



# Building Equitable Economies Fund

*Advancing Health Equity in the Pacific Northwest  
Through the American Rescue Plan Act Initiative*

## *Request For Qualifications*

### **Technical Assistance Consultant Request for Qualifications (RFQ)**

#### **OVERVIEW**

Empire Health Foundation (EHF) is requesting qualifications from candidates to support the design and development of a new *Technical Assistance Program* for its Building Equitable Economies Fund initiative. Learn about this initiative [here](#).

Our objectives are to support grantee capacity, skills, and knowledge to engage in catalytic investments that will attract more resources to their communities across the region through the American Rescue Plan Act (ARPA) and other sources of funding. EHF is in the early stages of planning this *Technical Assistance (T/A) Program* and is seeking an individual to guide its design and implementation, identify grantees' T/A needs, coordinate assistance according to identified needs, and seek engagement opportunities.

We are interested in partnering with individuals/consultants who understand and are familiar with the communities we serve, prioritizing those whose work reaches eastern Washington. We invite those who are interested in this scope of work to review this document and submit your qualifications by April 20, 2022. The time frame for this work is April to December 2022. It is estimated that a total of 15 to 20 hours per week will be invested in this work.

## **EQUITABLE ECONOMIES BACKGROUND**

Building Equitable Economies Fund (Equitable Economies) is designed to engage and support community-based organizations and small businesses from across our region to develop the capacity to access American Rescue Plan Act (ARPA) dollars. This initiative is intended to support organizational, infrastructure, and advocacy capacity to position community partners to increase access to consistent and sustainable funding from local, state, and Federal sources beyond just the ARPA funds.

Equitable Economies is also intended to foster collaboration, collective advocacy, and learning across communities and organizations. The initiative's values-based approach centers organizations representing and serving communities that have been historically, systemically, and consistently excluded from policy decision-making spaces that has resulted in inequitable resource allocation for generations. These inequities, along with health disparities, have been exponentially impactful during the pandemic and took a significant toll on health, economic well-being, and loss of life. In response, Equitable Economies is coordinating its resources and capacities to support community-defined and driven strategies now with the intent of seeding a collective movement for addressing inequities and health disparities for the future.

## **T/A PROGRAM PURPOSE**

In addition to financial support, Equitable Economies will also provide technical assistance to support the grantees and their leadership, infrastructure, capacity, access, expertise, and knowledge – to position grantees and community partners for increased resource allocation from ARPA and future federal investments. The T/A approach will focus on short, medium, and long-term priorities of grantees and seeding cross-cultural collective advocacy that aims to disrupt the systems which perpetuate the concentration of health inequities in specific communities.

To achieve the intended outcomes of Equitable Economies, Empire Health Foundation's (EHF) project team will center the needs of grantees and the communities they serve by engaging the advisory support of the newly formed EE Community Advisory Committee, EHF staff, and project consultants.

## SCOPE OF WORK

We expect the selected candidate will work with us through December 2022 to coordinate the T/A program, developing an understanding of the grant recipient's needs, as well as providing them with the resources they need to achieve their capacity building goals. While additional details will be developed and evolved to meet the needs of grantees and the community, we invite individuals to submit their qualifications for areas of work that includes:

- Design, facilitate, and document engagement with grantee organizations to gain a better understanding of T/A priorities.
- Support grantees through community connection, learning, and resources that will grow organizational capacity, wisdom, influence among decision-makers, and partnerships.
- Invest in each grantees' ability to drive, implement, and sustain change over time.
- Connect grantees and their plans with expert coaches, consultants, and professional service providers (e.g., grant writers, planners, lawyers, lobbyists, or accountants). Selected providers will be retained or otherwise compensated by EHF while they work with and for the needs of grantees.
- Where and when necessary, work with T/A providers to ensure organizations receive culturally responsive services.
- Identify engagement opportunities for grantees and other community

members to collaborate.

- Review existing TA offerings and capacity-building organizations providing services in eastern Washington, with special attention paid to racial equity and geographic equity in their networks and services.

The program will be overseen by a point of contact on the EE project team. It will be monitored on an ongoing basis through EHF staff and project team check-ins with grantees who receive support from providers.

## DELIVERABLES

We expect the selected candidate will help EHF gather and synthesize information to support an effective path forward by leading on the following:

- Assess and evaluate information collected via feedback, reflections, and ideas from Community Advisory Committee members, EHF's staff and leadership, and grantees in other program areas.
- Build a work plan that includes methods of data collection, grantee outreach, and a timeline on the T/A Program development. Coordinate and manage outreach and engagement with the different stakeholders.
- Design and implement communication strategies to identify grantees' technical assistance needs and readiness, effectively fostering and maintaining relationships. Lead discussion with grantees and have a plan to document the information in a uniform way across all conversations
- Implement a vetting process to recruit a pool of consultants that bring diverse lived experiences, expertise, cultures, perspectives, ideas, and culturally intelligent capacities to support grantees.
- Create a technical assistance matrix that includes grantees' needs and available resources offered by the pool of consultants and EHF.
- Continually incorporate an analysis and inventory of resources for TA Program.

## QUALIFICATIONS

This initiative will prioritize candidates who:

- Demonstrate a body of work that reflects deep experience working with, and assessing the priorities of small, grassroots organizations serving communities traditionally under-resourced and underserved.
- Have working knowledge of technical assistance programs, services, and providers.
- Have a history of developing projects with accessibility in mind from the start.
- Are knowledgeable of the landscape of technical assistance and/or capacity building opportunities to support community-based organizations, community leaders, and small businesses.
- Can design and facilitate effective meetings virtually and in person, as needed.
- Are able to communicate with multiple audiences and stakeholders.

## SUBMISSIONS

Interested applicants should submit a response by email to [economies@empirehealthfoundation.org](mailto:economies@empirehealthfoundation.org) with subject line “Technical Assistance RFQ” by April 20, 2022. Your response should be delivered as a PDF and no longer than 5 pages.

Please include:

- Contact information for the primary point of contact
- Proposed methodology for accomplishing the work outlined in this RFQ
- Your knowledge of technical assistance services, programs, and providers
- Experience working with small, grassroots organizations serving communities traditionally under-resourced and underserved
- Experience facilitating meetings, collecting information, and developing written reports for grantee and foundation audiences
- You or your organization's approach to diversity, equity, and inclusion
- Background information about you. If you are part of an organization, please include a brief description of the work of the organization
- Three references (no letters required)
- One or two work samples (optional, and not part of the page limit)

After reviewing all submissions, our team will invite a limited number of applicants to meet our team and respond to additional questions. All submissions will receive a response from us within three weeks of the submission deadline. For questions or comments, please email [economies@empirehealthfoundation.org](mailto:economies@empirehealthfoundation.org)