

Request for Proposal (RFP)/Invitation to Apply

Health Share of Oregon is seeking interested applicants to be a Central Convener for Health Share of Oregon's Social Health Network which includes Community Based Organization Identification and Capacity Building Support. The contract period will be April 1, 2023- March 31, 2025.

I. Background and Purpose

Health Share of Oregon serves Oregon Health Plan members in Clackamas, Multnomah, and Washington counties. The Oregon Health Plan (OHP) is our state's Medicaid program. It provides no-cost health coverage—including medical, dental, and mental health and substance use benefits—to individuals and families who qualify. Health Share was founded and continues to be governed by eleven health and social services organizations serving OHP members in our community (<https://www.healthshareoregon.org/about>). In addition to coordinating care and resources for members, Health Share works with community partners in health care, education, housing, transportation, and social services to broaden health access and opportunity. Together with our partners, we are creating community-based solutions that lower everyday barriers to health.

The Centers for Medicare and Medicaid Services (CMS) recently approved the State of Oregon's application for a Section 1115 Medicaid Waiver that allows for the use of Medicaid resources to pay for a set of Health-Related Social Need (HRSN) items and services as Medicaid benefits. Health-related social needs are commonly defined as an individual's social and economic barriers to health, such as housing instability or food insecurity. For the purposes of this body of work, the items include housing services and supports, nutrition services, and access to climate supports.

To support readiness for the implementation of new HRSN benefits, Health Share is seeking an entity to serve as a Central Convener to help the CCO develop a network of community-based organizations (CBOs) who will support access to these benefits for eligible Health Share members. Over two years, this Central Convener will support this effort through CBO capacity building, learning collaboratives, and training and technical assistance.

II. Scope of Work

The primary purpose of this work is to support the initial development of a network of community-based organizations (CBOs) who will in turn support access to HRSN benefits for eligible Health Share members. Key activities to achieve this capacity building include the contractor partnering with representatives from the Health Share Collaborative to develop and execute a RFP process to identify 10-20 CBOs that want to be part of Health Share's Social Health Network. Criteria for selection of CBOs will be co-developed with the Health Share Collaborative partners. Multiple entities may submit a joint application to do this work as a partnership. In this scenario, one entity must submit the application as the lead.

This work will also include:

- Development, execution, and oversight of contracts with the identified CBOs for capacity building. The total value of the contracts with CBOs that the Central Convener will administer will be between \$1.5 million and \$2.0 million.
- Hosting a quarterly Community of Practice to support network development and bidirectional learning between CBOs and health system partners

- Identifying and providing individualized and group ongoing training and technical assistance around billing for health-related social need benefits (e.g. rules, regulations, infrastructure needed, etc.), technology and data needs (e.g. data collection, analytics, reporting, IT equipment/software needs, etc.), support for staffing capacity identification (e.g. additional capacity needed, type/level of staffing, training, and/or certification needed, etc.) and development or advancement of business acumen as needed to contract for this work (e.g. contracting, maintenance of financial records, etc.). May include presentation support from external parties with specialized expertise.
- Development of a shared language about the Social Health Network across CBO and health system partners.

III. Reporting Requirements

Health Share will require submission of quarterly reports on the contract deliverables. Reporting shall include at a minimum, the following: financial reports on the Central Convener’s spending; updates on CBO selection/contracting; and assessment of individual CBO capacity and needs in order to provide HRSN benefits, including overall network strengths and areas for continued growth and focus.

Contractor must also prepare, at a minimum, bi-annual written programmatic updates for both CBOs and health system partners on capacity building progress and lessons learned.

Contractor will be required to assist Health Share with additional reporting, including for SHARE Initiative (requirement created through HB 4018 that CCOs invest a portion of profits back into communities to address health inequities and the social determinants of health and equity).

Additional reporting requirements may be added over the contract period as necessary to meet other CCO contract-related requirements.

IV. Key Project Deliverables

Key Project Deliverables	Deliverable due dates
Co-create an application template and selection process with partners from the Health Share collaborative for CBOs to request funding for capacity building	4/14/23
Convener issues Request for Proposals from CBOs	4/20/23
Host pre-application Question and Answer session	TBD, late April 2023
Proposals due back to Convener	5/18/23
Final applicant interviews, if needed	5/30/23-6/2/23
Award announcement (CBO proposals)	6/6/23
Execute contracts with CBO partners	6/30/23
Host quarterly learning collaboratives with CBO and health system partners	Q3 2023-Q1 2025
Conduct a minimum of one site visit with each CBO/grantee annually	Annually
Develop workplan for provision of ongoing individualized and group capacity building training and TA	8/1/23
Monthly, and as needed, meetings with Health Share Collaborative Partners	Monthly

V. RFP Timeline

Key Activities	Dates
Health Share issues RFP for Central Convener	1/19/23
Pre-application Question and Answer session via ZOOM	1/30/23, 12-1pm PST
Central Convener proposals due to Health Share	2/21/23
Final applicant interviews, if needed	2/27/23-3/3/23
RFP award announcement (Central Convener proposals)	3/7/23
Convener contract executed	3/31/23

VI. Funding

Health Share has up to \$500,000 available for this contract for the Central Convener over the contract period. An additional \$1.5 million to \$2.0 million will be allocated to support capacity building for CBOs interested in offering the HRSN benefits. Only one contract will be awarded through this process for the Central Convener's scope of work. The total contract amount will be based on applicant's proposed budget and negotiated at time of contract execution.

