

Virginia Community Healthcare Association Request for Proposal

Partnership Proposal for Leadership Coaching



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Leadership Coaching for Year-Long Program
Virginia Community Healthcare Association
PROPOSALS DUE BY: June 15, 2024

Company Background

Virginia Community Healthcare Association (VCHA), established in 1980, is a non-profit membership organization that serves as the primary care association for Virginia's thirty community health centers and look-alike health centers. Membership in VCHA is open to all Federally Qualified Health Centers (FQHCs) and Federally Qualified Health Center Look-Alikes operating delivery sites in Virginia.

VCHA supports health centers in their mission to provide access to health care regardless of geographic location or ability to pay. VCHA works with health centers, community leaders, and partners to enhance access to affordable, high-quality health care and to find solutions for expanding access to care in areas that need it most.

VCHA is an integral part of Virginia's Health Safety Net which includes Virginia's Community Health Centers (CHCs), nonprofit rural health clinics, community-based providers of primary care, and health departments providing primary care services, and other similar organizations.

Project Overview

VCHA is requesting a proposal to partner with an organization that can provide leadership coaching to participants of our Community Healthcare Center University (CHCU) Program. The Program typically accepts a cohort of 20 participants each year.

Deliverables for this project are:

- 1) Work in collaboration with VCHA's Program Director to provide contracted services.
- 2) Work in collaboration with the University of Richmond's Program Director to attend program events, contact participants, and obtain participant feedback.
- 3) Attend Program orientation in-person.
- 4) Provide initial meetings with each Program participant.
- 5) Provide recommended assessments for Program participants to establish recommended baseline – will provide assessments based on expertise and experience with assessment tools.
- 6) Provide ongoing one-to-one coaching with each program participant.
- 7) Provide quarterly progress reports during the term of the contract.
- 8) Provide final report of coaching accomplishments.

To reach these goals, VCHA is now accepting bids in response to this Request for Proposal.

Scope of Work

1. Assessments

Conduct an assessment with each participant to identify their abilities and behaviors. Provide information on how you will implement the use of this assessment for each participant and the tools that will be used.

2. Leadership Coaching

Provide your plan on how you would engage and work with each participant. Please provide a detailed outline of the work you would provide with each participant and the outcomes you would expect from that work.

3. Coaching Approach

Provide how your approach to leadership coaching is unique and best qualifies you for this work.

Target Deliverable Schedule

Final Project Due: The partnership with the winning bid is expected to commence in January 2025. The completion of all the work will be done in a twelve month span from January of 2025 through December of 2025.

Budget Constraints

VCHA is a non-profit association with a mission to assist in providing care to underserved communities and vulnerable populations throughout the Commonwealth of Virginia. As such, appreciation is given to those bids that make every effort to provide the most competitive bid possible. This is an US Health and Human Services (HHS) grant-funded program, and agreements are made on a yearly basis, dependent upon the availability funding.

Information to Include in Your Response to the RFP

- Previous experience/past performance history.
- Samples and/or case studies from previous projects.
- Projected costs.
- Experience and technical expertise.
- Three references.
- Any SWAM certifications (if applicable), EIN, stat in which you hold your business license(s) and state registration.

Questions Bidders Must Answer to Be Considered

- i. What experience do you have specifically with providing leadership coaching?
- ii. What is your experience providing specific coaching to healthcare leaders?
- iii. What other organizations have you worked with in the past or are currently working with?
- V. Tell us about the key personnel that will be involved in this project.
- Vi. Tell us about your history in providing successful leadership coaching.

Submission Requirements

Bidders must adhere to the following guidelines to be considered:

- Only bidders who can meet all metrics in the Scope of Work section should submit a proposal.
- Proposals must be sent in by **June 15, 2024**. Bidders interested in submitting a proposal should submit an electronic PDF copy, by email, to Dr. Angela H. Taylor at ataylor@vcha.org.
- Include references with your proposal.
- Proposals should not be more than 10 pages (excluding a cover page and references). Failure to comply with these guidelines will result in an automatic rejection.
- A proposed schedule for delivering leadership coaching during the 12 months must also be included and clearly expressed.

Contact Information

For questions or concerns connected to this RFP, we can be reached at:

Dr. Angela H. Taylor

ataylor@vcha.org