



REQUEST FOR PROPOSAL

For Government Relations and Lobbying Services
Related to Capital Investment at the Minnesota Legislature

Proposals will be received until May 10, 2021 5:00 PM CDT

REQUEST FOR PROPOSAL

1. General Information

- a. Purpose – This request for proposal (RFP) is issued by Indian Health Board (hereinafter referred to as “IHB”). The purpose of this RFP is to contract for government relations and lobbying services to support the development and management of a proposed capital investment through the Minnesota Legislature.
- b. Issuing Organization - IHB is a Federally Qualified Health Center (FQHC), as authorized under Section 330 of the Public Health Services Act. The IHB is a 501(c)(3) a not-for-profit organization registered in the state of Minnesota.
- c. RFP Issued- April 26, 2021
- d. Due Date for Proposals – *May 10, 2021, 5:00 CST*
- e. Description of Entity – IHB is a not-for-profit corporation incorporated in 1971 and located in Minneapolis, Minnesota. As a Federally Qualified Health Center (FQHC), IHB provides primary medical, dental and behavioral health services to an underserved, low-income population. In 2020, IHB served roughly 5,000 patients.

IHB is governed by ten (10) Board members. IHB employs approximately 80 FTE staff and we are located at 1315 East 24th Street, Minneapolis, MN. 55404.

Health Centers are governed in federal statute under Section 330 of the Public Health Services Act (42 U.S.C. §245b).

- f. Services Desired – IHB is seeking proposal from qualified firms/individuals to provide government relations and lobbying services to support a capital investment proposal to the 2022 Minnesota Legislature.

At a minimum, the project should consist of the following components: education of the Board and Executive team of IHB with regard to the bonding process in Minnesota; meetings with federal, state and local elected and non-elected officials; lobbying prior to and during the 2022 Minnesota legislative session to advance the IHB capital investment proposal.

- g. Who may respond – Firms/individuals with demonstrated expertise in the legislative and administrative state capital process should respond to this RFP. Firms/individuals with experience with underserved, Black, Indigenous and People of Color (BIPC) and health care are particularly encouraged to apply.
- h. Contact for further information – Dr. Patrick Rock, CEO,
Patrick.Rock@indianhealthboard.com

2. Summary

The Indian Health Board of Minneapolis, Inc. (IHB) is a full service medical, dental and mental health community health center established in November 1971 to serve the urban American Indian population in the Phillips neighborhood of Minneapolis. In 1978, the Indian Health Board became the first urban American Indian clinic to receive funding from the Public Health Service “330” Urban Health Initiative. Effective in April 1990, the Indian Health Board was designated as a Federally Qualified Health Center (FQHC). From 1986 to the present, IHB has held continuous accreditation from the Joint Commission. We believe that the best possible care happens when we work together. Providers work with patients to make lifestyle choices that support better personal health. Patients make use of these relationships knowing their health care team is essential and dedicated. In providing this care we emphasize a public health approach that treats not only the individual illness, but also the social, cultural, and environmental influences that impact each patient.

IHB is currently exploring a capital investment opportunity in Minneapolis. If successful, the infrastructure supported by the state bonding process will support Indian Health Board in renovating a 30,000 square foot building to create a premier medical and dental clinic in Minneapolis where we will serve more than 5,000 patients per year.

IHB estimates that the total project cost outlined above is approximately \$12 million (preliminary estimate). IHB will explore funding the project from sources in addition to the state capital investment process.

IHB is one of the state’s 17 Health Centers which have a five-decades long history of serving underserved communities. We are a member of the Minnesota Association of Community Health Centers (MNACHC). Currently, MNACHC members serve nearly 200,000 low-income

Minnesotans. 30 percent of their patients are uninsured, 90 percent have incomes below 200% of poverty and 70 percent are from Minnesota’s communities of color.

3. Scope of Services

IHB is seeking a firm/individual for the following services, as requested by the IHB Board of Directors.

