



## **REQUEST FOR PROPOSALS (RFP)**

**To engage a government relations professional, firm, or team to conduct legislative monitoring on health equity issues in Connecticut.**

**Due: July 21, 2023**

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**Summary:** The Connecticut Health Foundation (CT Health) seeks responses to this request for proposals from an experienced government relations firm or consultant to help us understand the opportunities that exist to advance policies that will support health equity in Connecticut.

Questions concerning the request for proposals should be directed Ellen Carter at [ellen@cthealth.org](mailto:ellen@cthealth.org).

**Closing date and time:** Friday, July 21, at 5:00PM EST

**Contact person:** **Ellen Carter**  
Vice President of Program  
Connecticut Health Foundation  
100 Pearl Street  
Hartford, CT 06103  
Phone: 860.724.1580, ext. 117  
Email: [ellen@cthealth.org](mailto:ellen@cthealth.org)

## Overview of the Connecticut Health Foundation

The Connecticut Health Foundation (CT Health) is the state's largest health philanthropy dedicated to improving lives by changing systems. Since it was established in July 1999, the foundation has supported innovative grantmaking, health policy research, leadership development, and technical assistance to achieve its mission – to improve the health of the people of Connecticut. The foundation focuses on health equity for people of color.

As a private foundation, we focus our policy work on educating and informing lawmakers and policymakers. Because our work is focused on systems change, we see policy and advocacy as critical pillars of our work.

### Summary – What we seek, timeframe of engagement, timeframe of RFP, staff contact

The legislative monitor helps us understand the opportunities that exist to advance policies that will support health equity. As a private foundation, we cannot lobby, but see policy and advocacy as critical to changing systems towards equity. Historically CT Health has engaged consultants to provide legislative monitoring services at a state level within cycles of Connecticut's legislative session. There are several components to the monitoring work including:

1. Monitoring state and, where relevant, federal opportunities to advance policies that will increase health equity for people of color in Connecticut
2. Connections to legislators to increase opportunities to provide education on health equity issues
3. Research and monitoring during the session, including bill tracking and budget analysis

The foundation plans to engage the legislative monitor for an initial 12-month period to provide pre-session prep, regular session updates, and post-session debrief and planning for 2024. There will be an opportunity to renew the contract at the end of the year.

### Legislative priorities

CT Health is operating from a five-year strategic plan that ends in 2023. A new strategic plan will be finalized in summer 2023, and the foundation's legislative priorities will be derived from the goals outlined in the strategic plan. Our current strategic plan includes the following priorities:

1. Ensure access to coverage
2. Increase connection to care
3. Improve care delivery
4. Link clinical care with communities
5. Strengthen advocacy and leadership

### Scope of service

There will be onboarding meetings in the last two quarters of 2023. Between October 2023 – September 2024 CT Health will engage the legislative monitor to track key legislation and build connections between the foundation and legislators and executive branch officials.

### Activities and products

The legislative monitor will be expected to produce weekly reports on bills of interest during the 2024 legislative session, provide notes from select committee meetings, and produce a budget analysis of the budget proposals from the Governor and Appropriations Committee, as well as the adopted budget. The monitor will also be expected to present at the foundation Board’s quarterly Policy and Communications Committee meetings to discuss both state-level developments and relevant federal policy issues.

### Timeline of critical events *(All dates are tentative)*

<b>CT Health Foundation’s Board Committee meetings</b>	November 30, 2023 (introduction to the committee) Quarterly meetings in 2024 in March and June (dates TBD)
<b>Ongoing planning and communication with CT Health Policy Director</b>	Biweekly meetings between November – December 2023
<b>Legislative session and core monitoring work begin:</b> <ul style="list-style-type: none"><li>• Weekly tracking meetings with staff</li><li>• Governor’s budget analysis</li><li>• Appropriations Committee budget analysis</li></ul>	During legislative session
<b>Post-legislative session review, including:</b> <ul style="list-style-type: none"><li>• Analysis of adopted budget</li><li>• Opportunities for the next session</li></ul>	June 2024

### Qualifications and expectations

- Individuals or organizations with a minimum of five years of legislative advocacy experience related to health care, health systems, and public health in Connecticut.
- Consultant must maintain good standing with the Connecticut Office of State Ethics.
- Applicants with a strong understanding of Medicaid policy and connections to advocacy groups that work on health equity or health systems preferred.

### Reporting structure

The consulting team will report directly to Sam Haun, policy director.

### RFP submission preparation and formatting guidelines

Failure of an applicant to fully comply with submission instructions may eliminate the proposal from further evaluation. Responses should not exceed 5 pages. Proposals must respond to each element listed below. CT Health will select a legislative monitor based on demonstrated experience, skills, and capacity to track and report on legislative activities, as well as ability to be customer-service oriented in working with the foundation.

1. State the applicant and/or organization's name and contact information.
2. If applying as part of an organization, please answer the following questions about the organization:
  1. Identify the organization's status with the Internal Revenue Services.
  2. What is the organizational structure? What is the organization's ability to provide necessary supervision, direction, administrative support, and technical capacity to complete the contract requirements?
3. What type of work does the applicant generally perform?
4. Identify lead contact and any additional team members (if applicable) and provide a summary of their relevant experience and skills. Attach a CV for each team member.
5. Provide examples of legislative reports and budget analyses.
6. Describe applicant or organization's understanding of health equity, racial justice and any experience working with grassroots and grassroots organizations.
7. Describe your experience working in health and health equity issues.
8. Submit a draft budget and budget narrative. The budget should not exceed \$35,000.
9. Provide a list of current clients so that we can avoid conflicts of interest.
10. Provide three references (names and contact information).

### Submission, review, and selection process (incl. timeline)

Submissions are due Friday, July 21, at 5:00pm. Please email proposal materials to Policy Director Sam Haun ([samantha@cthealth.org](mailto:samantha@cthealth.org)). CT Health staff and members of the Policy and Communications Committee will review submissions and invite a select number of applicants to participate in a round of interviews.

Date	Activity
May 22, 2023	RFP announcement
July 21, 2023	Proposal deadline
July 28 – August 25, 2023	Interviews with respondents
Sept. 8, 2023	Decisions communicated

All individuals or teams that submit responses will receive notification of the result of the selection process by Friday, Sept. 8, 2023.