

## **Illinois College of Emergency Physicians (ICEP) Request for Proposals (RFP) State Legislative Lobbyist Services**

The Illinois College of Emergency Physicians (ICEP) is accepting proposals as we explore options for contracting with a State Legislative Lobbyist.

### **Who We Are**

Since 1970, as the Illinois state chapter of the American College of Emergency Physicians, [ICEP](#) has been dedicated to the support of quality emergency medical care and committed to the interests of emergency physicians. ICEP is a 501©6 under the IRS Code and is incorporated in Illinois.

### **What We Do**

With a diverse community of more than 1,300 members, ICEP offers leadership development, education, career development, mentorship, volunteer service, advocacy, practice resources, and other opportunities to stay connected and engage with one another.

### **Scope of Services**

There are many legislative efforts related to emergency physicians, emergency medicine, and EMS. Some of the issues that are most important to the ICEP membership and Illinois emergency medicine community include *emergency department boarding, violence in the emergency department, psychiatry boarding, reimbursement, scope of practice, and liability reform.*

ICEP is engaged in these and many other initiatives through board and volunteer leadership, and board leaders want to ensure that our perspectives continue to be reflected annually during legislative sessions.

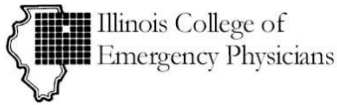
Under the direction of the ICEP Executive Committee with support from the ICEP Executive Director, our lobbyist will work in collaboration with committees, affiliates, and members in determining ICEP's policy platforms and priorities.

This position will report to the ICEP President Elect or another authorized member of the ICEP Executive Committee.

Also, this position will work with the Chair(s) of the following ICEP Committees.

- The **ICEP Patient and Physician Advocacy Committee** supports ICEP's political action committee and key contact network with state legislators. The committee recommends and collaborates with the ICEP Board of Directors to identify key issues for action and develop strategies ensure a positive practice environment for emergency physicians and maintain the quality of care for emergency department patients.
- The **ICEP EMS Committee** develops, supports, and recommends ICEP positions on EMS issues including paramedic licensure, medical control, trauma center designation, and leadership in EMS systems to the ICEP Board of Directors. The committee coordinates the activities of the Illinois EMS Forum and the Illinois EMS Medical Directors group.

Our association seeks to retain the service of a lobbyist to work the above committees, ICEP Board of Directors, and potential collaborators to address matters in which professional assistance before the



Illinois State Legislature, individual State Legislature, the Governor's office, and other state agencies is needed.

### **Candidate Criteria**

Candidates will have working knowledge and understanding of:

- Illinois emergency physician/emergency medicine or related specialty or large physician-based groups including experiences, issues, concerns, and needs of those in the healthcare field.
- Professional duties and scope of practice for emergency physicians or related medical specialty experience in Illinois differ from other professions.
- Patient care including experiences, issues, concerns, needs and related topic areas.

Candidates should also possess:

- Excellent written and oral communication skills
- A clear understanding of the legislative process
- A proven record of successful lobbying on behalf of associations/non-profits in Illinois
- A passion for public policy and the ability to drive legislative action on behalf of ICEP and its members.
- Relationships and recognize collaboration opportunities with fellow lobbyists, connections in Springfield including fellow state medical societies (i.e., Illinois State Medical Society or Illinois Health and Hospital Association)

### **Conflicts of Interest**

Upon award of the contract, in the event the Contractor becomes aware of any conflicts or potential conflicts between the interest of ICEP and the interests of clients of the Contractor, the Contractor shall immediately notify ICEP in writing of such conflict and/or include a description of the conflict(s) in the proposal. Written notice may be in the form of an email notification. In the event ICEP becomes aware of any conflicts or potential conflicts between the interest of ICEP and the interests of clients of the Contractor, ICEP shall promptly notify the Contractor of such conflict. ICEP and the Contractor shall attempt to resolve any such conflict in a manner mutually acceptable to both parties. If the conflict cannot be resolved to the satisfaction of ICEP, ICEP reserves the right to procure these items/services from other vendors with an appropriate reduction to the Contractor's fee(s).

### **Services to Be Performed**

The lobbying contract would run from November 1, 2023-December 31, 2024, with possibility for renewal for FY25 (January 1 - December 31, 2025) upon completion of an annual review from the ICEP Board of Directors.

