



## Request for Proposals (RFP)

Pennsylvania Society for Respiratory Care  
Legislative Committee

RFP Issue Date: September 13, 2024

Proposal Due Date: October 25, 2024 at 5pm EST  
Via email to [directorofoperations@psrc.net](mailto:directorofoperations@psrc.net)

## **Section 1. General Information**

1.1 The Pennsylvania Society for Respiratory Care (PSRC) is requesting proposals from firms to provide government relations services. The purpose of this solicitation is to procure professional services for building and maintaining relationships with policy makers and their staff, advancing the PSRC's legislative priorities. This may include, but is not limited to, direct assistance with legislative drafting, and navigating both legislative and administrative processes.

1.2 The PSRC plans to hire one person/firm to provide government relations services for calendar years 2025 and 2026. This two year contract term will include an optional 2-year extension.

1.3 This RFP opens for proposals on September 13, 2024 and closes on October 25, 2024 at 5:00 pm EST. Interested parties are requested to submit a detailed proposal package that clearly defines the relevant experience of the proposed staff and team members, proposed methods and strategy, as well as a fee proposal.

1.4 Contact for all queries and receipt of proposals will be managed through the contact information below:

Linda Cornman  
Director of Operations, Pennsylvania of Society for Respiratory Care  
[directorofoperations@psrc.net](mailto:directorofoperations@psrc.net)

1.5 Respondents shall direct all contact and questions regarding this Request for Proposals (RFP) and selection process through email to [directorofoperations@psrc.net](mailto:directorofoperations@psrc.net). Questions will be answered in writing and posted to the RFP website (<https://www.psrc.net/rfp>).

1.6 Consideration is expected to be given, but is not guaranteed to be given, to the criteria listed in this RFP. The PSRC reserves the right to reject any and all proposals, to waive any and all informalities outlined in the RFP and in the selection process, and generally to make the award that, in its judgment, will best meet the objectives stated in this RFP.

1.7 Expenses incurred by the respondents in replying to the RFP or in making any appearance before the review committee are at the respondents' own expense and risk. All responses, including attachments, supplementary materials, addenda, etc., shall become the property of the PSRC and will not be returned.

1.8 Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the PSRC and the firm selected.

## **Section 2. Background**

The Pennsylvania Society for Respiratory Care (PSRC) is a 501(c)(3) non-profit, volunteer organization, originally known as the Pennsylvania Society for Respiratory Therapy, was created in 1980 as the result of a merger of three PA affiliated chapters of the American Association for Respiratory Therapy. In 1986, the AART became the American Association for Respiratory Care (AARC). The PSRC serves as the state affiliate of the AARC.

The mission of the PSRC is to represent the approximately 7,000 licensed respiratory therapists of Pennsylvania (49 Pa. Code §18.3) and to advance the art and science of respiratory care through educational publications and programs for its members, other medical professionals, and the general public and to promote pulmonary health and disease prevention.

There are four main legislative priorities for the PSRC:

- Enter into compact licensure agreement with the assistance of the Council of State Governments' National Center for Interstate Compacts
- Advance credential for entry to practice from Certified Respiratory Therapist (CRT) to Registered Respiratory Therapist (RRT)
- New licensure for advanced practice respiratory therapist
- Monitor, alert, and advise on regulation and legislative activity that would affect the practice of respiratory therapists in Pennsylvania

## **Section 3. Process**

### 3.1 Proposal Calendar

A schedule has been prepared for this proposal process. This schedule is subject to change; however, the RFP due date will not be changed without notice on the PSRC website:

<https://www.psrc.net/rfp>

<b>Proposal Timeline</b>	
September 13, 2024	RFP Application Opens
September 30, 2024	RFP Question Submissions Due
October 25, 2024	Proposal Submission Due
November 4 - 8, 2024	Interviews (if deemed necessary)
December 6, 2024	Board Authorization of Contract
December 18, 2024	Execute Contract

January 1, 2025 - December 31, 2026	Contract Period
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### 3.2 Proposal Review Committee

Proposals submitted will be reviewed by the Executive Board and Legislative Committee of the PSRC. The current officary can be found on the PSRC website. <https://www.psrc.net/psrc-officiary> The committee will review all proposals and will submit a short list of best options to the Board of Directors for their final selection.

### 3.3 Final Selection

The PSRC Board of Directors will select a firm based upon the recommendation of the Review Committee, while reserving the right to reject all recommendations, to waive all formalities outlined in the RFP and in the selection process, and generally to make the award that, in its judgment, will best meet the objectives stated in this RFP.

### 3.4 Contract

Upon notification of selection by the PSRC staff, the successful respondent is required to enter a contract within two weeks of receipt of a draft contract from the PSRC. If the successful respondent is unwilling or unable to execute the agreement as required by the RFP, the PSRC has the right to request another respondent to enter the contract with the PSRC.

