



Request for Proposal

Lobbying and Legislative Consulting Contract

Request for Proposal Issue Date: October 25, 2023

Intent to Bid Form Deadline: October 30, 2023

Response Due Date: November 8, 2023

Statement of Confidentiality

All recipients of this document must treat this Request for Proposal (RFP) as confidential and must not disclose it to any party other than the recipients' employees on a need to know basis, or other individuals authorized under a written Confidential Disclosure Agreement signed by ACS CAN and the recipient. If the recipient does not agree with these provisions, this RFP must be immediately returned.

1.0 American Cancer Society Cancer Action Network, Inc. (ACS CAN) Overview

ACS CAN, the nonprofit, nonpartisan advocacy affiliate of the American Cancer Society, supports evidence-based policy and legislative solutions designed to eliminate cancer as a major health problem. ACS CAN works to encourage elected officials and candidates to make cancer a top national priority. ACS CAN gives ordinary people extraordinary power to fight cancer with the training and tools they need to make their voices heard.

ACS CAN Pennsylvania has several priorities surrounding the putting an end to cancer. Those priorities are ensuring access to quality to care, cancer prevention and early detection, and reducing the toll of tobacco. Learn more about ACS CAN at www.acscan.org.

2.0 RFP Goals and Objectives

The primary objective of this Request for Proposal (RFP) is to solicit proposals to represent ACS CAN on the topic of Biomarker Testing legislation and to partner with ACS CAN in lobbying the Commonwealth of Pennsylvania's General Assembly, Administration, and Departments to ultimately pass Biomarker Testing legislation.

The term of the agreement will be from January 1, 2024 to December 31, 2024.

The contractor will take direction from ACS CAN PA's Government Relations Director, notify this employee of significant developments immediately, and produce written reports to the employee at least once weekly.

3.0 Instructions/Process for RFP

3.1 Questions Regarding the RFP

If you have questions pertaining to this RFP, send an e-mail to Donna Greco at donna.greco@cancer.org or 717-534-1075 prior to the due date. Please provide sufficient time to address your questions. Be sure to include a return telephone number and email address and specifically reference the section of the RFP in question. All questions must be in writing. Questions and answers may be given to all participating vendors in order to avoid any unfair advantage. These guidelines for communications have been established to ensure a fair and equitable evaluation process for all respondents. Any attempt to bypass the above lines of communication may be perceived as establishing an unfair or biased process and could lead to your disqualification as a potential vendor.

3.2 Response Due Date and Delivery

Forward one (1) hard copy and one (1) electronic copy of your proposal before 5pm EST on November 8, 2023 to:

Donna Greco
American Cancer Society Cancer Action Network, Inc.
1336 Kuhn Rd.
Boiling Springs, PA 17007
EMAIL: donna.greco@cancer.org

3.3 Response Costs

All costs associated with the preparation of a Proposal shall be borne by the Vendor.

3.4 Confidentiality

This RFP and any information supplied in connection with the preparation of a Proposal is confidential and must not be disclosed, reproduced, or used in any way, except for the sole purpose of responding to this RFP.

3.5 Selection Process

ACS CAN evaluation team members will evaluate each proposal based upon how it satisfies ACS CAN's requirements. While ACS CAN's evaluation methodology is confidential, ACS CAN is willing to share, at a high level, the major areas of consideration:

- Qualification to be a registered lobbyist
- Vendor does not represent tobacco interests and does not represent other interests that are potentially in conflict with ACS CAN interests
- The level of service and performance standards
- Demonstrated process efficiencies and collaborative approach
- Cost to value ratio
- Vendor industry reputation and experience with the specific issues
- Vendor's experience with the specific government body in the RFP
- Vendor's experience and history with ACS CAN

While cost will remain a critical decision factor, quality, level of service and operating efficiencies that will be realized by ACS CAN are the primary and the most critical aspects. Please be sure to include all essential data in the proposal to ensure ACS CAN has a full and complete understanding of the Vendor's capabilities and experience.

3.6 Schedule of Events

- Request for Proposal Issue Date: October 25, 2023

- Intent to Bid Form Date: October 30, 2023
- Response Due Date: November 8, 2023

4.0 Proposal Contents

Your proposal must identify each of the following numbered sections by repeating the question or statement and then clearly indicating your response directly below. In cases where a question/statement does not apply, or you are unable to respond, reference the question followed by "N/A" (Not Applicable) and briefly explain the reason for not responding. Vendor may add items not listed within this section by placing them at the end of the proposal.