**On behalf of ICEP and our members, state lobbying services will include, but are not limited to:**

- Educating stakeholders, lawmakers/staff, cabinet members, coalitions, alliance groups, etc. on:
  - the critical role emergency physicians play in Illinois' health care system.
  - how the professional duties and scope of practice for emergency physicians differs from other healthcare professions.
  - the experiences, problems, needs, and concerns of/faced by Illinois' emergency physicians and emergency department healthcare team.
  - the benefit of aligning state policies and efforts with efforts taking place at the federal level (scope of practice, violence in the emergency department, boarding, and more.)
- Advising, attending, monitoring:
  - state legislative committee hearings and meetings
  - rulemaking proceedings
  - other administrative or legislative agency meetings
- Educating and providing written and verbal testimony to lawmakers when necessary
- Arranging and/or attending meetings with relevant and newly elected lawmakers/staff and stakeholders
- Acting as liaison on any matters falling under the scope of this RFP or deemed important to ICEP with
  - All branches, departments, and agencies of state government
  - All Congressional members and staff
  - All meetings with the Governor, Cabinet (or Cabinet member) or state agency
  - Fellow societies or associations to collaborate on issues or legislation focusing on emergency medicine or the emergency department healthcare team.
  - ACEP national's lobbyist and government affairs team when necessary
- Monitoring and assisting with the analysis of legislation and budget items of interest to ICEP
- Advising ICEP on all relevant legislative matters before, during, and after the session
- Providing relevant information and feedback to guide the association's "best course of action" on public policy issues and proposed legislation.

**Successful candidates will prove equipped to meet these expectations through the follow activities:**

- *Advocacy*
  - Support the organization with a strong presence in the Capitol as the "eyes and ears" of ICEP and serving as day-to-day contact for legislators and other lobbyists on behalf of the association.
  - Work to achieve ICEP goals on legislation, issues, or rules by lobbying members of the Legislature, legislative staff, and state government officials.
  - Track and attend committee and rulemaking hearings, coordinate and assist in the preparation of testimony, submissions, and in-person testimony on matters directly pertaining to the association's agenda and interests.
  - Attend and participate in interim hearings and meetings regarding issues important to ICEP.

- *Strategy*
  - Assist the association in the development and implementation of its legislative agenda, key proposals, and policy positions in partnership with the board and any identified affiliate network or organization.
  - Identify as part of that strategy effective tools for educating and informing key parties on the critical role ICEP must play in all developing strategies at the state level to tackle issue facing the emergency physician and emergency department healthcare team, including but not limited to educating those parties on scope of practice and the ways in which ICEP differ from other healthcare professions.
  - In collaboration with ICEP's PPA and EMS Committee Chairs, propose an annual strategic advocacy and political engagement plan (designed to achieve legislative goals, support business objectives, establish a plan for off session activities.).
  
- *Tracking and Reporting*
  - Identify, track and report on state legislation and legislative proposals, bills, or action-items that may have an impact on ICEP, its members, and/or its interests.
  - Promptly notify ICEP of all proposed action and/or bills pertaining to ICEP interests, along with available information on when the action is to be reviewed by committee.
  - Provide timely recommendations and guidance on any legislative matter that may warrant the issuing of an ICEP call to action.
  - Report activities at a minimum through the following:
    - Weekly legislative report that will be shared with ICEP Executive Director to be shared with ICEP members (in below publication).
    - Bi-monthly electronic advocacy newsletter and quarterly newsletter in collaboration with the ICEP Executive Director, ICEP Marketing & Communications Manager and ICEP Board of Directors and ICEP PPA & EMS Committee Chairs.
    - Timely updates when appropriate via phone or email to the ICEP Executive Director and PPA/EMS Committee Chairs and ICEP President.
    - Attendance on Board of Director, PPA or EMS Committee meetings when appropriate.
  
- *Relationship Building*
  - Assist in the development of relationships between ICEP and key legislators, regulatory agencies, state agencies, local governments, and community organizations consistent with the annual strategic advocacy and political engagement plan.
  - Arrange meetings prior to or at the start of each legislative session with newly elected officials to educate, inform, and strengthen relationships with key committee members and lawmakers.
  - Develop strong connections with other agencies and state membership organizations to support mutual goals, including the board member(s) responsible for managing the administration of the contract in addition to those tasked with overseeing the

association's membership, networking and communication efforts, and all authorized representatives lobbying on the agency's behalf.

