



**Request for Proposal (RFP):  
Diversity, Equity and Inclusion (DEI) 101 Training for OPCA**

**Date Issued: April 5th, 2021**

**RFP Due Date: April 30, 2021**

**INFORMATION FOR BIDDERS**

**Purpose:** Oregon Primary Care Association (OPCA) invites proposals for the following activities:

**Scoping and Planning**

- Collaborate with OPCA DEI Workgroup to define the scope for DEI 101 training, including key content areas (e.g. shared terms and definitions, workplace micro-aggressions, elevating voices of people of color), strategies for connecting to OPCA mission, vision, **values** and work areas, and estimate of contract time needed for training.
- Collaborate with OPCA DEI Workgroup to develop overall training plan, to include:
  - Training on DEI 101 and organizational DEI stewardship for the Workgroup
  - Live training for OPCA staff
  - Delivery of content to new employees as part of onboarding, as well as refreshers to existing staff, with the goal of maintaining consistency, shared terms and definitions, and ongoing education for OPCA staff.

**Training Delivery**

- Deliver training DEI 101 and organizational DEI stewardship to OPCA DEI Workgroup
- Deliver DEI 101 training to OPCA staff.
- Develop and implement the agreed upon plan for DEI 101 training to be integrated into standard onboarding and organizational refresher process.

**Key Deliverables:**

- Training plan
- DEI 101 and Organizational DEI stewardship for Workgroup
- DEI 101 Training Module for staff
- DEI 101 Training Module for future onboarding and staff refreshers

**OPCA Background:** The Oregon Primary Care Association (OPCA) is a nonprofit, 501(c)(3), membership association, founded in 1984. Our members include all 32 of Oregon's community health centers, also known as federally qualified health centers (FQHCs), FQHC lookalike or other safety net clinics, and those who support them. Our mission is to lead the transformation of primary care to achieve health equity for all.

OPCA provides technical assistance and training to our community health center members. Additionally, OPCA represents its members and beyond, acting as an advocate to governmental agencies regarding policy at the state and federal level. The organization currently employs 25 people (23.75 FTE) with revenues of ~\$2.8M. The majority of employees are of service to member clinics providing consulting services, advocacy, training, and more in support of our mission and strategic plan. There is also a small team of administrative personnel in areas such as accounting, human resources, operations, IT Support, etc.

OPCA also has a 501(c)(4) related organization named Community Health Advocates of Oregon (CHAO). CHAO's mission is to reform and expand access to a comprehensive system of high-quality health care, especially health care services to individuals who experience significant barriers to care, i.e. the uninsured, low-income populations, rural isolation, etc. this is done by advocating for policy change to improve the health care delivery system, focusing on policies to improve the effectiveness of primary and preventive care, and supporting community-based solutions to address the healthcare needs unique to each community. **CHAO has moved into dormancy.**

OPCA receives funding from grants, contracts, membership dues and fees. We receive government funding from the US Department of Health and Human Services, and multiple grants/contracts from multiple foundations/entities. We have 25 employees located in our downtown office. Our annual revenue has ranged between \$2,530,661 and \$2,674,149 over the past 3 years.

## SCOPE OF WORK & TIMEFRAME

OPCA requires the following services to develop the following key deliverables:

- DEI 101 Training plan
- DEI 101 and Organizational DEI stewardship for Workgroup
- DEI 101 Training Module for staff
- DEI 101 Training Module for future onboarding and staff refreshers

The scoping and delivery of trainings and onboarding training modules should be completed by September 30, 2021. Staff training dates are negotiable in timeframe, length and occurrence, with the hope that we can complete the staff DEI 101 training to take place in June/July 2021.

## PROPOSAL PREPARATION AND SUBMISSION INSTRUCTIONS

**Questions:** Please direct all questions to Claire Tranchese via email (ctranchese@orpca.org) and those questions will be routed to the appropriate person for response. Subject title should list "Question - RFP: DEI 101 Training".

**Proposals must include (preferably in the order below):**

- a) Brief evidence of qualifications to provide the above services;
- b) Background and experience in providing DEI Training and facilitation;
- c) Proposed scope of work, methodology, and timeline for preparation and delivery of trainings
- d) Sample of a proposed DEI training agenda;
- e) Proposed fee structure;
- f) Describe your billing rates and procedures for technical questions that may come up during the project, or whether these occasional services are covered in the proposed fee structure;
- g) And, references and contact information from at least 3 comparable clients.

**Submission:** Please submit final proposal to Claire Tranchese by email on or before the deadline listed on page 1 (ctranchese@orpca.org). Only proposals submitted by email will be accepted. Email subject title should state "Final Proposal - RFP: DEI 101 Training".

## PROPOSAL EVALUATION AND CONTRACT AWARD

The DEI Committee will review RFP responses and ask to meet with the top 1-2 proposals. Finance & Operations Senior Director, and Human Resources Manager will review final proposal. DEI committee make a final selection by May 17th, 2021. Work is expected to begin immediately after selection.