



REQUEST FOR PROPOSAL

Subject Matter Expertise: Legal Analysis & Administrative Consultation on National and State Issues Impacting Federally Qualified Health Center (FQHC) Operational Performance

Proposals will be received until

FRIDAY, MAY 30, 2019

5:00 PM CDT

This RFP is also available at our website:

<https://mnachc.org/rfps/>

REQUEST FOR PROPOSAL

1. General Information

- a. Purpose – This request for proposal (RFP) is to contract for legal analysis and consultation services provided to members of the Minnesota Association of Community Health Centers (MNACHC) for the period of July 1, 2019, to June 30, 2020, or until funding for this contract is exhausted. The services are part of MNACHC’s overall training and technical assistance (TTA) services to support member Health Centers in addressing operational demands while sustaining their mission of access to care for underserved, low-income populations.
- b. Issuing Organization - Minnesota Association of Community Health Centers, a 501(c)(3), not-for-profit organization that represents the interests of Minnesota’s federally qualified health centers (FQHCs), also commonly referred to as, “Community Health Centers.”
- c. RFP Issued – April 23, 2019
- d. Due Date for Proposals – May 30, 2019, 5:00 CST
- e. Description of Entity – MNACHC (or “the Association”) is a not-for-profit association incorporated in 1980 and located in Minneapolis, Minnesota. The Association supports Minnesota’s Community Health Center network and its members in improving and maintaining the health and wellness of the state’s local communities. The Community Health Centers that comprise this network are located in medically underserved areas throughout the state and function as part of the health care safety net, providing comprehensive primary and preventive care to people who would otherwise lack access to these services. The Association consists of all 17 Community Health Centers in Minnesota that collectively serve nearly 200,000 low-income Minnesotans on an annual basis.

MNACHC provides the following services to its member Community Health Centers: training and technical assistance for Health Centers in the areas of quality improvement, operations/finance, and regulatory compliance; representing member interests in state and national discussions related to health care reform; and advocating for state and national policies in the interest of Health Centers.

MNACHC is governed by 17 Board members who are the Chief Executive Officers/Executive Directors of the member Community Health Centers. MNACHC employs 6 people and we are located at 2829 University Ave., SE, Minneapolis, MN 55414.

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

- f. Services Desired – MNACHC is seeking specific subject matter expertise in legal analysis and legal consultation on national and state issues affecting the delivery of health care services at Federally Qualified Health Centers (FQHCs), also known as the Health Center program. The required legal analysis and consultative services are intended to assist both MNACHC staff and member health centers on issues that impact a significant number of member Health Centers.
- g. Who may respond – Only attorneys who are currently licensed to practice law in Minnesota, or law firms that have such attorneys, may respond to this RFP.
- h. Contact for further information - Jonathan Watson, CEO,
jonathan.watson@mnachc.org

2. Summary

The Minnesota Association of Community Health Centers (MNACHC) is seeking legal services on behalf of our 17-member Community Health Centers. Community Health Centers must comply with a variety of state and federal regulations as a condition of certification as a federally qualified health center (FQHC) and as a health care provider licensed in the state of Minnesota. Health Centers share similar regulatory issues and through this RFP, MNACHC is seeking a collective approach to providing legal interpretation and guidance of the regulatory environment for our members.

3. Scope of Services

MNACHC is seeking an attorney for the following legal services, as requested by MNACHC management:

- Advising on federal and state regulatory issues that impact members of MNACHC;
- Establishing and reviewing standardized policies and procedures documents for Health Centers to customize for their own operations; and
- Conducting education sessions on federal and state regulatory issues.

Areas that are **not** within the scope of work are individual Health Center issues, whose advice and counsel, would not benefit other member Health Centers, and specific legal representation of an individual or sub-group of Health Centers. These include, but are not limited to:

- Reviewing of individual Health Center By-Laws;
- Drafting legislative language;
- Defending lawsuits, administrative claims or other legal claims; and
- Conducting litigation.

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 23, 2019	RFP Issued
May 30, 2019	Proposals Due
June 1-14, 2019	Face-to-Face Visits with Leading Proposers
June 24, 2019	Contract Award
July 1, 2019-June 30, 2020	Contract Period ¹

6. Selection Process

MNACHC staff and the MNACHC 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: experience working with community non-profit organizations and the healthcare industry, general reputation. 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 attorney(s) shall submit a request to MNACHC.

¹ Contract period may be shorter if the funds are exhausted prior to June 30, 2020.

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 attorney 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: demonstrated current legal content knowledge of the federal Health Center program authorized under Section 330 of the Public Health Service Act; demonstrated work advising clients with regard to state and federal regulations for primary, outpatient health care organizations; and demonstrated efforts developing policies and procedures for primary, outpatient health care organizations.

Section 3 | Work Samples

Provide one of the following:

1. Evidence of successful and effective written analysis and consultation in the topic areas listed under the Scope of Work; or
2. One detailed, sample presentation/publication that demonstrates understanding of the FQHC operating environment 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 number of hours of legal services that would be provided to MNACHC for \$10,000 over a twelve (12) month period from July 1, 2019 to

June 30, 2020. Also, please indicate if this hourly amount incorporates any discount from standard rates.

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: a demonstrated current legal content knowledge of the federal Health Center program authorized under Section 330 of the Public Health Service Act; demonstrated work advising clients with regard to state and federal regulations for primary, outpatient health care organizations; and demonstrated efforts developing policies and procedures for primary, outpatient health care organizations.	30
Experience & Education	Resumes/CV demonstrates tenure, professional experience and/or education that reflect knowledge and ability in legal analysis and consultation specific to the FQHC operating environment.	20
Work Samples	Demonstrate strong communications skills as evidenced by any or all of the following: sample issue analysis; client evaluation; and/or sample presentation/publication	20
Number of Hours	Indicate how many hours of time devoted to MNACHC for \$10,000 and if this represents any discount from usual billable rate.	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 MNACHC staff and Executive Committee	10
	TOTAL	100

10. Proposal Submission

Questions regarding this RFP shall be e-mailed to Jonathan Watson, CEO, at jonathan.watson@mnachc.org.

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

Jonathan Watson jonathan.watson@mnachc.org

Shelby Maidl shelby.maidl@mnachc.org

Subject Line: MNACHC Legal Services RFP

11. Additional Information

Respondents may provide additional information, beyond the 15-page limit, if they feel it will assist MNACHC in the selection process.