- *Special Events and ICEP Board/Committee Meetings*
  - ICEP's annual Advocacy Day
    - Advise and collaborate in the development of ICEP's annual advocacy day including program topics, advocacy/lobby training, speaker suggestions, and the toolkit to help prepare members and volunteers for the event.
    - Manage the scheduling of meetings with member local representatives for the day and collaborate with the ICEP Executive Director when needed to disseminate communications, appointments, and other vital information.
  - Advise and collaborate with ICEP in creation of an a virtual or in-person event to inform and guide advocacy/lobbying training to ICEP members.
  - Other events when request could include ICEP's EM Update, ICEP Ginny Kennedy Palys Symposium for presentation of the session reports, vital information, or topics TBD.
  - Regular meetings when requested attendance include:
    - ICEP Patient and Physicians Advocacy Committee
    - EMS Committee
    - Board of Directors Meetings
    - Other committee or ICEP related meetings
  - Bill signing(s)
    - In-person attendance at all bill signings pertaining to legislation or action deemed important to ICEP's efforts and/or mission, agenda, etc.

When possible, the association's annual calendar, including all meeting dates and schedule of events shall be shared in the first meeting of each fiscal year. A minimum of 30 days' notice will be given when attendance is requested at any ICEP event and/or meeting. Whenever possible, photos of non-ICEP sponsored events should be provided to ICEP contacts for distribution to our members and for use on the association's website and social media pages.

#### **Lobbyist Fee Proposal**

- ICEP prefers the respondent(s) to offer their fee as a firm, fixed fee schedule which includes all expenses including travel for the services outlined in this RFP.
- ICEP acknowledges that work outside the scope of this RFP (i.e., passing/drafting ICEP-driven legislation, etc.) may require a special contract that results in additional fees that will depend on the scope of that agreed upon task.
- Any work that does not fall within the scope of this RFP and would result in additional fees must be approved by the ICEP Executive Committee prior to the initiation of that work/project to guarantee payment.

**RFP Timeline\*\***

| <b>Activity</b>   | <b>Date(s)</b>                                     |
|---|--|
| Call for RFP Announcement   | <b>August 16, 2023</b>                             |
| RFP Submission period opens   | <b>August 16, 2023</b>                             |
| RFP Submission period closes  | <b>September 13, 2023</b>                          |
| ICEP Search Committee review of proposals and candidates identified to invite to interviews | <b>September 18-22, 2023</b>                       |
| Interviews scheduled  | <b>September 25-28, 2023<br/>October 3-5, 2023</b> |
| Review of Candidates by Search Committee  | <b>October 6-12, 2023</b>                          |
| Selection of Lobbyist identified and contract execution                                     | <b>October 13, 2023</b>                            |
| Lobbyist announced to ICEP volunteers and membership  | <b>October 27, 2023</b>                            |

*\*\*The above timeline indicates target dates only. These may be subject to change and will be communicated with candidates.*

**Proposal Submission Package Evaluation**

The ICEP Search Committee will evaluate proposals on a qualitative basis. This includes their review of the responses to the requested information, the cost effectiveness of the proposal, and results of discussions with other clients and members of ICEP’s Board of Directors in accordance with best practice standards and guidelines.

### **RFP Submission Package**

In responding to this request, candidates will complete the Online RFP Submission Package that includes:

- Letter of interest or narrative statement describing qualifications of the lobbyist/form.
- Detailed description of how you/your firm would accomplish the requested services.
- Expectations and requirements of our association in collaborating with you.
- Names of individual(s) who will be working on the project and their delegated areas of responsibility.
- Experience and qualifications of above staff specific to their capacity to perform the functions outline.
- Complete list of current clients and those served in the preceding twelve months of proposal submission.
- Examples of successes achieved with at least three clients for whom you successfully lobbied in the past.
- Proposed fee structure for lobbying services (*see fee proposal above.*).
- Any additional information believed to be helpful to the board in awarding the contract as outlined.
- Two references with email and phone contact information.

### **Submit Your Proposal Package**

Please submit your proposal and upload the required attachments via the online form:

<https://survey.alchemer.com/s3/7410567/2023-ICEP-Lobbyist-RFP-Submissions>

***Deadline for Proposals: September 13, 2023***

### **Contact**

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