

REQUEST FOR PROPOSALS

Legal Services

Issuing Organization	Iroquois Center for Human Development (ICHHD)
Project	Kansas Frontier Behavioral Health Integration Collaborative (FBHIC)
Funding Source	Kansas Rural Health Transformation Program (RHTP) / CMS Federal Award
RFP Issue Date	Friday, July 25, 2026
Questions Due	Friday, August 7, 2026 by noon Central Time
Proposals Due	Friday, August 14, 2026 by 5:00 p.m. Central Time
Award Notification	Monday, August 31, 2026
Contract Start	Tuesday, September 1, 2026
Budget	\$72,000 (Year 1)
Procurement Method	Qualifications-Based Selection (QBS) per 2 CFR 200.320
Submission Method	Electronic submission to: stephenoneill@irqcenter.com
RFP Contact	Stephen O'Neill, LSCSW, MBA Executive Director stephenoneill@irqcenter.com

SECTION 1: INTRODUCTION AND BACKGROUND

Iroquois Center for Human Development (ICHHD) is a Certified Community Behavioral Health Clinic (CCBHC) and Community Mental Health Center (CMHC) headquartered in Greensburg, Kansas, serving a four-county frontier region including Clark, Comanche, Edwards, and Kiowa counties. ICHHD was awarded \$1,720,957 through the Kansas Rural Health Transformation Program (RHTP) Regional Partnerships Grant Program on May 27, 2026, to launch the Kansas Frontier Behavioral Health Integration Collaborative (FBHIC). The FBHIC is a regional health care partnership structured as an Organized Health Care Arrangement (OHCA) between ICHHD and five hospital partners:

- Comanche County Hospital, Coldwater, KS
- Ashland Health Center, Ashland, KS
- Kiowa County Memorial Hospital, Greensburg, KS
- Minneola Healthcare, Minneola, KS
- Edwards County Medical Center, Kinsley, KS

The FBHIC will embed behavioral health services into hospital settings, build shared care coordination infrastructure, deploy a regional community health worker model, and strengthen workforce capacity across the frontier region. A foundational component of the project is the legal

structuring of the OHCA, including data sharing agreements, Memoranda of Understanding, care coordination and referral agreements, and related governance documentation among all six partner organizations.

ICHHD is now soliciting proposals from qualified legal firms or attorneys to provide legal services in support of the FBHIC partnership. This procurement uses a qualifications-based selection process consistent with 2 CFR 200.320, under which ICHHD will first evaluate and rank proposals on the basis of qualifications before entering into fee negotiations with the highest-ranked offeror.

SECTION 2: SCOPE OF LEGAL SERVICES

ICHHD is seeking legal counsel to provide the following services in support of the FBHIC regional partnership. The scope is organized into three primary work areas.

2.1 Organized Health Care Arrangement (OHCA) Development

The FBHIC partnership will operate as a formal OHCA under HIPAA, allowing member organizations to share protected health information for treatment, payment, and health care operations purposes without individual patient authorization. Legal counsel will be responsible for:

- Advising ICHHD on the legal structure, requirements, and governance implications of establishing and operating an OHCA under 45 CFR 164.506 and applicable Kansas law
- Drafting the OHCA agreement, including participation requirements, governance provisions, member rights and responsibilities, dispute resolution mechanisms, and termination provisions
- Advising on the appropriate designation of ICHHD as the lead organization within the OHCA and the legal implications for liability, compliance, and oversight
- Reviewing and advising on any applicable state law requirements for OHCA or organized health systems operating in Kansas
- Supporting ICHHD in presenting and explaining the OHCA structure to each of the five hospital partners and their legal representatives

2.2 Data Sharing Agreements and HIPAA Compliance

The FBHIC partnership requires compliant data sharing across six independent organizations with different EHR systems, legal structures, and compliance programs. Legal counsel will be responsible for:

- Drafting data sharing agreements (DSAs) between ICHHD and each of the five hospital partners, governing the exchange of protected health information (PHI) and other data within the OHCA framework
- Advising on the HIPAA minimum necessary standard and how it applies to care coordination data sharing across the partnership
- Reviewing and advising on Business Associate Agreements (BAAs) between ICHHD and technology vendors engaged under the FBHIC project, including the regional care coordination platform and data integration consultant
- Advising on state and federal privacy requirements applicable to behavioral health information, including 42 CFR Part 2 (substance use disorder records) and Kansas mental health confidentiality statutes, and how those requirements interact with data sharing across the partnership
- Advising on patient consent and notice requirements applicable to data sharing within the OHCA

