



110A Northwoods Blvd.
Columbus, OH 43235
www.aohc.net
aohc_1@aohc.net

December 9, 2024

Dear Interested Parties:

The Association of Ohio Health Commissioners (AOHC) invites you to submit a proposal for legislative consultative services in accordance with the enclosed request for proposal (RFP).

AOHC) has a membership of 170-180 individuals, comprising the executive leadership of the 111 Ohio local health districts. The Association has been in existence for over 60 years and currently represents every local health department in the state of Ohio. Further, the Association is financially and administratively sound, with an annual operating budget of approximately \$500,000.

Legislative advocacy is a priority for the Association of Ohio Health Commissioners. AOHC's mission is to "provide exceptional service to our members by promoting strong local public health leadership; forming meaningful relationships with local, state and federal public health stakeholders; and advocating for an effective and efficient local governmental public health system." Legislative advocacy is also prioritized in AOHC's strategic plan and is evidenced by investment in expert governmental affairs representation.

If you are interested in working with a small, yet effective statewide Association on issues of importance to the health and well-being of all Ohio citizens, please respond to the enclosed RFP by the end of business on January 6, 2025.

Sincerely,

A handwritten signature in black ink that reads 'Beth E. Bickford'. The signature is written in a cursive style with a loop at the end of the last name.

Beth E. Bickford
Executive Director

Attachment

Legislative Consultation Request for Proposal

Issued By

Association of Ohio Health Commissioners (AOHC)
110A Northwoods Blvd.
Columbus, OH 43235
Beth Bickford, Executive Director
(614) 781-9556
aohc_1@aohc.net

Issue Date

December 9, 2024

Proposal Submission Deadline

January 6, 2025, 11:59 PM, EST

Purpose:

The Association of Ohio Health Commissioners (AOHC) seeks to contract with an individual or consulting firm for legislative consultative services.

AOHC seeks legislative consultative services from an expert individual or organization with a proven track record in legislative success who can demonstrate excellent written and verbal communication and interpersonal skills. Successful candidates must have expertise in one of the following fields, but also be willing to work outside their area of expertise when needed: Public Health, Environmental Health, Medicaid and other areas of healthcare reimbursement, and Emergency Response/Homeland Security. Preferred candidates will have relevant advanced degrees and/or multiple years of relevant experience.

Scope of Work:

Under the direction of the AOHC Executive Director, the legislative consultant will provide leadership and coordinate the priority policy initiatives of the AOHC. The legislative consultant will provide verbal and written advice with respect to legislative and regulatory activities, analysis of various bills and enacted legislation, and the interpretation of legislative authorities; and will be responsible for advising and supporting AOHC in preparing legislative products for submission to the Ohio General Assembly, including legislative proposals, testimony, and responses to various requests for information.

The legislative consultant will advise and represent AOHC by commenting on and developing views regarding internally and externally generated testimony, bills, legislative inquiries, legislative comments, and other legislative items. Additionally, the legislative consultant will

provide written and oral counsel on proposed or enacted legislation, executive documents, legislative testimony, and other legislative materials, often with little notice and under short deadlines. Routine reports to the monthly Public Affairs Committee and Board of Directors will be required.

Additionally, in support of all of the above services, the legislative consultant will, under the direction of and in consultation with the AOHC Executive Director, be responsible for representing AOHC positions in briefings and negotiations with other agencies, legislators, and their staff, and other stakeholders, as well as for providing advice and assistance to the AOHC in replying to governmental and other policy inquiries.

Deliverables: (to be evaluated after the first 90 days and yearly thereafter)

Professional representation of the state legislative and regulatory interests as determined by the AOHC before the Ohio General Assembly, its members (state senators, state representatives, and staff), and the State of Ohio Administration, including Executive Agencies. Representation shall include the following:

1. timely, effective, and efficient communication with the AOHC Executive Director and AOHC Board of Directors regarding all legislative and regulatory matters of interest to AOHC;
2. consistent ability to effectively monitor pending legislation, identify key intervention points, and show how Consultant-initiated activities result in desirable outcomes for the AOHC;
3. proven ability to work with the AOHC Executive Director and Board of Directors to develop and implement a legislative action plan and identify and target important individuals to be approached in regard to specific legislative and regulatory matters;
4. consistent ability to clearly articulate and lobby in support of AOHC's positions and communicate with individuals at all levels of government and to network with key individuals to ensure that current and future goals and objectives of the AOHC are met;
5. consistent ability to effectively support the timely development of legislative proposals from the AOHC to advance policy goals of the Association;
6. continued advancement in knowledge of local public health and its related issues among decision-makers and stakeholders pertinent to the AOHC;
7. timely and complete verbal and written reports and other forms of communication with the AOHC Public Affairs Committee, Board of Directors, and general membership on a regular basis;
8. successful representation of AOHC without conflict of interest with other clients.

The Consultant shall comply, at Consultant's expense, with all applicable state regulations and executive orders. The proposed consultative fee will include all normal expenses, including regularly scheduled AOHC meetings, representation of AOHC at meetings involving the state legislature and administration, lobbyist registration, business entertainment, photocopying, telecommunication services, and document preparation.

Eligibility:

All proposals will be considered.

Proposal Requirements:

1. Letter of introduction and summary of proposal, addressed to Beth Bickford, Executive Director.
2. Description of qualifications and experience. Name, address, and contact information of the firm/individual. Key personnel, qualifications, and resumes.
3. Proposal narrative, which includes specific information regarding how the desired deliverables will be accomplished and a description of ongoing service and capabilities.
4. Examples of successful lobbying efforts for similar organizations.
5. Cost of service.
6. List of all current clients, noting those clients that may have conflicting interests that would take precedence over AOHC's interests.
7. Three (3) references from clients served in the last 36 months.

Proposal Review and Evaluation Criteria:

A committee of the AOHC Board of Directors representatives will review all proposals. Proposals will be evaluated based on the following criteria:

- Experience and Expertise - Demonstrated track record in legislative advocacy and public health policy.
- Approach and Methodology - Alignment of proposed strategy with AOHC's goals and priorities.
- Cost Effectiveness - Reasonableness and clarity of the proposed fee structure.
- References and Reputation - Quality of references and reputation within the industry.

Finalists will be asked to meet with the AOHC Board Committee before final selection. All expenses incurred in the preparation of a proposal and/or travel to interview will be the responsibility of the Proposer and will not be reimbursed by AOHC.

Submission Instructions:

Proposals must be submitted electronically to aohc_1@aohc.net no later than January 6, 2025. Submissions must be on time to be considered. Questions regarding the RFP may be directed to Beth Bickford, Executive Director at aohc_1@aohc.net by December 23, 2024.

Timeline

- RFP Issue Date: December 9, 2024
- Deadline for Questions: December 23, 2024
- Proposal Submission Deadline: January 6, 2025
- Anticipated Selection Date: January 17, 2025

Notification of Decision:

All applicants will be notified by email of the outcome of the review process.

Terms and Conditions

AOHC reserves the right to accept or reject any or all proposals. The selected firm/individual may be subject to a background check. All materials submitted become the property of AOHC and will not be returned.

For more information about AOHC and its mission, please visit www.aohc.net. We look forward to receiving your proposal.