INFORMATION FOR BIDDERS

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

- An equity audit of OPCA’s operational structures to identify and address any inequities or barriers for employees. This may include pay ranges, benefit offerings, organizational structures, policies, SOPs, and other necessary items as determined by the consultant and OPCA.
- Staff/Executive training: at least one training by the end of November 2020. Training should be focused on tools, resources and tactics to become an anti-racist organization.
- Development of a tool that OPCA can use to perform internal equity self-assessments.
- A rough draft of a work plan based on the deliverables above.

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:
1. Equity Audit with findings and recommendations
2. Training for all staff on tools, resources and tactics to become an equitable organization
3. Equity self-assessment/internal audit tool
4. Rough draft of a work plan

The Equity Audit, complete with findings and recommended next steps must be completed by August 31, 2020. Staff and executive trainings are negotiable in time-frame, length and occurrence, with the hope that we can complete one 2-hour training by November 2020.

PROPOSAL PREPARATION AND SUBMISSION INSTRUCTIONS

Questions: Please direct all questions to Cindy Tan via email (ctan@orpca.org) and those questions will be routed to the appropriate person for response. Subject title should list “Question - RFP: Equity Audit”.

Proposals must include (preferably in the order below):
   a) Brief evidence of qualifications to provide the above services;
   b) Background and experience in auditing nonprofit clients for internal equity capacity;
   c) Proposed scope of work, methodology, and timeline for the audit, as well as a sample of what the final report might look like;
   d) Sample of the proposed training agenda;
   e) Proposed fee structure;
   f) Describe your billing rates and procedures for technical questions that may come up during the year, 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 Cindy Tan by email on or before the deadline listed on page 1 (ctan@orpca.org). Only proposals submitted by email will be accepted. Email subject title should state “Final Proposal - RFP: Equity Audit and Training for OPCA”.

PROPOSAL EVALUATION AND CONTRACT AWARD

The Executive Director, Finance & Operations Senior Director, and Human Resources Manager will review all proposals and make selections no later than April 15th, 2020. Work is expected to begin immediately after selection.