- Reviewing data governance policies and procedures developed by ICHD and the Data and Reporting Specialist for legal sufficiency

2.3 Care Coordination and Referral Agreements

Effective care coordination across the FBHIC partnership requires clear legal agreements governing referral relationships, care coordination roles and responsibilities, liability allocation, and interorganizational workflows. Legal counsel will be responsible for:

- Drafting Memoranda of Understanding (MOUs) between ICHD and each of the five hospital partners, governing the overall partnership relationship, roles and responsibilities, resource commitments, and shared goals
- Drafting or reviewing care coordination agreements or service level agreements between ICHD and hospital partners governing the operation of embedded behavioral health services, warm handoff protocols, and joint care coordination workflows
- Advising on liability allocation among partner organizations for care coordination activities, including any applicable state laws governing interorganizational care arrangements
- Advising on credentialing and privileging requirements that may apply to ICHD licensed behavioral health staff providing services in hospital settings under the partnership
- Advising on any corporate practice of medicine or corporate practice of behavioral health concerns arising from the embedded services model
- Reviewing and advising on referral arrangements to ensure compliance with the Stark Law, Anti-Kickback Statute, and applicable Kansas law

2.4 General Legal Support

In addition to the primary work areas above, legal counsel may be called upon to provide general legal support related to the FBHIC project, including:

- Reviewing contracts with technology vendors and consultants engaged under the FBHIC grant for legal sufficiency and compliance with federal award requirements
- Advising on 2 CFR 200 compliance requirements as they relate to procurement, subrecipient monitoring, and contract administration
- Advising on any employment law questions arising from the hiring of grant-funded staff
- Providing ad hoc legal guidance on issues arising during project implementation as requested by the Executive Director

SECTION 3: PROPOSAL REQUIREMENTS

This procurement uses a qualifications-based selection process. ICHD will first evaluate and rank all responsive proposals on the basis of qualifications. ICHD will then negotiate fair and reasonable compensation with the highest-ranked offeror. If a satisfactory agreement cannot be reached, ICHD will negotiate with the next highest-ranked offeror.

Proposals must include the following components in the order listed. Incomplete proposals may be deemed non-responsive.

1. **Cover Letter:** A brief letter of introduction identifying the firm or attorney, primary contact, and a statement of interest in the engagement. Must include a certification that the firm is not debarred or excluded from federal programs and that no conflict of interest exists with ICHD or any of its five hospital partners.
2. **Firm or Attorney Overview:** Description of the firm or individual attorney, including years in practice, size, primary practice areas, jurisdictions of licensure, and any relevant health law credentials or certifications.

3. **Relevant Experience:** Description of at least three comparable engagements involving two or more of the following: OHCA development, health care data sharing agreements, HIPAA compliance counsel, interorganizational care coordination agreements, MOUs involving multiple health care organizations, or 42 CFR Part 2 compliance. For each engagement, describe the organizations involved, scope of work, and outcome.
4. **References:** Contact information for at least two clients willing to speak to the firm's or attorney's performance on comparable engagements.
5. **Proposed Approach:** A narrative description of how the firm or attorney would approach the scope of work described in Section 2, including proposed sequencing of work, identification of any dependencies or risks, and any areas where the firm would recommend adjustments to the proposed scope.
6. **Staffing Plan:** Identification of attorneys who will provide services under this engagement, including their qualifications, bar admissions, and roles. Identify the lead attorney who will serve as the primary point of contact for ICHD.
7. **Conflict of Interest Disclosure:** A written disclosure of any known or potential conflicts of interest between the firm or attorney and ICHD, its officers, employees, agents, board members, or any of the five hospital partners named in Section 1.
8. **Certifications:** Signed certifications confirming (a) the firm is not debarred or excluded from federal programs, (b) PDF copy of SAM.gov entity record, (c) the firm has not and will not use federal funds for lobbying (Byrd Anti-Lobbying Amendment), and (d) the firm does not use prohibited telecommunications or video surveillance equipment as defined under 2 CFR 200.216.
9. **Fee Structure:** A description of the firm's proposed fee structure, including hourly rates for all attorneys and paralegals who may work on this engagement, and any proposed flat fee arrangements for discrete deliverables identified in Section 2. Note: fee proposals will not be evaluated during the qualifications ranking phase. ICHD will negotiate fees with the highest-ranked offeror after qualifications ranking is complete.