### 3.5 Non-Discrimination

If selected, each respondent agrees not to discriminate, whether in employment, contracting or otherwise, in violation of any federal, state, or local law and/or based on sexual orientation, gender identity and/or gender expression.

## **Section 4. Proposal Requirements**

### 4.1 Submission Requirements and Deadline

One (1) electronic copy, submitted through email to [directorofoperations@psrc.org](mailto:directorofoperations@psrc.org) in Microsoft Word or PDF format must be received by the PSRC no later than 5 PM EST on October 25, 2024. Paper copies will not be accepted. Proposals received after the deadline will not be accepted.

### 4.2 Proposal Format and Content

Respondent(s) shall submit a proposal that includes all of the following materials. The Review Committee anticipates that full proposal packages will be less than thirty (30) pages.

During the review process, the PSRC reserves the right, where it may serve the PSRC's best interest, to request additional information or clarifications from respondents, or to allow corrections of errors or omissions. At the discretion of the PSRC, respondents submitting proposals may be requested to interview as part of the process.

1. Title Page
2. Table of Contents
3. Transmittal Letter— include the following:

- A signed statement regarding the respondent's understanding of the work to be done
  - A statement attesting that the firm will perform the work according to professional standards
  - A statement that, if hired as a government relations consultant, the company/firm will comply with all relevant laws and regulations.
  - A statement that the firm understand that, after a selection is made, all qualifications may be public records under the Pennsylvania Right to Know Law,
  - A statement that neither the firm nor any partner, principal, member, or officer of the firm is currently in violation of or being investigated for violation of any regulatory agency rules that may have a material impact on the ability to provide the services requested.
4. Cover Letter
- Limit to no more than 3 pages; letter should include:*
- Company name(s), contact name, address, and email address
  - Brief description of experience providing Government Relations services with specific, relevant projects and clients who you have provided similar work for previously.
5. Firm Profile & Biography of Assigned Personnel:
- Provide a brief profile of the firm that describes the type of organization and that includes the names and qualification of your staff. Specifically indicate which staff provide Government Relations services.
  - Identify the staff within the firm who would be providing government relations services to the PSRC and provide a brief biography that includes relevant experience. Please include the estimated percentage of time or estimated number of hours that each staff member will work with the PSRC monthly.
6. Conflict of Interest
- Respondents and team members must disclose any conflict of interest, or potential conflict of interest, with regards to any work performed by the respondents with/for a member or employee of the PSRC or any related entity.
  - Provide a complete list of other clients that members of the team are currently serving as registered lobbyist for and identify potential conflicts of interest.
7. References
- Provide three (3) references with agencies or parties that have worked with the proposed, assigned personnel from section 5. Include the reference's name, title, email, and direct telephone number.
8. Proposed Method
- A detailed narrative of methods and plan to carry out the scope of work that explains why your firm is best qualified to serve as the PSRC's government relations consultant.
9. Fee Proposal and Pricing Methodology
- Briefly describe your fee proposal and pricing methodology for serving as the PSRC government relations consultant based on a retainer model. All applicants must provide pricing in retainer model structure. Alternative pricing strategies will

also be considered but must be included as a supplement. Please note any distinctions based upon type of activity or any other factor that you deem significant.

- Please provide a breakout of pricing for legislative priorities of the PSRC, per section 2.

#### 10. Other Information

- Please provide any other information which you believe is pertinent to the PSRC's consideration of your firm. Please limit your response to this item to no more than five (5) pages.

### **Section 5. Evaluation Criteria**

#### 5.1 Experience

The respondent's experience in providing services similar to those described in Section 1.1; the quality of the applicant's management, reputation and references; the number of years of experience providing the services specified (3 – 5 years minimum).

#### 5.2 Quality of Submission

The quality of the submission and the degree to which it demonstrates the team members' full understanding of their ability to perform the services to be rendered. The content of the response should demonstrate the applicant's full understanding of this, can be achieved with as little conflict of interest as possible; evidenced by the documentation requested.

#### 5.3 Fee Proposal

The PSRC reserves the right to accept an offer or proposal other than the lowest offer and will determine awards at its sole discretion. Although the PSRC is not required to select the lowest bid, a respondent's fee proposal should be competitive for industry standards.

#### 5.4 Accuracy

The PSRC shall have the right to verify the accuracy of all information submitted and to make such investigation as it deems necessary to determine the ability of each respondent to perform the obligations in the response. The PSRC in its discretion reserves the right to reject any response when the available evidence or information does not satisfy the PSRC that the respondent is qualified to carry out properly the obligations of the response.

#### 5.5 Review of Proposals

The PSRC shall be the sole judge as to which, if any, respondent best meets the selection criteria. The PSRC reserves the right to reject any or all responses, to waive any submission requirements contained within this response, and to waive any irregularities in any submitted response.

#### 5.6 Nature of the RFP

This form is submitted subject to errors, omissions, and/or withdrawal without notice by the PSRC at any time.

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