The contract is based on a cost reimbursement model. Invoices are to be submitted at least quarterly and no more often than monthly.

VII. Application Selection Criteria

An evaluation committee made up of representatives from the Health Share Collaborative will review and score the applications. Health Share of Oregon retains the right, in its absolute discretion, to accept or reject an application and is not bound to select any application based on budget or other considerations. Applicants demonstrating the following skills and abilities will be prioritized:

- Prior experience working with the Medicaid population and basic understanding of Coordinated Care Organizations (CCO)
- Demonstrated organizational commitment to health equity, provision of culturally and linguistically responsive services and centering diverse communities
- Experience leading local policy, system, and/or environmental change strategies to address health and racial equity
- Demonstrated track record convening diverse stakeholders to achieve a common goal
- Demonstrated experience providing learning and skill building opportunities to diverse organizations (size, culturally specific, different sectors) through cohort or learning collaborative model (or equivalent)
- Demonstrated ability to successfully perform administrative functions such as contract execution and oversight as well as budget management
- Staff who can operationalize this body of work within 30 days of contract execution

Application is worth a total of 35 points. Questions will be scored on depth of response to question, commitment to equity, and experience with providing capacity building, training, and technical assistance on the following scale:

- 1= Response did not address the question and/or indicates an inability or limited experience performing this scope of work

- 2= Response provides minimal information addressing the question and indicates minimal ability to perform this scope of work
- 3= Response provides acceptable information addressing the question and indicates average ability to perform this scope of work
- 4= Response provides above average information addressing the question and indicates above average ability to perform this scope of work
- 5= Response answers the question in full and indicates experience that exceeds the minimum skills required to perform this scope of work

VIII. Application Eligibility

All applicants must:

- Be a nonprofit 501(c)(3) tax exempt organization, LLC or County government organization. Must be in good standing with the IRS.
- Currently operate within the region served by Health Share of Oregon (Multnomah, Clackamas, and/or Washington County Oregon).
- Have the capacity to fund capacity building expenditures from the start until they are reimbursed by Health Share.

IX. Application Instructions

Full applications are due by Tuesday, February 21, 2023 at 5:00pm PST.

Please submit responses to the Application Questions to: applications@healthshareoregon.org. Late applications will not be accepted. Applications must be submitted in PDF format. A confirmation email confirming receipt of the application will be sent within one business day of receipt. Confirmation of receipt does not indicate award of contract.

Responses to all questions are limited to five pages; responses must use single line spacing, 12-point font and 1-inch margins.

Multiple entities may submit a joint application to do this work as a partnership. In this scenario, one entity must submit the application as the lead.

A pre-application question and answer session will be held on Monday, January 30, 2023, from 12-1pm PST via ZOOM. Attendance is not required to apply. If you are interested but unable to attend, a recording of the session will be available by sending a request to applications@healthshareoregon.org. Please register using the following link: <https://forms.office.com/r/aWnZ2Sc7Jw>

Questions about the application content can also be directed to applications@healthshareoregon.org.

X. Application Questions

1. Please describe your organization's experience leading health-related initiatives, involvement with the Medicaid population, and understanding of Coordinated Care Organizations (CCOs).

2. Please share your organization's knowledge, awareness, and practice with diversity, inclusion, equity, and cultural competency, such as:
 - a. Current organizational equity approaches, such as an organizational statement or commitment to EDI values
 - b. Approach to include equity considerations in decision making, inclusion and engagement, cultural humility and responsiveness, and collaboration
 - c. Experience providing culturally and linguistically appropriate services (e.g. bilingual staff, educational materials, etc.)
 - d. Current or recent involvement in projects or programs related to the promotion of health equity
 - e. How your organization's commitment would be embedded into your work on this project.
3. Please share how you would staff this work, including the training and experience of the individuals supporting this work and/or potential partners involved in the training and technical assistance that would be provided to CBOs.
4. Please share your experience coordinating with local cross-sector partners, including other community-based organizations, health care organizations, social service agencies, schools, faith-based organizations, and/or businesses.
5. Please share your experiences with cohort learning and providing training and technical assistance on the following:
 - a. Community Based Organization Capacity Building
 - b. Community Based Organization infrastructure development
 - c. Medicaid Billing and Reimbursement
6. Please submit a project budget using the following line items:
 - a. Direct Labor: Salary and Benefits
 - b. Consultants and Contracted Services
 - c. Materials, Supplies and Equipment
 - d. Other Budgeted Items
 - e. Indirect/Administrative Expenses (reflected as a percentage of the total budget, if relevant)
7. Please share challenges you anticipate in this work and the support you believe you would need to be successful in accomplishing this work.