SECTION 4: EVALUATION CRITERIA

Proposals will be evaluated by an ICHD review committee on the basis of qualifications only, consistent with qualifications-based selection principles under 2 CFR 200.320. Fee proposals will not be considered during the evaluation and ranking phase.

Evaluation Criterion	Weight
Relevant experience with OHCA development, data sharing agreements, and interorganizational health care arrangements	35%
Knowledge and experience with HIPAA, 42 CFR Part 2, and behavioral health privacy law	25%
Qualifications and experience of proposed lead attorney and supporting staff	20%
Proposed approach and understanding of project scope	15%
References and demonstrated client satisfaction	5%

After qualifications ranking is complete, ICHD will negotiate fair and reasonable compensation with the highest-ranked offeror consistent with 2 CFR 200.320. Fee reasonableness will be determined by reference to ICHD's independent cost estimate and prevailing market rates for comparable legal services.

SECTION 5: PROCUREMENT AND COMPLIANCE REQUIREMENTS

This procurement is conducted in accordance with 2 CFR Part 200, Subpart D, Procurement Standards (Sections 200.317 through 200.327), as required under the Kansas Rural Health Transformation Program (RHTP) federal award. The following requirements apply to this procurement and to any contract awarded as a result of this RFP.

5.1 Full and Open Competition (2 CFR 200.319)

This RFP is publicly issued to ensure full and open competition. All responsible offerors are encouraged to submit proposals. ICHD will not restrict competition by placing unreasonable requirements on firms, requiring unnecessary experience or bonding, or using noncompetitive pricing practices. Vendors who assisted in developing the specifications for this procurement are ineligible to submit proposals.

5.2 SAM.gov Verification and Debarment (2 CFR 200.212, 2 CFR Part 180)

Prior to award, ICHD will verify that the selected vendor is not excluded or disqualified from participation in federal programs by searching the System for Award Management (SAM.gov) exclusions database. Vendors must maintain active SAM.gov registration or be eligible to register as a condition of award. Vendors must certify in their proposal that they are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in federal programs.

5.3 Conflict of Interest (2 CFR 200.318)

No ICHD employee, officer, agent, or board member with a real or apparent conflict of interest may participate in the selection, award, or administration of this contract. Vendors must disclose in their proposal any known conflicts of interest, including any financial or personal relationship between the vendor and any ICHD employee, officer, agent, or board member. ICHD maintains written standards of conduct governing conflicts of interest as required under 2 CFR 200.318.

5.4 Small and Minority Business Outreach (2 CFR 200.321)

ICHD is committed to contracting with small businesses, minority-owned businesses, women-owned businesses, veteran-owned businesses, and labor surplus area firms to the extent practicable. ICHD encourages proposals from such firms and will take affirmative steps to solicit proposals from these sources when practicable.

5.5 Domestic Preferences (2 CFR 200.322)

To the greatest extent practicable, ICHD gives preference to the purchase of goods, products, and materials produced in the United States. Vendors should identify in their proposals any goods, products, or materials that are not produced domestically and explain why domestic alternatives are not practicable.

5.6 Independent Cost Estimate

Prior to issuing this RFP, ICHD developed an independent cost estimate for this procurement consistent with 2 CFR 200.323. The independent cost estimate is maintained in ICHD's procurement records and will be used to evaluate the reasonableness of proposed costs.