For all of your answers, when applicable, please indicate whether you are presently using the methods or proposed approaches that you have described or whether you will implement these methods upon award of the bid.

All answers must be completed electronically, as well as in hard copy. See section 3.2.

4.1 Company Profile

- 4.1.1 Company Name:
- 4.1.2 Mailing and Street Address:
- 4.1.3 Tax Payer ID:
- 4.1.4 Key Contact (Name, Title, Phone, Fax, and Email):
- 4.1.5 If this is sole proprietor, please indicate how many other clients you have and whether you are a former employee of ACS CAN or American Cancer Society. If you are a former employee, please indicate the date of employment and positions.
- 4.1.6 If a Corporation, answer the following:
 - 4.1.6.1 Date of Incorporation:
 - 4.1.6.2 State of Incorporation:
 - 4.1.6.3 President's Name:
- 4.1.7 If an LLC or partnership, provide the names of the principals.
- 4.1.8 Minority- or female-owned business status, if applicable.
- 4.1.9 What is the name of your organization's parent company?
- 4.1.10 Provide the location(s) of your corporate facilities.

- 4.1.11 Has your firm filed for bankruptcy within the past five years? If yes, provide details.
- 4.1.12 List any services or products that you have provided to ACS CAN or the American Cancer Society in the past.
- 4.1.13 List your top 5 major clients, including not-for-profit clients, for whom you have performed similar work.
- 4.1.14 How many employees do you have?
- 4.1.15 Do you advocate for clients promoting interest that you know are adverse to ACS CAN?
- 4.1.16 Are you currently registered to lobby in the jurisdiction identified in this proposal? If not, are you qualified to do so?
- 4.1.16 What is your experience and qualifications to be a lobbyist for ACS CAN?

4.2 References

Please list three references for similar projects performed for organizations similar in size to ACS CAN. Please include not-for-profit organizations, if any.

4.3 Project Deliverables or Services

Please describe, with specificity any anticipated deliverables or describe in detail the services you will provide.

4.4 Fees

Please state your proposed fee for this project.

5.0 Minimal Contract Requirements, if selected

5.1 Tobacco-related affiliation

Assuming that "Tobacco Company" means any company that manufactures tobacco products and is commonly considered to be part of the tobacco industry, including subsidiaries and parent companies, as well as philanthropic foundations and other organizations closely linked with the tobacco industry, please respond to the following:

- 5.1.1 Do you own 5% or more of a Tobacco Company?
- 5.1.2 Are you 5% or more owned by a Tobacco Company?

- 5.1.3 Are any of your clients Tobacco Companies?
- 5.1.4 If so, how many and what percentage of your revenues are derived from those clients?
- 5.1.5 Will you and your employees adhere to ACS CAN's no smoking policy when on ACS CAN premises?

5.2 Qualified to be a Registered Lobbyist

Indicate any experience of being disqualified to be a registered lobbyist in any jurisdiction, including the jurisdiction(s) under this RFP description.

5.2 Conflict of Interest

- 5.2.1 Are any of your employees, officers or majority owners employed by or national volunteers of ACS CAN or the American Cancer Society, Inc. (a national volunteer shall mean an ACS CAN or ACS board member)?
- 5.2.2 Are you able to state that your company will not enter into a contract or agreement, or execute a document, which will create a conflict of interest or which will prevent you from freely performing for ACS CAN, including representing its issue positions?

5.3 Intellectual Property

Any materials produced under this agreement will be performed as “work for hire” and ACS CAN will have ownership of the deliverables. Vendors must include in their proposals a statement indicating their understanding that all deliverables under this contract is work performed for hire.

Intent To Bid Form

Please complete and email this form back to ACS CAN, attention Donna Greco, donna.greco@cancer.org by October 30, 2023.

Please check the box that applies to your company's intentions in regard to the American Cancer Society Cancer Action Network's RFP.

Yes, we intend to submit an RFP response.
No, we do not intend to submit an RFP response.

Company Name:

Company Address:

Contact Name:

Contact Address:

Contact Phone Number:

Contact E-mail Address:

Print Name:

Title:

Signature:

Date: