



Request for Proposals: Needs and Assets Assessment for Cancer Research and Prevention in Washington State

On behalf of its sponsored project, Andy Hill Cancer Research Endowment (CARE) Fund, Evergreen Social Impact is soliciting proposals for a consultant to plan, research, develop and produce a *Needs and Assets Assessment for Cancer Research and Prevention in Washington State*, to be completed by May 29, 2024.

Date Issued: January 15, 2024

Proposals Due: February 5, 2024, 5:00 p.m. PT

Estimated Term: The estimated term of this subcontract will be March 1, – May 29, 2024.

Cost Proposal: Not to exceed \$60,000

Contact Person: Joseph Sparacio

Contact Email: joseph@wacarefund.org

Andy Hill CARE Fund Background

The Andy Hill Cancer Research Endowment (CARE) Fund was established in 2015 to make grants for the promotion of cancer research to improve the quality of life for the people of Washington. The Fund's objectives are to optimize the use of public funds to prioritize research with the greatest potential to improve health outcomes; leverage our state's cancer research facilities, talent, clinical and therapeutic resources; and positively impact our economy through requiring matching funds, creating jobs, encouraging investments, and advancing our biotech, medical device, and health care information technology industries. Historically, the CARE Fund generally awards a total of up to \$10 million per year in grants. In 2023, the Washington Legislature appropriated an additional \$30 million one-time investment to the CARE Fund.

Evergreen Social Impact (ESI) Background

ESI (www.evergreensocialimpact.org) is a 501c3 tax-exempt, Washington State nonprofit corporation. ESI is a fiscal sponsor organization that provides fiduciary services, including governance, funds management, and other administrative services to projects with social-impact missions. ESI acts as a 'nonprofit incubator' for new entities that are in start-up mode or as a long-term administrative home for tax-exempt and public/private partnership organizations.

Opportunity and Scope of Work

Opportunity

CARE Fund has made grants to promote cancer research since its inception in 2015 and has recently developed a three-year Strategic Plan for the period Jul 1, 2023—Jun 30, 2026. CARE Fund intends to submit a proposal to take part in the National Institutes of Health (NIH) [All of Us](#) research program national initiative.

CARE Fund seeks a consultant to develop and produce *Needs and Assets Assessment for Cancer Research and Prevention in Washington State*, to:

1. Evaluate the community of researchers from different disciplines and levels of formal training (including potentially citizen/community scientists) and trusted voices (e.g., universities, scientific organizations, and/or other professional societies) in its current state and provide data-driven feedback.
2. Identify assets, areas for system improvement, and gaps.
3. Inform the establishment of measures of progress that are relevant/meaningful for the community.
4. Motivate performance and opening the door to co-design a plan for the future.

The Assessment should include both internal and external components. The internal aspect will include a review of the programs, access points, and barriers for underrepresented communities in Washington. The external aspect will evaluate fundamental components that contribute to inclusive biomedical research. The assessment will result in a set of near-term and long-term recommendations.

The assessment will be used to guide and inform the development of a proposal to the NIH All of Us research program and will serve as a data-rich resource for understanding the strengths, challenges, and funding opportunities for federal investment to support Washington's underserved communities.

In addition to, and beyond supporting this specific request, the Assessment will inform and guide ongoing programmatic work of CARE Fund in making grants and forming partnerships to promote cancer research throughout Washington. Grants and partnerships are focused on the needs of Washington residents and communities, giving this investment in an Assessment multiple and lasting impacts.

Services to be Performed

Contractor will support CARE Fund by planning, researching, developing and completing a *Needs and Assets Assessment* for Cancer Research and Prevention in Washington State.

Deliverables

The work performed is expected to produce the following:

Needs and Assets Assessment for Cancer Research and Prevention in Washington State

- Review CARE Fund strategic plan and (NIH) [All of Us](#) research program national initiative to inform Assessment.
- Develop an approach to identify existing assets, areas for system improvement and gaps related to cancer research and prevention in Washington state.
- In consultation with CARE Fund staff, draft a Needs and Assets Assessment for Cancer Research and Prevention in Washington State, highlighting gaps and opportunities aligned with CARE Fund strategies and purposes.