5.7 Required Contract Provisions (2 CFR 200.180, 216, 322, 327 and Appendix II to Part 200)

The contract awarded as a result of this RFP will include all required provisions identified in Appendix II to 2 CFR Part 200, including but not limited to:

- Administrative, contractual, and legal remedies for contractor violations or breach of contract terms, including sanctions and penalties (2 CFR 200 Appendix II, Part 200 (A))

- Termination for cause and for convenience by ICHD, including the manner by which termination will be effected and the basis for settlement (2 CFR 200 Appendix II, Part 200 (B))
- Equal Employment Opportunity compliance as required by Executive Order 11246 (2 CFR 200 Appendix II, Part 200 (C))
- Byrd Anti-Lobbying Amendment certification: contractors must certify they have not and will not use federal funds to lobby federal officials in connection with the award (2 CFR 200 Appendix II, Part 200 (I))
- Debarment and Suspension certification consistent with 2 CFR Part 180 (2 CFR 200 Appendix II, Part 200 (H))
- Prohibition on certain telecommunications and video surveillance services or equipment as required under 2 CFR 200.216
- Domestic preferences for procurements as required under 2 CFR 200.322
- Rights to audit and access records as required under 2 CFR 200.337

5.8 Business Associate Agreement (HIPAA)

The selected vendor must execute a Business Associate Agreement (BAA) with ICHD as required under the Health Insurance Portability and Accountability Act (HIPAA) prior to contract execution. Proposals must confirm the vendor's willingness and ability to execute a BAA.

5.9 Procurement Records (2 CFR 200.318)

ICHD will maintain complete procurement records for this solicitation for a minimum of three years from the date of final payment or as otherwise required by the federal award. Records will include this RFP, all proposals received, the evaluation record, the basis for contractor selection, justification for the contract price, and any other documentation required by 2 CFR 200.318.

5.10 General Provisions

- ICHD reserves the right to reject any or all proposals, to waive informalities, and to make an award in the best interest of the project and its funders.
- ICHD reserves the right to request additional information, conduct site visits, or request oral presentations from any offeror during the evaluation process.
- Proposals must remain valid for a minimum of 90 days from the submission deadline.
- All contract terms are subject to review and approval by ICHD legal counsel.
- This procurement is supported by federal financial assistance from the Centers for Medicare and Medicaid Services (CMS) through the Kansas Rural Health Transformation Program. The contents of any resulting contract do not necessarily represent the official views of CMS, HHS, or the U.S. Government.

SECTION 6: SUBMISSION INSTRUCTIONS

6.1 Submitting Questions

- Questions must be submitted in writing to:

Stephen O'Neill, Iroquois Center, Executive Director
 stephenoneill@irqcenter.com
 No later than noon, Central Time
 Friday, August 7, 2026.

- Responses will be distributed to all interested vendors to ensure full and open competition.
- Vendors are prohibited from contacting ICHD staff, board members, or hospital partners regarding this RFP outside of the formal question and answer process. Violations may result in disqualification.

6.2 Proposal Preparation

- Proposals may not exceed 10 pages, single-spaced, with 1" margins
- Proposal should maximize legibility; Arial size 15 or Times New Roman size 11 or 12 is preferred. Charts, tables, and citations may be prepared using a smaller font size.
- All pages of the proposal must include a footer with the vendor's name, the date, and the page number.
- Required attachments – unless otherwise indicated, these proposal requirements count toward the page limits:
 - 1-page Cover Letter (does not count toward page limit);
 - 10-page Proposal;
 - Budget (does not count toward page limit); use provided template;
 - Signed Conflict of Interest Disclosure (does not count toward page limit); use provided template; and
 - Signed certifications (do not count toward page limit); use provided certification templates.

6.3 Proposal Submission

- Proposals must be submitted electronically to

Stephen O'Neill, Iroquois Center, Executive Director
 stephenoneill@irqcenter.com

- Submission deadline is Friday, August 14, 2026 at 5:00 p.m. Central Time.
- Proposals must be submitted as a single PDF or Word document.
- The subject line of the submission email must read: FBHIC RFP Response – Legal Service - [Vendor Name].
- Late submissions will not be accepted.
- By submitting a proposal, the vendor certifies that the information provided is accurate and complete, that the vendor is not debarred or excluded from federal programs, and that no conflict of interest exists that would impair the vendor's ability to perform the contract.

This RFP is issued under the Kansas Frontier Behavioral Health Integration Collaborative (FBHIC), funded by the Kansas Rural Health Transformation Program (RHTP) with federal financial assistance from CMS/HHS. This procurement is conducted under 2 CFR Part 200 Subpart D Procurement Standards using qualifications-based selection. ICHD is an Equal Opportunity Employer and contractor.