support FQHC participation in Care Coordination Demonstration Projects*

Draft FQHC Payment Policy Priorities include:

State:

- Influence Department of Health Officials to implement timely regulations to support corrections needed to support accurate FQHC payment
- Encourage State of Alaska to submit necessary State Plan Amendments
- Request bi-partisan support to successfully pass new legislation
- Engage with Department of Health to support the development of new waiver programs and demonstration projects that recognize FQHCs and the unique and important role they play in Alaska's Health Care System.
 - Medicaid Waivers to support Social Determinants of Health
 - Health Home primary care case management and care coordination
 - Community Health Workers

Federal:

- Support national partners with opportunities to strengthen FQHC Payment Methodology and Federal oversight.
- Actively advocate for comprehensive multi-year authorization with national colleagues that prioritizes significant base rate increases, new access point funding, workforce loan repayment and development initiatives, and behavioral health base grant adjustments.

2. FQHC WORKFORCE

- *Support passage of legislation and/or regulations to reform PA collaborative agreements to increase the number of PAs and increase access to care*
- *Recommend building a tailored Teaching Health Center Program in Alaska to be established January 2028*



Draft FQHC Workforce Policy Priorities Include:

State

- Support Physician Assistant scope of practice reform at regulatory and/or legislative levels.
- Educate Legislators and State Officials about the value of the Teaching Health Center program and opportunities for Alaska

Federal:

- Explore Federal resources and supports available to support Alaska’s Teaching Health Center program.

3. FQHC PATIENT ACCESS

- *Protect Alaskans’ Access to Affordable Prescriptions via 340B Program*
- *Protect Medicaid Eligibility through ongoing monitoring and rapid response*
- *Request Medicare Inflation Factor Increase by January 1, 2027*

Draft Patient Access Policy Priorities Include:

State:

- Support key legislation to protect FQHC contract and entity owned pharmacy access to 340B discounts (identify bills) and/or support drafting and sponsoring
- Collaborate with State Officials to build a case for support for Congressional action to provide a Medicare Inflation Factor increase for Alaska.

Federal:

- Advocate with Senator Murkowski to advance 340b Sustain Act legislation
- Work with Senator Murkowski and team to communicate concern and request guidance and support with the process of requesting a Medicare Inflation Factor increase for Alaska.

4. ONGOING SURVEILLANCE AND MONITORING

- Nurse Licensure Compact – monitoring
- Clinical Pharmacist FQHC Billing – monitoring
 - *Include other issues, regulatory items and legislation of interest, as identified*