Timeframe

The following is the anticipated timeframe of the RFP, services, and deliverables to be provided.

Deliverable	Date
Issue Request for Proposals	January 15, 2024
Proposals due	February 5, 2024
Evaluate proposals	February 6 – February 14, 2024
Announce “Apparent Successful Contractor” and send notification via e-mail to unsuccessful Proposers	February 15, 2024
Negotiate contract	February 19, 2024 – February 28, 2024
Begin contract work	March 1, 2024
Deliver Draft Assessment	May 1, 2024
Deliver Draft Final Assessment	May 15, 2024
Deliver Final Assessment	May 27, 2024

ESI reserves the right, at its sole discretion, to revise the above timeframe, with or without notice.

Proposal Submission

Required Components and Content

To simplify the evaluation process and obtain maximum comparability, please organize your proposal into the following components:

1. Executive Summary
Describe your understanding of the work to be performed, the estimated fees (hourly rate, estimated hours required to execute on the scope of work, a total not to exceed proposed fee), and your ability to perform the work within the time frame provided.
2. Proposed Scope of Work and Timeline, including anticipated approach to develop and produce Assessment.
3. Professional Experience
Describe qualifications for this engagement. This could include resume(s), CV(s), and links to websites and/or LinkedIn profiles that highlight capacities to successfully perform the functions outlined in this RFP.
4. Proposed Detailed Budget
Evergreen Social Impact has budgeted an amount not to exceed Sixty Thousand Dollars and no cents (\$60,000.00) for this project. Proposals in excess of this amount will be considered non-responsive and will not be evaluated. Any contract awarded as a result of this RFP is contingent upon the availability of funding.

The evaluation process is designed to award this procurement not necessarily to the Proposer of least cost, but rather to the Proposer whose Proposal best meets the requirements of this RFP. However, Proposers are encouraged to submit Proposals that are consistent with the conservation of resources.

Identify all costs in U.S. dollars detailing expenses to be charged for performing the services necessary to accomplish the objectives of the contract. The Proposer is to submit a fully detailed budget including staff costs and any expenses necessary to accomplish the tasks and

to produce the deliverables under the contract. Proposers are required to collect and pay Washington state sales and use taxes if applicable.

Costs for work to be completed by subcontractors are to be broken out separately.

5. Additional Questions/Information

- a. Identify whether the proposal is from a registered minority-owned, women-owned or veteran-owned small business (per the Office of Women and Minority Business Enterprises under the Revised Code of Washington chapter 39.19 or as certified by the Washington Department of Veteran Affairs).
- b. Speak to your commitment to diversity, equity, and inclusion.
- c. Speak to any value-adds you and/or your entity may offer if engaged by Evergreen Social Impact.
- d. Provide any additional information, not specifically requested, but that you believe would be useful in evaluating your proposal.

Method of Submittal

Proposals should be submitted via email, no later than **February 5, 2024, 5:00 p.m. PT**, with “RFP: Needs and Assets Assessment” in the subject line, to Joseph Sparacio at joseph@wacarefund.org. Questions regarding this RFP may also be addressed to this same email address.

Proposals not submitted per the above proposal submission guidelines may be considered non-responsive and not be evaluated.

Evaluation of Proposals

Finalists may be asked to submit additional materials, including references.

Total compensation under this contract will be based on the following criteria:

- Price (inclusive of travel and other routine business expenses)
- Prior experience
- Qualifications
- Responsiveness of the proposal
- References, if requested

ESI will evaluate and award the contract to the submitter whose proposal is deemed to be in the best interest of ESI and CARE Fund.

This RFP does not obligate ESI or CARE Fund to contract for services specified herein. ESI and CARE Fund reserve the right at its sole discretion to reject any and all proposals received without penalty and not to issue a contract as a result of this RFP.

Thank you for your time and consideration of this Request for Proposal.

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