- Advise IHB management and Board on the capital investment strategy to pursue in the 2022 Minnesota legislative session;
- Establish connections with key local, state and federal elected officials;
- Develop and submit the capital investment proposal to the Minnesota Management and Budget (MMB) Capital Budget system;
- Manage the capital investment proposal through the 2022 Minnesota Legislature; and
- If necessary, work with the Minnesota Association of Community Health Centers (MNACHC) to coordinate legislative activity.

4. Deliverables

- Satisfy scope of work as outlined above.
- Stay within budget
- Provide detailed accounting of work performed under the terms of the contract

5. Timetable

April 26, 2021	RFP Issued
May 10, 2021	Proposals Due
May 11-13, 2021	Face-to-Face Visits via Zoom with Leading Proposers
May 14, 2021	Contract Award
May 14, 2021 – June 30, 2022	Contract Period

6. Selection Process

IHB staff and Executive Committee will review all proposals. In evaluating proposals, staff will consider the responses to the selection criteria outlined in Section 9 of this RFP. In general, the criteria includes, but not limited to, the following factors: previous experience and success with capital investment

proposals at the Minnesota Legislature, experience working with community non-profit organizations and the healthcare industry, general reputation and experience working with low-income in both urban and diverse communities. Section 9 of this RFP outlines the evaluation scoring methodology.

7. Travel Budget – Please note that there is no travel budget for this engagement. Should travel become necessary, the agency shall submit a request to IHB.

8. Information Required by Respondents

In responding to this RFP, please use the following format. Responses should be no more than fifteen (15) pages in length, plus attachments.

Section 1 | Applicant Information

Provide a point of contact and the name of your organization. Please indicate if you are an independent contractor or a multi-individual or corporate applicant.

Section 2 | Capability Statement

Provide a statement that demonstrates your (or your organization's) ability to deliver services outlined in #3 (Scope of Services) above. Specifically: previous experience and success with capital investment proposals at the Minnesota Legislature, experience working with community non-profit organizations and the healthcare industry, general reputation and experience working with low-income and diverse communities.

Section 3 | Work Samples

Provide one of the following:

1. Evidence of successful and effective capital investment project enacted into law at the Minnesota Legislature; or
2. One detailed, sample presentation/publication that demonstrates understanding of IHB intent in the topic areas listed under the Scope of Work.

Section 4 | Staffing Plan & Resumes

Identify each person who will work on the project, their role, and attach their current resume/Curriculum Vitae (CV).

Section 5 / Budget

Please indicate the total project cost for services outlined under Section 3. The response should provide a complete statement of the proposed fees and costs, and include a maximum not-to-exceed total for the project. The budget should include a proposed payment schedule.

Section 6 / References

Please provide the names of two references for whom you have worked on similar projects. Include the current contact information for each reference.

9. Evaluation Criteria

Selection Domain	Criteria To earn full points in each domain, applicant must demonstrate:	Points
Capability Statement	Statement that demonstrates your (or your organization’s ability to deliver services outlined in #3 (Scope of Services) above. This shall include: previous experience and success with capital investment proposals at the Minnesota Legislature, experience working with community non-profit organizations and the healthcare industry, general reputation and experience working with low-income in both urban and diverse communities	30
Experience & Education	Resumes/CV demonstrates tenure, professional experience and/or education that reflect knowledge and ability in capital investment projects at the Minnesota Legislature.	20
Work Samples	Examples of similar capital investments projects managed on behalf of clients at the Minnesota Legislature.	20

Budget	Total project bid.	15
Completeness of Application	Application materials are a complete and clear response to RFP guidance.	5
Face-to-Face Meeting	Evaluation of face-to-face meeting with IHB Staff and Executive Committee	10
	TOTAL	100

10. Proposal Submission

Questions regarding this RFP shall be e-mailed to Dr. Patrick Rock at Patrick.Rock@indianhealthboard.com.

Submissions shall be e-mailed to **BOTH**:

Contact 1 Dr. Patrick Rock, CEO at Patrick.Rock@indianhealthboard.com

Contact 2 Kate Hemker, COO at Kate.Hemker@indianhealthboard.com

Subject Line: IHB State Bonding Bid